

STUDENT GUIDELINES

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SECTION-I

Section-I contains guidelines for Code of Conduct

1. ID CARD:

All students are expected to Carry & Wear ID cards at all times. Entry into college premises is strictly on the basis of possession of a valid ID card.

2. DRESS CODE:

Students are required to wear semi- formals when they attend the institute. Students are likely to be penalized for inappropriate dressing. The following should be strictly observed:

- a. Students will not wear T-shirts with objectionable pictures/statements.
- b. For the girls short skirts and short pants are not allowed. Skirts and pants must be at least knee length.
- c. For the boys shorts and three-fourths are not permitted inside the campus.
- d. Hair to be neatly tied back during laboratory work, workshop, and machine shop practical's.
- e. Closed shoes must be worn in the workshop, machine shop & all mechanical engineering laboratories.
- f. Students should be in formals for oral exams, presentations, interviews, placement activities and technical sessions.

3. ON CAMPUS BEHAVIOUR

- a. Cleanliness of the premises must be maintained. Students are not permitted to carry eatables into the classroom, library or computer centre.
- b. Smoking and consumption of alcohol/drugs is strictly prohibited. If found under the influence of alcohol/drugs on the campus could result in rustication from the college.
- c. The college is strictly a “No Ragging” campus.
- d. Gambling in any form and playing cards on the campus is dissuaded at all times.
- e. Any damage to the college property by the students will have to be compensated for by them.

- f. Students should not exhibit any behavior inside/outside college premises which brings disrepute to the institution. Appropriate action will be taken by the administration.
- g. The institute is **not** responsible for any action taken by regulatory authorities like the police, corporation etc. for any misdemeanors committed by the students.
- h. Eve teasing, objectionable personal comments will be dealt with seriously. Legal action may be taken in specific cases.
- i. Public display of affection in any form is strictly prohibited.
- j. Use of mobile phones is strictly prohibited inside the Classrooms, Library, laboratories/workshop, computer room, examination hall, etc.
- k. Activities like stealing, fighting, misbehaviour with the faculty shall be dealt with very seriously.
- l. Possession of fire arms, knives or other sharp objects is strictly prohibited. Appropriate legal action will be taken if any student possesses such objects.
- m. Changing/modifying personal information in digital form is a very serious offense and could result in rustication from the college.
- n. Students are aware of the institute norms for substance abuse on campus. Any student found indulging in substance abuse will be dealt with seriously.

SECTION-II

All important academic announcements and commencements of various certification courses and other programs will be displayed on the web site (<http://www.dbit.in>) and general notice board in Wing A.

1. CLASSROOM ATTENDANCE:

- a. A student must attend all classes/tutorials/practical sessions. If the student fails to fulfill the minimum university norms (75% attendance) for each subject his /her term will not be granted. In turn he/she will not be eligible to write the exam for that semester.
- b. A student is expected to monitor his/her own attendance on a regular basis and no separate notice will be displayed regarding this.
- c. No student will leave the classroom while the class is in progress unless permitted by the teacher.

2. LATE-COMING

- a. Students are expected to be in the classroom/laboratory at least 5 minutes before the start of class. Faculty will not permit latecomers into the class and any student late for the class will be marked **partially** absent for that particular class.

3. LEAVE

- a. Leave of any kind (Medical, personal and official) for more than 3 days needs to be supported with proper documents. Consideration for granting of leave will be as per University Norms. Special leave for extra-curricular activities may be granted to those students who represent DBIT/ University.
- b. Students have to give prior intimation in writing if they want leave of absence. All leave must be sanctioned by the Head of the Department. The student is expected to complete all assignments, projects or any other term work which is missed during leave period as required.

5. LABORATORIES AND WORKSHOP

- a. Students will strictly follow the safety norms prescribed for each laboratory/workshop
- b. Any indiscipline in the laboratories/workshops will be dealt with by the concerned faculty
- c. In case of any damage to laboratory/workshop equipment by the student, the cost of damage will be recovered from the student and written record to be maintained in the maintenance register by the lab assistance/faculty.

6. TUTORIALS /ASSIGNMENTS

- a. All tutorial/assignment work must be completed during the tutorial/assignment class and submitted to concerned faculty. Carrying out of tutorial/assignment work during other lecture/class is not permitted.
- b. Shortfall in tutorial/assignment work for any reasons is not allowed.
- c. Timely submission of tutorials/assignments for assessment is mandatory, failing which the student's term-work may not be accepted for submission.

SECTION-III

In this section guidelines are provided for all aspects of internal assessment. Class tests and viva-voce are an integral part of the Mumbai University examination system.

INTERNAL ASSESSMENT

- a. Students must attend all class tests. Retests will be considered only for absence due to illness or an emergency, subject to submission of valid document.
- b. Students will be assigned short term projects, seminars and other activities to enhance their understanding of the fundamentals of the subject and its applications. These will also be part of internal assessment and compulsory for all students.
- c. Use of unfair means during exams will not be condoned and will be dealt with according to University norms.
- d. In the examination room the invigilator will be the sole authority for any queries/disputes. It will be the sole responsibility of the student to handover the answer booklets to the invigilator.

SECTION-IV

This section deals with the guidelines in the use of the college facilities like the library, computer, playground etc. These facilities are meant to be used by the students for their all-round growth and development.

1. LIBRARY

- a. Access to the college library will be restricted to students having a valid ID card.
- b. No bags and other personal possessions can be carried in the library. (Books, notebooks, Laptops, etc.)
- c. Students must maintain total silence in the library, use of mobile phones in the library is strictly prohibited. Phones have to be either switched off or kept on silent mode.
- d. Any form of Photography, filming, videotaping and/or audio taping in the Library premises is not permitted.
- e. Any data retrieved from the Library's electronic resources will be strictly used for the purposes of DBIT.
- f. Taking away of any item from the Library needs to be properly authorized and recorded. Damage to, or unauthorized removal of, or loss of material will constitute a serious offense and could lead to a fine or/and disciplinary action.
- g. Fines will be charged on overdue books as per the guidelines displayed on the notice board from time to time. If fines or charges are found to be outstanding at any point of time, borrowing rights may be withdrawn and passwords for accessing electronic services withheld until such time as those fines / charges are paid.
- h. The reference books will be marked "For reference only" and will not be issued.
- i. Any issue of any journal will not be allowed to be taken outside the library. However a Photocopy can be allowed to be taken for personal use
- j. Loss of Books or damage to the books/ periodicals would result in the student paying for, or replacing it.
- k. If a student does not comply with these norms he/she will be warned and/or debarred from the Library for a specific time period.

2. COMPUTING FACILITIES

- a. Computers are available in the library and in the respective departments for use by the students.
- b. Any misuse of computing facilities could result in the withdrawal of one's rights to use the computers.
- c. Computers can be accessed on all working days from 9.00 am to 5.00pm, but not at the cost of lectures/practicals/tutorials.

3. CANTEEN

- a. Students are permitted to visit the canteen only during the short and long breaks or after college hours.

4. PLAYGROUND

- a. Facilities are available for playing indoor and outdoor games. Students can avail of these facilities during the weekdays as follows.
8.00 am – 8.45 am; 1.15 pm to 2.00 pm; 5.00 pm to 6.00 pm.
- b. The playgrounds can be used on holidays with prior permission of the Administrator.
- c. Occupation of playgrounds during working hours disturbs classes and is not permitted. Those disobeying these norms are likely to be penalised.
- d. No food items/beverages should be consumed on the playgrounds.
- e. Littering the playgrounds should be avoided.

SECTION-V

This section contains information on co-curricular and extra-curricular activities on campus that the students can participate in. DBIT believes in the overall development of the student and participation in such activities is encouraged. The certification courses provide the student with an opportunity to enhance their qualifications and gives them an edge over their colleagues.

1. COLLEGE FESTIVAL

- a. The institute organises a technical festival (COLOSSEUM) and a cultural festival (CREXTAL) every year for its students. The festival dates, terms of participation etc. are displayed well in advance on the main notice boards.
- b. Intra-collegiate sports are organised every year and the details of participation are displayed on the main notice board.

2. NSS

- c. Two units of the NSS (100 students) operate in the institute. Only SE, TE and BE students can enrol for NSS activities. The university awards ten extra marks in the even semester to those students who fulfil the service criteria laid down by them.
- d. NSS camps are held every year to acquaint the volunteers with lives of the underprivileged. The volunteers interact with such people and assist them in improving their surroundings and bettering their lives. Volunteers learn to be sensitive to the issues of the under privileged and use their technical skills in creating simple and innovative solutions to their problems. Leadership skills and managerial abilities are honed during these camps.

3. INTER-COLLEGIATE EVENTS

- a. Students are permitted to participate in inter-collegiate technical, sports and cultural events with prior written approval from the faculty-in-charge of the various committees instituted for the same.
- b. The students must submit the approval to the concerned class-teacher or H.O.D before the event.
- c. It is the responsibility of the student to make up for any academic work missed during the period of participation. No concession will be granted in this case.

- d. Generally, students in FE Semester I are not permitted to take part in these events. However, state-level athletes/players may be permitted with prior written permission.
- e. Students winning any laurel/award are advised to inform the Faculty In-charge) of the same and submit a proof of the same. Such students will be felicitated by the department/institute.

4. PROFESSIONAL BODIES

- a. To promote greater interaction with the industry and provide the students a glimpse of professional working, every department has a Student's Chapter of a professional body e.g. SAE (Society of Automotive Engineers), ISHRAE (Indian Society of Heating, Refrigerating and Air Conditioning Engineers), IEEE (Institute of Electrical and Electronics Engineers), IETE (Institute of Electronic and Telecommunication Engineering, CSI (Computer Society of India), ACM (Association for Computing Machinery), ISTE (Indian Society for Technical Education), Literary Club, Maths Club, Physics Club etc. Industrial visits, technical competitions, expert lectures, etc. are organised through these chapters. Students can contact the respective H.O.Ds for details regarding membership and participation.
- b. Professional certification courses are run by the departments in collaboration with certifying agencies. Certification courses in JAVA, Oracle, Red Hat Linux, Android Programming, CFD, are offered. Students can contact the H.O.D for details of fees, course duration and enrolment.

SECTION-VI

This section contains information about facilities available on campus to make the student feel comfortable and safe. The institute is concerned about the overall well-being of the student and has made necessary provisions for the same

1. SAFETY AND SECURITY

- a. The institute gives top priority to the safety and security of students, staff and visitors. Safety standards are followed all over the campus.
- b. A first-aid kit is available in the office to deal with minor emergencies.
- c. There are water-purifiers and water-coolers available on every floor for the students.
- d. Fire extinguishers and fire-fighting systems are installed in each building.
- e. Wearing helmet is compulsory for all two wheelers coming in and going out of campus, or else entry is restricted or a penalty of Rs. 500 to be levied.

2. COUNSELLING AND MENTORING

- a. The campus environment is very student friendly. Students can freely approach their teacher for any kind of guidance or help
- b. Counsellors are available on campus twice a week to counsel students and provide them with emotional support. Students can also meet the Campus Minister for help.
- c. Students can meet their teachers to seek career and professional guidance.

3. GRIEVANCE REDRESSAL

- a. An aggrieved student shall take up his/her petition in writing to his/her Class-Teacher who will try to solve the matter within 10 days. If the student is not satisfied with the recommendations by the Class-teacher, it can be taken up to the HOD. If the student is still not satisfied, the matter can be taken to the Principal through the HOD.
- b. If not redressed, it would be forwarded through the Principal to the Grievance Redressal Committee and the receipt to be acknowledged in writing.

- c. The committee shall study the petition and after looking into the relevant documents, discuss with those concerned and submit its recommendations and report within a month's time.
- d. All the discussions will be minuted and confidentiality will be maintained.
- e. In case of any petitioner who is not satisfied with the recommendations made by the Grievance Redressal Committee he/she can directly approach the Director/management.
- f. The committee shall constitute members from teaching and non-teaching staff members of DBIT, the Principal and a representative from the management.
- g. In order to address the Women's grievances, members of WDC will be present in the Committee.

4. WOMEN'S DEVELOPMENT CELL

The Women's cell at Don Bosco Institute of Technology (DBIT) is established to ensure a safe and working/studying environment for girls/women at DBIT. All female students, faculty and staff of DBIT are members of Women's cell.

Objectives:

- a. To create an environment of gender justice where men and women work together with a sense of personal security and dignity.
- b. To enhance the self-esteem and self-confidence of girl students, women faculty and staff in the Institute.
- c. To create awareness amongst students about the problems faced by women of all strata due to gender issues, especially the working women.
- d. To create a sense of responsibility in the students and have healthy study and work culture in the Institute.
- e. To foster decision-making ability in girl students for making informed choices in areas like education, employment and health.
- f. To create awareness amongst students about the issues related to the youth, girls in particular.
- g. To disseminate knowledge about rights and laws related to women.
- h. To implement policies regarding sexual harassment at the work place
- i. To train women students /staff in self defence techniques