



KAISHIKI ARTS AND RESEARCH CENTRE

71, A/1, ALIPORE ROAD, MANGALAM APPARTMENTS, 1ST FLOOR, KOLKATA – 700027
Cell: +91 9830047725 / +91 9231614228 / +91 9903389988
E-mail : kaishiki.arts@gmail.com

RULES & REGULATIONS :

1. Applicants have to submit 2 (two) stamp size photographs & valid photo I.D Proof photo copy (Attested) along with the enrolment form duly filled, and eligibility test fee of Rs. 125/- only.
2. Admission will be taken on the basis of assessment by the faculty. In case the applicant gets admission, Rs.100/- will be adjusted with the admission fees. In any case, no amount is refundable.
3. On getting the admission the student will be issued an identity card which if lost, shall apply for the duplicate with a fees of Rs. 50/- only
4. Classes include theoretical classes as well as practical classes as felt necessary by the teaching faculty.
5. Attendance is compulsory for all students. No extra class/classes can be arranged, if the student is absent.
6. Musical Instruments and Dance Accessories can be purchased from the institute as they will be quality controlled, reasonable in cost & according to the specifications.
7. All Art & Craft materials & accessories have to purchased from the institute which will be quality controlled, reasonable in cost & according to the specifications.
8. Each Craft class will be charged individually other than the basic fee depending upon the type of craft to be taught.
9. Any form of indiscipline/ vulgarity within the institute premises will not be encouraged & the institute will have the right to terminate the entry of the student.
10. Any grievances or complaint should be informed at the office with your identity. It will be attended to ASAP if the matter is extremely grave/ urgent. Any anonymous complaint shall not be encouraged.
11. Fees should be paid within the 1st week of every month, delay of which will cause a penalty of Rs 50 every week.
12. All faculties are well known performing artists in their field & in case they are unable to take class on the given date due to their professional commitment, another class will be scheduled at a later date as decided by the management.
13. If the guardians want to meet the faculty, they will have to take prior appointment from the management. Classes cannot be disturbed.
14. The Management reserves the right to admission.

I promise to abide by the rules and regulations of the institution.

Signature of Applicant: _____

Sign of Parent/Guardian:(in case of minor)_____