

Azad Group of Educational Institutions

Registration Form (..... Semester 20.....-

(To be filled in duplicate)

Latest Photograph

Course (& branch, if applicable) :	Semester:
Name :	Roll No.:
E-mail :	Mobile No.:
Mode of Admission (UPSEE/CEE/Direct):	Category (SC/ST/OBC/GEN) :
Whether Day Scholar or Hostler :	Hostel Details :
Address for correspondence:	
Father's Name & Occupation :	Mobile :
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 toward their classmates and other students and respectful towards the faculty and staff of the Institute.
- 4. All students have to wear the prescribed uniform daily (except Friday) in the Institute. A student 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 campus. A student violating this rule will be fined Rs. 500/-.
- 6. The possession, use, or distribution of illegal drugs or alcohol is strictly prohibited.
- 7. Any misuse and damage of the Institute property, by scribbling on desks, walls, and 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.
- 8. Students must not participate in any political or anti-social/anti-national activities. Any reported objectionable conduct inside or outside the premises of the Institute will make them liable for strict disciplinary action.
- 9. Students are not allowed to use their mobiles during lectures, labs, or library sessions; if found, they will have to face disciplinary action.
- 10. Students are not allowed to collect any funds from other students or outsiders without the Director's written permission.
- 11. Students are not allowed to go on strike/demonstration/dharna in the Institute. Provoking other students to do so is also not allowed; if they do, they will probably face severe disciplinary measures.
- 12. Students will not invite Police, Media persons, or any outsider to the campus on their own.
- 13. Students can only bring their vehicles up to the designated parking area. Entry beyond that point is strictly prohibited.
- 14. It is the student's responsibility to read the notice boards regularly and visit the Institute website, https://agei.edu.in, for important announcements made by the Institute from time to time. Any ignorance will not be entertained.
- 15. Students are advised to be cautious before posting comments and likes on social media.

REGISTRATION IN A SEMESTER:

- 16. All students must register themselves in their departments at the beginning of a semester on the prescribed date(s).
- 17. Students who fail to get registered on the given date will have to pay a fine of Rs.50/- per working day up to 10 working days after that, their names will be struck off the rolls, and if readmitted, they have to pay a fine of Rs. 5000/-.

ATTENDANCE:

- 18. 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 University/Board Examinations.
- 19. Leave of absence is granted only for serious reasons, and on-leave applications given in advance.
- 20. In case a 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.
- 21. The same procedure is to be followed when a student comes late to the Institute.

- 22. A Medical Certificate must be submitted accompanied with a leave application if a student is ill for more than 3 days.
- 23. 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:

- 24. All students have to attempt three Sessional Tests in a Semester compulsorily.
- 25. Sessional marks in every theory subject will be calculated as: 60% for Sessional Test Marks + 20% for Assignments & Assignment Test + 20% for attendance.
- 26. All Students have to take up 5 assignments per theory subject and 3 best assignments will be used to calculate 20% of Sessional Marks. Each assignment will have 5 long and 5 short-type questions.
- 27. Sessional marks in every practical subject will be calculated as: 60% for Viva-Voce/Tests Marks + 20% for Lab Record + 20% for Attendance.
- 28. 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.
- 29. **Minimum two seminars** by a student in every semester of final and pre-final years are mandatory.
- 30. If a student does not have a minimum of 75% attendance in any of his/her subjects, he will be detained in that subject.
- 31. A student who missed a Sessional Test without prior permission and did not submit any Medical Certificate shall be fined Rs.100/- per subject, and a special Sessional Test will be arranged for him/her.
- 32. 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:

- 33. Students are required to clear their dues as per the Fee Schedule (first installment till 30th May, the second installment till 30th Nov); otherwise, a fine of Rs.100/ per day will be charged.
- 34. A student who fails to clear the dues as per the Fee Schedule will not be allowed to appear in the examinations.

RAGGING:

35. Ragging is strictly prohibited. As per 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 THE 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 Institute/affiliating University/Board authorities.

Date:	Full Name & Signature of Student	Full Name & Counter Signature of Father
VERIFICATION BY MENT	TOR:	
All the information provid	led 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