



MALIK SANDAL POLYTECHNIC, VIJAYAPUR

Student Rules and Regulations

1. Students shall abide by the rules and regulations framed by the college time to time.
2. Student should come in uniform and wear ID card compulsorily in college campus. Failing which, students will be barred from entering the college campus and classroom.
3. Use of cell phones is forbidden within the college campus.
4. Students should help in maintaining campus clean. Any kind of damage to the college asset by students will be seen as serious offence and may lead to immediate termination of the students.
5. The college is an alcohol-smoke-drug-free area and offenders may face immediate termination.
6. As per the norms fixed by D.T.E, students must attend 75% of the classes in entire semester, failing which, students are not allowed to attend the external examination.
7. Students should report to the class as per the scheduled timing.
8. Late arrival of the students to the class will be seen as an act of indiscipline and strict actions will be initiated if repeated regularly.
9. Student are not permitted to leave the class without the permission of the lecturer.
10. Students may remain absent for the class for the genuine and justified reasons taking prior approval of HoD and the Principal. Students must produce proof for the reason given for remaining absent.
11. Students representing the department and college in co-curricular or extra-curricular activities inside or outside the campus taking the prior approval of HoD are counted as present.
12. Students must follow all the safety regulations and instruction within the campus and during the conduction of laboratory experiments. The instructors/faculty members/authorities are not responsible for any physical damage or mishap that might occur out of students negligence.
13. Violating the examination rules and regulation during the conduction such as misbehaviour with invigilator, threatening the examination authorities outside and inside the campus, writing on question paper, keeping mobile or electronic gadgets,



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copying and malpractice will be seen as an act of serious misconduct and indiscipline and may lead to the detainment of the student.

14. Students should verify marks displayed on the notice board and bring to the notice of HoD in case of any discrepancies. Change is not permitted latter.

15. Students must attend atleast one technical training program every semester and one industrial visit every academic year.

16. Misbehaviour of the students with faculty members, insubordination, habitual tardiness, irregular work habits or obscenity are treated as an action of indiscipline and may lead to rustication or termination from the college.

17. Misbehaviour outside the college, affecting or not affecting the reputation of the college, has an impact on the student community. The college reserves the right to take actions in the interest of the general student community to deal with such misbehaviour.

18. Students are entirely responsible for the loss or damage to their personal belongings.

19. Student vehicles must be parked and locked in the allotted place only.

20. No student is permitted to take part in agitations directed against the lawful authority of the Government. Membership of clubs or associations outside the campus and participation in public movements is undesirable.

21. Students are not allowed to collect donation from the public in the name of the college without the permission of the higher authorities.

22. Change of permanent address must be notified to the college office.

23. The student shall complete all the term work such as journals, drawing sheets, workshop jobs or any other assignment as per schedule.

24. Students must read the notices displayed on the notice board. Authorities are not responsible of notifying it to individual student.



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25. Threatening or harassing the other students inside or outside the college campus will be seen as serious offence and may lead to rustication or termination from the college.
26. All types of complaints and grievances must be reported to grievance redressal cell. Students/their guardians/friends are not permitted to take actions by their own.
27. Fee fixed shall be paid by the students before the commencement of every academic year.
28. The students facing genuine financial problems may obtain the permission of the admission officer and Principal to pay the fee in instalments. In such cases, 25% of the fee shall be paid at the time of admission, 25% of the fee shall be paid before the odd semester examination, 25% of the fee shall be paid within fifteen days of the commencement of second semester and 25% of the fee shall be paid before the even semester examination. Delay in the payment may lead to addition of penalty in fees.