



# **AISSMS**

**POLYTECHNIC**

**CENTER OF ACADEMIC EXCELLENCE**

Approved by AICTE New Delhi, Recognized by the  
Government of Maharashtra and Affiliated to MSBTE, Mumbai

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# **Student Rule Book**

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# **1. Institute Level Students Discipline & Guidelines**

## **I- Student General Rules**

- i. As Per MSBTE rule RG-4 D(i) Student has to put satisfactory attendance of at least 75% of the total lectures / Periods in each Theory / Practical / Term work/ Tutorial/ Project work separately in each and every subject of the semester as per the Teaching scheme of the Board.
- ii. He/ She has satisfactorily completed all the specified laboratory Practical's Term work/ Projects etc. prescribed in the curriculum for the Semester / Year
- iii. He/she has shown satisfactory progress in his studies and evinced good conduct
- iv. Students must attend lectures, tutorials, practical as per the time table displayed on notice board from time to time.
- v. They should not be absent for lectures, tutorials, practical, and examinations without written permission of the Principal.
- vi. Prolong absent even on ground of ill health may also lead to cancel the term
- vii. Students will not be given any concession in the matters of attendance or rules regarding appearance in the college examination.
- viii. The Identity card is meant for identifying bonafide students and is used for permitting the students to participate in various activities and programs of the college else they may be fined.
- ix. Lost of I- Card must be immediately reported to college office and if not found then application for duplicate I-Card should be made as early as possible.
- x. Every student should wear clean uniform while coming to the college.
- xi. No student is allowed to display any notices/circulars/ posters/ banners in the college premises without the prior permission of the principal.
- xii. No students will be allowed to bring their relatives/ friends in college premises without prior permission of the Principal.
- xiii. Students shall not do anything inside or outside college that will interfere with college discipline or tarnish the image of the college.
- xiv. Students must take proper care of college property, action will be taken against the students damaging the college property and will be required to compensate for the same.
- xv. If, for any reason continuance of a student in the college is found detrimental to the best interest of the college, the principal may ask the student to leave the college without assigning any reason and the decision will be final and binding to the student.

- xvi. Students are not allowed to communicate any information about college matters to press.

## **II- Students General Guidelines**

- i. Institute Website address is [www.aiissmspoly.org.in](http://www.aiissmspoly.org.in)
- ii. For Feedback / Suggestion / Complaint students & Parents may send email to the institute email id.
- iii. College timing should be followed strictly.
- iv. Students should not go out of the campus during the college timing without the prior permission.
- v. If students want to take a half day leave they have to write application, get it signed from their respective HOD.
- vi. The students attendance in theory and practical should be more than 75%.
- vii. During the time of practical and lectures student should not roam in college premises.
- viii. E-library can be used after college timing and with prior permission of the librarian.
- ix. Student should follow all the rules and regulations of the college.
- x. Ragging is strictly prohibited.
- xi. Student should read notice board and regularly visit college website.
- xii. Use of electronic gadgets like mobile phone, digital camera, I-phone, MP3 players are strictly prohibited during lecture and practical and also in the college premises, failing to do so they may be fined.
- xiii. In case the student is absent for more than 3 days due to medical reason then he/she need to submit medical certificate in office with remark of the respective HOD and Principal.

## **2. Institute Level Committee for students**

### **A. ANTI-RAGGING**

- i. Maharashtra Prohibition of Ragging Act 1999 which is in effect from 15th May 1999 has the following provisions for Action against Ragging.
- ii. Ragging within or outside of any educational institution is prohibited.
- iii. Whosoever directly or indirectly commits, participates in abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonments for a term up to 2 years and / or penalty, which may extend to ten thousand rupees.
- iv. Any student convicted of an offence of ragging shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.
- v. Whenever any students or, as the case may be, the parents or guardian or a teacher of an educational institution complaints, in writing, of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action. Where as on enquiry by the head of the educational institution, if it is found that there is no substance, prima facie, in the complaint received: he/she shall intimate the fact, in writing, to the complainant. The decision of the head of the educational institution shall be final. If the head of the educational institution fails or neglects to act in the manner specified in section “d” above when a complaint of ragging is made, such person shall be deemed to have abetted the offence and shall, on conviction, be punished as provided for in section “b” above.

**As per the Appendix 10 of the AICTE Approval process hand book “Prevention and Prohibition of Ragging” is given below.**

In view of the directions of the Honourable Supreme Court in Slip No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any

fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of abusing or generating a sense of shame, to torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure of showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students.

### **What Constitutes Ragging**

Ragging constitutes one or more of any of the following acts:

- i. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- ii. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- iii. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- iv. Any act by a senior student that prevents, disrupts the regular academic activity of any other student or a fresher.
- v. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- vi. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- vii. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- viii. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving personal pleasure, various of sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

### **Action to be taken against students for indulging and abetting ragging in technical Institutions:**

1. The punishment to be meted out to the person indulged in ragging has to be exemplary and justifiably harsh to act as 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. 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.
  - a) Cancellation of admission.
  - b) Suspension from attending classes.
  - c) Withholding / withdrawing scholarship / fellowship and other benefits.
  - d) Debarring from appearing in any test/examination or other evaluation process.
  - e) Withholding results.
  - f) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - g) Rustication from the institution for period ranging from 1 to 4 semesters.
  - h) Expulsion from the institution and consequent debarring from admission to any other institution.
  - i) 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 raggers.

### **ANTI – RAGGING COMMITTEE**

Following members are hereby informed that as per AICTE Rules & Regulation the Anti – Ragging Committee has been formed.

### List of Members of Anti-Ragging Committee

Sr. No.	Name of Faculty	Designation
1	Mr. S. K. Giram	Chairman
2	Mr.Dattatray Chenigund	Police Administration
3	Mr.Gaurav Kolte	Local Media
4	Mrs.C.S.Raut	Teaching Staff
5	Mr.G.M.Nagane	Teaching Staff
6	Mr. P.L.Dabholkar	Non-Teaching Staff
7	Mr. A.S.Sonawane	Parent Representative
8	Mr.B.T.Bhorde	Parent Representative
9	Ms.Tanishka N Sonawane	Student Representative
10	Ms.Tejasvi R Thorat	Student Representative

### **ANTI RAGGING SQUAD**

The following staff members are appointed in Anti-Ragging Squad

Sr. No.	Name of the Staff	Designation
1	Mrs.V.R.Sonar	Chairman
2	Mr.K.D.Waghmare	Member
3	Mr.A.G.Sune	Member
4	Mr.S.S.Borkar	Member
5	Mr.N.A.Takawane	Member

### **B. Women's Grievance Redressal Committee**

Polytechnic has constituted a 'Women Grievance Redressal Committee' in accordance with the complaint from the staff and students. After discussing the complaint in the meeting the report will be submitted to the Principal and subsequently to the management for taking further necessary action in the matter. The management shall take such action as it deems fit and the decision of the management shall be final.



Accordingly, in order to deal with and to investigate into any complaints received from any women in the workplace/Institutes premises, the Management has appointed Committee comprising.

Sr. No.	Name of the Staff	Designation
1	Mrs. M.S.Gijare	Chairman
2	Mrs. V.C.Sanap	Member
3	Mr.U.N.Jadhav	Member
4	Ms.J.A.Jagtap	Member
5	Smt. K. P. Ubhe	Member
6	Ms.Anushka A.Kalpund	Member
7	Mr.Sankalp S. Indish	Member
8	Mr.Pranjali Salunkhe	Member
9	Mrs Hemali Narkhede	Member

Any aggrieved women may make, in writing a complaint concerning her grievance to any of the Members of the Committee within a period of three months from the date of the incident and in case of series of incidents, within a period of three months from the date of last incident. The Committee will then investigate into the Complaint and submit its report to the Principal.

### **C. Students Grievance Redressal Committee**

As per the AICTE Notification the Grievance Redressal Committee is constituted with the objective of preventing unfair practices and to provide a mechanism to innocent students for redressal of their grievances. Grievance Redressal Committee address the grievances, complaints and primary needs of the students, staff and secure civil liberties for everybody. Complaints in writing from students, staff and parents may be dropped in 'Suggestion Box' or submitted to members of the committee.

Sr. No.	Committee Charge	Designation
1	Mr. S.K.Giram	Chairman
2	Mr.V.N.Kukre	Member
3	Mrs.A.S.Khandagale	Member

4	Mr.R.D.Bhosale	Member
5	Mr.Pratik M.Bharati	Member

#### **D. SC/ST (Prevention of Atrocities) Committee**

##### **List of Members of SC/ST (Prevention of Atrocities) Committee**

<b>Sr. No.</b>	<b>Name of Faculty</b>	<b>Designation</b>
1	Mr. R.D.Bhosale	Chairman
2	Mrs. J.R.Khandare	Member
3	Mr. A.N.Gedam	Member
4	Mr.S.S.Sonawane	Member
5	Mr.S.Y.Divekar	Member

### **3. Institute / MSBTE Exam Rules**

- MSBTE Examination Regulation ( Detail information is uploaded on website )
- Students should complete their files and manuals regularly.
- All files and manuals should be signed and submitted within time.
- After submission of term work students should take signature of HOD on their Hall ticket.
- Students should regularly visit the notice board for the timetable of oral/practical examination.
- Hall ticket, Fee receipt and Identity Card are must during theory and practical examinations.
- Mobile phones are not allowed at the time of examination.

### **4. Training And Placement**

Important Guidelines for all students of First and Pre-final year looking for campus placements are as follows:

- Refer the T&P Notice Board every day.
- Only eligible students are allowed to seat for the placements as per criteria set by the companies. If, any students are found sitting beyond the criteria will be out from the placement process.

- Be on time on the day of campus placements.
- Must carry your Identity card and updated copy of resume with all your mark sheet in a folder.
- Go through the website of a particular company one day before the placements.
- Maintain peace and dignity throughout the process especially during the presentation.
- Inform your parents on the day of campus placements as the process may go on till late evening.

## **5. Student Counselling**

Students come to the college is a transitional stage between physical and psychological human development. It's a time when they are needed to be handled with utmost care, love and compassion. At the decision making point of their lives, youth are susceptible to many redundant activities. In accordance to the aforesaid words we have a team of professional counsellors (IHFI) for the students. Parents are requested to contact the counselling cell in case they feel that their ward needs any counselling.

## **6. Primary First Aid**

Institute provides primary First Aid assistance and for medical emergency tie-up has made with the nearby SSPMS Dispensary and Naidu Hospital.

## **7. Safety Awareness & Disaster Management**

The personal safety and health of student, faculty, staff and visitors is utmost important. For this reason demand for conducting environmental, safety and health surveys to identify and eliminate unsafe conditions or practices, to control environmental, safety and health hazards is increased.

### **I- Personal Safety**

1. Any acts of carelessness are prohibited.
2. Perform no unauthorized experiments, tasks or job and perform given experiments, tasks or job only according to directions.
3. Never work in a laboratory alone.
4. Smoking is not allowed in the institute premises
5. Wear safety glasses, face shields and hand gloves when working with hazardous materials and/ or equipment.

6. Shorts and sandals should not be worn in the lab and shoes are required when working near machinery.
7. Do not use any equipment unless you are trained and approved as a user by your Professor or Instructor.
8. Wash hands before leaving the lab and before eating.
9. Consumption of food or beverages in the laboratory is forbidden. Food may not be stored in refrigerators located in a laboratory.
10. All accidents, no matter how minor, should be reported to the faculty/ staff member supervising the laboratory.
11. Know the location of all safety equipment (e.g. eyewash, fire extinguisher, fire alarms, and smoke detectors) along with its use.

## **II- GENERAL LABORATORY SAFETY**

1. Keep corridor/ passage clear.
2. Maintain unobstructed access to all exits, fire extinguishers, electrical panels and fire alarms.
3. Do not use corridors for storage or work areas.
4. If leaving a lab unattended, turn off all ignition sources and lock the doors.
5. Do not store heavy items above table height. Any overhead storage of supplies on top of cabinets should be limited to lightweight items only. Spills should be cleaned up immediately.
6. Be careful when lifting heavy objects. Lift comfortably avoid unnecessary bending, twisting, reaching out, excessive weights, lift gradually and keep in good physical shape.
7. Avoid using extension cords whenever possible. Extension cords should not go under doors, across aisles, be hung from the ceiling, or plugged into other extension cords.
8. Guards on machinery must be in place during operation.
9. Exercise care when working with or near hydraulically – or pneumatically – driven equipment. Sudden or unexpected motion can inflict serious injury.

## **8. Guidelines for industrial visits.**

1. Attendance is compulsory for industrial visit.
2. Discipline should be maintained in the field or institute or industry at the visit place,
3. Dress up properly & decently.
4. Do not touch any machines or equipment's at the visit place.
5. Be on time while going for visit
6. Student should be accompanied with the required accessories to keep record of the visit.

7. Collect information about the visit according to the instructions given by the subject teacher.
8. For industrial Visit Undertaking from the parents is compulsory and should be submitted to the concerned HOD.
9. I- Card is compulsory for the visit.
10. Student should collect prior information about the visit place from the Industry website.
11. Wish the industrial visit personal while meeting and leaving.
12. Submission of industrial visit report within 2 days (after the visit) is compulsory.

## **9. Procedures For Collecting Important Documents/ Letters**

### **I- RECOMMENDATION (RECO) LETTER :**

1. Students should seek prior permission and get scrutinized the printed copy of recommendation letter from the respective HOD/ Staff members from whom he approaching.
2. Students should submit a written application in the name of the principal requesting for the Recommendation letter along with the copy of the scrutinized recommendation by HOD/ Staff Members and the same hard copy should be mailed to the Institute E- mail Id.
3. Students can collect the recommendation letter Printed on College Letter Head from the student section within stipulated time of 3 working days.

### **II- LEAVING CERTIFICATE :**

1. The Regular Third Year Student passing in respective SUMMER exam has to collect his Original Documents and Leaving Certificate on the Orientation Day (As per the Schedule informed).
2. For Students who will leave the college in between the Academic Year or those who will clear their WFLY/WFLS cases should submit a written application in the name of Principal duly signed by their Parents, HOD.
3. Students should submit the completed application along with no dues certificate to the student section who will handover Leaving certificate and the original documents in stipulated time of 2 working days.

### **III- FOR BONAFIDE CERTIFICATE**

1. Student should submit the application for bonafide certificate to the student section.

2. Students should collect their bonafide certificate from student section in stipulated time period of 2 working days.

#### **IV- CASTE VALIDITY LETTER**

1. Submit a written application in the name of the Principal requesting for the caste Validity Letter from Student /Parent. (Please mention Address to back of application Caste Validity Scrutiny Committee).
2. Collect the Caste Validity application letter approximately after 2 days.

#### **V- GOODS GATE PASS FOR STUDENTS PROJECT**

1. Students should submit a written application in the name of Principal, mentioning the full details about the Projects duly signed by the project guide and respective HOD.
2. The gate pass will be issued after completing all the formalities.
3. The gate pass should be handed over to the watchman at the exit.

#### **VI- PASSING CERTIFICATE :**

1. It is mandatory that student should collect his/her passing certificate personally from the student section.
2. But in case of some unavoidable circumstances parents should come along with the following documents.
3. Authority Letter of Student with parent sign.
4. Photo Identification Proof (PAN card/Aadhar card).
5. Photocopy of Provisional Passing Certificate.
6. After taking the remark of Principal the Authority Letter should be submitted to student section.

### **10. Procedures for Duplicate Documents / Certificate**

#### **I- DUPLICATE ID CARD**

1. Student collect the duplicate ID Form from the library counter and duly fill it And take the signature of Principal.
2. Make the payment of Rs.100/- in Account department.
3. Submit the form to library counter.
4. Collect the Duplicate ID Card approximately after 2 days.

#### **II- DUPLICATE MARKSHEET**

1. Student has to apply for duplicate mark list to Principal through student section.
2. Police FIR / Police NOC.

3. Affidavit on 100/- Rs Stamp Paper stating the details of Mark sheet and if found, student will return it back to the institute.
4. Charges to be submitted to MSBTE (AS per MSBTE Fee)

### **III-DUPLICATE PASSING CERTIFICATE**

1. Student has to apply for duplicate passing certificate to Principal through student section.
2. Police FIR / Police NOC.
3. Affidavit on 100/- Rs Stamp Paper stating the details of passing certificate and if found, student will return it back to the institute.
4. Charges to be submitted to MSBTE (AS per MSBTE Fee)

### **IV- DUPLICATE LEAVING CERTIFICATE**

1. Student has to apply for duplicate leaving certificate to Principal through student section.
2. Police FIR / Police NOC.
3. Affidavit on 100/- Rs Stamp Paper stating the details of leaving certificate and if found, student will return it back to the institute.

## **11. Suggestion Box**

1. Suggestion Box will be opened on every 2nd and 4th Friday of the month.
2. Record of suggestion made by students will be kept separately.
3. Action taken on suggestions will be kept as records.
4. For Feedback/ Suggestion/Compliant students & Parents can send email to the institute email id.

## **12. Parents General Guidelines**

1. Parents should provide proper tiffin to their ward daily.
2. Parents should come with their ward to pay the fees.
3. Parents should visit concerned HOD to check their ward performance timely.
4. Parents should be present for PT meeting as and when planned.
5. Parents should regularly ask their ward about college details in every month.
6. If possible parents should meet or / call respective HODs or Teachers for their ward details
7. Parents should not provide huge pocket money, expensive electronic device i. e. tab, mobile, I- phone, digital camera, play station etc. to their ward.
8. For any personal/ psychological problem regarding their ward or any family member which can affect their ward performance should interact with respective HOD's.

9. Parents should motivate their ward towards better carrier.
10. Parents should attend some seminar or expert lecture for wards carrier point of view.  
(in college or outside the college).
11. Parents should look after their ward that they are well dress-up as per college rules and regulation.
12. Parent should have knowledge about their ward friend circle.

### **13. TEN COMMANDMENTS FOR PARENTS**

1. Respect the personality of the child
2. Aim always to realize how things look and feel from the child's point of view
3. Stimulate and reward his curiosity by always answering questions patiently and Fairly
4. Give him an opportunity to do things and many things for himself
5. Be a playmate and giver of joy
6. Instil an appreciation of all things beautiful.
7. Use everyday situations for the development of his/her character
8. Impart a friendly attitude towards people
9. Be an example of that which you like your child to become; children always imitate
10. Create in the home an atmosphere of love for one another and for god.

### **14. INSTITUTE LIBRARY RULES**

- Identity Card is compulsory for getting access to the library.
- Silence to be maintained in the library premises.
- Enter your name and sign in the register before entering library
- Printed materials , issued books and personal belongings are not allowed to be taken inside the library
- Every staff / student of the college is eligible for membership of the library.
- Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.
- Loss of borrower card should be reported to the librarian immediately. Duplicate card may be issued to the user after submitting the Duplicate I Card form and required fine.
- Library borrower cards are valid for the entire duration of the course to access library facilities. At the end of the course borrowers cards shall be returned to the library.
- Members before leaving the issue counter must satisfy themselves as to whether the books which they intend to borrow are in good condition or not and if they found any damage then in that case they inform to the librarian immediately



- Borrowers are responsible for the loss/ damage of books occurring during the loan period.
- Books are to be handled very carefully. If the books are lost, Then the borrower shall replace the books of the same edition or latest edition or pay double cost of the book after getting permission from the librarian
- Members are not permitted to underline, write in, folding / tearing of pages or defaced books in anyway whatsoever.
- Using Mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises
- Library materials borrowed should be returned on or before the due date stamped, if returned late overdue fine will be charged for the delayed period.
- The librarian may recall any book from any member at any time and the member shall return the same immediately, on priority basis.
- Refreshment of any kind shall not be taken anywhere in the library premises
- Suggestions on all aspects, of library services are welcome.

#### **General Instructions:-**

- Use of mobile is strictly prohibited.
- While Sitting in reading section every student must sign attendance register.
- Students are responsible for the books borrowed.
- Library card is not transferable and must be produced whenever demanded.
- Only one book will be given against the library card at a time.
- Overdue books will be charged a fine @ of Rs. 1/- per day.
- Any one finding the library card is requested to return it to the librarian.
- Writing and making any marks in books is strictly forbidden.
- Keep watch on library notices time to time.
- All cases of disregard of rule will be reported to higher authority for appropriate action.

#### **Book Bank Policy:-**

1. Books shall be given in the following preference Order
  - SC students
  - Merit –cum-means
  - First come first served basis.
2. A maximum of 5 books will issued per student.
3. If books are damaged or lost, student shall pay the full price of the books.
4. Books should be returned to the library immediately after the examinations are over.

### **Book Issue Rules:-**

- Every student is expected to read and strictly follow the instructions given on the reverse side of the Reader's Ticket.
- Students are responsible for the books borrowed.
- Only two books will be given against the library card at a time.
- In case of late return of books students will have to pay fine at the rate of Rs.1/- per day.
- While charging the fine holidays will be counted.
- Re-issue of the books will depend upon the demand for the same.

### **Rules for Circulation**

- Please make a Queue at a circulation desk.
- Take help of shelf list or OPAC to find books in the stocks.
- While entering in open access section of the library, please keep your bags and belongings in students reading section.
- Readers should check thoroughly for missing pages, chapters, pictures etc. while borrowing the books.
- No book in damaged condition will be accepted from the reader. Mutilated or spoiled book will have to be replaced by the borrower.
- For the rules of replacement of book lost please contact the Librarian.
- Books are reissued only if there is no reservation for a book.
- The borrowing facility will be withdrawn or restricted in case of misbehaviour, misuse of the library.
- In case the library card is lost, readers should inform the librarian and ask to look the Library card at once.

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

- E-Library services are available before and after college hours.
- Each student must sign e-Library register properly.
- Downloading of any software from internet is strictly prohibited.
- Handle the Computer & Component in e- Library carefully and gently.
- For services user can accompany the Librarian for their on-line queries.
- Do not save any documents on the Desktop.