

Rules/Guidelines Book for Students

Described below are the guidelines/rules/procedures for students to follow with regard to attendance in lectures and practicals, documents to be received from the office, examination and project work.

1) Attendance in Lectures & Practical :

- i) Students' attendance in lectures and practicals sessions must be 75%.
- ii) If a student fails to secure 75% attendance either in lecture or in practical or in both, he/she is liable to be disallowed. A disallowed student is rendered disqualified for that semester and hence he/she is debarred from writing semester end examination. He/she has to repeat the entire semester in all courses all over again.
- iii) 10% concession is allowed in attendance on health ground provided he/she submits a medical certificate from a registered doctor. The decision to grant concession rests with the HODs.
- iv) Monthly attendance report is displayed on the notice board of each department. Defaulters' list is displayed fortnightly. Students can approach their course teachers to check their attendance if they have any shortage in attendance.

2) Process of Issuing Various Documents to Students :

A) BONAFIDE CERTIFICATE	
Step - 1	Students have to write an application addressing to Head of Dept.
Step - 2	Pay fees of Rs.25/- in Accounts Dept. for receiving the same
Step - 3	Contact the clerk of the concerned Department with application and payment receipt. The clerk will issue the certificate.
B) LEAVING CERTIFICATE/CAUTION MONEY	
Step - 1	Students have to fill the clearance form issued by the office, get signatures of different departments mentioned therein and then submit the same to the office along with a xerox copy of mark-sheet of the last examination passed.

Step - 2	The concerned staff will prepare the leaving certificate within the stipulated time, make entry of the same in General Register, check the entries made both in L.C. and General Register with Registrar, take the signature of the Principal and then issue the L.C. to the concerned students by taking his/her signature on the Leaving Certificate and its counter foil.
Step - 3	Students have to submit an application for refund of the Caution money in the office of the Registrar. The concerned clerk will give date and time for collection of Caution money cheque.
C) CANCELLATION OF ADMISSION	
Step - 1	The candidate submits an application for cancellation of admission to the Principal.
Step - 2	He/she goes to the website of admission where he/she opens his/her profile with the help of his/her login ID and password issued at the time of applying for admission. There he/she gets an option of cancellation of admission and he/she cancels the same and informs the institute where he/she had taken admission.
D) REFUND OF DEPOSITS / FEES AFTER CANCELLATION	
Step - 1	If the candidate cancels the admission before the cut-off date of admission, fees will be refunded after deduction of Rs.1000/- only. If the candidate cancels the admission after the cut-off date, no money is refunded.
E) ISSUE OF RAILWAY CONCESSION FORMS	
Step - 1	Students have to apply for Railway concessions for short journey (for residing in Mumbai during their studies) as well as for long journey to their native place.
Step - 2	Application is submitted in the department and railway concession form is prepared by the concerned departmental clerk.
Step - 3	The railway concession form is signed by the authorities and issued to the students.
F) ISSUE OF RESULT / MARKSHEET	
Step - 1	When Results / Mark sheets are received from the MSBTE, students are informed to collect the same from Examination Cell.

3) Registration of courses and Examination :

- a) When the semester starts, a notice is issued for regular students of all semester to pay fee for registration of courses. Last date of payment is mentioned in the notice.
- b) For backlog courses (A.T.K.T.), a separate notice is issued based on MSBTE notification for collection of fee.
- c) If students fail to pay fee within the due date as specified in the notice, a late fee is charged as per MSBTE notification.
- d) If a student fails to pay fee within the late-fee notification period, heavier fine (penalty) is imposed as per MSBTE circular.
- e) If a student again fails to pay fee with penalty within the due date, then one last chance is given by MSBTE with super-penalty. Failing to avail this opportunity, a student can not register for any course in the current semester.
- f) Few weeks before the end of semester, exam seat number is provided to all registered students. Hall tickets for exam become available at the MSBTE website. Students take print-out of their hall-tickets from the website and take signature of Head of department.
- g) For appearing in theory/practical exam, students have to possess Identity card and hall-ticket.
- h) Examination rules and regulations are notified before the commencement of the exam.

4) Process for project selection :

These guidelines are for final year students who have to make a project in final semester as per the curriculum.

1. Project work is to be carried out by a group of students.
2. Group formation is voluntary.
3. Maximum number of students in a group is 4. Only in special cases this limit is increased depending upon type of project and its cost etc. Students take permission from the HOD for increasing group size.
4. HOD notifies students with regard to selection of the project stating the following points:
 - i) Relevance of the project
 - ii) Usefulness of the project
 - iii) Cost of the project and its financing
 - iv) Sponsored projects
 - v) Project Theme
 - vi) Process of selection of the project
 - vii) Evaluation of project

5. Each group has to submit synopsis of their project.
6. Based on the finalized synopsis, HOD forms expert committee of three/four faculties for scrutiny of the project. HOD may include expert faculty in the committee from other departments in case of inter-disciplinary projects.
7. Every group gives presentation on the synopsis of the project before the expert committee. If the project selected by students is not approved, then the group has to come up with new project idea/synopsis.
8. After the approval of synopsis HOD allot project guide then students has to complete their project under the supervision of project guide.