

**GENERAL INFORMATION, GUIDE
LINES AND CODE OF CONDUCT FOR
STUDENTS AT SFIT
2011-12**

Objective: To help every SFITian to grow and develop in the chosen fields of specialization along with value acquisition for an integral life to become an Entrepreneur/Industry Leader.

Preamble:

The 'General Information, Guidelines and Code of Conduct for Students at SFIT 2011- 12' mentioned herein, shall come into effect from 1/7/2011 and shall remain in force until further notification. The contents mentioned herein, either in full or in part, are liable to be altered by the College Management at any time, by due notification.

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1. Guidelines

Students are expected to follow the following guidelines in the various activities of the college in order to take full advantage of the facilities that are provided.

1.1 First Year Engineering (F.E.) Address:-

On the first day of the commencement of the college, all First Year Engineering students who have taken admission in SFIT, shall gather in the Assembly Hall (Ground Floor) for an 'Initiation' programme from 9.30 a.m. to 10.30 a. m., where the College Management along with the Principal, Heads of Departments and First Year faculty shall be also present.

After the address followed by half an hour break, regular classes shall commence from 11:00 a.m. as per the time table displayed on the College Notice Board/Website.

1.2 Notice Boards:-

All students' related notice boards are placed at the entrance of the College main building on the ground floor, year wise. The branch wise Roll numbers, PID numbers, Examination Seat Numbers, Time Tables etc., are displayed on these notice boards as mentioned below.

- The General Notice Board placed at the entrance is used for displaying college activities, general notices and outside activities related to students.
- The Training/Placement Notice Board displays details of training, interviews, placement dates and schedules.
- In addition to the above, there are notice boards for each class outside their respective class rooms, which are used for displaying their session plan, class time table, class test syllabus, extra lectures etc.

1.3 Time Tables:

The time table of a class is displayed on its class notice boards/College Website, and is also kept in the documentation room (Room No. 213A) for photocopy. Each slot in the time table contains Class Room Number, Subject, Laboratory (Room No.), names of faculty etc.

1.4 Lockers:

Lockers are issued to students on "first come first serve" basis by the college office. After obtaining a locker, students should bring a good quality lock and secure it themselves.

1.5 Outdoor/Indoor Games/Gymkhana:

The College has facilities for outdoor games like Badminton, Volley Ball and Basket Ball as well as indoor games like Table Tennis, Chess and Carrom. The Society also has a large ground for football and cricket.


1.6 Computing & Internet Facility:

In keeping with the times, the college has set up a modern Computer Centre equipped with state of the art computing as well as internet facilities. The Computer Centre with Central Computing Facility (CCF) is situated in Room No.011 and is kept open and available for students as well as staff members from 9AM to 4:30PM on all working days.

1.7 Laboratory Instruction and Safety Rules:

Students are requested to follow the guide lines and safety rules prescribed by the concerned laboratory In-charges during the laboratory session.

1.8 Railway Concession:-

For Railway concession, students shall report to Counter No 1 in the Main Office (Room No. 109) with the College Identity Card. The student is required to fill the requisition form available in the office; after submission of the same, the [Railway Concession form](#) shall be issued on the following working day 

The issuance of Concession Form is likely to take 2 / 3 days and thus the application shall be made sufficiently in advance.

1.9 Examination Form & Fees:-

Notices about examination, fees etc shall be displayed on the Examination Notice Board, situated in front of the Exam Cell (Room No.101).

1.10 Admission rules for higher classes:

As per the University of Mumbai Circular No. UG/499 of 2008 dated 17th November, 2008, the following rules are applicable for admission to higher semesters.

- In order to get admission to Sem.II, First Term must be granted.
- In order to get admission to Sem.III, students should not fail in more than five heads of passing, including Sem. I & II.

- In order to get admission to Sem.V, students should pass Sem. I & II completely, and should not fail in more than five heads of passing, including Sem. III & IV.
- In order to get admission to Sem.VII, students should pass Sem.I to IV completely, and should not fail in more than five heads of passing, including Sem. V & VI.

1.11 Revaluation

- a. Students are to collect revaluation photocopy forms from Exam Cell. They shall pay the required fees in The Catholic Syrian Bank (CSB) located in the St Francis Institute of Management And Research (SFIMAR) campus and submit the form to the Exam Cell before the prescribed date communicated by Mumbai University. Thereafter, after due verification, forms shall be sent to the University before the date due.
- b. The result of revaluation (for SE & TE) shall be put up on the College notice board. For FE & BE, the students shall receive the result directly from the University which shall be, in turn, displayed on the college notice board.

1.12 Instructions to candidates during examinations

1. The candidates shall read the set of instructions on the answer book before the commencement of the exam
2. Candidates shall write answers in legible hand writing. They are cautioned that no marks shall be assigned to answers which cannot be assessed by the examiners owing to illegible handwriting.
3. Candidates should write on both sides of the page. Rough work, when necessary, shall be done on the left hand side of the page and in pencil only.
4. No sheet shall be torn from the answer books provided. (Also, no additional paper brought from outside shall be attached.)
5. All answer books supplied shall be returned, whether written in/or blank.
6. Candidates shall not write anything on the question paper.
7. Exchange of writing material, mathematical instruments etc. is strictly prohibited.
8. Candidates shall not be permitted to leave the examination hall for the first half an hour after the question papers are distributed.
9. The candidate shall approach the supervisor for any query. Candidates are not allowed to leave their seat for any reason during the exam.
10. Candidates who are not in their seat within half an hour of the commencement of the examination shall not be admitted to the examination. The Chief Co-ordinator may, however, at his/her discretion admit those who give satisfactory reason for the delay.
11. Candidates shall sign on the attendance sheet against their number.
12. Candidates shall write the correct roll number and other related entries in the space provided. As per the latest regulations for University Examinations, students are

directed to carry a BLACK BALL POINT PEN to enter the particulars in the 'CANDIDATES SHEET (PART –I), along with other writing material.

13. Candidates are forbidden to carry books/notes/papers etc to the exam hall.
14. Candidates are forbidden to talk or communicate in any manner in the exam hall to fellow candidates.
15. A candidate who disobeys the instructions issued by the Supervisors or is found to adopt unfair means is liable to be instantly expelled from the exam hall.
16. Candidates shall not carry **mobile phones** to the exam hall during (theory and practical) examinations. If candidates are found with **mobile phones** or any other similar device in the exam hall, it shall be construed as unfair means.

1.13 Term Work Evaluation:-



i. Class Test

- a. 10 marks shall be allotted based on the marks of Class test I and II
- b. Class Test I is a compulsory written test of 2 hours duration, of 75 marks. One paper shall be scheduled for each day.
- c. Class Test II can either be a written test, practical/oral exam or of any other form. The nature of the test is decided by the respective faculty.
- d. The Exam Committee prepares the time-table at least 2 weeks in advance before the examination date and displays it on the notice board (Staff/Student).
- e. The portion for each class shall be displayed on its class notice board.


ii. Journal and Assignment:

- a. 10 marks shall be awarded to the students based on their journal work, which includes experiments/ tutorials, assignments, quizzes, presentations, etc.

iii. Attendance:

- a. As per the University norms, maintaining 75% of attendance in each subject head (theory & practical) is mandatory for term grant.
- b. If any student is sick, he/she or his/her parents shall immediately inform the Class Coordinator with an [application](#) to the concerned HOD.  If leave is taken for a longer period, the parents / guardians shall meet the Class Coordinator with a medical certificate, (during the time of absentia)
- c. In case of medical leave, the student shall submit a [leave note](#) to the Class Coordinator on the day of joining. 
- d. Students who apply for leave of absence from classes on medical grounds are advised to note the following:


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1. When a student applies for leave on medical grounds and the same is granted, the concerned student shall not get attendance for the period. It shall be treated as absence.
 2. If a student remains absent for a very long period (five days and more), and then applies for leave on medical grounds enclosing a medical certificate without prior intimation of illness, such leave shall not be sanctioned and shall be treated as **UNAUTHORISED ABSENCE** from classes.
 3. The College authorities reserve the right to get a student applying for leave on medical grounds, examined by the Medical Officer of the College, wherever deemed necessary. If the medical certificate produced by a student is fraudulently obtained, strict action shall be taken against the concerned student. The Management may also proceed against the concerned Doctor who has issued the fraudulent Medical Certificate, before the appropriate authorities.
- e. The attendance record of all students is displayed on the College Notice Board/Website on the 5th and 9th and the last week of the Semester. Students shall check their attendance on the displayed list and, in case of any discrepancy, may bring it to the notice of the concerned subject teacher.
- f. Students shall collect the [Leave Proforma](#) from the Attendance Committee and get the changes made from the respective subject teacher. Further, students shall submit the same to the Attendance Committee in order to execute the changes if any, within two days of the display of the Attendance List. 
- g. As per the policy of the College for Term Work, marks shall be awarded for attendance as per the table below, based on the percentage of attendance per subject combining lectures and practicals together, wherever applicable.

S.No.	% of attendee = total (Lectures + Practical's attended) × 100/Total (Lecture + Practical) conducted	Marks
1	90 to 100	5
2	85 to <90	4
3	80 to <85	3
4	75 to <80	2

- h. Attendance marks shall not be applicable for the Third Year and Final Year students, even though students shall maintain minimum 75% attendance for the

same. In their case, 15 marks are allotted for assignments and journals. The subject teacher shall give a clear breakup in their session plan and also inform the students about it.

- i. Faculty may allow a student if he/she is up to 10 minutes late for the first instructional hour of the day. However, they may exercise their own discretion for permitting any latecomer to enter the class by giving/withholding attendance. In case of practical/workshop, attendance shall be given for the subsequent hour.
- j. Attendance shall be granted for approved College activities like intercollegiate sports or cultural programs. The student shall fill up the [necessary form](#), get it sanctioned by the concerned authority, a copy of which shall be submitted to the respective subject teacher, whose lecture/practical classes they are likely to miss.

- k. To encourage participation in extracurricular activities, student Event Coordinators are eligible to get 15% attendance and 10% for others who participate in the college activities like IRIS, MOSAIC and Annual Day, provided they obtain the approved attendance form from the concerned authorities. However, to avail this facility, the mandatory 75% of attendance shall be maintained by the student, apart from the above consideration.

1.14 Clearance Certificate

Students shall submit a 'Clearance Certificate' duly signed by all concerned as mentioned in the '[Clearance Form](#)' before collecting Mark Sheet/Leaving Certificate/Caution money/Any other document from the office. Students shall also return the Identity Card at the Examination Cell to collect the Mark Sheet.

Any student who wishes to cancel his/her admission is also required to go through the above process to collect necessary documents. 

2. Campus Placements

- 2.1 There are full time Training and Placement Officers appointed for campus placement activities.
- 2.2 There is also a placement committee of 5 staff members assisting the T.P.O.
- 2.3 Usually Campus placement season starts immediately after the 7th Semester exams i.e.in the month of January and lasts for about 3 months. There are also off season placement activities.
- 2.4 Campus schedule is finalized after mutual consultation with companies by the T.P.O.
- 2.5 The general recruitment process is as follows:
 - a. Presentation
 - b. Aptitude test
 - c. Group discussion
 - d. Technical and personal interviews
 - e. Final short listing of students for offer letters.
- 2.6 Each company has its own base eligibility criteria, like 60%, 58%, 55% marks or open for all.
- 2.7 Usually joining /appointment letters are issued only after the final year results.
- 2.8 Students are trained in Aptitude Test, G.D., Mock Interview etc.
- 2.9 T.P.O. conducts pre-placement personal interviews for all students.
- 2.10 T.P.O. maintains all records of the placements.
- 2.11 As a policy, a student who obtains a placement in one company is not eligible to appear for interviews of any other company.
- 2.12 Students may approach the TPO for any assistance or clarifications on matters of placements.

3. Students' Associations & Events

3.1 Students' Council:-

The Students' Council is a students' body consisting of General Secretary, Cultural Secretary, Sports Secretary and Magazine Secretary. Student Class Representatives (CRs) elect the Student's Council. It plans various activities of the academic year in consultation with Staff Co-ordinators. Class Representatives (CRs) are selected based on merit (academic rank) from each class. If the topper does not accept the position, then the choice shall go to the next rank holder.

Role of C.R.

- 3.1.1 The CR is link between his/her class and the Staff Class-Co-ordinator as well as the faculty in all matters for the welfare of the student community and Institute.
- 3.1.2 Class representatives encourage students to participate in co-curricular and extracurricular activities, to develop an integrated personality with both academic and organizational skills.
- 3.1.3 The CR helps the staff Class Coordinator and other faculty maintain discipline in the class/campus.
- 3.1.4 Any other duties as may be assigned by the Principal /Director.

3.2 Student chapters

In order to bring about professional awareness and competence among our students, the following 4 Societies/Chapters affiliated to International and National Bodies have been established at SFIT.

a. Institution of Electrical & Electronics Engineers (I. E. E. E.)

I.E.E.E is the world's largest Technical Society, connecting more than 3,60,000 members to the latest information and the best technical resources available. The I.E.E.E vision is to advance global prosperity by fostering technological innovation and leading the world to new technological developments, formulating internationally recognized standards and shaping the global community. The IEEE wing in SFIT is very active with a number of programs.

b. Computer Society of India (C .S. I.)

As part of our commitment to academic excellence, SFIT has taken a number of initiatives, one of them being the 'C.S.I' Students' Wing.

c. Institution of Electronics and Telecommunication Engineers (I. E. T. E.)

The SFIT forum of the 'I. E. T. E.' which is internationally recognized, is also functioning very well with a number of activities during the course of the year.

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

I.S.T. E is a National Professional Organization formed in 1968 with a view to advance the cause of technological education. At present, I.S.T.E has an academic fraternity of over 45,000 professionals. The major objective of the I.S.T.E is to assist

and contribute in the production and development of top quality professional engineers and technicians needed by the industry and other organizations. The I.S.T.E wing in SFIT began functioning in December 2005 and is conducting a number of I.S.T.E. approved Short Term Training Programs (STTPs) and other activities.

3.3 Industrial Visits (I.V.):

- 3.3.1 In order to gain practical knowledge, students are expected to visit at least two organizations (industries) of relevant fields.
- 3.3.2 Usually I.V's are held in January and students start preparations in October/November. It is suggested that the preparations must start early.
- 3.3.3 Just after the formation of the new Students' Council, in consultation with the HOD/Chapter's Co-ordinator, industries to be visited shall be identified.
- 3.3.4 If the I.V is organized under one of Student Chapters (Viz. IEEE/IETE /CSI), then the respective Staff Coordinators shall be made in charge of the I.V. If it's done under the College banner, the Principal/Director shall appoint coordinators for the same.
- 3.3.5 The staff coordinators shall identify the tour operators who can organize the tours.
- 3.3.6 A quotation from a minimum of 2 operators shall be obtained and rates shall be finalized with the approval of the Director.
- 3.3.7 The I.V's shall be organized only in vacation periods. No instructional days shall be lost because of an I.V.
- 3.3.8 In case of an outstation I.V (outside Mumbai) students are required to obtain and submit a letter of consent-cum-undertaking from their parent/guardian to the concerned staff coordinator.
- 3.3.9 The list of students participating in an I.V shall be handed over to all concerned HODs.

3.4 Cultural Programme

The Students' Council includes a Cultural Secretary. The duty of the Cultural Secretary is to organise programs for the students and staff members with the approval of the College Cultural Committee. The cultural programs arranged by students are as follows:

- a. Freshers' Day
- b. B.E Farewell function
- c. Teachers' Day
- d. Traditional Day
- e. Rose Day

These programs are organized by the Cultural Secretary of the students in consultation with the Staff Co-ordinator of the Cultural Committee. Permission must be obtained from the concerned authorities. Details about the programme (date, agenda, venue, budget, significance of programme etc) should be informed to the students well in advance.

3.5 *IRIS (SFIT Cultural Fest) and SFIT MOSAIC (Technical Fest)*

- 3.5.1 At the beginning of the academic year the Principal in consultation with Director shall appoint Staff Coordinators for MOSAIC and IRIS.
- 3.5.2 The Principal shall also appoint Coordinators and Committees for other various events.
- 3.5.3 Student heads for various events shall be selected from the members of the Student Council. If for any reason a suitable candidate is not available from the members of the Student Council, applications shall be invited from the student community. The Staff Coordinator in consultation with the Principal shall choose suitable candidates from the applicants. However, helpers and volunteers can be chosen from the student community at large.
- 3.5.4 The Staff Coordinator, in consultation with the IRIS committee shall decide upon the theme and dates well in advance with the approval of the Principal and Director. Preferably, the dates should fall within the 3rd or 4th week of February. It is recommended to begin planning and working for IRIS after the odd Semester exams.
- 3.5.5 The staff and student cultural committees, together, shall decide upon tentative programs for the College Annual Day and accordingly shall invite students who wish to participate in various events such as dance, singing, fashion show, skit etc. These committees shall also choose an appropriate choreographer. The Committee shall ensure that the participating students do not miss classes due to auditions, practice etc. This can be achieved by proper planning well in advance.
- 3.5.6 Staff and student committees shall jointly prepare budgets for various heads and shall get them approved from the Director. Students need to obtain from the staff coordinators permissions for display of notices on the College Notice Boards. Students shall also obtain permissions from the respective class coordinators for making announcements or any such activities in class rooms/labs.
- 3.5.7 The staff and student coordinators together shall prepare the requirements regarding sound, light, stage, decorations, chairs, generator etc. They shall invite quotations for various services and shall finalise the same with the approval of the Director
- 3.5.8 Staff Coordinators shall ensure that the student committees obtains necessary permissions and licenses from the police, fire brigade, BMC, Reliance Energy etc for the smooth conduct of the events.
- 3.5.9 Any Ex-SFITians who wish to participate in IRIS, shall obtain necessary permission from the TPO.
- 3.5.10 Students from other colleges participating in any event in our College shall have and display their college Identity card and shall present the same for inspection when asked for.

- 3.5.11 All cultural events such as DJ Night, Rock Show, Launch Pad, Prom Night etc shall as far as possible remain free to all the SFITians.
- 3.5.12 For Annual Day, parents, family members of the students and staff shall be invited.
- 3.5.13 Staff and student committees shall jointly prepare invitation cards, posters, pamphlets, brochures, IRIS T-shirts etc. and shall obtain the necessary approval from the Director. Students who wish to have IRIS T-Shirts shall pay the cost of the same to the IRIS Account for which a receipt shall be issued.
- 3.5.14 One needs the written approval of the Director to upload any material on the College Website.
- 3.5.15 Students are expected to observe the dress code of the College even during the IRIS festivals except for sports and games events.
- 3.5.16 Students are expected to behave decently, maintain proper decorum befitting to Engineering students. Indulging in activities like drinking, smoking, using abusive/ foul language, vulgar acts etc. shall invite punitive action.
- 3.5.17 On a special consideration, attendance shall be given as per the Institute's Attendance Rules (refer to Attendance Section).
- 3.5.18 Payments shall be made only against proper bills/vouchers.
- 3.5.19 The entire sponsorship amount for IRIS shall also be received only by cheques/DD.
- 3.5.20 The cost of printing IRIS magazine shall be equally born by Institute and IRIS Account.
- 3.5.21 For every entry fee collected for any event shall be issued a receipt and amount shall be credited to the IRIS account.
- 3.5.22 For the use of any lab, equipment or any other facilities of the College, one needs to obtain necessary written approvals from the Lab In-charge, HOD and Director.
- 3.5.23 For any matter concerning MOSAIC / IRIS, the Student Coordinator shall approach the respective Staff Coordinator. Only under the instruction from the respective Staff Coordinator, shall they approach Principal/ Director.
- 3.5.24 All the budgets of any Student Activity Committee, shall be first discussed and routed through the concerned Staff Committee Convener / Staff In –charge and forwarded to the Director for the final approval.

4. Library

4.1 Timings

Session	Section	Days	Timings
Academic	Main Room	Monday to Friday	8.00 am to 6.00 pm
		Saturday (1st and 5th)	9.00 am to 4.00 pm
	Reference & Periodicals Room	Monday to Friday	9.00 am to 5.00 pm
	Digital Library	Monday to Friday	9.00 am to 5.00 pm
		Saturday (1st and 5th)	9.00 am to 4.00 pm
Library Closure			
Holidays	2 nd and 4 th Saturdays 3 rd working Saturday Sundays All Public Holidays		

4.2 Membership / Loan Privilege

Student members of SFIT shall be issued Library Cards and Reference Card. Such cards will remain in force for the duration of the study years and shall not be transferable.

To become a student member, one must contact the Library with the original fee receipt, 3 stamp size photographs and 1 passport size photograph.

Late charges of Rs 25/- shall be levied, if membership is not availed of within the stipulated period of time.

4.3 Loan Period for Students:

Category	Issue Limit (of Documents)	Period of loan
General	02	7 Days
Toppers		
1 st	5	7 Days
2 nd	4	7 Days
3 rd	3	7 Days

4.4 *Rules and regulations specific to Library*

- ❖ Users are requested to keep their personal belongings such as BAGS, FILES, FOLDERS, NOTEBOOKS, TEXT BOOKS, CDs, PEN DRIVES, etc. on the shelves outside before entering the library.
- ❖ Silence shall be maintained in all areas of the Library. It is therefore decided, not to use the library for group discussions.
- ❖ Mobile phones must be switched off or kept on vibrator mode before entering the Library.
- ❖ During the rainy season, users are requested to carry plastic bags for the library books, which will help to minimize the damage caused to the books.
- ❖ During examination days (inclusive of study leave), students shall not be allowed to access the computer terminals in the library.

4.5 *Borrowing:*

- ❖ WebOPAC (Library Catalog) can be searched online to know the availability of a book.
- ❖ SFIT Library uses an automated circulation system (LibSuite Enterprise) in which all transactions are recorded against a bar-coded label.
- ❖ Books, periodicals, CDs, old question papers, project reports, syllabus copies etc. can be borrowed and duly returned at the circulation counter.
- ❖ Reference Books [arranged on Rack No 17 (Right) and in the Reference Section] shall not be allowed for home issue.
- ❖ Users are requested to check the book before getting it issued.

4.6 *Fine Structure (w.e.f. 01/08/2006)*

A fine shall be levied for late submission, which is as given below:

Item	Fine Amount
Books, Periodicals, CDs Taken against library card Taken against library reference card	Rs 1 per day for 5 days Rs 3 per day for next 10 days Rs 10 per day subsequently Rs 15 per day
Reference Books Taken against library reference card	Rs 50 per day

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- ❖ Note: Fine amount of more than Rs 100/- shall be paid in the Catholic Syrian Bank by an A/C payee cheque, in favour of St. Francis Institute of Technology (w.e.f. 25/03/2011)

4.7 *Lost books / Library cards:*

- ❖ If a book is mutilated or lost, the user shall replace it by a new book or pay thrice the amount of the original price of the book along with the overdue charges, if any.
- ❖ If a reader's tickets are lost, the Library shall be informed immediately. In genuine cases, a duplicate card may be issued on payment of Rs 50/-.

4.8 *Services Offered:*

Besides the basic borrowing facilities, the Library offers services such as:

Online Catalog (WebOPAC)	Reservation / Renewals of documents
Reference & Information	Inter-library loan
Information Alert	Internet access Database search (IEEE and DELNET)
Newspaper Clippings	Access to IIT library, Bombay (limited to SFIT staff and students)
Article Indexing	Reprography (Xerox Facility for Staff and Students as copyright norms).

4.9 *Guidelines for using the WebOPAC:*

- ❖ Log on to "Online Library" for accessing the library catalog on-line.
- ❖ Enter the "Barcode No." mentioned on the library card in the field 'Membership Code' and press Submit.
- ❖ Initiate a search in the field "Enter the string" using:
- ❖ Any of the selection criteria from Global, Title and Author ??
- ❖ Any / ALL of the media – Book, CD ROM, Periodical, Project Reports.
- ❖ After viewing results, click on the Title of the book for detailed information on the relevant topic.
- ❖ Please set a password for your account by filling in the details on the "Change Password" link.

Reservations:

- ❖ Books and other Library material may be reserved by logging on to the WebOPAC. Reservations can be placed on issued items only.

Renewals:

- ❖ Books and other Library material may be renewed for the original loan period (i.e. 7 days) provided there is no demand or reservation on the same. No books shall be reissued without presenting them physically.

4.10 Digital Library

SFIT Library has installed a CD-Server which is accessible to everyone in the college premises after a valid log-in. Digital library hosts the following:

4.10.1 CDs of –

- ❑ Conferences and Seminars
- ❑ Presentation and Communication
- ❑ Competitive Exams
- ❑ Select books and periodicals

4.10.2 Publications Repository of –

- ❑ Information Technology
- ❑ Computers
- ❑ Electronics and Telecommunications Departments

4.10.3 Old Question Papers of FE, INFT, CMPN and EXTC of University of Mumbai

4.10.4 Project Report Documentation of B.E. students

4.11 Access to the Indian Institute of Technology Bombay (IITB) Library

SFIT is a member of IIT Library, Bombay. Users willing to access this library are requested to approach SFIT Library for further guidance.

DELNET (Developing Library Network): DELNET is a bibliographic database. It aims to collect, store, and disseminate information besides offering computerized services to users, to coordinate efforts for suitable collection development and also to reduce unnecessary duplication wherever possible. Users willing to make use of this facility shall be provided access in the library only.

IEEE (Institute of Electrical and Electronics Engineering): IEEE is the world's largest technical professional association. The Central Library subscribes to a variety of IEEE transactions. Users willing to make use of this facility will be provided access in the library only.

4.12 Forms

The followings forms which are available with the Central Library may also be downloaded from the library webpage. (*for staff only)

Library Membership Form	Scholar's Card Form	Book Requisition Form *
Alumni Membership Form	Lost Book Form	Journal Requisition Form*
Material Donation Form		Project Report Submission Form*

Also you may access our Central Library at the following:

<http://www.sfitengg.org/Library.html>

<http://sfitlibrary.blogspot.com/>

5. Disciplinary Matters

Objective: Rules are framed in order that every student may benefit from the facilities of the Institute.

5.1 Mobile Phones, I-Pods & Other Electronic Gadgets:

Carrying mobile Phones including I-Pods, musical and all such electronic gadgets, are strictly forbidden in the college campus, especially in the class rooms, labs and corridors at all times. If anyone is found using the same, they shall be confiscated and also a fine of Rs.1000/- will be levied. For repeat offences, the confiscated item shall not be returned. Students are also requested to note that as per Vide Circular No. UG/ 552 of 2004 dated 31.12.2004 by the Vice Chancellor University of Mumbai, students are prohibited from carrying mobile/cell phones inside the college campus.

5.2 Wearing of Identity Badge:

The identity badges are made of a very high quality, from strong and unbreakable material and are also expensive. They are identified branch wise and year wise by the colour of the card and of the ribbon, respectively. These ID cards are valid for the entire four year course and as such students are expected to wear them for the entire period while they are studying in SFIT. Only the ribbon shall be changed every year to indicate the class. In case of any damage, loss etc., a duplicate card may be issued by the Main Office after payment of a fine of Rs.200/-. The fine amount shall be paid in the Catholic Syrian Bank and the receipt be submitted to the Main Office at counter no 1. All students are required to wear their Identity badges in the college campus at all times. A fine of Rs.100/- shall be imposed on those who come to college without their Identity badge.

	Branch (ID Card)			Year (Ribbon)			
	EXTC	IT	CMPN	F.E.	S.E.	T.E.	Final year
Color code	Blue	Green	Pink	Red	Yellow	Orange	Light Blue

Students are required to surrender their Identity badge to the College Exam Cell before collecting their Final Year marks sheet. Students who cancel their admission, need to surrender their ID at the Exam Cell as well.

5.3 General Behaviour - Noise level in the class rooms, verandahs & lobby

Talking loudly, howling, shouting etc in the class rooms or in the College building, during the change of subjects, intervals and playing in class rooms and verandahs is also not permitted. During the lecture hours, students are not expected to while away their time in the canteen.

Students shall be punctual and regular in attending lectures and labs. Students who come late for up to 10 minutes are permitted to attend the lecture/lab; giving attendance to the latecomer is at the discretion of the concerned faculty member. However, coming late for one lecture shall not affect the attendance of subsequent lectures if one is present on time.

5.4 *Playing with colours, fireworks & crackers:*

Playing with colours/water, bursting crackers etc, during any festival is strictly forbidden, both inside the college campus and in the vicinity of the college gate. Students found indulging in such activities shall invite punitive action.

5.5 *Ragging:*

Ragging is strictly forbidden through the directives of Honorable Supreme Court and Maharashtra Prohibition of Ragging Act 1999. Such acts shall result in immediate suspension. If any student is affected by ragging, (s)he may report the matter to the Disciplinary committee/HOD/ Principal/Director. Using popular social sites like 'Facebook', 'Orkut.' etc. (through electronic media), to malign the name of fellow students shall also amount to 'Ragging'

5.6 *Environment protection:*

St. Francis of Assisi, the patron of our college was a great lover of nature. Being SFITians, it is our duty to protect the environment, especially of our college campus. Use of plastics, throwing of chocolate wrappers, coffee/tea/soft drink paper cups, straws, snack packets etc. is strictly prohibited.

5.7 *Dress Code for Students*

Though, in SFIT there is no written dress code, all students are expected to wear decent, appropriate clothes in the college, befitting an Engineering Institute. Needless to mention that clothes such as see-through dresses, sleeveless T-shirts/ tops, Bermudas or short pants etc. are not permitted. In the same ways boys are also not allowed to wear earrings (unless for religious reasons), bangles etc.

5.8 *Use of Lift*

To avoid frequent breakdowns due to over capacity/loading, the lift is to be used only to 4th, 5th and 6th floors. The smaller lift is meant for staff and visitors only.

5.9 *College Timings*

Students are allowed in the college campus from 7:30 a.m. to 7:00 p.m. In case there is any need to stay longer, written permission from the Director is necessary.

6. Assistance

6.1 Students are advised to approach Dean-Student Affairs (Mr. Hariprasad – Room No. 708) for any assistance.