

## Instructions to the Students

1. It is mandatory to attend the lectures and practical from the **start of the term** as declared by the Solapur University. (Generally, 1<sup>st</sup> July for First semester and 1<sup>st</sup> January for Second semester).
2. Lectures and practical must be attended in time as per timetable. **Late coming** is not allowed.
3. In order to keep the term, the **attendance in each theory** subject must be **more than 75%** and **each practical 100%**. The student **will not be allowed** to appear for the **university examination** if he falls short of the attendance due to any reason.
4. For any absence, student must have prior written permission from the HOD or produce written letter from their Parents/Guardian.
5. The **behavior of student** with every staff of the institute and other students, within and outside the college campus should be polite and modest.
6. The term work marks will be given by **continuous evaluation** method as notified. It is up to each student to earn maximum marks.
7. Attendance to internal orals & exams is mandatory, as it is a part of continuous assessment.
8. The **full tuition fee** and other fees must be paid while securing admission (before 30<sup>th</sup> July) every year. **No admission** will be granted after that.
9. If the student wants to avail the **transport facility** provided by the institute, he/she must register his/her name & pay the yearly transport fees in full in the office within first week of start of the term. Transport facility cannot be terminated in between the terms and the fees cannot be refunded.
10. It is duty of everyone to keep the **institute campus clean and healthy**. **Spitting** in the corners of the walls, staircases, corridors, etc is unhealthy and may spread diseases.
11. Students should not cause any **harm or loss to the property** of our institute. It is national waste and will ultimately be recovered from them only.

12. **Ragging and Eve-teasing** is prohibited within and outside the college campus. Strict legal action will be taken if anybody is found guilty of such act which is Anti-social and Anti-national.
13. It is duty of every student to give **online feedback of their teachers** and facilities in our institute as and when notified, for continuous improvement in teaching-learning activity.
14. It is mandatory to attend **Extra lectures, Guest lectures** from eminent persons as and when arranged by the institute.
15. Students are encouraged to participate in the **industrial visits and tours**. But they should follow the safety instructions given by the accompanying faculties and the instructors from the industry visited. The student must submit to the HOD the **consent and undertaking letter** in the format available in the institute and **signed by the student and his/her parents**, before proceeding on industrial tour.
16. It is mandatory on the part of the students to inform their parents about the **Parents Meet** organized by the institute.
17. It is mandatory **to write the assignments individually** and submit them in due time as notified by the subject teachers.