

STUDENT MANUAL

(Student Guidelines Document)

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1. DEFINITIONS

Institute	Means Jayawantrao Sawant College of Engineering
BoG	Means Board of Governors of the Institute
CDC	Means College Development Committee
University	Means Savitribai Phule Pune University, Pune
AMC	Means Academic Monitoring framing rules and regulations of the academic programs
Semester	Means period in which academic activities are carried out.
Course	Means Theory /Practical /seminar /Projects /mini projects / industrial Training
Course Credit	Means Weightage assigned to the course.
Grade	Means a double letter assigned to indicate the student's performance in a course.
Course Coordinator	Member of faculty who shall be assigned to a course
GFM	Guardian Faculty Member
ATKT	Allowed To Keep Terms
EC	Examination Committee
HoD	Head of the Department
UG	Undergraduate 4 years, 8 semester program leading to (B. E.)
Academic RR	Rules and regulations governing academic system of the institute.
UGC	University Grants Commission
AICTE	All India Council for Technical Education -An apex body in Technical Education In India
Government	Government of Maharashtra

2. INTRODUCTION

JSPM'S Jayawantrao Sawant College of Engineering one of the educational projects of the **JAYAWANT SHIKSHAN PRASAK MANDAL** Educational Trust, established in 2004.

Prof. (Dr.) T.J. Sawant is the Founder Secretary of College.

Our aim is to impart good education with an accent to develop the total personality of the students with the emphasis on moral values. We, in this institution, will strive hard to shape the students in such a way that they will be an asset to the community and nation at large.

QUALITY POLICY

“To imbibe global standards of excellence in endeavors of Institute and to adhere with accountability towards society through best practices and techno economic prudence”.

Quality Objectives

1. To Inculcate the Motto “Excel and Prevail.”
2. To Imbibe Quality Consciousness At All Levels of the Staff.
3. Strict NO to Compromise with Quality.
4. Strive To Do Still Better.
5. Discourage Short Cuts.

VISION

"To satisfy the aspirations of youth force, who wants to lead the nation towards prosperity through techno-economic development".

MISSION

"To provide, nurture and maintain an environment of high academic excellence, research, and entrepreneurship for all aspiring students, which will prepare them to face global challenges maintaining high ethical and moral standards".

JSCOE has been offering undergraduate (UG) programs leading to Bachelor's degree (B. E.) since last 16 years. The undergraduate Programs offered and degrees obtained are listed as shown in Table 2.1. The admission to UG program which shall be of eight academic semesters is as per the norms set by All India Council For Technical Education (AICTE), New Delhi, the competent Authority of the Government of Maharashtra/ Directorate of Technical Education, Mumbai / Savitribai Phule Pune University, Pune and which shall be prevailing at the time of admission.

Table 2.1 Programs offered and Degrees Awarded

Program	B. E. Degree in	Intake
Electronics & Telecomm. Engineering	Electronics & Telecomm. Engineering	120
Mechanical Engineering	Mechanical Engineering	180
Computer Engineering	Computer Engineering	120
Information Technology	Information Technology	060
Electrical Engineering	Electrical Engineering	060

- 2.1 All the undergraduate Degree programs shall be governed by the rules and regulations provided in this version of the academic RRs. UG Program curriculum consists of courses in Sciences, Humanities and Social Sciences, Engineering and Technology and other related areas. The stringent evaluation norms shall be followed to maintain the quality of education. The examination system is governed by examination rules and regulations and completely transparent and follows the pre-announced schedule as per academic calendar.
- 2.2 The academic year is divided into two regular semesters. The semester that begins in June is named as odd semester and the semester that begins in December is known as even semester. Total duration of each semester is generally of 20 weeks including the period of examination.
- 2.3 The academic administration of the institute consists of committees and administrators. The committees are AMC, IQAC and administrators are Director, Principal, Deans, Heads of departments (HoDs).
- 2.4 The academic programs of the institute shall be governed by rules and regulations approved by GoB from time to time. It is the supreme and statutory academic body that governs all academic matters of the institute and the decisions of the BoG Chairman shall be final in matters relating to academic matters. All academic activities are scheduled through an approved academic calendar notified at the beginning of each academic semester/year.

3. ADMISSIONS

3.1. Regular and Lateral Entry:

Regular entry refers to admission of students for first, second (excluding lateral entry) third and final year of the program in odd semesters. Lateral entry refers to admission of students for second year directly through diploma qualification. First year admission is held by the Government of Maharashtra. All the policies, rules and process is followed of Admission Regulating Authority (ARA) of Maharashtra State.

3.2. Each student shall be allotted a permanent registration number (**PRN**) during admission by **Affiliating University** and that will be permanent identification number. This number shall not change and the allotted number shall not be offered to any other student even after cancellation of admission. The number shall be valid till the student completes the program or cancels admission or is expelled from the institute.

3.3 For admission in an odd semester, the student must have earned all the credits of the pre-previous year and at least ATKT in previous year.

For example, for admission to the 5th semester (i.e. 3rd year of program), a student must have earned all the credits of the first year and second year or must have earned all the credits of the first year and ATKT in second year.

3.4. Second Year Lateral Entry:

Post diploma students can have lateral entry at third semester of the program. Such admissions are governed by the rules of DTE, Mumbai.

3.5. Change of Program:

Students shall be eligible to apply for change of program after completing the first two semesters. The rules/guidelines shall be used for considering their applications for change in program as per affiliating University.

4. ACADEMIC CALENDER

The academic activity of the institute is regulated by Academic Calendar and is made available to the students in electronic form or hard copy. It shall be mandatory for students to strictly adhere to the academic calendar for completion of academic activities. The copy of the academic calendar is also to be uploaded on the institute website.

- 4.1** The academic activities of the institute are governed by academic calendar prepared by Coordinator of Academic Monitoring Committee (AMC) and approved by Dean Academics in consultation with Principal. It shall be notified at the beginning of the each academic year. Academic calendar refers to schedule of commencement of instructions for the semester, course delivery period, examinations, evaluation, co-curricular / extra co-curricular activities, holidays and students' major activities schedule.
- 4.2** The curriculum shall be typically delivered in two semesters in an academic year. Each semester shall be of 20 weeks duration including curriculum delivery, evaluation, and grade declaration. The exact days are mentioned in academic calendar.
- 4.3** The minimum teaching days in an academic year are 180 (90 each in the two semesters). The academic calendar is strictly adhered to and all other activities including co-curricular and extra-curricular activities should be scheduled so as not to interface with the curricular activities as stipulated in the academic calendar:
- 4.4** The non conduct of academic activities on any particular teaching day for whatever reason shall be compensated by having the academic sessions conducted on suitable Saturdays by following the particular class time table of the lost teaching day.

5. ATTENDANCE

- 5.1.** The college expects 100% attendance for theory and practical session. Some relaxation is possible to the total extent of 30% on valid reason and prior permission of the principal.
- 5.2.** In case, the attendance should be less than 70% and 90% separately for theory and practical's, he/she may be detained from appearing university exams.

6. FACILITATION TO STUDENTS

6.1 Guardian Faculty Member (GFM):

On joining the institute, a student or a group of students shall be assigned to a GFM who shall be mentor for a student. A student shall be expected to consult the GFM on any matter relating to his/her academic performance and the courses he/she may take in various semesters. A GFM shall be the person to whom the parents/guardians should contact for performance related issues of their ward. The role of a faculty advisor is as outlined below:

- a) Guidance about the rules and regulations governing the courses of study for a particular degree.
- b) Paying special attention to average students.
- c) Guidance and liaison with parents of students for their performances.

6.2 Helping Average Students:

A student with backlog/s should continuously seek help from his/her GFM, Head of the Department and the Dean Academics. Additionally he/she must also be in constant touch with his/her parents/local guardians for keeping them informed about academic performance. The institute also shall communicate to the parents/guardians of such student at-least once during each semester regarding his/her performance in In-semester evaluation and Unit Tests and also about his/her attendance. It shall be expected that the parents/guardians too keep constant touch with the concerned GFM or Head of the Department, and if necessary the Dean Academics.

7. Rules and Regulations

7.1. Uniform:

- a. Wearing of I-Card every day and uniform on alternate day starts from the day Monday is compulsory. The student must also wear uniform during university examination and various committee visits.
- b. While representing our college during various events students must wear the college uniform and I-Card.
- c. College uniform should be clean and ironed properly. Students who are sloppily dressed or wearing dirty clothes are liable to send home.
- d. Uniform: blue trousers and white shirts with shoes.

7.2. Leave:

- a. Students should take prior permission of leave from respective class teacher before proceeding on leave. (Refer to leave format given in diary)
- b. In case of emergency, parents can contact respective class teacher on given phone number.
- c. If the student takes sick leave for more than 3 days, he/she must produce a medical certificate.
- d. No student suffering from any contagious or infectious disease shall be permitted to attend classes.

7.3. Library Facilities:

- a. Silence should be observed in the library at all times.
- b. Students should not bring any book of their own into the library except their notebooks and pen or pencil.
- c. Books should be returned on or before the due date indicated on them without fail. Delay in doing so will result in a fine of Rs 5/- per day book.
- d. The librarian has the right to recall book from students or staff at anytime, even before due date indicated on book.
- e. Books can be renewed for a period of one week, provided if the book is not in great demand.
- f. Before leaving the library, books to be borrowed must be carefully examined by the student. He /She should report any damage to the book to the librarian immediately. A fine will be levied on the books that are found damaged on return.
- g. If the book is lost, it must be replaced at once or duly compensated for.
- h. Reference books such as the dictionary and encyclopedia cannot to borrowed.
- i. No book, magazine or newspaper shall be taken out of the library without the permission of librarian.

7.4. Administrative Work:

- a. Office and accounts section timing for students

Timing : 9.30 a.m. to 5.30p.m.

Lunch Break : 1.30 p.m. to 2.00p.m.

Fee Receipt Time : 10.00a.m. to 1.30p.m.

- b. Following are the facilities available at JSCOE Students section:

- i. Stamp and sign for PMT bus pass and railway concession.
- ii. Bonafide certificate
- iii. Regarding education loan
- iv. Scholarship, Freeships, Earn and Learn Scheme etc.

- c. Certificate will be issued on the next working day from the receipt of application
- d. Students must read all the notices carefully that are displayed on the office notice board, especially for due dates so as to avoid further inconvenience.

7.5. Conduct In Laboratory:

- a. Silence should be observed while doing practical work in the laboratory.
- b. The instruction given by the teacher and laboratory assistant must be followed.
- c. Students will be responsible for any breakage or loss of the teacher in-charge.
- d. Students should bring proper record books and observation note books.
- e. Students should strictly adhere to the safety rules and regulation in the laboratory.
- f. Before entering the lab student should ensure he/she has worn an apron, cap, mask and carries with him/her all necessary materials required for practical like bottles, label crayons etc.

7.6. Transportation Policy & Rules:

1. JSPM's Jayawantrao Sawant College of Engineering provides limited bus transportation facility to students and staff who live more than 10 kms away from the college in certain predetermined routes.
2. Bus facility is offered to eligible students at the discretion of the college management and cannot be claimed as a right by any student or parent
3. All students who wish to avail the college bus facility should register their names with the accounting office on the date announced in the beginning each academic year.
4. The bus pass will be issued to the eligible students only on the recommendation of 'Bus managers' in the prescribed format and after paying the full bus fees.
5. Transport fee for the full year will be charged even if a student leaves the transport facility in between the session.
6. No person shall be allowed to travel on the bus without the express permission of the college authorities concerned in writing. Busmanagers are authorized to disallow travel by any person without proper authority.
7. Hostellers and day scholars without bus pass are strictly not permitted to travel in college bus
8. Bus managers are expected to maintain the contact data of all passengers of their bus and that of the management authorities
9. In the case of emergency and unexpected events Bus managers to inform management representative and or take any prudent action as the situation demands.
10. The Bus managers have the authority to assign seats to students and other passengers.
11. Bus manager may report to the management of any trip is made without a minimum of 33% regular passengers.
12. Intimation regarding the cancellation of a trip will be notified to the concerned 'Bus managers' and passengers to the extent possible.
13. College bus charge will be revised periodically based on the various operating expenses.
14. Normally College buses will be available to the already existing routes on all official

- working days. However, the trip could be adjusted if numbers of passengers are very less.
15. Passengers will be picked up and let off at designated stops only.
 16. The time schedule and the stages of trip can't be altered in any situation unless prior permission is secured.
 17. The bus will not wait for any passenger. Passengers are expected to be at the designated stops/stages before time.
 18. Getting bus pass doesn't ensure the passengers any reserved seat.
 19. Girl and boy students are expected to occupy separate seats in the bus. Mixed seating by students is strictly prohibited.
 20. Music is not played on the bus until further information.
 21. As college bus is an extension of the institution, all the code of conduct and rules of the college are equally applicable in the bus with special reference to use of the mobile phone with a headset and proper dress code.
 22. College doesn't encourage any form of celebrations in the bus or during the travel(birthday, sendoff etc.,)
 23. Students are expected to wait in orderly lines and allow faculty to board the bus first. In similar manner students are expected to wait for staff members to disembark first.
 24. Students must board and leave the bus carefully and courteously without shoving and pushing.
 25. Students shall not extend their arms, head or any other part of their body out of the bus window nor shall they extend clothing or other articles through the bus windows.
 26. Throwing articles within the bus or out of the windows at any time will not be condoned.
 27. Excessive noise (loud talking, screaming, whistling, etc.) by students is not allowed.
 28. Harmful or dangerous articles (explosives, fireworks, matches, cigarettes, lighters, knives, etc.) are prohibited.
 29. Students shall not write upon, disfigure or cause damage to any part of the inside or outside of the bus. Students are to take care of the bus; if not, the damage will be charged to the offender, and as a minimum with the loss of bus riding privileges until the damage is paid.
 30. Students shall behave in such a manner as not to jeopardize the safe operation of the bus.
 31. The use of profane, vulgar or other unacceptable language or gestures will not be tolerated.
 32. Eating or drinking on the bus and littering are strictly prohibited.
 33. Any other misconduct which may distract the driver from the safe operation of the bus will not be tolerated.

7.6. Mobile Phone Policy:

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.

Realizing the importance of communication and the possible impact of mobile phone usage on the campus, the following guidelines are arrived at.

- a) Students are permitted to use mobile phones within the campus.
- b) Students who are staying in college hostels should bring the mobile phones to the college.
- c) The mobile phones shall be kept in silent mode / off; restricted during the instructional work.
- d) In the specific instructional works with the permission of Course Coordinator; mobile phones are allowed in the class/ Lab.

- e) All the staff members are empowered to confiscate mobile phones found with students violating the above rules.
- f) Students violating the above rules will be instructed and the confiscated mobile phones will be returned to the students only after the completion of their course.

8. Polices and Code of Conduct

8.1. Discipline:

- 1. Creating nuisance in the campus is liable for disciplinary action.
- 2. The students must keep his/her mobile phone switched off during lecture hours and lab sessions. Violation of this rule will lead to confiscation of mobile by the concerned teacher. Same will be handed over only to parents/guardians in person.
- 3. Students should take care of their belongings. College authority will not be responsible for any loss or theft.
- 4. Smoking, Alcohol, Chewing-gum, Gutka, Pan in the premises is strictly prohibited.

8.2. Care Of College Property:

- 1. Students should treat all college property with care.
- 2. Students are forbidden to write or scribble on the wall and furniture, dirty the classrooms or damage any material.
- 3. Parents/guardian will have to compensate for willful damage done to college property.

8.3. Anti Ragging:

Ragging is prohibited by law. Any student indulging in this activity shall be dealt with as per the rules mentioned in Maharashtra Prohibition of Ragging Act 1999.

8.4. Grievance Redressal System:

Stage 1 : an aggrieved student present his / her grievance in person / in written to head of department . The written reply should be sent to student within 10 days.

Stage 2: if the student is not satisfied can approach to HOD and request to forward his grievance to Principal. Principal has to reply them within 10 days.

Stage 3: If not satisfied with the reply given by he / she can represented the matter to Grievance Redressal Committee appointed by University of Pune.

All above rules, policies and procedures are and the data on internet is updated time to time.