# Jaywant Shikshan Prasarak Mandal
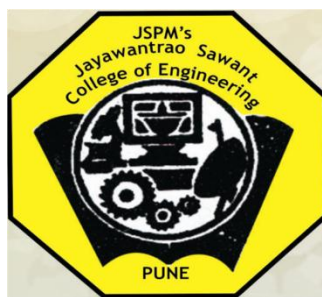
# STUDENT HANDBOOK

(Student Guidelines Document)

# Jayawantrao Sawant College of Engineering , Pune

(Approved by AICTE & Affiliated to Savitribai Phule Pune University)

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# 1. INTRODUCTION

## 1.1 ABOUT JSPM

Jayawant Shikshan Prasarak Mandal (JSPM) was established in the year 1998 by Honorable Prof. Dr. T. J. Sawant. JSPM group of institutions are committed to provide value based quality education maintaining pace with changing technology to produce competent and skilled professionals ready to accept global challenges. There are 78 institutions under JSPM group offering quality education in schools and higher education in the field of Engineering, Management, Computer Application, Pharmacy, Commerce and Science. Presently more than 50,000 students are pursuing education in JSPM group of institutes. All the institutes are recognized and approved by Government of Maharashtra and respective regulatory authorities.

## 1.2 JSCOE

The Institute was established in 2004 as a part of JSPM group with the aim is to impart good education and to develop the complete personality of the students with an emphasis on moral values. The institution strives hard to shape the students in a way they will be an asset to the community and nation at large. The institute is affiliated to Savitribai Phule University Pune, Pune and conducting four year B E. Programs and ME,MBA and MCA post graduate programs.

The Institute is located in Hadapsar (Pune) surrounded by Industries, IT Companies and reputed townships. The excellent academic calendar with space for individual skills and personality development, excellent team work of faculty members and initiative for industry interface is salient features of institute.The College location has a history as pilgrims traveling from dehu and Alandi to Pandharpur

 **Website: [www.jspmjscoe.edu.in](www.jspmjscoe.edu.in)**

### 1.3 INSTITUTE VISION, MISSION AND OBJECTIVES

### VISION

"To satisfy the aspirations of youth force, who wants to lead the nation towards prosperity through techno-economic development".

### MISSION

"To provide, nurture and maintain an environment of high academic excellence, research, and entrepreneurship for all aspiring students, which will prepare them to face global challenges maintaining high ethical and moral standards".

### OBJECTIVES:

1. To provide quality education to students and nurture them for a professional career.
2. To increase the number of students progressing in higher education and entrepreneurship.
3. To make the students engaged in lifelong learning for accepting socio-economic responsibilities.
4. To promote students for research and adopting recent trends in technology among all disciplines.
5. To enhance the proficiency and excellence of teachers

### 1.4 QUALITY POLICY

"To imbibe global standards of excellence in endeavors of Institute and to adhere with accountability towards society through best practices and techno economic prudence".

## 1.5 PROGRAM OUTCOMES

**PO 1**: Engineering knowledge: Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization for the solution of complex engineering problems.

**PO 2:** Problem analysis: Identify, formulate, research literature, and analyse complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.

**PO 3:** Design/Development of Solutions: Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for public health and safety, and cultural, societal, and environmental considerations.

**PO 4:** Conduct investigations of complex problems: Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

**PO 5:** Modern tool usage: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modelling to complex engineering activities with an understanding of the limitations

**PO 6:** The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal, and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

**PO 7:** Environment and sustainability: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

**PO 8:** Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice

**PO 9:** Individual and team work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

**PO 10:** Communication: Communicate effectively on complex engineering activities with the engineering community and with the society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions

**PO 11:** Project management and finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

**PO 12:** Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change

## 2. COURSES OFFERED

JSCOE has been offering undergraduate (UG) programs leading to Bachelor's degree (B. E.) since 2004. The undergraduate Programs offered and degrees obtained are listed as shown in Table 2.1. The admission to UG program which shall be of eight academic semesters is as per the norms set by All India Council For Technical Education (AICTE), New Delhi, the competent Authority of the Government of Maharashtra/ Directorate of Technical Education, Mumbai / Savitribai Phule Pune University, Pune and which shall be prevailing at the time of admission.

**Table 2.1 Programs offered and Degrees Awarded**

| Degree | Program | Program Code | Intake |
|--------|---------|--------------|--------|
| **B. E** | Computer Engineering | 675424510 | 120 |
| **B. E** | Electrical Engineering | 614529310 | 060 |
| **B. E** | Electronics & Telecomm. Engineering | 675437210 | 120 |
| **B. E** | Information Technology | 675424610 | 060 |
| **B. E** | Mechanical Engineering | 614561210 | 180 |

1    All the undergraduate Degree programs shall be governed by the rules and regulations provided in this version of the academic RRs. UG Program curriculum consists of courses in Sciences, Humanities and Social Sciences, Engineering and Technology and other related areas. The stringent evaluation norms shall be followed to maintain the quality of education. The examination system is governed by examination rules and regulations and completely transparent and follows the pre-announced schedule as per academic calendar.

2    The academic year is divided into two regular semesters. The semester that begins in June is named as odd semester and the semester that begins in December is known as even semester. Total duration of each semester is generally of 20 weeks including the period of examination

3    The academic administration of the institute consists of committees and administrators. The committees are AMC, IQAC and administrators are Director, Principal, Deans, Heads of departments (HoDs).

4    The academic programs of the institute shall be governed by rules and regulations approved by GoB from time to time. It is the supreme and statutory academic body that governs all academic matters of the institute and the decisions of the BoG Chairman shall be final in matters relating to academic matters. All academic activities are scheduled through an approved academic calendar notified at the beginning of each academic semester/year.

## 3. ADMISSIONS

### 3.1. REGULAR AND LATERAL ENTRY:

1 Regular entry refers to admission of students for first, second (excluding lateral entry) third andfinal year of the program in odd semesters. Lateral entry refers to admission of students for second year directly through diploma qualification. First year admission is held by the Government of Maharashtra.

All candidates are required to refer the Admission Brochure published by the Directorate of Technical Education (DTE), Govt. of Maharashtra for AY 2018-19 and follow the guidelines

laid down by DTE from time to time. All the policies, rules and process is followed of Admission Regulating Authority (ARA) of Maharashtra State.

**2** Each student shall be allotted a permanent registration number **(PRN)** during admission by **Affiliating University** and that will be permanent identification number. This number shall not change and the allotted number shall not be offered to any other student even after cancellation of admission. The number shall be valid till the student completes the program or cancels admission or is expelled from the institute.

**3** For admission in an odd semester, the student must have earned all the credits of the pre-previous year and at least ATKT in previous year.

For example, for admission to the $5^{th}$ semester (i.e. $3r^d$ year of program), a student must have earned all the credits of the first year and second year or must have earned all the credits of the first year and ATKT in second year.

## 3.2.    SECOND YEAR LATERAL ENTRY:

Post diploma students can have lateral entry at third semester of the program. Such admissions are governed by the rules of DTE, Mumbai.

## 3.3.    CHANGE OF PROGRAM:

Students shall be eligible to apply for change of program after completing the first two semesters. The rules/guidelines shall be used for considering their applications for change in program as per affiliating University.

# 4. ACADEMICS

## 4.1 CURRICULUM:

Institute follows the syllabus which is prescribed by SPPU. The copy of syllabus is available on university website http://www.unipune.ac.in/university_files/syllabi.html.
The institute also takes effort to enrich curriculum by organizing various curricular activities to enhance learning experience of students.

| Particulars | Credit per Semester | | | | | | | | Total Credits |
|---|---|---|---|---|---|---|---|---|---|
| | I | II | III | IV | V | VI | VII | VIII | |
| Compulsory Subjects | 19 | 19 | 20 | 20 | 18 | 18 | 10 | 6 | 130 |
| Electives | | | | | | | 6 | 6 | 12 |
| Laboratory | 6 | 6 | 5 | 5 | 5 | 4 | 4 | 4 | 39 |
| Seminar | | | | | | 1 | | | 1 |
| Projects | | | | | | | 2 | 6 | 8 |
| Total | 25 | 25 | 25 | 25 | 23 | 22 | 22 | 22 | 190 |

All UG programmes, under Faculty of Engineering shall be offered with credit system.

• All the B.E. programmes running under the Faculty of Engineering will be of four years duration.

• The total no. of credits required for the completion of the programme is 190 credits.

• One credit is equivalent to 15 hours.

## 4.2 ACADEMIC CALENDER:

The academic activity of the institute is regulated by Academic Calendar and is made available to the students in electronic form or hard copy. It shall be mandatory for students to strictly adhere to the academic calendar for completion of academic activities. The copy of the academic calendar is also to be uploaded on the institute website.

1  The academic activities of the institute are governed by academic calendar prepared by Coordinator of Academic Monitoring Committee (AMC) and approved by Dean Academics in consultation with Principal. It shall be notified at the beginning of the each academic year. Academic calendar refers to schedule of commencement of instructions for the semester, course delivery period, examinations, evaluation, co-curricular / extra co-curricular activities, holidays and students' major activities schedule.

2  The curriculum shall be typically delivered in two semesters in an academic year. Each semester shall be of 20 weeks' duration including curriculum delivery, evaluation, and grade declaration. The exact days are mentioned in academic calendar.

3  The minimum teaching days in an academic year are 180 (90 each in the two semesters). The academic calendar is strictly adhered to and all other activities including co-curricular and extra-curricular activities should be scheduled so as not to interface with the curricular activities as stipulated in the academic calendar:

4  The non-conduct of academic activities on any particular teaching day for whatever reason shall be compensated by having the academic sessions conducted on suitable Saturdays by following the particular class time table of the lost teaching day.

## 4.3 ATTENDANCE

1.  Attendance is a requirement for all programs, and is key to students' successfully completing the degree course. The college expects 100% attendance for theory and practical session. Some relaxation is  possible to the total extent of 30% on valid reason and prior permission of the Principal.

2.   In case, the attendance less than 70% and 100% separately for theory and practical, he/she may be detained from appearing university exams.

## 4.4 EXAMS AND ASSESSMENT:

As a student at the SPPU, students are required to familiarize with relevant requirements and policies before completing any exam or assessment. Examinations will be held in accordance with the published timetable of SPPU, which will be made available on university website as well as college notice boards. Timetables will include the date, time and venue of each examination. Students are required to fill form for examinations as part of the registration process by the published deadlines Institute has separate exam section to handle queries regarding examination and resolve grievance of students.

## University Examination Scheme:

**R 2.1** The theory examination shall be conducted in three phases for all the subjects of semesters 1-4 and two phases for the semesters 5-8. For first four semesters (Semester 1, 2, 3 and 4), the Phase-1 and Phase-2 exam are part of in-semester exam and Phase 3 is a part of end-semester exam.

**R 2.1.1**: Phases of FE and SE

Phase I Online examination of 25 marks, 30 minutes duration, containing objective- multiple choice questions (MCQ) and fill in blanks; based on unit I and unit II of the subject, shall be conducted as per the schedule of the university.

Phase II :**Online examination of 25 marks**, 30 minutes duration, containing objective- multiple choice questions (MCQ) ) and fill in blanks; based on unit III and unit IV of the subject, shall be conducted as per the schedule of the university. .

Phase III: **Written examination of 50 marks**, 2 hours duration; based on all the six units, shall be conducted at the end of semester, as per the schedule of the university.

R 2.1.2: Phases of TE and BE

Phase I: **Theory examination of 30 marks**, 60/90 minutes duration based on unit I ,unit II and unit III of the subject, shall be conducted as per the schedule of the university.

Phase II: **Theory examination of 70 marks**, 150/180 minutes duration, based on all the units of the subject, shall be conducted at the end of semester as per the schedule of the university.

R-2.2 **For the subject of Engineering Graphics**- I at FE, the mode of examination shall be manual for phase I and phase II. Phase I and phase II examinations shall be of one hour duration each. All these examinations shall be conducted as per the schedule of the University.

R-2.4 **The practical examination of 50 marks**, one hour duration for Fundamentals of Programming Languages- I and Fundamentals of Programming Languages-II, shall be conducted online at the end of respective semesters as per the schedule of the University.

R-2.5 The third semester ( first semester of SE ) Phase 1 and Phase 2 will be conducted together by considering the direct second year admissions.

For more details please visit following link:

http://www.unipune.ac.in/Syllabi_PDF/revised2015/engineering/UG_RULE_REGULATIONS_FOR_CREDIT_SYSTEM-2015_18June.pdf

Apart from this, student should attend all internal assessment as per schedule declared by each department. Students are expected to complete assignments and practical experiments before deadlines.

# 5. INFRASTRUCTURE AND FACILITIES

Institute has state-of-the art infrastructure consisting of three administrative and academic buildings. Auditoriums, Libraries and Cafeterias, Common rooms which are well-designed with full facilities to support students in their quest for learning. All classrooms and Laboratories are well equipped with modern facilities. All available facilities make student life more comfortable and easy.

## 5.1   ADMINISTRATIVE OFFICE:

Following are the facilities available at JSCOE Students section:

i. Stamp and sign for PMT bus pass and railway concession.

ii. Bonafide certificate

iii. Regarding education loan

iv. Scholarship, Freeships, Earn and Learn Scheme etc.

a. Office and accounts section timing for students

Timing : 9.30 a.m. to 5.30p.m.

Lunch Break : 1.30 p.m. to 2.00p.m.

Fee Receipt Time : 10.00a.m. to 1.30p.m.

b. Certificate will be issued on the next working day from the receipt of application

c. Students must red all the notices carefully that are displayed on the office notice board, especially for due dates so as to avoid further inconvenience.

## 5.2   CENTRAL LIBRARY:

library holds the rich collection of more than 10,600 text as well as reference books in the domain of Electronics, Telecommunication, Computer Engineering, Information Technology,

Applied Sciences, General Management, Philosophy, Fiction, Non-Fiction, Religion, Self-Help, Travel, etc. The collection comprises of print documents such as Books, Research Journals, Technical Magazines, Project Reports, Question Papers etc.; whereas E- Books, E-Journals, E-Databases and CDs/DVDs hosts the electronic information resources collection. The Digital Library facility comprises of 10 workstations with campus-wide network connection, Wi-Fi connectivity confirms an uninterrupted access to the electronic information resources to its patrons to provide additional knowledge on industry developments and societal aspects.

## 5.3   VIRTUAL CLASS ROOM:

JSPM has central studio, which is connected to all JSPM's institutes. Every institute has got Virtual class room, with LED screen, through this facility. Video conferencing & guest lectures are arranged for students & staff. Faculty members of different institutes of JSPM are encouraged to deliver lectures on topics of importance through this system. The central studio of this system is located at JSPM's corporate office. This facility is unique which is effectively used in teaching learning process.

## 5.4   CANTEEN:

A well-furnished canteen serving Maharashtrian and Indian food are located centrally in Institute. Besides, fast food and other eateries are also available.

## 5.5   TRANSPORTATION:
 Institute provides bus transportation facility to students and staff who live more than 10 kms away from the college in certain predetermined routes.

## 5.6   HOSTEL FOR GIRLS:

The Institute offers hostel accommodation for girls and located at the campus. Hostel fee is based on three seat rooms or two seat rooms including electricity charges. Hostel is provided

with one common kitchen cum mess units for girl students. Every member of the hostel is provided with basic amenities like Cot, Table, Chair, Ceiling Fan and Cupboard. Each hostel is equipped with solar water heating system. Common Room facilities with Cable TV and Telephone are available in hostel building. High Speed Wi-Fi Internet Connectivity is available within hostel premises. Canteen Facility also within the hostel premises. Along with all these facilities, strict security is provided 24*7. All attempts are made to provide hostel accommodation to as many students as possible.

## 5.7   SPORTS AND RECREATION:

The institute is equipped with a number of indoor and outdoor sports facilities which includes gymnasium, table tennis tables, an indoor badminton court, chess boards and carom boards. The institute's gym is equipped with facilities like treadmills, cross-trainer, recumbent bike, dumbbells etc. Institute has big playground to play outdoor games. A separate activity room for cultural activities is available in the campus where student can practice for drama, play and other cultural events. Every year **"ANTERNAAD",** a grand cultural event is hosted by the Institute which gives opportunity to students to showcase creativity.

## 5.8 SECURITY:

 A round the clock security service and CCTV's are provided in and around the campus.

## 5.9 ATM BANKING FACILITY:

ICICI ATM is located in campus. Mutistate bank is also located within campus where student can contact for education loan, fee receipts and opening of bank account, the students may contact the Accounts Section, which is housed on the first floor of Academic Block

# 6. STUDENT SUPPORT CELL

## 6. 1.  MENTORING AND COUNSELING:

On joining the institute, a student or a group of students shall be assigned to a GFM who shall be mentor for a student. A student shall be expected to consult the GFM on any matter relating to his/her academic performance and the courses he/she may take in various semesters. A GFM shall be the person to whom the parents/guardians should contact for performance related issues of their ward. The role of a GFM is as outlined below:

a) Guidance about the rules and regulations governing the courses of study for a particular degree.
b) Paying special attention to the students with learning difficulties.
c) Guidance and liaison with parents of students for their performances.

A student with backlog/s should continuously seek help from his/her GFM, Head of the Department and the Dean Academics. Additionally, he/she must also be in constant touch with his/her parents/local guardians for keeping them informed about academic performance. The institute also shall communicate to the parents/guardians of such student at-least once during each semester regarding his/her performance in In-semester evaluation and Unit Tests and also about his/her attendance. It shall be expected that the parents/guardians too keep constant touch with the concerned GFM or Head of the Department, and if necessary the Dean Academics.

## 6. 2  TRAINING AND PLACEMENT CELL:

The college has a well-established placement cell administered by a placement officer. The placement officer is ably assisted by a team of placement coordinators (one faculty member and two students) from each department. The Placement officer regularly displays notices related to employment opportunities and different agencies are invited to address the students on current issues related to employability. Preparing the students for taking up

aptitude tests (general and technical) begins from the first/second year of study. Training in group discussion and conducting mock interviews form a routine part of boosting the skills of students.

### 6.3 STUDENT GRIEVANCE REDRESSED CELL:

This cell has created for Redressal of student grievances like academic and non-academic matters, assessment, etc. Under this cell, various student committees are formed like canteen committee, hostel committee. In these committees, student representatives take care timely about the problems if any or quality of the facilities provided. Similarly, in academic committees, students take care of the academic facilities like books in the library, seminars or workshop conduction, etc.

### 6.4 SEXUAL HARASSMENT AND FEMALE REDRESSAL SERVICE:

Institute does not tolerate any kind of harassment and expects all students and staff to treat each other with respect, courtesy and consideration. The service offers confidential and independent advice to all students. The committee of faculties is appointed to help students and provide ongoing support.

### 6.5 SC/ST CELL:

This Cell was established in the institute to address the issues related to SC/ST, OBC and Minorities. The Cell takes effort to aware them regarding various government schemes of scholarship, funding as well as job opportunities. It also conducts short term courses for imparting employable skills for students from the less privileged community. It ensures that there is no discrimination on the grounds of disability or minority status. It also helps to redress grievances of students belonging to the weaker section of the society and suggest amicable solutions to their problems.

# 7. RULES AND REGULATIONS

## 7.1.   UNIFORM:

a. Wearing of I-Card every day and uniform on alternate day starts from the day Monday is compulsory. The student must also wear uniform during university examination and various committee visits.

b. While representing our college during various events students must wear the college uniform and I-Card.

c. College uniform should be clean and ironed properly. Students who are sloppily dressed or wearing dirty clothes are liable to send home.

d. Uniform: blue trousers and white shirts with shoes.

## 7.2.   ABSENCE FROM COLLEGE:

a. Students should take prior permission of leave from respective class teacher before proceeding on leave.

b. In case of emergency, parents can contact respective class teacher on given phone number.

c. If the student takes sick leave for more than 3 days, he/she must produce a medical certificate.

d. No student suffering from any contagious or infectious disease shall be permitted to attend classes.

## 7.3   LABORATORY:

a. Silence should be observed while doing practical work in the laboratory.

b. The instruction given by the teacher and laboratory assistant must be followed.

c. Students will be responsible for any breakage or loss of the teacher in-charge.

d. Students should bring proper record books and observation note books.

e. Students should strictly adhere to the safety rules and regulation in the laboratory.

f. Before entering the lab student should ensure he/she has wore an apron, cap, mask and carries with him/her all necessary materials required for practical like bottles, label crayons etc.

## 7.4.     LIBRARY RULES:

a. Students should not bring any book of their own into the library except their notebooks   and pen or pencil.
b. Books should be returned on or before the due date indicated on them without fail. Delay in doing so will result in a fine of Rs 5/- per day book.
c. The librarian has the right to recall book from students or staff at anytime, even before due date indicated on book.
d. Books can be renewed for a period of one week, provided if the book is not in great demand.
e. Before leaving the library, books to be borrowed must be carefully examined by the student. He /She should report any damage to the book to the librarian immediately. A fine will be levied on the books that are found damaged on return.
f. If the book is lost, it must be replaced at once or duly compensated for.
g. Reference books such as the dictionary and encyclopedia cannot to borrowed.
h. No book, magazine or newspaper shall be taken out of the library without the permission of librarian.

## 7.5.  MOBILE PHONE POLICY:

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones inside the campus. This policy is applicable to all those who enter the campus.

Realizing the importance of communication and the possible impact of mobile phone usage on the campus, the following guidelines are arrived at.

a) Students are permitted to use mobile phones within the campus.

b) Students who are staying in college hostels should bring the mobile phones to the college.

c) The mobile phones shall be kept in silent mode / off; restricted during the instructional work.

d) In the specific instructional works with the permission of Course Coordinator; mobile phones are allowed in the class/ Lab.

e) All the staff members are empowered to confiscate mobile phones found with students violating the above rules.

f) Students violating the above rules will be instructed and the confiscated mobile phones will be returned to the students only after the completion of their course.

## 7.6 INTERNET POLICY:

Usage of Wireless infrastructure in hostels and common places is to enhance the accessibility of internet for academic purposes and to browse exclusive online resource for students and staff. Wi-Fi internet will be available in Hostels and Common areas between 6 a.m. and 11 p.m. The availability and strength of the Wi-Fi signal may vary based on the location.

## .7.7. ANTI RAGGING:

Ragging is prohibited by law. The Institute has an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']'.

Any student indulging in ragging activity shall be dealt with as per the rules mentioned in Maharashtra Prohibition of Ragging Act 1999. The Anti-Ragging Committee, as constituted by the Principal shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident.

## 7.8. TRANSPORTATION POLICY & RULES:

1. Bus facility is offered to eligible students at the discretion of the college management and cannot be claimed as a right by any student or parent

3. All students who wish to avail the college bus facility should register their names with the accounting office on the date announced in the beginning each academic year.

4. The bus pass will be issued to the eligible students only on the recommendation of 'Bus managers' in the prescribed format and after paying the full bus fees.

5. Transport fee for the full year will be charged even if a student leaves the transport facility in between the session.

6. No person shall be allowed to travel on the bus without the express permission of the college authorities concerned in writing. Busmanagers are authorized to disallow travel by any person without proper authority.

7. Hostellers and day scholars without bus pass are strictly not permitted to travel in college bus

8. Bus managers are expected to maintain the contact data of all passengers of their bus and that of the management authorities

9. In the case of emergency and unexpected events Bus managers to inform management representative and or take any prudent action as the situation demands.

10. The Bus managers have the authority to assign seats to students and other passengers.

11. Bus manager may report to the management of any trip is made without a minimum of 33% regular passengers.

12. Intimation regarding the cancellation of a trip will be notified to the concerned 'Bus managers' and passengers to the extent possible.

13. College bus charge will be revised periodically based on the various operating expenses.

14. Normally College buses will be available to the already existing routes on all official working days. However, the trip could be adjusted if numbers of passengers are very less.

15. Passengers will be picked up and let off at designated stops only.

16. The time schedule and the stages of trip can't be altered in any situation unless prior permission is secured.

17. The bus will not wait for any passenger. Passengers are expected to be at the designated stops/stages before time.

18. Getting bus pass doesn't ensure the passengers any reserved seat.

19. Girl and boy students are expected to occupy separate seats in the bus. Mixed seating by students is strictly prohibited.

20. Music is not played on the bus until further information.

21. As college bus is an extension of the institution, all the code of conduct and rules of the college are equally applicable in the bus with special reference to use of the mobile phone with a headset and proper dress code.

22. College doesn't encourage any form of celebrations in the bus or during the travel(birthday, sendoff etc.,)

23. Students are expected to wait in orderly lines and allow faculty to board the bus first. In similar manner students are expected to wait for staff members to disembark first.

24. Students must board and leave the bus carefully and courteously without shoving and pushing.

25. Students shall not extend their arms, head or any other part of their body out of the bus window nor shall they extend clothing or other articles through the bus windows.

26. Throwing articles within the bus or out of the windows at any time will not be condoned.

27. Excessive noise (loud talking, screaming, whistling, etc.) by students is not allowed.

28. Harmful or dangerous articles (explosives, fireworks, matches, cigarettes, lighters, knives, etc.) are prohibited.

29. Students shall not write upon, disfigure or cause damage to any part of the inside or outside of the bus. Students are to take care of the bus; if not, the damage will be charged to the offender, and as a minimum with the loss of bus riding privileges until the damage is paid.

30. Students shall behave in such a manner as not to jeopardize the safe operation of the bus.

31. The use of profane, vulgar or other unacceptable language or gestures will not be tolerated.

32. Eating or drinking on the bus and littering are strictly prohibited.

33. Any other misconduct which may distract the driver from the safe operation of the bus will not be tolerated.

# 8. STUDENT CODE OF CONDUCT

**8.1 PROFESSIONAL ETHICS**:

Code of ethics is to promote the growth of ethically responsible students and future professionals in engineering field through academic integrity and overall ethical conduct. The institute is inculcating a sense of individual responsibility and encourages students to participate actively in maintaining academic standards. To achieve vision and mission of institute, it is responsibility of each member to create a culture of honor and trust within the campus.

All students are expected to know fully the SPPU Code of Conduct and Code of Academic Integrity. Likewise, the students are expected to read and understand the following professional codes of ethics:

1. IEEE Code of Ethics     https://www.ieee.org/about/corporate/governance/p7-8.html
2. ACM Code of Ethics and Professional Conduct   https://www.acm.org/code-of-ethics
   https://www.acm.org/binaries/content/assets/about/acm-code-of-ethics-booklet.pdf

## 8.2 ACADEMIC INTEGRITY POLICY:

All students are expected to abide by these principles

1Cheating is examination and any fraudulent academic act, including fabrication of data, providing, or using unapproved materials, sources, or tools for a project, exam, or assignments submitted for evaluation.

2. Duplicate submission or submission of same work for practical assignment is not allowed without prior permission of faculty.

3. Plagiarism is the representation of others' ideas as one's own without giving proper credit to the original author or authors. Plagiarism occurs when a student copies direct phrases from a text (e.g. books, journals, internet), or paraphrases or summarizes those ideas without attribution. This applies to group effort on projects submitted for university evaluation.

## 8.3 EQUALITY AND DIVERSITY:

The institute is committed to promote an inclusive culture which includes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected.

## 8.4 DO AND DON'T

1. Creating nuisance in the campus is liable for disciplinary action. Absolute silence should be maintained in the library, laboratories and also while moving from one class to another through the corridors
2. Wearing ID card inside the campus is mandatory
3. The students must keep his/her mobile phone switched off during lecture hours and lab sessions. Violation of this rule will lead to confiscation of mobile by the concerned teacher. Same will be handed over only to parents/guardians in person.
4. Students should take care of their belongings. College authority will not be responsible for any loss or theft.
5. Smoking, Alcohol, Chewing-gum, Gutka, Pan in the premises is strictly prohibited.
6. Ragging of any sort is strictly prohibited. If students are found guilty, they are liable to severe punishment including dismissal from the college/hostel.
7. Students should treat all college property with care.
8. Students are forbidden to write or scribble on the wall and furniture, dirty the classrooms or damage any material. Parents/guardian will have to compensate for willful damage done to college property.

# DEFINITIONS

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|---|---|
| Institute | Jayawantrao Sawant College of Engineering |
| BoG | Board of Governors of the Institute |
| CDC | College Development Committee |
| University | Savitribai Phule Pune University, Pune |
| AMC | Academic Monitoring framing rules and regulations of the academic programs |
| Semester | Period in which academic activities are carried out |
| Course | Theory /Practical /seminar /Projects /mini projects / industrial Training |
| Course Credit | Weightage assigned to the course |
| Grade | A double letter assigned to indicate the student's performance in a course. |
| Course Coordinator | Member of faculty who shall be assigned to a course |
| GFM | Guardian Faculty Member |
| ATKT | Allowed To Keep Terms |
| EC | Examination Committee |
| HoD | Head of the Department |
| UG | Undergraduate 4 years, 8 semester program leading to (B. E.) |
| Academic RR | Rules and regulations governing academic system of the institute. |
| UGC | University Grants Commission |
| AICTE | All India Council for Technical Education -An apex body in Technical Education In India |
| Government | Government of Maharashtra |

**Office Contact Details:-**

**Office Contact Details:**
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**Principal: 7558471866-241**
**Office /Superintendent: 7558471866-218**