Azad Group of Educational Institutions



Registration Form (Even Semester 2021-22) (To be filled in duplicate)

Course (& branch, if applicable) : Name : E-mail : Mode of Admission (UPSEE/CEE/Direct) :	Aadhaar No. :	
Whether Day Scholar or Hostler :		
Father's Name & Occupation : Local Guardian's Name & Address :		

INSTITUTE RULES AND REGULATIONS

GENERAL:

- 1. All students must abide by the general and special rules made by the Institute authorities from time to time in regard to their conduct and studies.
- 2. Self-discipline is the best discipline. All students must observe Institute rules and regulations for the smooth working of the Institute.
- 3. Students must be kind and gentle in their behavior towards their classmates, other students and respectful towards faculty and staff of the Institute.
- 4. All students have to wear the prescribed uniform daily (except Friday) in the Institute. A student who is in an improper, incomplete, and untidy uniform will have to face disciplinary action.
- 5. Smoking, chewing tobacco, gutka, pan, masala, etc. is strictly prohibited on the campus. A student violating this rule will be fined Rs. 500/-.
- 6. Any misuse and damage of the Institute property, by scribbling on desks, walls, library books, spoiling classrooms (furniture & fixtures, etc.), moving the benches and desks from one place to another, etc. is liable to penalty and disciplinary action.
- 7. Students must not participate in any political or anti-social and national activities. Any reported objectionable conduct inside or outside the premises of the Institute will make him/her liable for strict disciplinary action.
- 8. Students are not allowed to use their mobile during lectures, labs, library sessions if found he/she will have to face disciplinary action.
- 9. Students are not allowed to collect any funds from other students or outsiders without the written permission of the Director.
- 10. Students are not allowed to go on strike/demonstration/dharna in the Institute. Provoking other students to do so is also not allowed and if they do they will probably face severe disciplinary measures.
- 11. Students will not invite Police or Media persons or any outsider to the campus on their own.
- 12. Students will be allowed to bring their vehicles only up to the designated parking area. Entry beyond that point is strictly prohibited.
- 13. It is the responsibility of the student to read the notice boards regularly and visit the Institute website, https://aiet.ac.in/ for important announcements made by the Institute from time to time. Any ignorance will not be entertained.
- 14. Students are advised to be cautious before posting any comments and likes, on social media.

REGISTRATION IN A SEMESTER:

- 15. All students are required to get themselves registered in their departments at the beginning of a semester on the prescribed date(s).
- 16. Students who fail to get registered on the given date will have to pay a fine of Rs.100/- per working day upto 10 working days, thereafter their names will be struck off the rolls, and if readmitted, have to pay a fine of Rs. 5000/-.

ATTENDANCE:

- 17. As per AKTU/LU/UPBTE attendance is required to be marked daily online. A student who is not registered or whose attendance is less than 75% is not allowed to appear in the Sessional Tests and also in University/Board Examinations.
- 18. Leave of absence is granted only for serious reasons and on-leave applications given in advance.
- 19. In case, leave application is not given in advance then when a student returns to the Institute after an absence, he/she should get the leave application signed by the head of the department before attending classes.
- 20. The same procedure is to be followed when a student comes late to the Institute.

- 21. A Medical Certificate must be submitted accompanied with a leave application if a student is ill for more than 3 days.
- 22. The name of a student is struck off from the Institute rolls if the student remains absent from the Institute for a continuous 10 days without information **and if readmitted**, **has to pay a fine of Rs. 5000/**-.

SESSIONAL MARKS AND SESSIONAL TEST:

- 23. All students have to attempt three Sessional Tests in a Semester compulsorily.
- 24. Sessional marks in every theory subject will be calculated as: 60% for Sessional Test Marks + 20% for Assignments & Assignment Test + 20% for Attendance.
- 25. All Students have to take up 10 assignments per theory subject and 8 best assignments will be used to calculate 20% of Sessional Marks. Each assignment will have 5 long and 5 short-type questions.
- 26. Sessional marks in every practical subject will be calculated as: 60% for Viva-Voce/Tests Marks + 20% for Lab Record + 20% for Attendance.
- 27. Sessional marks of Seminar, Industrial Training, and Educational Tour will be calculated as: 50% for Write-up/Report + 50% for Presentation. Write-up/Report should be free of plagiarism.
- 28. Minimum two seminars by a student in every semester of final and pre-final years are mandatory.
- 29. If a student does not have a minimum of 75% attendance in any of his/her subjects, will be detained in that subject.
- 30. A student who missed a Sessional Test without prior permission and does not submit any Medical Certificate shall be fined Rs.100/- per subject and a special Sessional Test will be arranged for him/her.
- 31. A student who is detained in a scheduled Sessional Test, he/she shall be fined Rs.100/- per subject, and a special Sessional Test will be arranged for him/her.

FEE:

32. Students are required to clear their dues as per the Fee Schedule (first installment 15-30th May, the second installment

15-30th Nov), otherwise a fine of Rs.100/ per day will be charged.

33. A student who fails to clear the dues as per the Fee-Schedule will not be allowed to appear in the examinations.

RAGGING:

34. Ragging is strictly prohibited. As per the past practice, the Institute has a zero-tolerance policy on ragging. Students involved in ragging will be punished as per the provisions of "Curbing the Menace of Ragging in Higher Educational Institutions Regulations, 2009".

UNDERTAKING BY THE STUDENT (AND COUNTERSIGNED BY PARENT)

I hereby affirm that:

I will strictly follow all the rules and regulations mentioned above as well as given in the prospectus and issued from time to time by the authorities of the Institute/affiliating University/Board.

Date:	Full Name & Signature of Student	Full Name & Counter Signature of Father

VERIFICATION BY MENTOR:

All the information provided by the student is verified.

Date:

Full Name & Signature of Mentor

Details of communication with Student/Parents/Guardian

S. No.	Date	Time	Communication made by Phone Call/SMS/WhatsApp/Email/ Letter (& details of Mobile No./Email/ Address to which communication made)	About/Reference	Response from Student/Parent/ Guardian