



S.G INFOTECH

SUDIP GHOSH INFOTECH (OPC) PRIVATE LIMITED
AN ISO 9001:2015 CERTIFIED INSTITUTION

Registered under Ministry of Corporate Affairs, Govt of India bearing CIN No- U72200AS2018OPC018941
Registered under Central Government Registration Centre Company Registration Number- 018941, Govt. of India
Office Address: Ground Floor of Bank of India (BOI), Barpeta Road, Simlaguri, Assam, 781315
Cell No.: 9435300000 | 8822233388 E-mail: Info@sginfotech.co.in Website: sginfotech.co.in

RULES & REGULATIONS

1. Your money receipt is valid only if generated by S.G INFOTECH Management System.
2. Installment should be cleared within 8th of every calendar month.
3. Rs. 20/- will be charge per day for the late payment of fees.
4. In case of default in payment, within the prescribed date intimate us in writing for extension of payment date to avoid late fine.
5. Students should maintain discipline in the institute (class timings, attendance and behaviour).
6. Share your feedback with us by logging into our website www.sginfotech.co.in

Information on Penalty Notices for non-attendance –

1. Rs. 30 will be charged fine per week for non-attendance.
2. No extra classes will provide for those non-attendance days.
3. No extra duration will provide rather than his/her respective course duration.
4. Student should intimate us in writing before taking leave undersigned by his/her guardians.