



Instructions for students of Mandatory Education Programme, M.E.P. (50 Hours)

(These are to be strictly adhered to)

1. Attendance in all the classes is mandatory for the completion of programme. Please make sure that your attendance is marked for each and every session of the MEP (50hrs) in order to receive the Certificate of Completion
2. You are directed to complete the mandatory paperwork with the IOV RVF officials before the end of second day in order to receive the Certificate of Completion, if any
3. Timings are to be strictly adhered to
4. A student may be allowed to skip classes upto 10 hours only on medical grounds, subject to availability of medical documents and the committee's decision
5. Such a student may avail those classes in the next course by paying Rs. 500 per hour upto 10 hours. Admission to the subsequent classes must be accosted by committee's approval. The confirmation of seat is again subject to availability in the next batch
6. Attending phone calls, texting, discussion within the group, taking pictures of the presentation material, copying the study material provided and distributing it further is strictly prohibited
7. Smoking inside the centre at all locations is prohibited
8. Students are expected to adhere to the general etiquettes which are to be observed in the study centre at all times