ST. XAVIER'S TECHNICAL INSTITUTE

Mahim-Causeway, Mahim, Mumbai -400016.

Rules / Guidelines Book for students

Described below are the guidelines/rules/procedures for students to follow with regard to attendance in lectures and practicals, documents to be received from the office and examination.

1. Attendance in Lectures & Practical :

i) Students' attendance in lectures and practicals sessions must be 75%.
ii) If a student fails to secure 75% attendance either in lecture or in practical or in both, he/she is liable to be disallowed. A disallowed student is rendered disqualified for that semester and hence he/she is debarred from writing semester end examination. He/she has to repeat the entire semester in all courses all over again.
iii) 15% concession is allowed in attendance on health ground provided he/she submits a medical certificate from a registered doctor. The decision to grant concession rests with the HOD.
iv) Defaulters' list is displayed twice within each semester. Students can approach their course teachers to check their attendance if they have any shortage in attendance.

2. Registration of course and Examination :

a) Before the academic year starts, a notice is issued for regular students of all semester to pay fees for registration of courses. Last date of payment is mentioned in the notice.
b) After the semester starts, a notice is issued for regular and backlog students of all semester to fill the examination form for the Term End Examination.
c) For backlog courses (A.T.K.T.), a separate notice is issued by the Examination Centre for collection of exam fees.
d) If students fail to pay fee within the due date as specified in the notice, a late fee is charged as per notification.
e) If a student again fails to pay fee with penalty within the due date, then a student cannot register for any course in the current semester.
f) In the week preceding the Term End Practical Examination notice will be displayed for issue of Hall ticket.
g) Students should possess valid Identity card and hall-ticket for appearing in theory/practical exam.
h) Examination rules and regulations are notified before the commencement of the exam.

3. Process of Issuing Various Documents to Students :

A) BONAFIDE CERTIFICATE	
Step - 1	Students have to write an application addressing to the Principal.
Step - 2	Pay fees of Rs.200/- online through Scan QR code in Accounts Section for receiving the same.
Step - 3	Contact the office clerk with application and payment receipt. The clerk will issue the certificate.
B) LEAVING CERTIFICATE/CAUTION MONEY	
Step - 1	Students have to fill the No Dues form issued by the office, get signatures of different department heads mentioned therein and then submit the same to the office along with a xerox copy of mark-sheets of the all examinations passed.
Step - 2	Registrar will prepare the leaving certificate within the stipulated time, make entry of the same in General Register, check the entries made both in L.C. and General Register with Registrar, take the signature of the Principal and then issue the L.C. to the concerned students by taking his/her signature on the Leaving Certificate and its counter foil.
Step - 3	Students have to submit an application for refund of the Caution money in the office of the Registrar. The concerned clerk will give date and time for collection of Caution money cheque.
C) CANCELLATION OF ADMISSION	
Step - 1	The candidate submits an application for cancellation of admission to the Principal.
Step - 2	Student has to fill the No Dues form (Discontinued) issued by the office, get signatures of different department heads mentioned therein and then submit the same to the office along with a xerox copy of mark-sheet of the last appeared examination.
Step - 3	Registrar will prepare the leaving certificate within the stipulated time, make entry of the same in General Register, check the entries made both in L.C. and General Register with Registrar, take the signature of the Principal and then issue the L.C. to the concerned students by taking his/her signature on the Leaving Certificate and its counter foil.

D) REFUND OF DEPOSITS / FEES AFTER CANCELLATION	
Step - 1	If the candidate cancels the admission before the cut-off date of admission, fees will be refunded after deduction of Rs.1000/- only. If the candidate cancels the admission after the cut-off date, no money is refunded.
E) ISSUE OF RAILWAY CONCESSION FORMS	
Step - 1	Students have to apply for Railway concessions for short journey (for residing in Mumbai during their studies) as well as for long journey to their native place.
Step - 2	Application is submitted in the office and railway concession form is prepared by the concerned clerk.
Step - 3	The railway concession form is signed by the authorities and issued to the students.
F) ISSUE OF STATEMENT OF MARKS / PROVISIONAL CERTIFICATE	
Notice regarding the issue of statement of marks, provisional certificates will be displayed on the Examination Section notice board.	