
Ref. IBMRD/Academics/2018/

Date:-29/06/2018

Notice

All the students of MCA are hereby instructed that they should contact their “**Class Teacher**” for academic year 2018-19 for the following:-

1. Understanding of all rules, regulations and requirements. It is the student's obligation to read the class prerequisites and academic rules and policies. If you do not see them, ask your Class Teacher for clarification.
2. Report of leave/less attendance (for this, submit leave application, **1 day prior** to Class Teacher & Class Teacher should forward it to Academic Affair In-Charge).
3. Submission of project/assignment/practical/other academic action.
4. Scholars play with Class Teacher at least at one time in a week for advising on issues linked to curriculum expectations throughout the class. During these advising meetings, field skills, career exploration, individual development other related topics shall reviewed.
5. Students may suffer with the Course with specific in-depth questions regarding the particular course, any other academic fulfilment.
6. Do not accept that your friend knows the regulations that apply to you!.

For Any Academic or any other grievance students are open up to contact their class teacher for immediate action.

Sd/-
Dr. Arun Ingle
Director