

## AND FASHION SCHOOL REGULATIONS

**Once a student is admitted to any of course in the college, he/ she must abide by the following rules and regulations.**

- Student must wear student identity card with them in the campus. (No student shall be allowed to attend Lectures, Practical etc.; unless he /she has his/ her Identity Card with him/ her.)
- Use of mobile phone is not allowed in the classroom.
- Student must attend popular lecture/ seminars/ debates/ functions arranged by the college, for overall personality development of the students.
- Students must be in their classes on time.

### **College Hours**

- The office opens at 8.30 a.m. and closes at 5 p.m.
  - Classes commence at 9.00 a.m. and dissolve at 4.45 p.m.
  - Each class is of 60 minutes duration
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- Students must not enter or leave the class without the permission of the lecturer when the class commences and continues;
  - No association or organization shall be formed, no meeting shall be held, no person will be invited to address the students in the college without the prior written permission of the Principal.
  - Minimum 70% attendance in regular theory and practical classes is compulsory for grant of term. Otherwise, they will not be allowed to appear for withdrawal exams and final exam.
  - Students are expected to take active part in workshops organized by the college from time to time.
  - Students must park their vehicles, in the vehicle park.
  - Students are advised to switch off all the sewing machines, irons and lights when they leave the class rooms.
  - Home assignments, test, tutorials, seminar are compulsory.
  - Fines are imposed for the absence to classes without prior information.
  - Misbehavior on the party of the students is considered as a serious offence.
  - Damage to the college property caused by the students will be duly recovered from them.
  - All applications should accompany the following attested copies of certificates.
    - ✓ Copy of Ordinary and Advanced level certificates.
    - ✓ Passport size photographs (03).
    - ✓ Filled application.
  - There is no entrance examination for any courses conducted by the college. Admission is open to every eligible candidate.
  - If a candidate fails to pay prescribed fees before the specified date for consecutive 02 months his/ her admission to the course will be treated as cancelled.

## Special Request to Parents/Guardians

- Parents are specially requested to contact the college authorities periodically to get first-hand information about the attendance, academic progress, conduct, etc..., of their wards.
- Parents are reminded that they are not absolved of their responsibility in the education of their children once their daughters/sons are admitted to the college. They should follow the students' progress in studies and her/his general conduct in and outside the college. Their co-operation is solicited especially to ensure regular attendance of classes

## Attendance and Leave of Absence

- Anyone who is not present in the class when attendance is taken will be marked absent.
- Students have to obtain parent's signature preferably from father in the leave letter.
- The absence of one hour or more in a session will be marked as absent for half a day.
- If a student takes leave because of sickness he/she has to submit a medical certificate signed by a registered doctor. He/she should submit it on the first day as soon he/she comes to the college after leave.
- Medical certificate submitted late, will not be considered
- If a student takes leave for more than three days he/she will not be allowed into classroom, unless he/she meets the principal along with his/her parents.
- No leave will be granted for assignment submission and withdrawal examinations, unless for reasons of great necessity, which must be proved to the satisfaction of the principal.

## Rules and Regulations for Examination

### ➤ Advanced Certificate/Diploma/Advanced Diploma

Students of diploma/Advanced diploma must have the following requisite percentage of attendance before they are sent up for final University Examination:

- Attendance more than 70%
- Assignment submissions more than 60%

Note: Students those who not meet the minimum requirements of attendance, will not be eligible for the withdrawal and final exams

## Final Examination Schedule

- Instructors administering final examinations are required to use the date, time, and location, if applicable, as assigned by the Office of the Registrar.
- Internal and External examiners will be invigilating the final examination.

- Students must submit their relevant hand drawings, graphic works and constructed garments. (Any of missing works will be subjected to reduce the final grade/marks)
- *Methods of Examinations (Diploma/Advanced Diploma)*
  - *Written Examination (Essay)*
  - *Pattern making & Construction Examinations (Practical/Laboratory)*
  - *Final collection ( Graduation showcase*
- Foundation certificate
  - Without completing all the assignments and submitting the final dress, the college will not provide the foundation certificate.
  - Foundation students can transfer to the Diploma courses after completing the 03 months of the foundation course

### Absence from Withdrawal Examinations / Final Examinations

If a student is absent from a final examination, the instructor should report the student's grade in the course as (**Incomplete**) if the other requirements and standards for assigning the Incomplete have otherwise been met. That is, the student must be in good standing in the course and must have only a small amount of work to complete.

If a student does not have a satisfactory excuse for missing a final examination, the instructor also is justified in assigning the grade earned by the student without the score from the exam included in this final grade. This option should be used very rarely.

If the student has an acceptable reason for being absent, the instructor should arrange to give the student a makeup examination during the student's next period in residence or earlier, if at all possible. If the student fails to take the makeup examination within this approved time limit, Students may apply for a resubmission.

### Make-up Examinations Policy

College policy requires that students be permitted to make up examinations missed due to illness; religious holy days; military service obligations, including service-related medical appointments; other unavoidable circumstances; and University-sponsored activities ). Instructors must offer **reasonable options without penalty** to students who have missed examinations for legitimate reasons.

It is the student's responsibility to contact the instructor as soon as possible about the reasons for a missed exam and, if the instructor so wishes, to provide appropriate documentation.

Make-up examinations should be scheduled at a reasonable time and location. The make-up examination, if different, should be equivalent to the original in form, content, difficulty, and time limits, and the standards for scoring and grading should be equivalent to those used for the original examination.

## Resubmission Policy

If the student unable to provide a reasonable excuse for the withdrawal examinations/ Final examinations. The student must complete this Application Form and submit it to the Faculty within 1 calendar week after being advised of either non-submission or notification of a fail grade. TEST/EXAMS and PRACTICAL Assessments/Exams are one off events and cannot be resubmitted. A student may however apply to RESIT a Test/Exam or Practical Assessment within 1 calendar week of either: non-attendance; notification of a failed grade.

The student must provide appropriate and authorized evidence to support the Application for an Assessment RESIT/Resubmission. That is, evidence of extenuating circumstances must be attached to the Form to demonstrate eligibility for a RESIT/Resubmission. Include any assessment material completed so far. All Applications for assessment RESIT/Resubmissions are processed by Faculty Support and considered by the Education Sub-committee for approval. Approval is not guaranteed and incomplete applications will automatically be declined.

Failure to apply for assessment RESIT/Resubmission may result in failing the course. A maximum of 50% grade is awarded for RESIT/Resubmissions

Fees: There is a charge for all RESITS/Resubmissions regardless of the circumstances. One Form and one fee is payable per assessment (see Fees Table). This fee must be paid BEFORE your application will be processed. Payment may be made at Reception or online. Proof of payment must be attached to the application (i.e. a receipt from Reception or a printout confirmation of payment as evidence of payment). Enter Student ID, course code and RESIT in the account details section. This fee covers additional assessment administration and assessors.

Program	Examination	Resubmission Fee
Foundation certificate	Final Collection	8000LKR
Diploma	Withdrawal	180 minutes - 5000LKR 120 minutes – 3500LKR 60 minutes – 2000LKR 30 minutes – 1500LKR
Diploma	Final Collection	25,000LKR
Advanced Diploma	Withdrawal	180 minutes - 5000LKR 120 minutes – 3500LKR 60 minutes – 2000LKR 30 minutes – 1500LKR
Advanced Diploma	Final Collection	25,000LKR