



## STUDENT DIARY

Name.....

Course.....Roll no.....

Batch (Yr).....Mob. No. (S).....

# Lakshya Institute of Technology (LIT)

M-4/46, Acharya Vihar, Bhubaneswar- 13 (Ph: 0674-2544690)

Web. : [www.litindia.ac.in](http://www.litindia.ac.in)

# Lakshya Institute of Technology (LIT)

## RULES FOR USING THE DIARY

1. The Diary is meant for conveying communication on two way basis
2. The leave application of any kind can be communicated to LIT Management in advance. In case of urgent leave taking one has to report just after return from leave specifying the reasons of availing such leave, else it will be treated as unauthorised leave absence, for which fine can be charged and mention in personal file will be made.
3. It is not for the right of student /Teacher/employee to avail leave without approval. Unilateral avail-ment of leave will be treated as Unauthorised Leave (UL) and accordingly pecuniary punishment/fine will be enforced/levied.
4. The Diary has to be brought to class/office every day. Coming to class without Diary attracts Punishment/fine of Rs.50/- and it will be levied within next 15 days.
5. In case the Diary is lost the LIT office must be intimated in writing. A fine of **Rs.500/-** will be charged for issuance of new duplicate diary. The payment will be made at accounts section for another duplicate diary along with applications.
6. Through Diary all notice from LIT/faculty to parent or from parent to faculty can be given which will be acknowledged by concerned faculty for any action by LIT or Teacher or LIT Management.
7. The Diary will be kept by concerned student/LIT employee.



