Dear Students,

Welcome to K. B. Joshi Institute of IT BCA College, Pune!

Rules & Regulation- Academic Year 2018-19.

- Attendance:
    - College Timings: 8 am to 3 pm
    - College will remain closed on 2nd & 4th Saturdays
    - College may remain open on 2nd & 4th Saturdays in case of Guest lectures/Workshops/Seminar arranged for students.
    - As BCA is full time course **attendance is compulsory** for every lecture.
    - Attendance will be conducted at the beginning of each lecture.
    - If possible try to communicate leaves in advance. If not, communicate your absence in college office telephonically & submit application of leave with Parent's/Guardian signature.

- General Discipline:
    - College will communicate every event or instruction through notice board, so **you should read all notice boards regularly.**
    - Full Uniform is compulsory. [On Monday & Thursday] [Uniform fine:10 Rs]
    - Student should take care of their valuables/money. College will not be responsible for any loss. (e.g. Mobile, Purse , Books , Laptop etc)
    - Mobile is strictly prohibited in college premises/Lab/ Classrooms. Mobile will be Confiscated if found misused during lectures/ practical /in Corridors.
    - Students should not use main entry gate while leaving the campus. They should use small side gates for exit.
    - Wearing Identity Card is compulsory. [fine: 10 Rs.]
    - Student should behave politely with staff members, classmates & peons.

- Any previous medical history must be communicated to college while taking admission.
- Any change in address or contact no. must be communicated in college office.

- Anti Ragging Rules:
  - Ragging within the campus including its Institutions/Departments and Hostel is strictly prohibited.
  - Punishments
    - Cancellation of admission, suspension, rustication or expulsion from University.
    - FIR with the police and arrest.
    - More severe punishment where justified such as fine/imprisonment etc.

- Examination Pattern
  - For all theory subjects marks distribution is
    25- Internal +75 External = Total 100
  - Separate passing for Internal [min 10 out of 25] & External [min 30 out of 75]
  - Please note: Student who fails to score minimum marks in Internal is **not eligible for External** exam in that subject.
  - Internal Marks Distribution:

Total Score of two tests (20 marks) is converted in average 20	Attendance for subject	Total
20	5	25

  - For Practical Subject Marks distribution is:
    - 25- Internal + 25 External= Total 50

  - Separate passing for Internal & External [min 10 out of 25 for each]

- Admission to various semesters
    - Admission from SEM I to SEM II is automatic.
    - For admission to SEM III, students should not fail in more than **40% of subject heads** in SEM I and SEM II taken together.
    - For admission to SEM V, students must passed in all heads of passing in SEM I and SEM II and student should not fail in more than 40% of subject heads in SEM III and SEM IV taken together.

- College events/co curricular activities
    - During the academic year various Guest Lectures/Seminars are being organized by College.
    - Each Student should actively participate in Co-curricular activities conducted by College.
    - College will communicate date and event time to time.
    - Uniform is Compulsory and general discipline should be maintained.
    - Student, who fails to attend any important event, has to pay fine.

- Library
    - Please maintain silence in the Library.
    - Two books will be issued for the period of 7 days per library card.
    - All books must be returned in time otherwise an overdue charge of Rs 5 per day will be charged.
    - Before issuing book please check the condition of the book, if the pages are torn or missing inform librarian immediately .Otherwise the concern will be held responsible.
    - In case of damage /loss of book the member shall be required to replace the book or pay the cost of replacement.
    - Eating is strictly prohibited in the library.

- Computer Lab Rules
  - Mobile strictly prohibited.
  - Strictly follow Lab timings.
  - Submit assignments in specified time frame.
  - While using lab other that Practical sessions, do enter you name in Lab entry Register
  - Operate the equipments properly and give care to all components.
  - Report problems immediately.
  - Make sure you closed all tabs, log out and push in your chair when you leave.
  - Print only with permission.
  - Eating is strictly prohibited in Laboratory.

All the Best for Bright & Successful Future.