

# **Azad Group of Educational Institutions**

# Registration Form (Odd Semester 2022-23)

(To be filled in duplicate)

Latest Photograph

Course (& bra	nch, if applicable) :	Semester:	
•			
E-mail	·	Mobile No. :	
Mode of Admi	ssion (UPSEE/CEE/Direct):	Category (SC/ST/OBC/GEN) :	
	Scholar or Hostler :		
Address for co	orrespondence:		
	*		
Father's Name	e & Occupation :	Mobile :	
Local Guardia	n's Name & Address :		
		Mahila :	
		MODILE	

# **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 and 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 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, <a href="https://agei.edu.in">https://agei.edu.in</a>, 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.100/- 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 30<sup>th</sup> May, the second installment till 30<sup>th</sup> 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 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 Institute/affiliating University/Board authorities.

Date:	Full Name & Signature of Student	Full Name & Counter Signature of Father
VERIFICATION BY MENT	OR:	
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