STUDENT GUIDELINES

Thousands of Satisfied Students with
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tpoly
THAKUR POLYTECHNIC
25 years of Excellence

I N D E X

Zagdu Singh Charitable Trust's Thakur Polytechnic (DTE Code – 3143)

Thakur Polytechnic (TPOLY) was established in the year 1998 & is an ISO 9001:2015 Certified Institute and 3rd time accredited for Four courses by National Board of Accreditation (NBA Board), New Delhi. TPOLY is affiliated to the Maharashtra State Board of Technical Education (MSBTE) and conduct courses approved by All India Council for Technical Education (AICTE), New Delhi and recognized by Govt. of Maharashtra. TPOLY offers diploma courses in various branches of engineering and technology, the syllabi of which are prescribed by the Maharashtra State Board of Technical Education (MSBTE).

AICTE Approved Three years full time courses :

DTE Code No.	Course Name	Establishment Year	Intake
314324510	Computer Engineering	1998	180
314361210	Mechanical Engineering	1998	60
314337210	Electronics and Telecommunication Engineering	1998	60
314324610	Information Technology	2001	60
314319110	Civil Engineering	2011	60

Non- AICTE Course (Approved by MSBTE) Duration - 2 Years Full Time – Diploma in Interior Designing & Decoration (Intake- 60) (Yearly Pattern) Admission institute level Only.

Thakur Polytechnic has been conferred with the ISTE (Indian Society for Technical Education) Narsee Monjee Best Overall Performance Polytechnic award for Western Region in a ceremony held at the 47th ISTE National Annual convention Saintgits College of Engineering, Kottayam, Kerala on 27th January 2018.

Thakur Polytechnic has been awarded Best Laboratory Award to Metrology & Quality Control (MQC) Lab of Mechanical Engineering Department by Maharashtra State Board of Technical Education (MSBTE) cash Prize of Rs. 50,000/- further development of Lab.

Dr. S. M. Ganechari, Principal, Thakur Polytechnic achieved Best Polytechnic Principal Award from ISTE National Award 2021, ISTE Ranganathan Engineering College National Award.

Highlights of Institute

- Access to world class infrastructure
- Marvelous well-equipped and well-designed laboratories, workshops and AC Class room
- Cafeteria and spacious clean canteen.
- Well qualified and experienced faculties.
- The fully Computerized AC library is equipped with well stocked volumes and modern e-library facility.
- Industrial Visit in various reputed companies.

- Member of Professional Bodies Like ISTE, IEDSSA, IIC
- Technofest Conducting State and National Level Project Competition cum Exhibition
- Tantrautsav Conducting State Level Paper presentation & Technical Quiz Competition,
- Aventura- Annual Sports meet,
- Goonj Ek Aagaaz -Cultural fest events.
- TPOLY had installed Solar photo voltaic panel.
- Tie-up with Industrial Institution Part with reputed companies.

Institute information
- Students should regularly visit the website of institute for important information or refer notice board
- Website: www.tpolymumbai.in
- email : tpoly@thakureducation.org
- Contact Details 022 28543540/2481
- For Feedback/ Suggestion/Compliant students & parents can email to institute on feedback@tpoly.in
- Note: Complaint received from authentic Email address from Students and Parents alongwith basic information like course / Year will be only accepted by the institute.

1) <u>Institute Level Students Discipline & Guidelines.</u>
I- <u>General Rules</u>

01 **Timing of the Institute:**
The reporting time for college is 9 A.M.
- Instructional Timing is from 9 A.M. to 4.45 P.M. from Monday to Friday.
- Academic load compensation & practice Session may be arranged on Saturday / holidays.

02 **Attendance :**
- 1-Minimum 75% attendance in each passing head is mandatory for term grant as **per MSBTE rule RG-4 D(i)** Students has to put in satisfactory attendance of at least 75 % of the total Lectures /Periods in each Theory /Practical /Term work/Tutorials /Project work separately in each and every subject of the Semester as per the Teaching scheme of the Board
- 2- Attendance for participation/ conduct in extra and co-curricular activities will be granted as per institute norms & standard
- 3-In case of leave due to emergency or medical reasons application should be addressed to the Principal for the leave-grant through HOD.
- 4- If a student needs to take a half-day, they must fill out the half day leave form that is available at the reception desk, fill it out, have the respective class teacher, HOD, and admin sign it, and then return it in to the gate watchmen.

03 **ID Card /Dress Code:**
- Wearing ID-Cards on Campus is compulsory.
- The formal dress code should be strictly adhered to on all days in the institute (Half - pants, capris, sleeveless T-shirts are not allowed).
- Students must produce the identity card, issued by the Institute on demand by any staff member & security guards of the institute.
- 4-If an ID is lost, it must be reported to the college office immediately. If the ID is not found, a duplicate application must be submitted there.

04 **Care of institute property :**
- Student should treat the institute property, equipment and other materials and the
- property of others with care and respect.
- Students must abide by the institute policies regarding food and drink where this is
- signposted as this can damage equipment.
- Students should take care of your own property and not leave valuables unattended.

05 **Discipline at the institute :**
- Disciplinary procedures may be invoked if it is alleged that a student has committed misconduct, examples of which may include the following:
- Abusive, threatening or unreasonable behavior or assault and/or behavior which causes fear or distress to others;
- sexual violence, abuse or harassment;
- racist activity or behaviour;
- damage to institute property or the property of any student or member of staff;

- any action likely to cause injury to any person or impairing the safety of the premises; including fighting in institute premises;
- Conduct that interferes with the academic or administrative activities of the institute, such as disruption of teaching, examinations, working of staff and other campus services
- It is forbidden for students to participate in political or religious activities on campus.
- The institute will not be held responsible for any unexpected injuries or accidents that occur to students within or outside of the institute premises.

06 **Lost & Found :**
- All unclaimed items and found items/material shall be submit to the Reception Counter at Administrative office.
- For lost items enquire from the Reception Counter at Administrative office.

07 **Classroom Discipline**
- Students should be regular and punctual for theory and practical sessions practical as per the time table displayed on Notice board from time to time
- The students are expected to be in the class 5 minutes before the scheduled time of the session.
- Mobile phone and electronic gadget use in the classroom is strictly forbidden. This includes speaking, texting, taking pictures and videos, and using other devices.
- Academic decorum such as discipline, silence, courtesy etc. must be observed in
- the class.
- Students are not permitted to enter or leave the class during the session without the consent of the faculty.
- When the session is in progress, eatables/ beverages are strictly prohibited in the class.
- Students are expected to maintain cleanliness in the classroom and Institute premises

08 **Laboratory & Workshop Discipline :**
- Students should report for the required laboratory and workshop sessions on time.
- Students are required to wear laboratory/workshop uniforms as prescribed by the
- institution.
- 3-To enter the computer lab, students must take their shoes off & place them to the cupboard provided in the lobby.
- All Laboratory equipment/workshop machinery/appliances/chemicals need to
- be handled with care by the students.
- Students must intimate the faculty laboratory assistant/workshop assistant of any
- breakages or malfunctioning equipment immediately and as and when it is noticed.
- Any damage caused to equipment/machinery/appliances will be recovered by
- the Institution from the concerned student/students.
- Students should adhere to the instructions given by the faculty/laboratory
- technician/workshop technician during the laboratory class.
- All materials used in the laboratory/workshop are the property of the Institution
- and should not be taken out of the laboratory/workshop except under the
- guidance of a faculty member in charge and with the permission of the HOD
- Students absent from laboratory/workshop sessions cannot claim to be permitted
- to re-do the experiments as a matter of right. The discretion/decision of the Head

- of the Department will be final in this case
- 9-Assignments / Journal writing / Practical should be completed as per the schedule prescribed by the institute from time to time

2) <u>Institute level Committee for students</u>

1   Ombudsman / Grievance Redressal Committee

2   Anti-Ragging Committee

3   Anti-Ragging Squad Committee

4   Women Grievance Redressal Committee

5   Student Counsellor Committee

6   Internal Complaint Committee

7   Establishment of Committee For SC/ST

8   Cultural Committee

9   ISTE Committee

10   Sports Committee

11   NSS Committee

12   Training and Placement Cell & EDP

13   Institute Innovation Council Cell (IIC)

14   Students Counseling and Mentoring Cell

15   Green Club

Note: List of the Committee details are displayed on tpoly official website: www.tpolymumbai.in. and respective floor.

<u>ANTI-RAGGING (Action against Ragging)</u>

Maharashtra Prohibition of Ragging Act 1999 and Prevention and Prohibition of Ragging (Appendix 12 published in AICTE Approval Process Handbook) and their amendments which may be published from time to time. The Maharashtra Prohibition of Ragging Act 1999 is in effect from 15th May 1999 has the following provisions for Action against Ragging.

a. Ragging within or outside of any educational institution is prohibited.
b. Whosoever directly or indirectly commits, participates in abets, or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term up to 2 years and / or penalty, which may extend to ten thousand rupees.
c. 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.
d. 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 located, for further action. Where, on enquiry by the head of the educational institution, it is found that prima facie, there is no substance, 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.

e. 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.

f. Undertaking from the candidate shall be taken while admitting the candidate in the Institute. Any Acts or its amendments which may be published from time to time by AICTE, Government or Judgements by Hon supreme Court of India, Hon. High court of Bombay etc. will be applicable to Candidates and Institutions covered under these rules of admission.

If any of the statement made in application form or any information supplied or any certificate(s) submitted by the candidate in connection with his or her admission is later on at any time, found to be false or incorrect, his or her admission will be cancelled, fees forfeited and he or she may be expelled from the college by the Principal/Director. An appeal against the order of expulsion, however may be sent within 7 days to the Director of Technical Education, Maharashtra State, Mumbai, whose decision in such cases will be final. Such candidates are also liable for penal action as per the provisions in the law.

AICTE - APPENDIX-12
Prevention and Prohibition of Ragging

In view of the directions of the Honorable Supreme Court in SLP 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. in exercise of the powers conferred under Section 23 read with Section 10 (b). (g), (p) and (g) of AICTE Act, 1987, the All India Council for Technical Education has notified Regulations for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/Legal/ AICTE/2009 dated 01.07.2009 available on AICTE Web-Portal http://www.aicte-india.org/ anti.htm>download. All AICTE approved Technical Institutions have to comply with the provisions made in the above Regulations. Any violation of above AICTE Regulations for the prevention and prohibition of ragging, shall call for punitive action against erring Institutions as per the provisions made in the above said Regulations.

The Institutions shall have to step up Anti-Ragging mechanism by way of adequate publicity through various mediums:

- Constitution of Anti-Ragging Committee and Anti Ragging Squad;
- Setting up of Anti-Ragging Cell;
- Installing of CCTV cameras at vital points;
- Anti-Ragging Workshops;
- Updating all Web sites with Nodal Officers complete details, alarm bells etc..
- Regular interaction and counselling with the students:
- Identification of trouble-triggers:
- Mention of Anti-Ragging warning in the Institution's prospectus and information Booklets/Brochures shall be ensured: and
- Surprise inspection of hostels, student accommodation, canteens, rest cum recreational rooms, toilets. bus-stands and any other measures which would augur well in preventing/ quelling ragging and any uncalled for behavior/incident shall be undertaken.
- Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic, identity, place of birth, place of residence or economic background".

Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline No. 1800-180- 5522 (24x7 Toll Free) or e-mail: helpline@antiragging.in.

What Constitutes Ragging

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

1. 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;
2. 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;
3. 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;
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. 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;
8. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Actions to be taken against students for indulging and abetting ragging in technical institutions:
1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a 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) Suspension/expulsion from the hostel
   h) Rustication from the institution for period ranging from 1 to 4 semesters
   i) Expulsion from the institution and consequent debarring from admission to any other institution.
   j) 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:** displayed on tpoly official website: **www.tpolymumbai.in.** and every floor of building.

GRIEVANCE REDRESSAL COMMITTEE

As per the AICTE Notification the Grievance Redresser 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.

❖ **ONLINE GRIEVANCES** : Thakur Polytechnic has come up with online Grievances Readressal Cell on tpoly official website: **www.tpolymumbai.in.**

❖ **SUGGESTION OR FEEDBACK**: Also dedicated email-id **feedback@tpoly.in** has been activated for suggestion or feedback & should be therefore addressed to this email id with your name, year, and branch alongwith phone no. It is mandatory to mention these details for us to respond upon the same. Please use your registered email-id for communication with the institute on tpoly official website: **www.tpolymumbai.in.**

WOMEN'S GRIEVANCE REDRESSED COMMITTEE

TPOLY has constituted a 'Women Grievance Redressal Committee' in accordance with the complaint from the staff and students will be considered and it will be put for discussion in respective committee meetings. 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 that 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 at the workplace/Institutes premises, the Management has appointed Committee comprising.

❖ **WOMEN GRIEVANCES COMMITTEE:** displayed on tpoly official website: **www.tpolymumbai.in.** and every floor of building.

Any aggrieved women may make, in writing, a complaint concerning her grievance to any of the Member/s 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.

OMBUDSMAN / GRIEVANCE REDRESSAL COMMITTEE

As per the AICTE Notification the Ombudsman / Grievance Redresser Committee is constituted in the college for the purpose of Redressal Grievance of the students, parents and other stake holders.

❖ **OMBUDSMAN / GRIEVANCE REDRESSAL COMMITTEE:** displayed on tpoly official website: **www.tpolymumbai.in.**

3)   Use of Library & Access of e-library

The fully Computerized Library is equipped with well stocked volumes of text books, reference books, automated CD's & periodicals spanning the entire spectrum of engineering discipline. The entire collection of books is readily available to students & teachers either for current reading in the library or for home issue at the circulation counter. Library also provides book bank facility for needy students with collection of more than 25000 books as well subscribers to all major newspapers, periodicals, publication national and international journals. Various kinds of reference books like encyclopedias, dictionaries and almanacs are available to the students. This immense reservoir of information and learning is source of constant value addition to the students and faculty as well.

The central library comprises of two spacious air-condition reading halls that provide stimulating and conducive ambience for studying. Reference book section provides enough material for more inquisitive and inquiring minds.

Library timings : 8 a.m. To 7 p.m.
Library Features :

- Fully Computerized Library using KOHA integrated library management software
- Voluminous Reading Room
- Internet Facility in e-library.
- DELNET Membership (Developing Library Network) An organization promoting resource sharing among libraries through the development of a network of libraries.
- NDL-National Digital Libraries Membership
- CD-Library
- eJournals: DELNET,NDL - Membership

Library Services :
- Book Bank Facility
- Computerized Library Services
- Open Access System
- OPAC facility (Online Public Access Catalogue)
- e-Library Facility
- Board Question Papers, Syllabus and Laboratory Manual for reference
- Newspaper Clipping Services.
- Printing, Scanning & Xeroxing Facility

Library Membership :
   Library membership is open to:
- Regular students of the polytechnic
- Faculty members and supporting staff of the polytechnic
- Ex-Students with special permission from the principal.

General Rules :
- Every Student entering the Library Premises should have a valid college identity card.
- While sitting in reading section every student must sign attendance register.
- Eatables, Audio-Visual device, Mobile phones, and other equipment's & their use is strictly prohibited.

- Library card is non-transferable and must be produced whenever demanded.
- Students must handle books, periodicals, etc. with great care, any attempt to damage books or Periodicals, by defacing or tearing the pages will treated as serious misconduct and strictly dealt with.
- The Computer Terminal provided for students to search and requisition of books shall be used with utmost care.
- If the Library Card is lost a duplicate will be issued on payment of Rs.50/- .
- A complete silence and strict discipline should be maintained in the library and Reading room.
- If a student so found without the Identity Card, no library facility for that day will be available to him/her.
- If any reference is required, student should approach the Librarian.

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. 2/- 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 :
- Books shall be given in the following preference Order
  - Merit-cum-means
  - First come first served basis
- A maximum of 5 books will issued per student.
- Membership charges will be applicable once in a year
- If books are damaged or lost, student shall pay the full price of the books.
- 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 one book 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.2/- 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 queue at a circulation desk.
- Take help of shelf list or OPAC to find books in the stacks.
- 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 books will have to be replaced by the borrower.
- Books issued will not be accepted back on the same day.
- Readers can reserve books already issued at the circulation counter .
- 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 misbehavior, misuse of the library.
- In case the library card is lost, readers should inform the librarian and ask to lock the Library card at once.

e-Library

The institute has updated modern e-library facility with 18 PCs with LAN & high-speed broadband internet connection where e-resources & e-documents can be searched within a short span of time. With the help of e-library students can easily obtain information about their courses & projects to enhance their knowledge.

Instruction to the Students :-

1) e- Library Time Schedule for Students:
- Student can access e-Library for one hour at each seating

2) Rules for using e-Library
- Each student must sign e-Library register properly.
- Do Not Download Or Install Any Software Without Prior Permission.
- Do Not Save Any Document On The Desktop.
- Handle the Computer & Component in e-Library carefully and gently.

4) Institute / MSBTE Exam Rules

- MSBTE Examination Regulation (Detail information is uploaded on Tpoly Website)
- Students should complete their files and manuals regularly.
- All files and manuals should be signed and submitted before time.
- No objection certificate (NOC) should be signed and submitted to respected teacher after the file and manual submission.
- After submission of NOC students should take their Hall ticket from MSBTE & get the institute seal on it from office.
- Students should visit MSBTE website to know the time-table of Board exam.
- Students shall see the notice board regularly for notices and exam related circulars.)For External oral and practical exam regularly visit the notice board.
- Students must carry Hall ticket, Fee receipt and Identity Card during theory and practical examinations.)
- Mobile phones are not allowed at the time of examination.

EXAM RULE BOOK:- displayed on tpoly official website: **www.tpolymumbai.in** For

5) <u>Training & Placement</u>

Important guidelines for all the students of Final and Pre-final year looking for campus placements are as follows:

- Students are selected as per eligibility criteria of companies and allowed to appear for the Interview
- Be on time for the campus placement interview.
- Must carry your Identity card and updated copy of resume with all your mark sheets in a folder.
- Study the website of a particular company in advance
- Maintain decorum of campus placement interview through out the process especially during the presentation.
- Students shall wear formal dress for the campus placement interview.
- Inform your parents about campus placements as the process may take more time

6) <u>Student Induction Program and Counseling</u>

First Year induction/orientation program:
Activities under this programs as per the guidelines of AICTE are conducted as follows:

1. Physical Activity-To inculcate team spirit, competitiveness, group cohesion and bonding as well as physical & mental health, physical activities like team sports, yoga, physical exercises should be conducted . Activities like gardening may also be encouraged.
2. Creative Arts- Every student should choose one skill related to arts /visual arts/ performing arts like painting, sculpture, pottery, music, dance etc. to develop a sense of aesthetics and also to enhance creativity .
3. Universal Human Values- Universal Human Values module will help the student to explore oneself and experience the joy of learning, stand up to peer pressure, take decisions with courage, create awareness about the relationship with colleagues and supporting staff in the hostel and department, etc.
4. Literary-Literary activity would encompass reading, writing and possibly, debating, enacting a play etc.
5. Proficiency Modules-To establish the command over skills like English, a computer familiarity etc. these modules can be taught earlier so that when normal courses start after the induction program, the student has already bridged that gap.
6. Lectures by Eminent People-This module can be utilized for lectures by eminent People.. It would give students exposure about people who are socially active.
7. Visits to Local Area.-Visit to the local area or a hospital or orphanage could be organized as this would familiarize them with the area as well as develop the understanding of the society.
8. Familiarization to Dept./Branch & Innovations -Students should be introduced to different methods of study compared to coaching .They should be told about what getting into a branch or department means, what role it plays in society, through its technology. Departments should also organize visits to their laboratories, workshops & other facilities so that students could get the information in advance about the facilities available in the institution. These students are acquainted with academic conduct of the institute at the beginning, through academic calendar, teaching schemes, Exam schedule, teachers introduction etc.

7) <u>Student Counseling</u>

Students admitted in polytechnic are in the transition phase. Lot of changes happening in teen agers with respect to physical, social and emotional wellbeing. At this crucial point they may need proper guidance, for the purpose professional counselor is available with the Institute on call.

8) <u>Achievements & Accolades :</u>

Process followed for selection of Best Overall achievement, Best Outgoing Student and Best student of the department

- Interested candidates for the category of Best Outgoing, Best overall achievement and Best student of Department should fill up the nomination form and should forward it through the respective head of the department with their comments and recommendation to the cultural committee.
- All claims made by the student in the application form should be supported with the documentary evidences.
- The forms are scrutinized by the cultural committee and marks are allotted by scrutiny committee in the score sheet based on the listed parameters in it.
- Post that the interviews are held with selection committee for the final contestants. Selection committee consists of the Principal Sir, All heads of Department and office superintendent along with cultural team to identify the deserving candidates.
- The felicitation of the achievers is done during the farewell function of the third year students.

9) <u>Student Council Committee</u>

Designation
- General Secretary
- Cultural Secretary
- Assistant Cultural Secretary (Boys & Girls)
- Cultural Moderator
- Sports Secretary
- Sports Co-ordinator
- Assistant Sports Secretary (Boys & Girls)
- ISTE Secretary
- NSS Leader (Boys & Girls)
- TPC Co-ordinator (Boys & Girls)
- IIC Secretary
- IIC Assistant Secretary
- IIC Co-ordinator (Boys & Girls)
- Green Club Youth President
- Green Club Youth Vice President

STUDENTS ACTIVITIES

Sports "Aventura"

The Institute is fully equipped to train students in almost all disciplines in sports and games .The Institute has also obtained the membership of Inter Engineering Diploma Students Sports Association (IEDSSA) to encourage promising students with opportunities to prove their mettle in sports by wining prizes in various inter collegiate sport tournament. The institute also organizes "Annual Sports Meet" named as "Aventura to promote indoor & outdoor sports among students.

Cultural Fest Events -"Goonj-Ek-Aagaaz"

Thakur Polytechnic celebrate annual cultural festival "Goonj-Ek-Aagaaz". The main aim is to enhance social interaction and facilitate exchange of cultural ideas and thoughts.   This fest gives exemplary opportunities for the students to build their confidence

Indian Society for Technical Education (I.S.T.E.) Chapters

Our institute has started ISTE Chapter for staff in 2003 and for students in 2005. Theses platforms, with more than 2000 members provide necessary generic skills to become better & effective professional & useful citizens. Under ISTE students chapter we had conducted various technical & non-technical seminars, technical Poster Exhibition, Paper Presentation, Elocution, Quiz, Debate Competition & other major activities

Tantra Utsav

Keeping in view of the tremendous competition prevailing in current scenario in technology, "Tantra-Utsav" a State Level Paper Presentation & General Quiz Competition is organized every year.

'Techno Fest; State & National Level Project Competition:

Technofest is the State level and the National project competition cum exhibition for the polytechnic students. It showcases Projects developed by Final Year students of various Polytechnics in INDIA This platform provides an opportunity to the students to showcase their technical awareness & presentation skills from various regions and has come together to exchange their idea & views developing synergies towards international integration.

NSS National Service Scheme (NSS)

 Thakur Polytechnic have established the NSS unit in 2009 with 50 members and continued with enrolling 50 members every year. It is one of the rarest diploma colleges in Maharashtra having approval of the NSS unit **[NSS No. MH 09B45]**.

Amenities/ Facility :

- Smart Class Room:
- Seminar Hall
- Indoor Room
- Language Lab
- Drawing Halls
- Laborites
- Library:
- e-Library
- Language Lab
- Auditorium
- Gymkhana (boys)
- Girls common room
- Canteen
- Recreation ground
- Cafeteria
- Student co-operative store
- First aid room
- CC TV surveillance room
- Railway Concession
- Solar PV 75 KW

10) <u>Primary First Aid</u>

Institute ~~also~~ provides primary First Aid assistance and for medical emergency has made tie-up with the nearby Sai Hospital and Surbhi hospital.

11) <u>Safety Awareness & Disaster Management</u>

<u>SAFETY & SECURITY:</u>
The institute owes a duty of care to its students and staff and, as far as is reasonably practical, seeks to ensure that the campus is a safe place to work and study. Students are required to comply with reasonable instructions from any member of staff and to observe the safety regulations of the institute.

<u>CCTV CAMERAS :</u>
IP camera have been installed at all strategic locations such as class room laboratory, corridor, library etc.
1. If a student misplace something, they can apply to have the CCTV checked at reception counter
2. If any Students found involved in any misconduct such as theft etc. will
3. be dealt with strict disciplinary action and may be rusticated.
4. Students should ensure that you do not take any action that endangers yourself or others.
5. Students should comply promptly with any requests in the event of an emergency.

INSURANCE :

Institute is providing **"Group Personal Accident Insurance Policy"** policy for all admitted from First to Third Year students of sum insured Rs.2,00,000/- each and covering risk of Death and PTD (Permanent Total Disablement) every Academic Year for further information contact to Admin Office.

FIRE SAFETY :

- The institute has fire safety equipment installed in all floor and common places. In case of minor fires these can be used for fire suppression.
- Care should be taken that firefighting equipment such as fire extinguishers is handled by experienced faculty or staff whenever possible and all faculty and staff are familiar with its operation.
- In case of large fires, the people who are in the closest proximity to the fire must evacuate first followed by all other persons who are not in immediate danger.
- During fire evacuation the use of lifts and elevators is prohibited.
- All personnel should report to the ground floor as a point of assembly near ground in case of a large fire.
- Power to the campus building must be shut down in case of a large fire and all evacuations.
- The fire brigade and emergency services must be notified immediately to report to the college.

12) <u>Guidelines for Industrial Visits</u>

The aim of Industrial Visit is to train the students to gather the information on the site. Also analyzing and synthesizing the information to present it in an organized form to the teacher.

- Attendance is compulsory.
- Discipline should be maintained on the field or institute or industry at the visit place.
- Dress up properly & decently.
- Do not touch any machines or equipment's at the visit place.
- Be punctual while going for visit
- Student should keep record of the visit
- Collect information about the visit according to the instructions given by the subject teacher.
- Undertaking from the parents is compulsory for Industrial visit and should be submitted to the class teacher.
- I-Card is compulsory for the visit.
- Student should collect prior information about the visit place from the website.
- Greet the industry persons while meeting and leaving.
- Submission of visit report within 2 days is compulsory.
- Student should not carry any inflammable / sharp object toxic hazardous, alcoholic materials with them.

13) <u>Procedures for Collecting Important Documents/Letters</u>

<u>RECOMMENDATION (RECO) LETTER</u>:

1. Students should seek prior permission and get scrutinized the printed copy of RECO from the respective HOD/Staff members from whom they got recommendations.
2. The recommendation letter and a copy of the RECO that was examined by the HOD and staff members should be sent by students in writing to the Institute's email address. The application should be address to the Principal.
3. The student should hand over the application, which has been duly signed by the principal, to the computer operator. The operator will compute the charges that need to be paid to the accounts department and will issue a receipt for the same..
4. Student can collect the RECO's Printed on College Letter Head from the Computer Operator within stipulated time of 3 working days.

<u>LEAVING CERTIFICATE:</u>

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 Sir duly signed by their Parents, HOD , Admin & Principal & submit the same to reception counter
3. From the Reception Counter Student should collect the Application for Leaving Certificate (NOC) will be issued against the Written Application Formalities.
4. Students should submit the completed Application for Leaving Certificate (NOC) to the Branch Incharge, who will handover Leaving certificate and the original documents in stipulated time of 3 working days.

<u>FOR BONAFIDE CERTIFICATE</u>
1. Student collect the Bonafide Format from the reception Counter and duly fill it and take the signature of Amin & Principal .
2. Submit the format to the respective branch counter
3. Collect the Bonafide Certificate approximately within 3 working day

<u>CASTE VALIDITY LETTER</u>

- Caste Validity Application Format for 15 A Form & Caste Validity Covering Letter is available at Reception Counter.
- Student must submit the duly completed form alongwith Caste Certificate photocopy signed by Principal and submit the same to their Respective Branch Incharge.
- Collect the Caste Validity Letter within three working days.

GOODS GATE PASS FOR STUDENTS PROJECT:

- Students should submit a written application in the name of Principal Sir, mentioning the full details about the Projects Stuff duly signed by the respective HOD, Admin & Principal and submitted to the Reception Counter.
- From the Reception Counter a NOC (Gate Pass) will be issued which again should complete the mentioned formalities.
- The gate pass should be handed over to the watchman at the exit.

HALF DAY LEAVE FOR STUDENTS PROJECT:

- Students should submit a written application in the name of Principal Sir, mentioning the full details about the Projects Stuff duly signed by the respective HOD , Admin & Principal and submitted to the Reception Counter.
- From the Reception Counter a NOC (Gate Pass) will be issued which again should complete the mentioned formalities.
- The gate pass should be handed over to the watchman at the exit.

MSBTE PASSING CERTIFICATE:

- It is mandatory that student should collect his/her passing certificate personally from the Reception Counter.
- But in case of some unavoidable circumstances parents should come along with the following documents:
    a. Authority Letter of Student with parents sign.
    b. Photo Identification-PAN card.
    c. Photocopy of Provisional Passing Certificate.
- The Authority Letter should be, then duly signed by Principal Sir and Office Superintendent and submitted to the Reception Counter alongwith required documents.

14) Procedures for Duplicate Document/Certificate

a. DUPLICATE ID CARD
- Student collect the duplicate ID Format from the reception Counter and duly fill it and take the signature of Principal sir & Office Superintendent.
- Make the Payment of Rs. 200/- in Account department.
- Submit the format to the respective branch counter
- Collect the Duplicate ID Card approximately after 1 week.

b. MSBTE DUPLICATE MARKSHEET
- Student Application addressing to Principal Sir and take the signature of Principal Police FIR / Police NC
- Form R 43A (available from Reception counter Second Floor)
- Affidavit on 100 Rs. Stamp Paper stating the details of Marksheet and if found, student will return it back to the institute.
- Charges to submitted MSBTE (As per MSBTE Fee)

c. **MSBTE DUPLICATE PASSING CERTIFICATE**
- Student Application addressing to Principal Sir and take the signature of Principal sir.
- Police FIR/ Police NC
- Affidavit on 100 Rs. Stamp Paper stating the details of Marksheet and if found, student will return it back to the institute.
- Charges to submitted MSBTE (As per MSBTE Fee)

d. **DUPLICATE LEAVING CERTIFICATE**
- Student Application addressing to Principal Sir and take the signature of Principal
- Police FIR/ Police NC
- Affidavit on 100 Rs. Stamp Paper stating the details of Marksheet and if found, student will return it back to the institute.

15) **Parents General Guidelines**

- Parents should provide proper Tiffin to their ward daily.
- Parents should come with their ward to pay the fees.
- Parents should visit college website to check their ward performance timely.
- Parents should be present for PT meeting as and when planned.
- If possible parents should meet or / call respective HODs or Teachers for their ward details.
- Parents should not provide huge pocket money, expensive electronic device (i.e. mobile, I-phone, digital camera, play station etc) to their ward.
- For any personal/psychological problem regarding their ward or any family member which can affected their ward performance should interact with respective HOD's.)
- Parents should motivate their ward towards better carrier.
- Parents should visit some seminar or expert lecture for wards carrier point of view. (in college or outside the college).
- Parents should look after their ward that they are well dress-up as per college rules and regulation.
- Parent should have knowledge about their ward friend circular.

TEN COMMANDMENTS FOR PARENTS

1. Respect the personality of the child
2. Aim always to realise 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. Instill an appreciation of all things beautiful.
7. Use everyday situations for the development of his 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.

16) <u>Student Feedback System</u>

Sr. No.	Activity	Schedule
1	Suggestions / complaints / Feedback through Email	As and when required
2	Institute Feedback	At the end of academic year
3	Parents' Feedback	During Parent-Teacher meeting
4	Participants' feedback about Guest Lecture / Seminar /Workshop/ Training Program	On the completion of the event
5	Alumni Survey	After declaration of result
6	Industrial Visit Feedback	After Industrial visit
7	Participants' Feedback about Extra-curricular Events	On the completion of the event
8	Students' Feedback	Before PA-TH-1 and PA-TH-2
9	Performance Appraisal & Development System (PADS) of Staff	Yearly

17) <u>Scholarship Facility for the Students</u>

Thakur Polytechnic has facilities for all type by MAHADBT of Government Scholarship Schemes.

Reservation Category & Economically Backward Class Candidates are eligible to get Fee Concession as per the norm & standard of State & Central Government :

Sr. No.	Scheme	Category	Concession	Income Limit	Admission Thorough	Required Documents
1	Scholarship	SC	No Tuition Fee	Upto 2.5 Lakh	CAP & Institute Level Candidate	Caste Certificate, Caste Validity, Income Certificate (Last Financial Year), Domicile Certificate & Aadhar Card Linked with Bank A/c. & Mobile No.
		ST	No Tuition Fee	Upto 2.5 Lakh	CAP Candidate	
		VJDT, NTA,NTB, NTC, NTD, SBC,	No Tuition Fee	Upto 1.5 Lakh		
		OBC	50% Tuition Fee	Upto 1.5 Lakh		
2	Freeship	SC	No Tuition Fee	More than 2.5 Lakh	CAP Candidate	
		ST	No Tuition Fee	More than 2.5 Lakh		
		VJDT, NTA,NTB, NTC, NTD, SBC,	No Tuition Fee	Upto 8.0 Lakh		
		OBC	50% Tuition Fee	Upto 8.0 Lakh		
3	Economically Backward class 50% of fee	Who are not eligible for above reserved category or any other concession	50% Tuition Fee	Upto 8.0 Lakh	CAP Candidate	Domicile Certificate, Income Certificate (Last Financial Year), & Aadhar Card Linked with Bank A/c. & Mobile No.
4	Religious Minority Muslim, Sikh, Christen, Jain, Buddhist, Parsi, Jews: 1. State Level 2. National Level	Who are not eligible for above reserved category or any other concession	Rs. 50,000/- From Minority Cell	Upto 8.0 Lakh	CAP & Institute Level Candidate	Domicile Certificate, Income Certificate (Last Financial Year), & Aadhar Card Linked with Bank A/c. & Mobile No.
5	MSBTE Scholarship	who have scored at least 70% marks at SSC	Rs. 7,000/- From MSBTE	Upto 5.0 Lakh	CAP & Institute Level	Income Certificate (Last Financial Year) & Student Bank A/c.

Note : Above Fees Concession are subject to change as per the Rules and Regulation of Govt.
- Student having multiple category can apply for all possible schemes but is eligible to get benefit of any one scheme. Student should inform the authority about sanctioning of scholarship of under more than one scheme.

- For further information please contact in Admin Office or refer Notice Board from time to time.

Institute Level Financial Help to Students:

Management is providing Financial Help to needy students depending on the Financial Status of Parents.

Fees Concession to needy students granted by S.T.E.P. (Seva Sahyog Foundation):

Seva Sahayog Foundation & SS & C Globe Op. Under its S.T.E.P. has been working relentlessly since 2009 towards the development and welfare of the underprivileged sections of society. Thakur Polytechnic has proudly joined hands with Seva sahayog foundation since 2016-2017 and helped numerous students and parents by fulfilling their financial needs by providing sponsorship students in each academic year. More than 100 of needy and meritorious Tpoly students have achieved Scholarship from Seva Sahayog Foundation.

18.   **Emergency Helpline Numbers :**

Institute Contact No.   – 9833463489

Mr. Pravin Singh   – 9820975407

Mr. Rajendra Singh   – 9867493532

Mr. Randhir Singh   – 9930530317

Mr. Amit Singh   – 8779915597/8655605872

Dr. Suresh Pathak   – 9869525639

Institute Reception No. – 2854 2481 / 3540

– 67756300 to 320