

## Some Important Points to Remember

1. Always bring Notebook & Pen with you.
2. Mobile phone are not allowed inside the class room. So please put the mobile in silent mode and if necessary use it outside.
3. If absent, please inform me by personal WhatsApp message.
4. Fees should be paid on or before due date. Late fine of Rs 118 will be charged from next day and Rs 118 will added in every 7 days. You can pay your fees with fine till 25th of every month. In case of failure to pay by 25th, your names will be removed from Admission Register and you can not resume your course in any circumstances.
5. Be on time. Classes will be started on time. If u late the loss is yours.
6. Put your helmet, bag or any other belonging with you. Please don't put those thing here and there.
7. All are requested to shut down the computers when not in use and off the switches behind the computer table.
8. Don't switch on computers before instruction by the faculty. If you need ask you faculty and turn on.
9. If you completed your class or practice don't leave the classroom without asking to you faculty.
10. Don't use any remote control, if required please ask your co-ordinator.
11. Remove your shoes outside and keep properly.
12. This is a Educational Institution, so please be on proper dress. Please don't wear any short dress.

We are ISO Certified and IAF Accredited. So I request you to maintain discipline and punctuality.

Thanking you!

With regards,

Creators Computer Education