

SHIVAJIRAO S JONDHLE POLYTECHNIC, ASANGAON
RULES OF CONDUCT (2024– 2025)

Dear Parents / Guardians,

We have great pleasure to inform you that since the 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 the office to enable us to contact you personally in an 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 the library, the students must bring their library card.
5. Students must use the uniforms of prescribed patterns 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 a team in concerned topic.
9. **MSBTE has implemented the K-Scheme curriculum from the academic year 2023-24.**
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. 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 K-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 a Leaving Certificate after completing 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 switched 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 an attested xerox copy of Ration Card for residential proof.
15. The students are strictly prohibited to use the notebooks having objectionable photographs/content 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.
(a) Mr. Bhadane S. S. (b) Mr. Shivaji Aher (c) Ms. Shuveta Chanchlani (d) Mrs. Gunwanti Patil
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 Engg	Mrs. Gunwanti Patil & Rohan Jage
2.	Civil Engg	Mrs. Gayatri Chaudhary & Mrs. Harshala Malbari
3.	Mechanical & Automobile Engg	Mr. Bhadane S.S., Mr. Shivaji Aher, Mrs. Ruchira Mahajan
4.	Computer Engg. & Information Technology	Ms. Shuveta Chanchlani, Mrs. Ashwini Dhage, Mr. Mayur Kharik
5	Automation & Robotics	Mr. Kishor Farde, Mrs. Dhanashree Thakre

According to the MSBTE Academic Calendar 2024-25 following will be the dates for the examinations.

First Class Test	October 23- October 25, 2024
Second Class Test	November 27- November 29, 2024
Practical Exam	December 02 to December 07, 2024
Theory Exam	December 09 to December 24, 2024

Winter 2024 Examination Schedule

Filling Examination forms (Normal fee)	September 18 - October 6, 2024
Filling Examination forms (With normal fees + Rs. 200/-)	October 8-October 9, 2024
Filling Examination Forms with penalty of Rs.1500	October 11-October 13, 2024

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

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 canceled, fees forfeited and I may be expelled from the college by the Principal.

1. I have not been debarred from appearing in any examination held by any government. 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 the 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 undertake the responsibility of informing college authorities about any tuitions/coaching classes run by college faculty members or if the faculty members indulge in any kind of malpractices to pressurize the students to take admission in any of their coaching classes. If any such incident happens then I will inform within 15 days to college authorities.**

7. If I fail to inform about the complaint to higher authority within prescribed duration of the semester then such complaint would be treated frivolous or may be deemed as nexus between myself and said staff.
8. I hereby undertake that it is my moral duty to attend meetings along with parents scheduled according to academic calendar to know the progress and performance.
9. I hereby agree to confirm 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.
10. 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.
11. 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 fail to submit satisfactorily all the assignments, jobs, journals, and drawings, reports as specified by MSBTE within stipulated time limit.
12. SC, ST, NT& OBC students are instructed to get Caste Validity from their respective Department with the help of the institute students section clerk. It is the sole responsibility of students and their parents.
13. 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 pay all full fees.
14. The name spelling appeared on the X /XII leaving certificate will be carry forwarded as it. No change will be done later on.
15. After completion of diploma, students can become a member of Alumni Association. ALUMNI MEET is organized by following year. Institute will contact and inform students about the 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.**_____