

# **Students Hand Book**

## **Vision and Mission**

### **Vision and Mission of the Institute**

#### **ARMIET Vision:**

- **To become an institute of excellence by continuous implementation and updation of knowledge and up gradation of technical skills to serve the society and improve the quality of life.**

#### **ARMIET Mission:**

- To teach students basic concepts of science and fundamental engineering principles by encouraging interdisciplinary approach for comprehensive broad based learning.
  - To provide hands-on training by executing project based learning, industrial internships and value added programs.
  - To train professional thinking and attitude building to be sensitive to needs of the society.
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## **1. Academic work**

### **1.1 Academic Calendar and Time-Table:**

- The Institute follows the academic calendar as laid down by the MSBTE. However, the Institute may modify the academic calendar for effective management of teaching-learning process and for balancing the co-curricular and extra-curricular activities. The academic calendar shall be notified to the students through the notice board.
- A senior faculty shall prepare the academic calendar and time table. The approved academic calendar and time table shall be notified to the general notice board of the institute.
- The schedule for all other co-curricular and extra-curricular activities shall be notified by the Principal or respective Committee In-charge.

### **1.2 Adherence to Time Table:**

- The approved time table shall be notified by the principal in the general notice board and conveyed to concerned faculty members. Students are expected to be present five minutes before the commencement of the activity, wherever they are required to be present.

### **1.3 Student Attendance:**

- A student shall be required to have a minimum attendance of 75% in the aggregate of all the courses taken together in an academic semester and 70% attendance in each course. The Principal may condone attendance shortage up to 10% for an individual student for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 65% in an Academic semester shall be allowed to appear in the semester-end examination.
  - Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next Academic year and he/she will be required to take re-admission and repeat all courses of the said academic year with the next batch of students. The University Enrolment number of such student shall however remain unchanged and he or she shall be required to complete the programme in a maximum permissible period.
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#### **1.4 Summer Training, Industrial tour and Project Study etc.:**

- Wherever Summer Training, Industrial Tour and Project Study or General Proficiency papers have been prescribed in the syllabi of the programme(s) or adopted by the Institution for improved academic performance, the detailed guidelines, schedules, marking scheme and name of the guides shall be provided through the Academic Circulars issued by the Principal. Students are required to adhere to these guidelines strictly.

#### **1.5 Scheme of Marks:**

Specific scheme of marks for each paper and pattern of question paper is given in the detailed syllabi provided By MSBTE.

#### **1.6 Working Hours:**

- Institute shall work from Monday to Friday from 12:15 pm to 7:00 pm and on Saturday 8:45 to 4: 45 pm excluding holidays notified by the Institute.
- During vacation and semester breaks, the office will remain open from 8: 45 am to 5:45 pm for administrative works excluding Sundays and notified holidays.
- Extra classes or examinations may be conducted with prior notification.

#### **Student Cell**

- 1) Anti-Ragging Cell
  - 2) SC/ST/OBC Cell
  - 3) Student Grievance cell
  - 4) Women Development Cell
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## **2. Students Code and Conducts**

### **General Conduct:**

The Institute attaches great importance to integrity, honesty and discipline in all spheres of activity by the students. A sense of responsibility and a high degree of maturity is expected from all the students inside and outside the campus befitting the conduct of professionals. All students are to maintain good conduct and behavior during their stay in the Institute. In this respect, acts of indiscipline and penalties have been laid down in the succeeding paragraphs. All students must read and understand the same.

**2.1 :** Following activities of the students shall be deemed as act of indiscipline:

- A. Physical assault or threat to use physical force, against any member of the teaching or non-teaching staff or other students of the Institute.
- B. Remaining absent or influencing others to remain absent in the class, test, examination or any other curricular/co-curricular /extra-curricular activity, which he/she is expected to participate in.
- C. Misbehavior or cruelty towards any other student, teacher or any other employee of the University/Institution.
- D. Use of drugs or other intoxicants such as cigarettes and any other form of tobacco, Gutkha, Tamol, alcohol etc.
- E. Indulging and participating in Ragging as defined in the Anti-ragging Booklet issued by Institute.
- F. Discrimination against any student/member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them.
- G. Creating discord, ill will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so.
- H. Causing disruption in any manner of the academic or other functioning of the Institutional system.
- I. Indulging in or encouraging any form of disruptive activities connected with tests, examinations or any other activity of the institute.
- J. Truancy and unpunctuality.
- K. Using unfair means in the examination.
- L. Using mobile phones inside classrooms and laboratories.
- M. Spitting on walls.

**2.2 Penalties for Breach of Discipline:** Following penalties are prescribed for committing any act of indiscipline defined above:

- 2.2.1 The defaulter may be expelled from the Institute, in such cases he/she shall not be re-admitted to the Institute.
- 2.2.2 For a stated period, the defaulter may be rusticated and shall not be allowed to attend the programme, till the expiry of the period of rustication.
- 2.2.3 For a stated period, the defaulter may not be admitted to a course or courses of study of the University.
- 2.2.4 The defaulter or the whole class may be imposed with fine of a specified amount of money.
- 2.2.5 The defaulter may be debarred from appearing in examination(s) for one or more years.
- 2.2.6 In cases of using unfair means, the result of the concerned student of the examination(s) at which he has appeared shall be cancelled.
- 2.2.7 Any other penalties that might be decided by the 'Students affairs and Disciplinary Committee' as and when the situation demands.

**2.3 Rules Regarding Ragging:**

Ragging in any form is strictly prohibited within the premises of the Institute or in any part of the Institute (such as hostel, canteen etc.) as well as on public transport, or at any other place, public or private.

**Ragging is a Criminal Offence**

**Do Not Ruin your Future Indulging in Ragging**

Any individual or collective act or practice of ragging shall constitute as an act of gross indiscipline and shall be dealt with under the provisions as laid down in AICTE regulations issued for curbing the menace of ragging in higher educational institutions, or any other law prescribed for the purpose of ragging, which includes police action. Each student and his/her parents are required to read and understand the provisions of these regulations.

**2.4 Library Rules:** For using the library facilities students are to adhere to the following rules:

- 2.4.1 Identity Cards, when demanded, should be shown.
- 2.4.2 Books will be issued on Library Cards for the period of Fifteen (10) Days.
- 2.4.3 Books should be returned within due date.
- 2.4.4 Overdue fine is Rupees Two (Rs. 2/-) per day Till the book is returned to Library
- 2.4.5 Books can be reserved for issue or for extended use if no other user has demanded for the same book.
- 2.4.6 All the books borrowed must be returned at the end of the End-Semester Examination.
- 2.4.7 Borrowers are responsible for the safety & upkeep of books.
- 2.4.8 On loss or damaging/disfiguring a book, the cost of replacement will be charged.
- 2.4.9 Students are to ensure, at the time of issue, that the book is in good condition .At the time of return, no plea about its condition at the time of issue shall be accepted, if returned in damaged/disfigured condition. .
- 2.4.10 No book/reading material is to be taken outside the library for any purpose without the same being properly issued in his/her name.
- 2.4.11 Bags/eatables/personal books/reading material and use of cell phone are not permitted within the Library.
- 2.4.12 Students are to maintain complete silence while in the Library.
- 2.4.13 Any violation of the above rules shall be treated as an act of indiscipline and be dealt with accordingly.

**2.5 Rules regarding use of Computer Centre:** The Institute is facilitated with two computer centers, one each for Undergraduate and postgraduate students.

- 2.5.1 Entry and exit of students into the respective computer labs shall be controlled in accordance with the Time-Table issued by the Head of the Institute for each class. Students are to use their respective labs in the stipulated timings only.
- 2.5.2 If a student wishes to use the computing resources in a Lab beyond stipulated timings, he/she is to take specific permission from the concerned Lab In-charge.
- 2.5.3 Specific Dos and Don'ts for the use of computer labs are given below. All students are to strictly adhere to these.

**DO's**

1. Switch-on and Switch-off the computer in systematic sequence.
2. Keep your work-files at the assigned location only.
3. In case of power failure, save your data within 15 minutes and switch-off computer and monitor systematically to avoid battery drainage of the UPS.
4. Any CD or Pen Drive is to be used with prior permission of Lab In-charge and after a proper scan for virus.
5. Before leaving the Lab, ensure that chairs are kept in proper manner.
6. Show your Identity Card if asked for by the Lab In-charge.

**DON'Ts**

1. Don't upload any outside software/hardware.
2. Don't delete or rename any system/program file.
3. Don't shift any hardware within or outside the Lab.
4. Don't make an attempt to repair any hardware or software problem yourself. Bring it to the notice of Lab In-charge.
5. Don't bring any eatables or drinks inside the Lab.
6. Wandering and gossiping inside the Lab is strictly prohibited.