

Student Guidelines

INDEX

Sr. No	Particulars
01	Institute Level Students Discipline & Guidelines.
02	Institute Level Committee For Students
03	Institute Library Rules
04	Institute /UGC/ University of Mumbai Exam Rules
05	Training And Placement
06	Student Counseling
07	Primary First Aid/ Dietician/ Nutrition
08	Safety Awareness & Disaster Management
09	Guidelines For Industrial Visits
10	Procedures For Collecting Important Documents/ Letters
11	Procedures For Duplicate Documents
12	Continuing Education Programs
13	Suggestion Box
14	Parents General Guidelines
15	Student Feedback System

1) Institute Level Students Discipline & Guidelines.

I- General Rules

01	As per UGC/ University of Mumbai Students has to put in satisfactory attendance of at least 75 % of the total Lectures /Periods in each Theory /Practical /Term work /Tutorials/ Project work separately in each and every subject of the Semester as per the Teaching scheme of the Board.
02	He has satisfactorily completed all the specified laboratory Practical's / Term work / Projects / Sessional etc. prescribed in the curriculum for the Semester/ year
03	He has shown satisfactory progress in his studies and evinced good conduct .
04	Students must attend lectures, tutorials, practical as per the time table displayed on Notice board from time to time.
05	They should not be absent for lectures, tutorials, practical, and examinations without written permission of the Principal.
06	Prolong absent even in ground of ill health may also lead to term.
07	Students will not be given any concession in the matters of attendance or rules regarding appearance in the college examination, disciplinary action taken to such students.
08	The Identity card is meant for identifying bonafide students and is used for permitting the students to participate in various activities and programs of the college else they may be fined
09	Loss of I- Card must be immediately reported in college office and if not found then application for duplicate I-Card should be made in college office.
10	Every student should wear clean and decent dress while coming to the college
11	No student is allowed to display any notices/circulars/posters/banners in the college premises without the prior permission of the principal.
12	No students will be allowed to conduct any kind of political activities in the college premises.
13	Students are not allowed to bring their relatives/friends in college premises without prior permission of the Principal
14	Students must take proper care of college property; action will be taken against the students damaging the college property and will be required to compensate for the same
15	If, for any reason continuance of a student in the college is found detrimental to the best interest of the college, the principal may ask the student to leave the college without assigning any reason and the decision will be final and binding to the student.
16	Students shall not do anything inside or outside college that will interfere with college discipline or tarnish the image of the college.
17	Students are not allowed to communicate any information about college matters to press

II- Students General Guidelines

01	Institute website is www.tesmumbai.in & email is : tcs@thakureducation.org
02	For Feedback/ Suggestion/Compliant students & parents can email to institute on
03	College timing should be followed strictly.
04	Students should wish Trustees, Principal Sir, Teachers, lab assistants, any guests coming.
05	Students should remove their shoes before entering the Computer Laboratory.
06	Students cannot go out during the college timing without the proper permission.
07	If a student wants to take a half day leave, they have to write application, get it signed from respective HOD(Coordinators) and give it to receptionist. They have to fill the leave slip and get it signed and submit at the gate.
08	Attendance of student should be above 75% for both practical and theory, (below 75% student will be detained).
09	During the time of practical's and lectures student should not roam in college premises
10	E-library can be used after college timing and with proper permission.
11	Student should follow all the rules and regulations of the college.
12	Ragging is strictly prohibited.
13	Student should read notice board and regularly visit college website.
14	Use of electronic gadgets like mobile phone, digital camera, I-phone, MP3 players are strictly prohibited during lecture and practical and also in the college premises, failing to do so they may be fined.
15	In case student is absent for more than 3 days they need to submit medical certificate in office with duly application signed from the respective HOD(Coordinator) and Principal.

2) Institute level Committee for students

ANTI-RAGGING

Maharashtra Prohibition of Ragging Act 1999 which is in effect from 15th May 1999 has the following provisions for Action against Ragging.

- a. Ragging within or outside of any educational institution is prohibited.
- b. 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
- c. 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.
- d. Whenever any students or, as the case may be, the parents or guardian 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.

As per the Maharashtra Prohibition of Ragging Act 1999 Approval process hand book “Prevention and Prohibition of Ragging” is given below:

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students,

What Constitutes Ragging

Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Actions to be taken against students for indulging and abetting ragging in technical institutions:

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following,
 - a) Cancellation of admission
 - b) Suspension from attending classes
 - c) Withholding/withdrawing scholarship/fellowship and other benefits
 - d) Debarring from appearing in any test/examination or other evaluation process
 - e) Withholding results
 - f) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - g) Suspension/expulsion from the hostel
 - h) Rustication from the institution for period ranging from 1 to 4 semesters
 - i) Expulsion from the institution and consequent debarring from admission to any other institution.
 - j) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars.

ANTI-RAGGING COMMITTEE

Following members are hereby informed that as per UGC/ University of Mumbai Rules & Regulation the **Anti-Ragging committee** has been formed. We are glad to inform you that you have been nominated as a member of Anti Ragging Committee for Academic Year 2021-22 :

Sr. No.	Name of the staff	Designation	Head of Committee
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			

ANTI RAGGING SQUAD COMMITTEE

The following staff members are appointed in Anti Ragging Squad Committee for Academic Year 2021-22:

Sr. No.	Name of the Staff	Designation
1.		
2.		
3.		
4.		
5.		

Grievance Redressal Committee

As per the UGC/ University of Mumbai Notification the Grievance Redresser Committee is constituted with the objective of preventing unfair practices and to provide a mechanism to innocent students for redressal of their grievances. Grievance Redressal Committee address the grievances, complaints and primary needs of the students, staff and secure civil liberties for everybody. Complaints in writing from students, staff and parents may be dropped in 'Suggestion Box' or submitted to members of the committee.

Name of the Staff	Committee Charge	Designation

Women's Grievance Redressed Committee

TCS has constituted a 'Women Grievance Redressal Committee' in accordance with the complaint from the staff and students will be considered and it will be put for discussion in respective committee meetings. After discussing the complaint in the meeting the report will be submitted to the Principal and subsequently to the management for taking further necessary action in that matter. The management shall take such action as it deems fit and the decision of the management shall be final.

Accordingly, in order to deal with and to investigate into any complaints received from any women at the workplace/Institutes premises, the Management has appointed Committee comprising.

Name of the Staff	Committee Charge	Designation	Contact No. & Email Id

Any aggrieved women may make, in writing, a complaint concerning her grievance to any of the Member/s of the Committee, within a period of three months from the date of the incident and in case of series of incidents, within a period of three months from the date of last incident. The Committee will then investigate into the Complaint and submit its report to the Principal.

OMBUDSMAN / GRIEVANCE REDRESSAL COMMITTEE

As per the UGC/ University of Mumbai Notification the Ombudsman / Grievance Redresser Committee for Academic Year 2021-22 is constituted in the college for the purpose of Redressal Grievance of the students, parents and other stake holders.

OMBUDSMAN

Name of the Staff	Designation	Committee Charge	Contact No.	E-mail ID

GRIEVANCE REDRESSAL COMMITTEE

Name of the Staff	Designation	Committee Charge	Contact No.	E-mail ID

3) Institute Library Rules

Use of Library & access of E-library

The fully Computerized Library is equipped with well stocked volumes of text books, reference books, automated CD's & periodicals spanning the entire spectrum of engineering discipline. The entire collection of books is readily available to students & teachers either for current reading in the library or for home issue at the circulation counter. Library also provides book bank facility for needy students with collection of more than 20000 books as well subscribers to all major newspapers, periodicals, publication national and international journals. Various kinds of reference books like encyclopedias, dictionaries and almanacs are available to the students. This immense reservoir of information and learning is source of constant value addition to the students and faculty as well.

The central library comprises of two spacious, airy and well-lit reading halls that provide stimulating and conducive ambience for studying. Reference book section provides enough material for more inquisitive and inquiring minds.

Library Features

- Fully Computerized Library using Netcampusi Library (Library Management Software) Software for Library Operations
- Voluminous Reading Room
- Internet Facility in e-library.
- DELNET Membership (Developing Library Network) An organization promoting resource sharing among libraries through the development of a network of libraries.
- CD-Library

Library

Number of Titles:	7178
Number of Volumes:	22097
Number of National Journals:	40
Number of International Journals:	05
eJournals:	DELNET - Membership

Library timings : 8 a.m. To 8 p.m.(Except Saturday), 8 a.m. To 5 p.m.

Library holidays : Sunday, Holidays of the College

Other Amenities Provide To the Student In Library

- Book Bank Facility
- Computerized Library Services
- Open Access System
- OPAC facility (Online Public Access Catalogue)
- e-Library Facility
- Board Question Papers, Syllabus and Laboratory Manual for reference
- Newspaper Clipping Services.
- Printing, Scanning & Xeroxing Facility

Library Membership

Library membership is open to:

- 1) Regular students of the Institute
- 2) Faculty members and supporting staff of the Institute
- 3) Ex-Students with special permission from the principal.

General Rules :

- Every Student entering the Library Premises should have a valid college identity card.
- While sitting in reading section every student must sign attendance register.
- Eatables, Audio-Visual device, Mobile phones, and other equipment's & their use is strictly prohibited.
- Library card is non-transferable and must be produced whenever demanded.
- Students must handle books, periodicals, etc. with great care, any attempt to damage books or Periodicals, by defacing or tearing the pages will treated as serious misconduct and strictly dealt with.
- The Computer Terminal provided for students to search and requisition of books shall be used with utmost care.
- If the Library Card is lost a duplicate will be issued on payment of Rs.50/- .
- A complete silence and strict discipline should be maintained in the library and Reading room.
- If a student so found without the Identity Card, no library facility for that day will be available to him/her.
- If any reference is required, student should approach the Librarian.

General Instructions:

- Use of mobile is strictly prohibited.
- While sitting in reading section every student must sign attendance register.
- Students are responsible for the books borrowed.
- Library card is not transferable and must be produced whenever demanded.
- Only one book will be given against the library card at a time
- Overdue books will be charged a fine @ of Rs. 2/- per day
- Any one finding the library card is requested to return it to the librarian.
- Writing and making any marks in books is strictly forbidden.
- Keep watch on library notices time to time.
- All cases of disregard of rule will be reported to higher authority for appropriate action.

Book Bank Policy

1. Books shall be given in the following preference Order
 - Merit-cum-means
 - First come first served basis
2. A maximum of 5 books will issued per student.
3. 10% of the printed price of the books is to be paid at the time of borrowing books.
4. Membership charges will be applicable once in a year
5. If books are damaged or lost, student shall pay the full price of the books.
6. Books should be returned to the library immediately after the examinations are over.

Book Issue Rules:

- Every student is expected to read and strictly follow the instructions given on the reverse side of the Reader's Ticket.
- Students are responsible for the books borrowed.
- Only one book will be given against the library card at a time
- In case of late return of books students will have to pay fine at the rate of Rs.2/- per day.
- While charging the fine holidays will be counted.
- Re-issue of the books will depend upon the demand for the same.

Rules for Circulation

- Please make queue at a circulation desk.
- Take help of shelf list or OPAC to find books in the stacks.
- While entering in open access section of the library, please keep your bags and belongings in students reading section.
- Readers should check thoroughly for missing pages, chapters, pictures etc. while borrowing the books.
- No book in damaged condition will be accepted from the reader. Mutilated or spoiled books will have to be replaced by the borrower.
- Books issued will not be accepted back on the same day.
- Readers can reserve books already issued at the circulation counter .
- For the rules of replacement of book lost please contact the Librarian.
- Books are reissued only if there is no reservation for a book.
- The borrowing facility will be withdrawn or restricted in case of misbehavior, misuse of the library.
- In case the library card is lost, readers should inform the librarian and ask to lock the Library card at once.

e-Library

The institute has updated modern e-library facility with more than 20 PCs with LAN & high-speed broadband internet connection where e-resources & e-documents can be searched within a short span of time. With the help of e-library students can easily obtain information about their courses & projects to enhance their knowledge.

e-Library Rules:

- e-Library services are available before and after college hours.
- Student can access e-Library for an hour at each seating.
- Each student must sign e-Library register properly.
- Downloading of any software from internet is strictly prohibited.
- Handle the Computer & Component in e-Library carefully and gently.
- For services user can accompany the Librarian for their on-line queries.

Instruction to the Students :-

1) e- Library Time Schedule for Students:

- a) Student can access e-Library service twice in a week.
- b) Student can access e-Library for one hour at each seating.

2) Rules for using e-Library

- a) Each student must sign e-Library register properly.
- b) Do Not Download Or Install Any Software Without Prior Permission.
- c) Do Not Save Any Document On The Desktop.
- d) Handle the Computer & Component in e-Library carefully and gently.

4) Institute / UGC/ University of Mumbai Exam Rules

- UGC/ University of Mumbai Examination Regulation (Detail information is uploaded on tcs Website)
- Students should complete their files /Journals regularly.
- All files/Journals should be signed and submitted before time.
- No objection certificate (NOC) should be signed and submitted to respected teacher after the file /Journals submission.
- After submission of NOC students should take their Hall ticket from office.
- Students should visit tcsmbai.in website to know the time-table of Board exam.
- For External oral and practical exam regularly visit the notice board.
- Hall ticket, Fee receipt and Identity Card are must during theory and practical examinations.
- Mobile phones are not allowed at the time of examination.

5) **Training and Placement**

Important guidelines for all the students of Final and Pre-final year looking for campus placements are as follows:

- Refer the T&P Notice Board every day.
- Read each line of the notices.
- Only eligible students are allowed to sit for the placements as per criteria set by the companies. If any students are found sitting beyond the criteria will be out from the placement process.
- Be on time on the day of campus placements.
- Must carry your Identity card and updated copy of resume with all your mark sheets in a folder.
- Go through the website of a particular company one day before the placements.
- Maintain peace and dignity throughout the process especially during the presentation.
- Wear formal dress. Boys are advised to wear light color shirt and trouser and if possible tie which suits to your dress. Girls are advised to wear either salwar kurta or shirt and trouser. No jeans and sport shoes.
- Inform your parents on the day of campus placements as the process may go on till late evening.

6) **Student Counseling**

Students come to the college is a transitional stage physical and psychological human development. It's a time when they are needed to be handled with utmost care, love and compassion. At the decision making point of their lives, youth are susceptible to many redundant activities. In accordance to the aforesaid words we have an professional counselor for the students. Parents are requested to contact the counseling cell in case they feel that their ward needs any counseling. The schedule for counseling is every Tuesday, Thursday & Saturday between 9.00 am to 1.30 p.m.

7) **Primary First Aid/ Dietician/ Nutrition**

Institute has facility of Dietitian and Nutritionist for the students and staffs for guidance on appropriate lifestyle and food choices to avoid health issues. Institute also provides primary First Aid assistance and for medical emergency has made tie-up with the nearby Sai and Surbhi hospitals.

8) **Safety Awareness & Disaster Management**

The personal safety and health of students, faculty, staff, academic appointees and visitors is of utmost importance for this demand for Conducting environmental, safety and health surveys to identify and eliminate unsafe conditions or practices, to control environmental, safety and health hazards, and to comply fully with environment, safety and health standards.

I- Personal Safety

1. Any acts of carelessness are prohibited.
2. Perform no unauthorized experiments, tasks or job and perform given experiments, tasks or job only according to directions.
3. Never work in a laboratory alone or at least without another person within easy all.
4. Smoking is not allowed in the institute premises
5. Wear safety glasses, face shields and hand gloves when working with hazardous materials and/or equipment.
6. Shorts and sandals should not be worn in the lab and shoes are required when working near machinery
7. Do not use any equipment unless you are trained and approved as a user by your Professor or Instructor.
8. Wash hands before leaving the lab and before eating.
9. Consumption of food or beverages in the laboratory is forbidden. Food may not be stored in refrigerators located in a laboratory.
10. Tie back medium length and long hair when working near flames or entangling equipment's
11. All accidents, no matter how minor, should be reported to the faculty/staff member supervising the laboratory.
12. Know the location of all safety equipment (e.g. eyewash, fire extinguisher, fire blanket, safety showers and spill kit) and how to use them.

II- GENERAL LABORATORY SAFETY

1. Keep corridor/ passage clear.
2. Maintain unobstructed access to all exits, fire extinguishers, electrical panels, emergency showers, and eyewashes.
3. Do not use corridors for storage or work areas.
4. If leaving a lab unattended, turn off all ignition sources and lock the doors.
5. Do not store heavy items above table height. Any overhead storage of supplies on top of cabinets should be limited to lightweight items only. Spills should be cleaned up immediately.
6. Be careful when lifting heavy objects. Lift comfortably, avoid unnecessary bending, twisting, reaching out, excessive weights, lift gradually and keep in good physical shape
7. Avoid using extension cords whenever possible. If you must use one, obtain a heavy- duty one that is electrically grounded, with its own fuse, and install it safely. Extension cords should not go under doors, across aisles, be hung from the ceiling, or plugged into other extension cords.
8. Guards on machinery must be in place during operation.
9. Exercise care when working with or near hydraulically- or pneumatically-driven equipment. Sudden or unexpected motion can inflict serious injury.

9) Guidelines for industrial visits.

Aim:- The aim of IV is to train the students the intellectual tools of a system thinking for planning the visit & choosing techniques of gathering information on the site. Also analyzing and synthesizing the information to present it in an organized form to the teacher.

1. Attendance is compulsory.
2. Discipline should be maintained in the field or institute or industry at the visit place.
3. Dress up properly & decently.
4. Do not touch any machines or equipments at the visit place.
5. Be punctual in time while going for visit
6. Student should be accompanied with the required accessories to keep record of the visit
7. Collect information about the visit according to the instructions given by the subject teacher.
8. Industrial Visit Undertaking from the parents is compulsory and should be submitted.
9. I-Card is compulsory for the visit.
10. Student should collect prior information about the visit place from the website.
11. Wish the IV-personal while meeting and leaving.
12. Submission of IV report within 2 days is compulsory.
13. Student should discuss about the IV with the industry persons.

10) Procedures for Collecting Important Documents/Letters

RECOMMENDATION (RECO) LETTER:

1. Students should seek prior permission and get scrutinized the printed copy of RECO from the respective HOD(Coordinator)/Staff members from whom he approaching.
2. Students should submit a written application in the name of the Principal Sir requesting for the Recommendation Letter along with the copy of the scrutinized RECO by HOD(Coordinator)/Staff Members and the same hard copy should be mailed to the Institute E-mail Id.
3. The Application duly signed by the Principal Sir and finally signed and RECO scrutinized by the Office Superintendent should be h/o by the student to the Computer Operator who will state the Charges which should be paid in Accounts Dept. and get the receipt of the same.
4. Student can collect the RECO's Printed on College Letter Head from the Computer Operator within stipulated time of 3 working days.

LEAVING CERTIFICATE:

1. The Regular Third Year Student passing in respective SUMMER exam has to collect his Original Documents and Leaving Certificate on the Orientation Day (As per the Schedule informed).
2. For Students who will leave the college in between the Academic Year or those who will clear their WFLY/WFLS cases should submit a written application in the name of Principal Sir duly signed by their Parents, HOD(Coordinator) and then by Principal Sir and finally by Office Superintendent to the Reception Counter.
3. From the Reception Counter Student should collect the Application for Leaving Certificate (NOC) will be issued against the Written Application Formalities.
4. Students should submit the completed Application for Leaving Certificate (NOC) to the Branch Incharge, who will handover Leaving certificate and the original documents in stipulated time of 3 working days.

FOR BONAFIDE CERTIFICATE

- Student collect the Bonafide Format from the reception Counter and duly fill it and take the signature of Principal sir & Office Superintendent.
- Submit the format to the respective branch counter
- Collect the Bonafide Certificate approximately after 1 week.

CASTE VALIDITY LETTER

1. Submit a written application in the name of the Principal Sir requesting for the Caste Validity Letter from Student/Parent. (Please mention Address to back side of application - Caste Validity Scrutiny Committee) and signed by Principal Sir and finally by Office Superintendent and submitted to Computer Operator.
2. Collect the Caste Validity Letter approximately after 1 week.

GOODS GATE PASS FOR STUDENTS PROJECT:

1. Students should submit a written application in the name of Principal Sir, mentioning the full details about the Projects duly signed by the respective HOD(Coordinator) first and then by Principal Sir and finally by Office Superintendent and submitted to the Reception Counter.
2. From the Reception Counter a NOC (Gate Pass) will be issued which again should complete the mentioned formalities.
3. The gate pass should be handed over to the watchman at the exit.

HALF DAY LEAVE FOR STUDENTS PROJECT:

1. Students should submit a written application in the name of Principal Sir, mentioning the full details about the Projects duly signed by the respective HOD(Coordinator) first and then by Principal Sir and finally by Office Superintendent and submitted to the Reception Counter.
2. From the Reception Counter a NOC (Gate Pass) will be issued which again should complete the mentioned formalities.
3. The gate pass should be handed over to the watchman at the exit.

PASSING CERTIFICATE:

1. It is mandatory that student should collect his/her passing certificate personally from the Reception Counter.
2. But in case of some unavoidable circumstances parents should come along with the following documents:
 - a. Authority Letter of Student with parents sign.
 - b. Photo Identification-PAN card.
 - c. Photocopy of Provisional Passing Certificate.
3. The Authority Letter should be, then duly signed by Principal Sir and Office Superintendent and submitted to the Reception Counter along with required documents.

11) Procedures for Duplicate Document/Certificate

a. DUPLICATE ID CARD

- Student collect the duplicate ID Format from the reception Counter and duly fill it and take the signature of Principal sir & Office Superintendent.
- Make the Payment of Rs. 200/- in Account department.
- Submit the format to the respective branch counter
- Collect the Duplicate ID Card approximately after 1 week.

b. DUPLICATE MARKSHEET

- Student Application addressing to Principal Sir and take the signature of Principal sir & Office Superintendent.
- Police FIR / Police NC
- Form R 43A (available from Reception counter Second Floor)
- Affidavit on 100 Rs. Stamp Paper stating the details of Marksheet and if found, student will return it back to the institute.
- Charges to submitted University of Mumbai (As per University of Mumbai Fee)

c. **DUPLICATE PASSING CERTIFICATE**

- Student Application addressing to Principal Sir and take the signature of Principal sir & Office Superintendent.
- Police FIR/ Police NC
- Affidavit on 100 Rs. Stamp Paper stating the details of Marksheet and if found, student will return it back to the institute.
- Charges to submitted University of Mumbai (As per University of Mumbai Fee)

d. **DUPLICATE LEAVING CERTIFICATE**

- Student Application addressing to Principal Sir and take the signature of Principal sir & Office Superintendent.
- Police FIR/ Police NC
- Affidavit on 100 Rs. Stamp Paper stating the details of Marksheet and if found, student will return it back to the institute.

12) **Continuing education programs.**

- Masters.
- Jobs.
- Business.
- Studies abroad.
- Management courses.
- Career enhancement courses.
- Training programmes by industries.
- Entrepreneurship development programs
- AMIE

13) Suggestion Box

- Suggestion Box will be open on every 2nd and 4th Saturday of the month.
 - Record will be kept of suggestion made by students.
 - Action taken on suggestions - Detail will be kept as records.
 - **For Feedback/ Suggestion/Compliant students & parents can email to institute on -**
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14) Parents General Guidelines

- Parents should provide proper Tiffin to their ward daily.
- Parents should come with their ward to pay the fees.
- Parents should visit college website to check their ward performance timely.
- Parents should be present for PT meeting as and when planned.
- Parents should regularly ask their ward about college details on Saturdays 10.00 a.m. to 1.30 p.m.
- If possible parents should meet or / call respective HOD(Coordinators) or Teachers for their ward details.
- Parents should not provide huge pocket money, expensive electronic device (i.e. mobile, I-phone, digital camera, play station etc) to their ward.
- For any personal/psychological problem regarding their ward or any family member which can affected their ward performance should interact with respective HOD(Coordinator)
- Parents should motivate their ward towards better carrier.
- Parents should visit some seminar or expert lecture for wards carrier point of view. (in college or outside the college).
- Parents should look after their ward that they are well dress-up as per college rules and regulation.
- Parent should have knowledge about their ward friend circular.

TEN COMMANDMENTS FOR PARENTS

- Respect the personality of the child
- Aim always to realise how things look and feel from the child's point of view
- Stimulate and reward his curiosity by always answering questions patiently and fairly
- Give him an opportunity to do things and many things for himself
- Be a playmate and giver of joy
- Instill an appreciation of all things beautiful.
- Use everyday situations for the development of his character
- Impart a friendly attitude towards people
- Be an example of that which you like your child to become; children always imitate
- Create in the home an atmosphere of love for one another and for god.

15) Student Feedback System

Sr. No.	Feedback Forms	Frequency	Details
1	Feed Back From Students	Before every PT exam every semester	Percentage of syllabus covered subject wise
2	Parent Feedback Form	After PT1 exam of every semester	About progress of the students' performance
3	Third Year Student Feedback At The End Of Academic	At the end of academic year	About Infrastructure, placement, facilities, Extracurricular activities
4	Feed Back From Students	End of each semester, before board exam	Syllabus Covered chapter wise, Syllabus covered % upto end of the semester and Teaching Style
5	Performance Appraisal & Development System (Pads) - Form-2 Student's Feedback Form	Every semester	feedback from students for each theory/practical subject attended by them during the previous/current session
6	Students /Parent Complaint Register	5-8 times per month from students of all year randomly	As per nature of complaint preventive and corrective actions are taken
7	Students Satisfactory Survey Register And	5-8 times per month from students of all year randomly	About general resources that are satisfactory (related to academics & other facilities)
	Canteen Satisfactory Survey Register	Once in a month	About the quality of food and ambience