



Shri Siddheshwar Devasthan Trust's

# Shri Siddheshwar Women's Polytechnic, Solapur

T. P. - II, Final Plot No. 74, Bhavani Peth, Rupabhavani Mandir Road, Solapur-413002. Phone/Fax-(0217)2727878

Web : [www.siddheshwarwomenspoly.org](http://www.siddheshwarwomenspoly.org)

E-mail : [siddhawomenpoly@gmail.com](mailto:siddhawomenpoly@gmail.com)

## **RULES AND ELIGIBILITY FOR ADMISSION OF STUDENTS**

### **I. For First Year:**

- i. The Candidate should be an Indian National;
- ii. Passed SSC or its equivalent examination from recognized institution with at least 35% aggregate marks.
- iii. Candidates who have passed Maths/ Mathematics (code 71 for Maharashtra State Board) and Science & Technology (code 72 for Maharashtra State Board) are only eligible for admission

### **II. For Direct Second Year**

- i. The Candidate should be an Indian National;
- ii. Candidate Passing HSC Science or HSC Science with Technical or HSC Science with Vocational Examination of Maharashtra State Board of Secondary and Higher Secondary Education or its Equivalent examination or SSC with 2 Years ITI with appropriate specialization from a recognized Institution in Maharashtra State or its Equivalent.

### **III. For CBSE/ICSE Students**

- i. In case the result of the candidate is given in terms of grades, such Candidates are required to submit the graded result into the equivalent marks authorized from the concerned institute /Board
- ii. The aggregate mark means the grand total of marks obtained by the candidate, including all subjects as declared on Mark sheet.
- iii. Candidates passing SSC from other than State Boards or Central Boards shall bring equivalent certificate from Maharashtra State Board of Secondary & Higher Secondary Education (MSBSHSE)



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## **RULES & REGULATIONS FOR STUDENT**

1. The college gives at most priority for discipline and every one, student are bound to follow the rules and regulations of the college and maintain strict discipline.
2. Students are not permitted to use Mobile Phones inside the college campus.
3. Usage of Social networking site is strictly prohibited inside college. Students are not allowed to misuse the internet facilities.
4. Ragging is strictly prohibited.
5. No function shall be arranged by the students in the hostel or college campus without prior permission from the principal.
6. Writing on walls, pillars and furniture or black boards is strictly prohibited.
7. The cost of any damage, if caused to college property will be charged to the accounts of the students responsible for the damage in addition to disciplinary action.
8. Students are advised to switch off fans and lights when they leave the class rooms/labs etc.
9. Students are not allowed to attend classes or any college function wearing shorts etc.
10. No students shall remain in the hostel during class – hours unless he / she is sick and is permitted to be on leave.
11. Students have to take all the necessary items such as hall ticket, admit card, pen, pencil, calculator, Scale, rubber, etc., to the test / exam hall without fail.
12. In the event of continued poor class attendance by any student, the principal has the authority to withhold permission for him/her to write the Board examinations.
13. Students who may be free during class-time shall not loiter (wandering) in the Veranda or in the premises of the college. During such time they are to be in the Library/Reading room.
14. If a student or a group of students or the entire students have any grievance of any kind what so ever, it is to be brought to the attention of the Grievance cell.
15. Late arrival and early departure at or from a class are recorded as absence from the class.



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16. Students are not allowed to leave the institute during working hours without the written permission of class coordinator and HOD/PRINCIPAL.
17. Students must make all possible efforts to conserve electricity and water.
18. Students must help to keep the institute neat and clean.
19. Students must keep their identity cards always with them and shall show the same on demand by any faculty/official staff of the institute.
20. All should maintain positive, respectful, and engaged academic environment inside and outside the classroom
21. Student should wear apron during workshop practical's.
22. Students are not allowed to handle the machinery or equipment without the permission of instructor.
23. Students should attend classes, functions and the other activities of the college in time.
24. Students should wear the prescribed uniform.
25. In the recess time or during the unexpected absence of the teacher concerned, students should remain silent in the class rooms and CR must report to HOD immediately.
26. Students should not throw waste papers, chocolate wrappers etc in the classroom, lab, veranda, stair case etc.
27. Students are expected to look at the notice board every day.
28. Students should park their vehicles in the space meant for parking.
29. For organizing functions, conferences, meetings or any gathering of this kind, students should get the prior permission of the HOD & Principal.
30. Strict actions will be taken if caught in copy case of exam.



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## **FEE RULES**

1. Fee amount for all years will be displayed on notice board 1 category wise.
2. For open category at least 50 % fee should be paid in I term and remaining before commencement of II term.
3. For other category (excluding OBC) all fee should be paid and for OBC candidates only 50% fees should be paid in in I term.
4. For the fees payment the candidate has to take bank chalan from the office and after payment they have to submit one copy of the same in office.
5. For all category, total fees should be paid while taking the admission ,in case if it is not possible then fees can be paid into two installments, Provided that whole fees is paid before commencement of second term.

## **SCHOLARSHIP RULES**

### **General Rules:**

- 1) Candidate should have Domicile of Maharashtra.
- 2) Income Certificate should have magistrate of Tahsil.
- 3) Candidate should be eligible for only one scholarship per year.

### **1. For Minority Scholarship Eligibility**

1. Student belonging to Muslim, Sikh, Buddhist, Christian, Parsi, Jain and Jews.
2. Applicant should be Domicile of Maharashtra State and Passed S.S.C. from Maharashtra State only

### **2. GOI scholarship Eligibility:**

1. Caste certificate.
2. Caste validity certificate.
3. Aadhar card.
4. Account no, IFSC code, MICR code of nationalized bank in which account is opened.
5. Link account number to aadhar card.
6. Income certificate from Tahsildar.
7. Passport size photo
8. Scholarship amount will be transferred in the student account directly.
9. The total annual income of family/guardian should not be more than 4.5 lakhs

### **3. EBC Scholarship eligibility:**

1. Properly filled application form with required signs of students, parents and principal wherever required.
2. Original income certificate issued by magistrate.
3. First and last page Xerox of ration card attested by Principal.
4. Attested mark sheets of last year
5. Xerox copy of admission take from CAP round



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6. Xerox copy of the receipt of fees paid.
7. Attested Xerox copy of passbook of nationalized bank
8. Attested Xerox of domicile certificate.
9. The total annual income of family/guardian should not be more than 1 lakhs

**4. MSBTE Scholarship:**

1. Candidate percentage should be greater than 70%.
2. The total annual income of family/guardian should not be more than 5 lakhs.
3. All students from CAP and non-CAP rounds are eligible for this scholarship.

**ELIGIBILITY CRITERIA FOR ADMISSION TO HIGHER SEMESTER/YEAR**

A candidate shall be eligible for admission to higher semester/year or for keeping terms thereof on the basis of passing or obtaining status as allowed to Keep Term (ATKT) in the examination in which he has appeared, as shown in table given below

<b>Admission to semester</b>	<b>Eligibility</b>
First(I)	As per Rules of admission prescribed by the competent authority, for diploma courses.
Second(II)	Pass /ATKT/Fail at Semester I or Term Completion**at semester I
Third(III)	Pass / ATKT at semester I & II combined
Fourth(IV)	1) Pass / ATKT at semester I & II combined 2) Pass /ATKT/Fail at semester III OR 3) Term Completion** at semester III
Fifth(V)	1) Pass in semester I & II 2) Pass / ATKT at semester III & IV combined
Sixth(VI)	1) Pass in semester I & II 2) Pass / ATKT at semester III & IV combined 3) Pass /ATKT/Fail in V semester or 4) Term completion** at V semester

\*\*Term completion at any semester here means completion of term as per Rules for Eligibility to Appear for Examination. Every candidate shall fill in the examination form along with prescribed examination fees. The Institute shall get the term work assessed and communicate the marks to the Board.



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## **RULES AGAINST RAGGING**

### **Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:**

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. a) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-
  - (i) Cancellation of admission
  - (ii) Suspension from attending classes
  - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
  - (iv) Debarring from appearing in any test/examination or other evaluation process
  - (v) Withholding results
  - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - (vii) Suspension/expulsion from the hostel
  - (viii) Rustication from the institution for period ranging from 1 to 4 semesters
  - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
  - (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars.
- b) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
  - i. In case of an order of an institution, affiliated to or constituent part, of the University, to the Vice-Chancellor of the University;
  - ii. In case of an order of a University, to its Chancellor.
  - iii. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.
5. The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council form time to time.



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## **LABORATORY/WORKSHOP INSTRUCTIONS:**

1. Maintain silence and discipline.
2. Mark your attendance in IN-OUT register.
3. Turn off the computer/equipment before leaving the lab.
4. Perform experiments given by the teacher.
5. Before performing the practical show algorithm and flowchart to the respective teacher.
6. Immediately report any accidents, or injuries to a teacher
7. Chewing gum, food, or drinks are not allowed in the computer lab or anywhere near a computer.
8. No Internet/Intranet gaming activities allowed.
9. Do not personalize the computer settings.
10. Carefully handle lab equipment's.
11. Keep the chairs at proper place & switch off fans & lights.
12. Please use dustbin.

## **RULES FOR LIBRARY:**

### **Books Issue:-**

1. Three books will be issued on borrower's card for 7 days only.
2. In case of late return of books, student will have to pay fine of Rs.2/-per book per day.
3. Only one book will be issued against Identity card at a time.
4. In Book Bank scheme, books of all subjects will be issued per student.
5. Students should return all the Book Bank scheme books to the library immediately after MSBTE exam, otherwise fine of Rs. 2/- per day/ per book will be charged.
6. Books are renewed as per the demand if available.
7. Help to keep the books Fresh & Clean & be responsible for borrowed books.

### **e- Library Rules:-**

1. DELNET (Developing Library Network) service is available.
2. Student must sign e- Library register before accessing.
3. e-Library can be accessed for only one hour.
4. Downloading of any software from internet is strictly prohibited.
5. Do not save any Document on the Desktop.
6. Handle the computer and its accessories carefully and gently.
7. You can download National & International published papers from reputed Journals, with prior permission.
8. For services user can accompany the Library Staff for their on-line queries.