

## **General Rules, Regulations and Guidelines for Undergraduate and Postgraduate levels**

- The University functions between 9:00 am and 5:00 pm.
- Each working day is divided into two sessions – forenoon and post-noon sessions.
- Three sessions of an hour each are held for undergraduate programs and two sessions of one and half hour each are held for post graduate programs during the forenoon and post-noon sessions.
- Attendance is marked at the beginning of the session. Late comers are not eligible for attendance for that session.
- Every student should come prepared with the required materials for the session.
- No student shall be absent from the sessions without having taken prior permission from the Director and mentor.
- An aggregate of 75% attendance and course wise 65% attendance is mandatory in order for one to appear for the term-end examination.
- The attendance and progress report of each student is accessible at the University's Student Portal (ERP) via the CMRU website.
- Students should dress appropriately for class in a manner that suits the academic environment at the University.
- Students should conduct themselves in a manner befitting the University culture while on-campus as well as when representing the University outside.
- Students are encouraged to make good use of the library. Resources including the digital library, books, magazines, journals, research center etc. are available for use, and can greatly benefit students in their assignment preparation and study. Library hours are from 9:00 am to 5:30 pm.
- Parent-centric support services are available. Parents can sign up for the text messaging service (SMS) to receive periodic updates on their child's performance.
- When you voluntarily send us an electronic mail, we will keep a record of this information so that we can respond to you. We only collect information from you when you register on our site or fill out a form. Also, when filling out a form on our site, you may be asked to enter your: name, e-mail address or phone number. You may, however, visit our site anonymously. In case you have submitted your personal information and contact details, we reserve the rights to Call, SMS, Email or WhatsApp about our products and offers, even if your number has DND activated on it.