

INSTITUTE RULES AND REGULATIONS

GENERAL:

1. All students must abide by the general and special rules made by the Institute authorities from time to time in regard to their conduct and studies.
2. Self-discipline is the best discipline. All students must observe Institute rules and regulations for the smooth working of the Institute.
3. Sessional marks in every theory subject will be calculated as: 60% for Sessional Test Marks + 20% for Assignments & Assignment Test + 20% for Attendance.
4. Sessional marks in every practical subject will be calculated as: 60% for Viva-Voce/Tests Marks + 20% for Lab Record + 20% for Attendance.
5. Sessional marks of Seminar, Industrial Training, and Educational Tour will be calculated as: 50% for Write-up/ Report + 50% for Presentation. Write-up/Report should be free of plagiarism.
6. **5 Assignments & Assignment Test** for each theory subject will be considered to calculate 20% of Sessional Marks.
7. **Minimum two seminars** by a student in every semester of final and pre-final years are mandatory.
8. Students must be kind and gentle in their behavior towards their classmates, other students and respectfully towards faculty and staff of the Institute.
9. All students have to wear prescribed uniform daily (except Friday) in the Institute. A student who is in improper, incomplete and untidy uniform will be fined Rs. 100/-.
10. **Smoking, chewing tobacco, gutka, pan, masala etc. is strictly prohibited in the campus. A student found smoking, chewing tobacco, gutka, pan, masala etc. will be fined Rs. 1000/-.**
11. Any misuse and damage of Institute property, by scribbling on desks, walls, library books, spoiling classrooms (furniture & fixtures etc.), moving the benches and desks from one place to another, etc. is liable to penalty and disciplinary action.
12. Students must not participate in any political or anti-social activities. Any reported objectionable conduct inside or outside the premises of the Institute will make him/her liable for strict disciplinary action.
13. Students are not allowed to use their mobile during lectures, labs, library sessions, if found he / she will have to face disciplinary action.
14. Students are not allowed to collect any funds from other students or from outsiders without the written permission of the Director.
15. It is the responsibility of the student to read the notice boards regularly and visit the Institute website (AIET: www.aiet.ac.in / AIPR: www.azadipr.edu.in / ADC: www.adclucknow.org) for important announcements made by the Institute time to time. Any ignorance will not be entertained.
16. Students are advised to be cautious before posting any comments and likes, on social media.

ATTENDANCE:

17. **A student who is not registered or whose attendance is less than 75% is not allowed to appear in the Sessional Tests and also in University Examinations.**
18. A fine of Rs. 100/- per day for absence will be charged. If a student completes 75% overall attendance at the end of classes, then his/her fine for absence will be waived off.
19. Leave of absence is granted only for serious reasons and on leave application given in advance.
20. In case, leave application is not given in advance then when a student returns to the Institute after an absence, he/she should get the leave application signed by the head of the department before attending classes.
21. The same procedure is to be followed when a student comes late to the Institute.
22. A Medical Certificate must be submitted accompanied with leave application if a student is ill for more than 3 days.
23. The name of a student is struck-off from the Institute rolls if the student remains absent from the Institute for a continuous 10 days without information.
24. **Any student whose name has been struck off the rolls, if readmitted, has to pay the fine of Rs. 5000/-.**

Sessional Test:

25. All students have to attempt three Sessional Tests in a Semester.
26. **If a student does not have a minimum of 75% attendance in any of his/her subjects will be detained in that subject.**
27. **A student who missed a Sessional Test without prior permission and does not submit any Medical Certificate shall be fined Rs. 500/- per subject and special Sessional Test will be arranged for him/her.**
28. **A student who is detained in scheduled Sessional Test, he/she shall be fined Rs. 500/- per subject and special Sessional Test will be arranged for him/her.**

FEE:

29. Students are required to clear their dues as per Fee Schedule (**first installment 31st May, second installment 30th Nov**), otherwise a fine of Rs. 100/ per day will be charged.
30. A student who fails to clear the dues as per the Fee-Schedule will not be allowed to appear in the examinations.

RAGGING:

31. **Ragging is strictly prohibited. As per the past practice, the Institute has a zero tolerance policy on ragging. Students involved in ragging will be punished as per the provisions of "Curbing the Menace of Ragging in Higher Educational Institutions Regulations, 2009".**



DIRECTOR