



## MINI-GUIDE

**Excellence in Education**

## Rules and Regulations for Campus

01. The college gives utmost priority for discipline and student is bound to follow the rules and regulations of the college and maintain strict discipline.
02. Under disciplinary action, the principal is empowered to fine, suspend or even expel a student from the college in the interests of the institution.
03. Use of Mobile is strictly prohibited in the campus. If It is found in possession the mobile phone will be confiscated and fine will be impose on the students.
04. BROWSING IS NOT ALLOWED DURING LAB HOURS. Students are not allowed to misuse the internet facilities.
05. No one will be allowed to listen to Music from any device inside the college campus.
06. Every Student shall conduct himself / herself in such a way to cause no disturbance to the working of the classes or to fellow students.
07. RAGGING, CONSUMING ALCOHOL AND SMOKING ARE STRICTLY PROHIBITED IN COLLEGE CAMPUS.
08. No function shall be arranged by the students in the college campus without prior permission from the principal.
09. Writing on walls, pillars, bath rooms, furniture or black boards is strictly prohibited.
10. Eating snacks / taking lunch inside the class rooms or along corridors are not permitted.
11. The cost of any damage, if caused to college property will be charged to the accounts of the students responsible for the damage in addition to disciplinary action.
12. Students are advised to switch off fans and lights when they leave the class rooms& Labs.
13. Furniture in the class rooms should not be moved or displaced.
14. Students have to take without fail all the necessary items such as hall ticket, admit card, pen, pencil, calculator, Scale, rubber, etc., to the test / exam hall.
15. Students will have to sit through the entire period scheduled for the internal tests and university examinations.
16. In the event of continued poor performance in internal tests and poor class attendance by any student, the principal has the authority to withhold permission for him/her to write the university examinations.
17. Plastic free & eco- friendly campus .

# Code of conduct for students

## In the Classroom:

Every student is a valued member of class and is expected to contribute in a positive way. Students should greet their seniors and teachers and give them due respect at all times.

To ensure 'Punctuality', all students have to reach college on or before 9.00 am. and attend all classes on time and not to leave college before 5.00 p.m. Students not to loiter around in corridors.

As regularity is the key to better performance in every field of activity, students must attend the college on all working days and try to achieve 100% attendance. No leave will be granted without prior permission of the class teacher.

Students will not participate in cheating or plagiarizing their work or the work of others.

It is important that students understand the role of the lecturer as under: The lecturer is a facilitator for your learning.

Unlike at school, lecturers will not spoon feed you.

Students need to become 'active listeners' during the lecture. Listen carefully at the beginning of the lecture to see what the format of that lecture will be. Students should work quietly at serious learning.

Students are expected to have the calculators and their diaries on their desk throughout the lesson.

It's important to take notes during the lecture.

Students will also need to read books after the lecture and make notes themselves to assist in understanding of the topics taught to them.

Students will come prepared for the next class and homework completed. The communication between students and teachers should be polite and respectful. Every student has the right to an uninterrupted and safe instructional environment. There will be no loud voices used in the class rooms. Always be aware of the level of noise that is being made and respect those that may be trying to concentrate nearby.

Students will express themselves without the use of profane language or offensive gestures.

Students will be honest with all staff. They must return the leftover books, notes, CD or Pen drive in the classroom to the respective lecturers.

The classroom should be left tidy at the end of the lesson and do not forget to switch off the lights and fans in the classroom

## Class attendance:

Studies should be taken as sacred duty by every student. In addition to that the active participation in extra curricular activities is expected from the students. Students have to ensure that they remain present for all the lectures and practicals.

75% attendance in an academic year is mandatory for appearing in the university examination. The Students with attendance of less than 75% will be debarred from taking examination.

## Leave I Procedure for Application of leave.

- As each and every class is very important, the student is expected to attend the college everyday.
- But in case of an emergency, which is unavoidable, the student / parent has to report to the Counselor / Principal and obtain prior permission.
- The day the student report back to the institute he / she is required to submit the leave card duly signed by the parent. This should be authorized by the Counselor and then approved by the Principal.
- The Leave Card approved by the Principal has to be submitted to the Administrative Office and entry for the same has to be made.
- The student fails to submit the leave card signed by the Principal, is liable for such action as per decision of the management.

In case Parent is not available for signature, the student may submit the leave card to the Counselor the day he / she is joining back. The Principal may permit the students to take the authorization from the parent within a week.

- In any circumstances if the student is facing any inconvenience, the Counselor/ Principal may be contacted who will advice and help them in completing the formalities.

No leave will be granted to the students. However, medical leave will be granted only if students are submitting their medical report and medication details within three days of start of medical leave and medical certificate for the period of absence within three days after joining.

## In the Buildings:

Gambling, smoking, pan or gutka & spitting on the floor, writing and marking the walls is strictly prohibited.

Students are expected to keep their campus clean by using the bins provided all over the floors and campus.

Use of mobile phones, cell phones, and consumption of Drugs and Alcohol by the students are strictly prohibited.

Student should always display courtesy to others and should keep noise to a minimum in their movement between classes. Student should keep to the left when moving along corridors and stairs.

Eating anywhere in the building is not allowed. Students when waiting for their teachers outside classrooms, should not make the wall dirty by touching their feet on the wall

**Library books and CDs:**

Students are required to strictly follow the Library rules. Students are responsible for any library books or any equipment borrowed by them. Books, CDs, if misused or damaged, students will be responsible for the charges to repair or replace the lost or damaged books and or CDs.

**At the Canteen:**

Each student is to obtain his/her own items from the counter. Students are requested to wait in an orderly manner in the appropriate queue. Students are expected to be courteous and show respect to their lecturers in the canteen. Students should not occupy the table reserved for the teaching staff. Students should not leave their cups or dishes on the table but return them to the designated counter. In Classroom, if they are having their tiffin, they should take care that cleanliness is maintained.

**During Examinations:**

Students are supposed to be present on all examinations conducted by or at the college.

Candidates are reminded to follow the examination Rules laid down by the University.

Students taking examination as candidates should be aware that the University takes an extremely serious view of any attempt to use unfair practice in examinations. The use of unfair means is regarded as a serious offence as per University rules. Students found guilty of this offence will lose academic year.

**Fighting I Criminal Assault I Ragging**

Any student involved in or encouraging the involvement of another student in fighting or Criminal Assault will be suspended from the college and the police will be notified.

**What constitutes a Misconduct ?**

Misconduct is all behavior that is considered not acceptable under any circumstances. This includes, but is not limited to, any behavior which:

- Destroys AET property and equipments.
- Disrupts the learning of others.
- Prevents staff members/ teaching staff from performing their duties. Endangers the health and safety of staff or students.
- Detracts from the learning environment and facilities.
- Possession of dangerous articles and weapons.
- Not complying with the parking rules.
- Raging and or vulgarity of any kind or improper behavior.
- Making false reports of a fire, bomb threat, or other dangerous condition; failing to report a fire.

The strict disciplinary action will be taken against the students indulging in misconduct.

**In Public:**

Students should always remember that they represent the AET when traveling to and from the College and should behave properly in public.

**At Home:**

Students while at home, are expected to be useful and help full to their parents, grand parents and elders and polite to domestic help. They should try to be good human beings with one goal of living in peace, harmony and co existence.

# Rules and Regulations for Library

1. Silence must be observed in the Library.
2. Personal belongings are not allowed inside the Library.
3. Every student of the college is eligible for membership of the Library,
4. The Library can be utilised by the students from 9 A.M. to 6 P.M. on working days.
5. All students should sign the entry register of the Library, before entering.
6. Student borrowing Books limit is 3.
7. Principal is empowered to increase additional issue of books to whomever he feels necessary.
8. Borrower's tickets are not transferable.
9. Books are to be handled very carefully. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay double the cost of the book as fine.
10. Members before leaving the issue counter must satisfy themselves as to whether the books which they intend to borrow are in good condition and any damage should be immediately. Reported to the Librarian or library staff, failing which the member to whom the book was issued will be held responsible.
11. Members are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.
12. The borrowed book should be returned on or before due date, If not, overdue charge of Rs. 10/- per day for students will be collected.
13. If the due date falls on holidays, return can be done on the following working day without fine.
14. Misbehaviour in the library will lead to cancellation of membership and serious disciplinary action.
15. A member who has lost library card shall make a written report to the librarian, then original or duplicate library card will be issued on payment of Rs. 50/-
16. The members will be responsible for any loss or non return of books issued against their original or duplicate library card.
17. All final year students should return their library card and library book based on library circular and obtain "NO DUE CERTIFICATE" from the library for getting Hall ticket.
18. AICTE online e-journal facilities must not be misused.

# Rules and Regulations for Hi-tech Lab

1. Access to the Internet is a privilege, not a right.
2. Students must produce Identity Card when demanded, to utilize the lab resources.
3. Do not wear foot wears inside the lab.
4. Students are not allowed to download pictures, music, videos or files without the permission of a staff.
5. Food or drinks are not allowed to bring inside the computer lab.
6. Do not install software's without permission.
7. Do not remove or disconnect parts, cables, or labels.
8. Usage of storage devices (CD, DVD, Pen Drive, External HDD, etc.) is prohibited.
9. Site includes chat rooms, instant messaging (IM), social and adult sites are strictly prohibited.
10. No Internet/Intranet gaming activities allowed.
11. Do not personalise the computer settings. (This includes desktop, screen saver, etc.)
12. Ask permission to print.
13. Maintain silence inside the lab.
14. Log-off — leave the computer ready for the next person to use.  
Pick-up your materials and push in the chair.



# Rules for the Conduct of Examinations

1. No person will be allowed in an examination room during an examination except the candidates concerned and those supervising the examination.
2. Candidates must appear at the examination room at least twenty \ minutes before the commencement of the examination.
3. Candidates shall bring their photo identification (signed Photo ID) and place it in a conspicuous place on their desks. Candidates shall place their watch or timepiece on their desks.
4. Candidates are NOT allowed to have a pencil case on their desk and any pencil cases found on desks will be searched. Candidates are not allowed to touch their bag or the contents until the exam is over.
5. Candidates shall not communicate with one another in any manner whatsoever during the examination. Candidates may not leave the examination room unescorted for any reason, and this includes using the washroom.
6. No materials or electronic devices shall be used or viewed during an examination, except those authorized by the Chief Presiding Officer or Examiner. Unauthorized materials include, but are not limited to: books, class notes, or aid sheets.
7. Candidates who use or view any unauthorized materials or electronic devices while their examination is in progress - or who assist or obtain assistance from other candidates or from any unauthorized source - are liable to penalties under the Code of Behaviour on Academic Matters, including the loss of academic credit and suspension.
8. In general, candidates will not be permitted to enter an examination room later than fifteen minutes after the commencement of the examination, nor to leave except under supervision until at least an hour after the examination has commenced.
9. Candidates shall remain seated at their desks during the final ten minutes of each examination.
10. At the conclusion of an examination, all writing shall cease. The Chief Presiding Officer may seize the papers of candidates who fail to observe this requirement, and a penalty may be imposed.
11. Examination books and other material issued for the examination shall not be removed from the examination room except by authority of the Chief Presiding Officer.

THE COLLEGE IS NOT RESPONSIBLE FOR PERSONAL PROPERTY LEFT  
IN EXAMINATION ROOMS

# Rules & Regulation for Industrial visit

- 1 All enquiries & bookings regarding industrial visit are accepted through the principal only. No case of booking or refund will be dealt with students/parents directly.
- 2 While proceeding on an Educational Tour, it is compulsory for all students & staff members to carry their "Identity Card" duly certified by the head of the Institute. Penalty will be charged by the Railway Authority per head per train journey for not carrying College Identity Card and same will have to be borne by the particular student on the spot.
- 3 Registration /consent forms are distributed free of charges among the students as per "Specific Desired Tours". Registration forms duly filled up by students / parents & countersigned by principal should be submitted along with the non refundable advance amount.
- 4 Payments will be accepted by cash /local crossed Cheque / pay order / bank draft only.
- 5 The initial contribution / registration is 01st Installment non refundable. Additionally the following charges are applicable to be forfeited 25%. 90 days prior to departure, 75% 60 days prior to departure, 100% less than 30 days.
- 6 The registration made by a tour participant is non transferable, Hence under no circumstances a replacement is accepted for any participant, whatsoever and however, fresh arrangement are permissible on payment of the applicable charges as per the 'Organizers'.
- 7 In case of damages whatsoever done by the participants, the cost of the same has to be borne by him/her any damages found in the hotel room, should immediately be brought to the notice of the Hotel authority through Tour Manager, on being occupied.
- 8 The organisers reserve full right to claim any additional expenses incurred owing due to Emergencies of Delay / Change / Missing Connection / Cancellation / Breakdown of train, bus, flight, ship other services & Weather condition.
- 9 The participant must bear all such inconvenience, losses, Expenses & should pay such charges immediately to the Tour Manager to make further movements possible. During the tour, additional places be included in the itinerary. However, if any charges are required or additional places are to be included in the programmed, same may be possible subject to approval from Mumbai office.
- 10 The organizers reserve the right to conduct the tour on reservation basis as per their convenience. The participants will be accommodated in one / more reserved sleeper coaches as the circumstance permit.
- 11 It is compulsory for students to follow instructions given by faculty members & Tour Coordinators accompanied with them for industrial visit.