

## ATTENDANCE

- Regarding attendance in theory & practical classes, attention of all the students & their parents / guardians is hereby drawn to the relevant important rules & regulations of Dr. Babasaheb Ambedkar Technological University, Lonere.
- Students are required to have at least 80% attendance in the lectures of every subject and 100% Performance in completion of all practicals & term-work. The students who fail to comply the requirements mentioned above will be detained and, not permitted to appear for University Examinations. Such students also stand to loose one whole year as they will have to seek readmission for the same semester in the succeeding year and repeat it.
- The rules & regulations of attendance of University are binding.
- We feel, it is our important duty to appraise the students and their parents/guardians about the necessity of having satisfactory attendance in theory & practical classes and the consequences thereof for non-attendance of these rules & regulations. We also take it as our responsibility to design systems by which the students who are not attending their theory & practical classes are punished. As a measure of deterrent, every student who remains unauthorized absent in their theory & tutorial and practical classes are fined Rs. 100/- per day or part thereof. However, the students should note that payment of fine on their part is not going to compensate for their short attendance, in that case the college will not hesitate to detain them.
- If any student remains absent continuously for more than three days, he/she will not be allowed to attend lectures/practicals without payment of fine and permission from the Principal on the first three occasions in a semester further to which he/she will not be allowed to the lectures/practicals without being accompanied by his/her parents/guardians. Such irregular students will be punished heavily with fine and/or removal from the college.
- For us, as an Institution, the environment and discipline in class & college is very important. The student being a vital component of the Education System - his/her irregularity adversely affects the performance of the system. Therefore, student will be solely responsible for their detention from University Examinations on account of his / her less attendance in theory/practical classes and unsatisfactory performance in term work assignment, practicals, tutorials, unit test(s) as the case may be.

## DISCIPLINE

- We care for the future of our students and the environment to be given to them for their overall development and for achieving their cherished goals. It is therefore essential to maintain high standard of discipline with emphasis on self discipline by each & every student. It is the responsibility of every student to read and strictly observe the rules & regulations enforced by the institution to maintain the discipline.
- The Property of the Institution has been painstakingly put together and hence needs to be carefully handled and looked after, so that students who follow, enjoy the high standards of the environment built up by the Institution. **It is reiterated that wilful damage to property will not be forgiven and stiff penalty will be imposed on defaulters.**
- Students are advised to take care of their Identity Cards. A loss must be promptly reported.
- Duplicate Identity Card will be issued on payment of Rs. 200/- (Card Processing charges Rs.150/- & Fine Rs.50/-).
- Loss of duplicate Identity Card will be viewed seriously and will attract a fine of Rs.500/- in addition to the processing charges of Rs. 150/-. Instructions on the Identity Card should be read and followed by all students.

## **RULES & REGULATIONS GOVERNING THE INSTITUTE**

- All students admitted to the college and hostel is subject to the discipline and control of the college authorities. The students are required to adhere strictly to the rules and regulations that may be framed from time to time by the college authorities. Proper observance of college discipline, good conduct and participation in games and other events will play an important role in recommending for final University Examination or any special scholarships or for a job at the end of the course or for award of certificate when leaving the college. In case of breach of discipline, the Principal or the constituted authorities of the college are empowered to fine, or suspend or rusticate or even expel the concerned student from the college.
- Students are not authorised to organise meetings or join in discussion on public matters, except as those organised in the college, or any other event recognised by the college.
- Ragging is prohibited vide Maharashtra State “Anti-Ragging Act, 1999”. Any student found indulging in ragging in any form within or outside the college and hostel shall be immediately expelled from the college and necessary disciplinary action will be taken as per provisions of said act.
- Smoking, drinking alcohol and use of gutka and drugs are strictly prohibited.
- Students are required to show due diligence to the property of the college. Any student found guilty of defacing or damaging property like furniture, equipment, fixtures, books, building, vehicles, etc. of the college or hostel shall be punishable with penal deduction and might be liable for expulsion from the college.
- Students shall behave in a disciplined manner and follow all the instructions issued by the Principal, from time to time, and not indulge in any kind of indiscipline within or outside the premises of the college or hostel, that shall be unbecoming of a good student. Every should endeavour to uphold the high ideals, the good name and the prestige of the institute.
- No student should take the law into his/her hands, whatever the circumstances may be. Any case of personal violence by the student on any other persons will be viewed seriously and dealt with severely. Students should present their difficulty or grievances directly to the student welfare office or Principal. The decision of the Principal in these matters shall be final.
- Accessing, storing, viewing, transmitting, and/or circulating any pornographic and/or obscene material is strictly forbidden. The stern action will be taken against those students

indulging in such activities. Students are expected to co-operate in ensuring a virus free environment in the computer system.

- Every student shall be regular and punctual in attending theory & practical classes, tutorials and submission of assignments.
- Students are required to appear for all the tests/periodicals conducted by the college authorities and submit term work, otherwise they are liable for losing the marks proportionately.
- Students are required to keep up attendance not less than 80% in both theory & practical. Condonation of shortage of attendance will be granted only once during the course of 4 years, only under genuine circumstances as assessed by concerned authorities.
- The student shall handle the equipment issued to him with utmost care, and he/she will be responsible for any loss or damage caused to the equipment.
- Students should adhere to the dress code as prescribed by the college.
- No student shall be permitted to take the University Examination unless he /she has paid all his / her fee dues to the college / hostel and his / her progress and attendance are found satisfactory.
- Every student shall carry his / her identity card and shall produce it whenever called for.
- Industrial visits and educational tours, as and when arranged by the college, are compulsory for every student. The student shall have to bear the full cost of such visit / tours.
- College authorities, under no circumstances shall accept any liability in respect of an accident, which a student may meet with during his stay in the college or on an educational visit. The students are therefore, cautioned to conduct themselves in a reasonably careful way wherever they are.
- If the progress of a student is consistently poor he/she may be advised to leave the course with due intimation to the parent / guardian.
- The principal reserves the right to remove, from the rolls the name of the students for failure to pay the college / hostel fee dues in time/ shortage of attendance as per university norms.
- The Principal reserves the right to delete, add or amend the rules and regulations given above as and when felt necessary.
- Possession of Mobile Phones in the college building during the working hours ( i. e. 10:00 a. m. to 05:00 p. m.) is strictly prohibited & will be seized permanently

## **RULES & REGULATIONS GOVERNING THE LIBRARY**

- All the students should enroll as members to borrow books from the library. Each member can borrow 3 books at a time against borrower cards. Every student should enroll within time specified by the library.
- Reference books & encyclopedia will not be issued. If any reference book is required, students should approach the Librarian.
- Books will be issued for duration of 6 days.
- The book issued prior will not be reissued immediately. However, on returning the same it can be reissued only after gap of 7 days.
- A fine at the rate of Rs.5/- per day will be charged if a book is not returned on the due date.
- Nothing should be written anywhere in the books. The borrower is responsible for return of the books borrowed in good condition.
- If a book is lost or torn or damaged, an amount equal to double the cost of the existing new book plus Rs.50/- towards purchasing charges will be recovered from the borrower.
- Issue & return of books will be carried out between 9:00 a.m. and 5:15 p.m. on all working days.
- The reservation slips are to be given to the library assistant. A request for reservation for a book can be made to the librarian. It will be processed as per rules.
- Issue of the books will be stopped just before starting of END Examinations. Hall tickets will not be issued without clearance from the library.
- Personally owned text books / guides will not be allowed inside the library.
- Talking or group discussion is not permitted in the Library.
- Every student entering in the library premises should have a valid college identity card.
- The computer terminals (OPAC) provided for students to search and requisition of books shall be used with utmost care.

## **ACTION AGAINST RAGGING**

Maharashtra Prohibition of Ragging Act 1999 which is in effect from 15<sup>th</sup> May 1999 has the following provisions for action against ragging.

- Ragging within or outside of any educational institution is prohibited.
- Whosoever directly or indirectly commits, participates in, abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and/or penalty which may extend to ten thousand rupees
- Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
- Whenever any student or, as the case may be, the parent or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action. Where, on enquiry by the head of the educational institution, it is found that there is no substance, prima facie, in the complaint received, he/she shall intimate the fact, in writing, to the complainant. The decision of the head of the educational institution shall be final.
- If the head of the educational institution fails or neglects to act in the manner specified in section "d" above when a complaint of ragging is made, such person shall be deemed to have abetted the offence and shall, on conviction, be punished as provided for in section "b" above.
- Any acts or its amendments which may published from time to time by AICTE, Government or Judgments by Hon. Supreme Court of India , Hon. High Court of Bombay , etc. will be applicable to candidates & institutions covered under these rules of admission.
- Students/parents are informed to see the copy of AICTE regulations on curbing the menace of raging in Higher Educational Institutions, 2009 carefully read and fully understand the provisions contained in the said regulations.
- Students/parents are required to submit online Anti Ragging affidavit during the first semester classes. The facility to make affidavit is available in the Institute.