

# SHIVAJIRAO S JONDHLE POLYTECHNIC, ASANGAON

## RULES OF CONDUCT (2017– 2018)

Dear Parents / Guardians,

**We have great pleasure to inform you that since last five years we are getting “EXCELLENT’ & “VERY GOOD “remarks from M.S.B.T.E., MUMBAI.**

We hereby inform you about various rules of conduct that are to be followed by your ward.

### RULES OF CONDUCT

- 1. All the parents / guardians must keep in touch with the concerned subject teachers / H.O.D. / Principal to enquire about their child’s / ward’s attendance in theory & practical, marks obtained in both the sessional theory tests & MSBTE results. They must visit the institute to see the performance of their ward. The College maintains the record of parents’ visits. Parents should give their personal Cell Nos. / Land Line No. to office to enable us to contact you personally in emergency.**
2. Students are bound by the rules and regulations made by the institute from time to time. Any reported or observed objectionable conduct on the part of the students shall render them liable to face disciplinary action.
3. Students should always wear their identity card in the college premises.
4. While borrowing the books in library, the students must bring their library card.
5. Students must use the uniforms of prescribed pattern while working in workshop, laboratories.
6. Students are expected to read the notice put on the notice board at the office and the concerned department. The institute shall not accept any responsibility for the loss of any information by a student due to his / her failure to read the notice in time.
7. Students must have his / her attendance up to 75% in theory & 100% in practical, if fails to make same then as per the OG-4 rule of MSBTE (Maharashtra State Board of Technical Education) he / she will not be allowed to appear for MSBTE final exam.
8. Assessment of practical / term work will be on three parameters – attendance, quality of completion of journal & working in team in concerned topic.
- 9. MSBTE has implemented I-Scheme from the academic year 17-18**
10. As per MSBTE, bifurcation of marks distribution for the subject in Board examination scheme is 30% and 70% in which 70% is of the theory paper of Board exam and 30% based on the tests, micro projects assessment. The institute will conduct two tests as per the academic calendar of MSBTE. The marks are totally based upon the student’s performance in these two tests. The marks obtained by the student in these tests of all subjects shall be calculated as average and the same will be added to your theory paper. For more details you can refer, distribution of marks in the I-Scheme curriculum examination scheme.
- 11. Students have to keep examination fee receipt, hall ticket and I-card during MSBTE Examination and all the tuition fee receipts to enable them to make Leaving Certificate after complete the Diploma Course.**
- 12. Parents are advised not to give their ward any valuables, like expensive watches, ornaments, mobiles, walkman, etc., the College accepts no responsibility whatsoever for losses.**
13. The students must keep their mobile either switch off or in silence mode while they are in the campus otherwise strict action will be taken against them, moreover, their complaints regarding loss of cell phones will not be entertained.
14. Students who want railway concession pass should submit only attested zerox copy of Ration Card for residential proof.

15. The students are strictly prohibited to use the notebooks having film actors / actresses' photographs printed on them.
16. Smoking, chewing tobacco, drugs etc., are BANNED. Students caught taking any of the above will be rusticated without warning.
- 17. Any damage done to the college property has to be paid for.**
18. All students are responsible to the College authorities for their behavior, both inside and outside the College.
19. Ragging within or outside of the institution is prohibited under the Maharashtra Prohibition of Ragging Act – 1999, under which the candidate involved in ragging will be punished with imprisonment for 2 years or penalty of Rs.10,000/-. Also the student convicted for ragging shall be dismissed from the institute and will not get admission in any other institution for five years. If any kind of ragging occurs, the grievances should be communicated to the following Anti-ragging Committee Members.

Mr. Bhadane S. S., Mr. Jawalkar K A., Ms. Shuveta Chanchalani, Ms. Trupti Mohope (II Shift),  
Mr. Navnath Godase (II Shift) Mr. Ramjee Singh

20. For any queries regarding academic, examination and other related troubles students are advised to contact following Professors to solve their problems.
1. Electronics/Electrical : Ms. Kanchan Patil , Mrs. Gunwanti Mahajan & Pranita Sorate
  2. Civil : Mr. Rohan Patil & Mr. Rajendra Bhare
  3. Mechanical & Automobile : Mr. Bhadane S.S., Mr. Shivaji Aher Mr. Deepak Patil
  4. Computer & Information : Ms. Shuveta Chanchalani, Mr. Naresh Shende & Mr. Manoj Band

**According to the MSBTE Academic Calendar following will be the dates for the examinations.**

First Class Test	30 August to Sept 01, 2017
Second Class Test	25 to 27 October, 2017
Winter Break	18 to 22 October, 2017
Practical Exam	30 October to 04 November, 2017

#### Winter 2017 Examination Schedule

Filling Examination forms (Normal fee)	September 11 to 16, 2017
Filling Examination forms (With normal fees + Rs. 200/-)	September 18 to 20, 2017
Filling Examination Forms with penalty Rs. 1500/-	September 21 to 23, 2017

**Each student should endeavour to keep up the high standard and good name of the college by excelling in refined manners and deportment.**

## Declaration signed by the Parent / Guardian.

I \_\_\_\_\_ Parent / Guardian of \_\_\_\_\_  
\_\_\_\_\_ have carefully read all Rules of Conduct and I accept the terms & conditions, principles and procedures on which the college functions and agree to abide by all the rules and regulations (or any substitutions for or modifications in them, which may be made by the college authorities from time to time) also fully accept the Principal's absolute discretion and decision in the matter of discipline and admission of student. In absence of us, (parent)I appoint \_\_\_\_\_ address \_\_\_\_\_  
\_\_\_\_\_ as local guardian for my son/daughter.

**Mobile No.**

**Signature**  
**(FATHER / MOTHER / GUARDIAN)**

### **UNDERTAKING**

All candidates who have applied for admission shall be deemed to have submitted the following undertaking. I have read all the rules of admission and after understanding these rules thoroughly. I have filled in the application form for admission for the current year. The information given by me in my application is true to the best of my knowledge and belief. I understand that if any of the statements made by me in the application form or any information supplied in connection with my admission is later on at any time, found to be false or incorrect, my admission will be cancelled, fees forfeited and I may be expelled from the college by the Principal.

1. I have not been debarred from appearing any examination held by any govt. constituted or statutory examination authority in India.
2. I fully understand that the offer of a course will be made to me depending on my inter merit and availability of a seat at the time of scrutiny of my application, when I will actually report to the admission authority according to the schedule of admission.
3. I understand that no document after the last date of submission will be entertained for the purpose of claims or concession etc., in concession with my admission unless otherwise mentioned in the rules.
4. I am fully aware that the competent authority or its representative will not make any correspondence with me regarding admission. I am also aware that it is entirely my responsibility to see the notices on the notice board of concerned admission center.

5. I am aware that any rule imposed by the examination authority of MSBTE such as “imposing limits on the number of attempts permissible to pass my examination” shall be binding on me.
6. I hereby agree to confirm of any rules, acts and laws enforced by govt. and I hereby undertake that, I will do nothing either inside or outside the institution which may result in disciplinary action against me under these rules acts and laws referred to.
7. I fully understand that the Principal of the college has a right to expel me from the institution for any infringement of the rules of conduct and discipline prescribed by the institution or MSBTE and the undertaking given above.
8. Condition of minimum attendance: I am fully aware that I will not be allowed to appear for the examination, if I do not attend minimum 75% theory classes & 100% in practical, drawing etc. I am also aware that I will not be allowed to appear for the exam, if I failed to submit satisfactorily all the assignments, jobs, journals, and drawings, reports as specified by MSBTE within stipulated time limit.
9. SC, ST, NT& OBC students are instructed to get Caste Validity from respective Department with the help of institute students section clerk. It is sole responsibility of students and their parents.
10. If students fail to furnish the relevant document in time then students will be responsible for that. Students should fill the on-line freeship/scholarship forms in time. For any delay College authorities will not be responsible and students must to pay all full fees.
11. The name spelling appeared on the X /XII leaving certificate will be carry forwarded as it. No change will be done later on.
12. **From 2017-18, Scholarship/Free ship amount will be directly deposited in students account by the respective Government authorities so it will be responsibility of student to pay full fees to the college irrespective of their caste.**
13. **After completion of diploma, students should become a member of Alumni Association which is Mandatory. ALUMNI MEET is organised by following year. Institute will contact and inform students about ALUMNI MEET Schedule. Students should attend the program and provide their current Status.**

Parent’s Signature

Name & Sign of the Candidate

Parent’s Mobile No. \_\_\_\_\_ candidate’s mobile No. \_\_\_\_\_