



ANJUMAN-I-ISLAM'S

KALSEKAR TECHNICAL CAMPUS, NEW PANVEL

Approved by : All India Council for Technical Education, Council of Architecture, Pharmacy Council of India New Delhi,
Recognised by : Directorate of Technical Education, Govt. of Maharashtra, Affiliated to : University of Mumbai.

- ☒ SCHOOL OF ENGINEERING & TECHNOLOGY
- ☐ SCHOOL OF PHARMACY
- ☐ SCHOOL OF ARCHITECTURE

DEPARTMENT OF HUMANITIES AND APPLIED SCIENCES

IMPORTANT GUIDELINES TO STUDENTS AND PARENTS

I. GENERAL /DISCIPLINE

- College Timing: 9:15 am to 5:00 pm (few days up to 4:00 pm as per timetable).
- Dress code should be followed compulsorily as shown in below table :

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday*
Dress code	White Shirt+ Black/Blue pant+ Black shoes					
Note: In all types of examinations students should be in complete uniform with Hall ticket & I-Card. *If called for extra lecture(s) Or for any week day compensation.						

- For Boys- Trouser or simple jeans of black colour (should not be tight fit), White coloured full sleeves shirt.
- For Girls- Salwar, Kamees, with Dupatta, (No skin tight salwar, jeans , tight shirts like gents) for all days whenever they are coming to college.
- On any special occasion students should come on decent formals covering full body.
- Students should note any type of misbehavior in the class room, corridors, campus like making noise, passing comments, shouting, fighting etc will be taken seriously and cause strict action as decided by the discipline committee.
- Unnecessarily intermingling of Boys & Girls is not allowed in the campus.
- Students should not use railway tracks or any other unsafe source for commuting from Khandeshwar station to the institute.
- Parents are requested to discourage their wards not to use mobiles in campus as its use is banned, failing to which leads to strict disciplinary action.
- There won't be any Industrial visit/Excursion/Study tour in the first year of engineering.
- Either of the parents or guardian should attend parent -teacher meeting whenever scheduled.
- Students are advised to avoid confrontation and any activity that has the potential to cause a verbal or physical conflict.
- Students are expected to study on regular basis at their home. Parents are requested to keep a track of it.
- **Students are expected to use social media platform for bringing ease in their understanding of technical learning and development. Any students misusing social media platform shall be dealt strictly with legal actions.**

II. ATTENDANCE RELATED

- Minimum 75% average attendance is compulsory in each semester. Students having less than 75% average attendance will not be permitted to sit in university exam as per university ordinance 6086.
- Monthly attendance will be displayed in first week of every month.
- Defaulter/Warning letters will be issued to the defaulter students at least twice in every semester. For this parents are required to meet class coordinator.
- At the end of semester a Final Defaulter's List will be displayed and defaulters will not be permitted to sit for the University Exams (A year loss).

Innovative Teaching - Exuberant Learning

Vision : To be the most sought after academic, research and practice based department of Humanities and Applied Sciences that others would wish to emulate.



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III. EXAMINATION RELATED

- Examination related notices, results etc can be seen online on, <http://aiktcexamcell.blogspot.in/>
- Students are required to fill the exam form as per schedule given by university of Mumbai.
- Students should make a habit of checking exam cell and departmental notice board on regular basis.
- Fees of **Rs. 1000/-** should be paid as exam fee for each semester. Penalty will be charged for crossing the exam form filling date as applicable. Exam forms cannot be filled after crossing the penalty or late fee date.
- Documents required for filling Exam form are as given below:
 - a) *XII mark sheet Photocopy* b) *X passing certificate as a proof for date of birth.*
 - c) *8 passport size coloured photographs with **RED BACKGROUND ONLY**.*
- Students should make use of BLACK BALL POINT PEN for filling the exam form(if manual forms to fill) and writing University Examinations(Term End Examination).
- Separate results will be declared for Semester-I and Semester-II.
- Separate fees to be paid for revaluation, photocopy of answer script as per the university norms. Forms for this purpose have to be filled within 4-5 days of declaration of result or as per the notices displayed.
- Separate exam forms have to be filled for REGULAR and KT EXAMS. It should be noted that exam form to be filled even for single paper may be internal or external exam.
- All exams related doubts should be asked to EXAM CELL and FE CLERK.
- Students who are caught copying or having mobile phones in their possession during exams and tests will be considered as malpractice, strict action will be taken as per university guidelines.
- There will be test exam conducted on behalf of University in each Semester twice for each course.
- Average marks of both test examinations will be forwarded to university.
- Student(s) failing to secure passing marks (after taking average) in the test exam for a semester will have to reappear in the next coming semester (Remember to fill exam form mentioning failure subject).
- Students failing to secure passing marks in test exam for any subject will be counted in the number of KTs (failure subjects).
- To take admission in 3rd year student should be all clear in 1st year of Engineering. Student can carry maximum 8 KTs (not more than 5 university papers) for next year admission.

FE Controller
SoET-AIKTC

DIRECTOR
AIKTC