



DTE Code: EN4139

Samridhi Sarwajanik Charitable Trust's
JHULELAL INSTITUTE OF TECHNOLOGY

An Autonomous Institute affiliated to RTM Nagpur University

Kh.No.: 68 & 72, Off Koradi Road, Lonara, Nagpur - 441111.

Contact No.: 82086 39771, 82086 39501

E-Mail ID : admin@jitnagpur.edu.in Website : www.jitnagpur.edu.in



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ADMINISTRATIVE REGULATIONS 1.1

APPLICABLE FOR THE UG/PG STUDENT BATCHES ADMITTED FROM THE ACADEMIC YEAR 2025 - 2026

SN	Content	Page No.
1	Rules & Regulations	3
2	Regulations for Admissions	6
2.1	UG/PG Programmes:	6
	2.1.1 First Year - Engineering / Technology [4 Years duration]	6
	2.1.2 Direct Second Year (Lateral Entry) - Engineering /Technology	7
	2.1.3 First Year – M. Tech [2 Years duration]	8
	2.1.4 First Year – MBA [2 Years duration]	9
	2.1.5 Direct Second Year (lateral Entry) – MBA [1 Years duration]	10
	2.1.6 Institute Level Quota, ACAP Vacancy (if any)	10
	2.1.7 Admission through Institute transfer	10
2.2	Registration Process	11
	2.2.1 Student Unique ID/ Registration ID	11
	2.2.2 Registration Date	11
	2.2.3 Registration deadline	12
	2.2.4 In-absentia registration	12
	2.2.5 Eligibility	12
2.3	Enrollment Process	13
2.4	Regulations for Starting a New Programme / Course	14



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		Regulations for Award of Degree	15
2.5	2.5.1	Declaration of Results	15
	2.5.2	Minimum Requirements for the Award of the Degree	15
	2.5.3	Award of Degree	15
		Regulations for Fees	16
2.6	2.6.1	Tuition Fees	16
	2.6.2	Development Fees	16
	2.6.3	Examination Fees	16
	2.6.4	Transcript / Letter of Recommendation Fees	16
		Regulations for Issue of Transcript / Letter of Recommendation / Degree Certificate / Bonafide Certificate / Leaving Certificate	17
2.7	2.7.1	Transcript	17
	2.7.2	Letter of Recommendation	17
	2.7.3	Degree Certificate	17
	2.7.4	Bonafide Certificate	17
	2.7.5	Leaving Certificate	17
	2.8		Regulations for Data Verification
2.9		Regulations for Duplicate Leaving Certificate	19
2.10		Admission Cancellation & Refund Policy	20



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1. Rules & Regulation

- a) The Institute shall offer UG & PG programmes as the Governing Body/ University/ Government may approve on the recommendation of the Academic Council either on its own or on the initiative of a Department and / or on the direction of the Governing Body / Government.

Interdisciplinary programmes may be proposed by a Department or by a committee appointed by the Principal for the consideration of the Academic Council and the Governing Body /Government.

- b) The procedure for starting a new programme/ temporarily suspending a programme/ phasing out a programme shall be as per the guidelines laid down by the competent authority.
- c) The minimum qualifications and procedure for admission to the first year UG and PG programmes as well as admission to direct second year UG and PG (MBA) programme shall be as per the norms prescribed by competent authority.
- d) A student shall be required to earn minimum credits through various academic courses of a curriculum as provided in the regulations and scheme.
- e) The award of the UG / PG degree to an eligible candidate shall be made in accordance with the procedure laid down in the regulations. A student shall have to complete all the requirements for the award of the degree within such period as may be specified in the regulations, including those credits earned at such other institutions as have been recognized by the Institute for this purpose.
- f) The date of initial registration for the programme shall normally be the date, on which the student formally registers i.e., takes admission for the first time. This



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date shall be considered as the date of joining the programme for all intents and purposes.

- g) A student shall be required to attend all lectures, tutorials and practical classes. However, for lateregistration, sickness or other such exigencies, absence may be allowed as provided in the regulations.
- h) A student may be granted such scholarship / assistantship / stipend, etc. and awarded medals/awards for excellent performance in Academics, Co-curricular and Extra-Curricular Activities as specified in the regulations or in accordance with the directions of the Government and / or the decision of the Governing Body from time to time.
- i) The procedure for the withdrawal from an UG & PG programme, rejoining the programme, award of grades and SGPA/CGPA, the examination and all such matters as may be connected with the running of UG & PG programmes shall be as specified in the regulations.
- j) A student admitted to the UG & PG programme shall abide by the code of conduct for students issued by the Institute from time to time. This code of conduct shall deal with the discipline of the students in the departments, the Institute premises, hostels and outside. It may also deal with such other matters as are considered necessary for the general conduct of the students, co-curricular and extra-curricular activities. It shall be approved by the Academic Council on the recommendations of the respective coordinators.
- k) The minimum duration of UG programmes shall be of four years (Organized in 8 semesters of six months each including vacation period).

The minimum duration of PG programmes shall be of two years (Organized in 4 semesters of six months each including vacation period).



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- l) The tuition fees structure is governed by the rules and regulations as prescribed by the competent authority.
- m) The fees other than the tuition fees will be governed by the rules and regulations framed and recommended by the Finance Committee and duly approved by the Governing Body.
- n) Notwithstanding anything contained in the above Ordinances, no regulations shall be made in contradiction of the decision of the Governing Body and /or the direction of the Government, in regard to the duration of the UG/PG programme, the amount and number of scholarship/assistantships and the number of freeships and the procedure thereof.



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2. Regulations for Admissions

2.1 UG/PG Programmes:

All the admission to 1st year Engineering, MBA & M. Tech, direct 2nd year Engineering (Lateral Entry) and direct 2nd year MBA are be done through Centralized Admission Process (CAP) round as per the merit list generated by DTE, Govt. of Maharashtra and Admission Regulatory Authority (ARA).

2.1.1 First Year - Engineering / Technology [4 Years duration]

- a. Admissions to the first year of all the programmes shall be made through the Maharashtra State Common Entrance Test (MHT-CET) conducted by the Government of Maharashtra or on the basis of performance in JEE (Mains) conducted by Central Board of Secondary Education.
- b. The intake capacity of each Programme, criteria for reservation, eligibility requirements shall be decided by the AICTE/Government/ DTE directives.
- c. The Institution shall also admit to first year of the programmes, a limited number of students at Institution Level as per the quota decided by Government.
- d. The Institution shall also admit to first year of the programmes, Non-Resident Indian (NRI) / Person of Indian Origin (PIO) students as per the approval accorded by AICTE and the guidelines of the Government.
- e. The Institution shall also admit to first year of the programmes, a Sindhi Linguistic student as per reservation policy and quota decided by the AICTE/Government/ DTE directives.
- f. The selected student will be admitted to the UG programme after he / she fulfills all admission requirements as indicated in the offer letter issued by the Competent Authority. Candidates have to fulfill the medical standards required



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for admission as set out in the information brochure of MHTCET/JEE (Main) and/or RTMNU.

- g. If at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer letter of admission, the Principal/ Director of the Institution may revoke the admission of the candidate and report the matter to the Governing body and concerned government authorities as necessary.

2.1.2 Direct Second Year (Lateral Entry) - Engineering /Technology [3 Years duration]

There shall be a lateral admission to all courses in the Second year for students having Diploma in Engineering in equivalent branches on merit basis through an admission process directly in accordance with the Rules and Regulations of DTE every year. The number of seats offered to students for admission is decided by the Government of Maharashtra every year. The admission process is conducted by the DTE, Maharashtra State.



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2.1.3 First Year – M. Tech [2 Years duration]

- a. Admissions to the first year of all the programmes shall be made through the Graduate Aptitude Test in Engineering (GATE) conducted by Indian Institute/s of Technologies, India and the process is carried out by CET CELL, Maharashtra
- b. The Institute shall also admit to first year of the programmes, sponsored candidates from companies/industries etc with prerequisite experience.
- c. The intake capacity of each Programme, criteria for reservation, eligibility requirements shall be decided by the AICTE/Government/ DTE directives.
- d. The Institution shall also admit to first year of the programmes, a limited number of students at Institution Level as per the quota decided by Government.
- e. The Institution shall also admit to first year of the programmes, Non-Resident Indian (NRI) / Person of Indian Origin (PIO) students as per the approval accorded by AICTE and the guidelines of the Government.
- f. The Institution shall also admit to first year of the programmes, a Sindhi Linguistic student as per reservation policy and quota decided by the AICTE/Government/ DTE directives.
- g. If at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer letter of admission, the Principal/ Director of the Institution may revoke the admission of the candidate and report the matter to the Governing body and concerned government authorities as necessary.



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2.1.4 First Year – MBA [2 Years duration]

- a. Admissions to the first year of all the programmes shall be made through the Maharashtra State Common Entrance Test (MHT-CET) conducted by the Government of Maharashtra or on the performance in various exams conducted by different Indian institutions and GMAT conducted by Graduate Management Admission Council, USA and the process is carried out by CET CELL, Maharashtra
- b. The Institute shall also admit to first year of the programmes, sponsored candidates from companies/ industries etc with prerequisite experience.
- c. The intake capacity of each Programme, criteria for reservation, eligibility requirements shall be decided by the AICTE/Government/ DTE directives.
- d. The Institution shall also admit to first year of the programmes, a limited number of students at Institution Level as per the quota decided by Government.
- e. The Institution shall also admit to first year of the programmes, Non-Resident Indian (NRI) / Person of Indian Origin (PIO) students as per the approval accorded by AICTE and the guidelines of the Government.
- f. The Institution shall also admit to first year of the programmes, a Sindhi Linguistic student as per reservation policy and quota decided by the AICTE/Government/ DTE directives.
- g. If at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer letter of admission, the Principal/ Director of the Institution may revoke the admission of the candidate and report the matter to the Governing body and concerned government authorities as necessary.



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2.1.5 Direct Second Year (lateral Entry) – MBA [1 Years duration]

There shall be a lateral admission to courses in the Second year for students having

- should be a citizen of India;
- should have passed B. E. or B. Tech or BBA or BMS (4 Years);
- Any other eligibility criteria and requirement declared from time to time by the appropriate authority as defined under the Act.

on merit basis through an admission process directly in accordance with the Rules and Regulations of DTE every year. The number of seats offered to students for admission is decided by the Government of Maharashtra every year. The admission process is conducted by the DTE, Maharashtra State.

2.1.6 For Institute Level Quota, ACAP Vacancy (if any), college will follow the steps as given below:

- Float advertisement in leading newspaper, social media and also post on college webportal asking for application form eligible candidate for admission to 1st year B. Tech./ M. Tech./ MBA / 2nd Year B. Tech(LE)/2nd Year MBA (LE)
- The applications received before due date will be scrutinize and a merit list will be generated
- The candidates will be called on merit basis and confirm their admission by paying requisite fees. Eligibility criteria will be as per the DTE, Govt. of Maharashtra, ARA, time to time.

2.1.7 Admission through Institute transfer

A candidate shall be admitted to the subsequent year after completing the previous year through a process laid down by the Competent Authority.



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2.2 Registration Process

2.2.1 Student Unique ID/ Registration ID

Every student admitted shall have his/her unique Student ID.

It shall consist of nine alpha-numerals **XXyNNzzMMM**

Where

XX: Indicates Programme Level – UG for Under Graduate Programme & PG for Post Graduate Programme

y :Indicates whether the students admitted to first year or direct second year. F for first year & D for direct second year

NN: Indicates year of admission.

zz: Indicates branch ME for Mechanical Engineering, MB for MBA, MV for VLSI, MC for MTech in CSE, etc

MMM: Indicates Serial Number in a programme

Viz: UGF23CS001 indicates Serial No. 001 of B. Tech. Computer Science UG programme & Engineering student admitted to FY in 2023.

In case of change of branch the Student ID of the student earlier allotted will be frozen and a new number will be allotted as per norms.

2.2.2 Registration Dates

Registration at the beginning of each academic year, on the prescribed dates announced from time to time, by payment of the stipulated fees along with duly filled in Registration form is compulsory for every student till he/she completes the Programme.



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2.2.3 Registration deadline

In any case, registration must be completed before the prescribed last date for registration, failing which his/her studentship is liable to be cancelled. Students having outstanding dues to the Institute shall be permitted to register only after clearing the dues. Late registration may be permitted only for valid reasons and on payment of a late registration fee.

2.2.4 In-absentia registration

In-absentia registration may be allowed at the discretion of the Dean Academics in case of circumstances beyond the control of students.

2.2.5 Eligibility

For admission to III Semester the student must have earned at least 50% of the total credits (rounded off to nearest lower integer) of immediate last year (i.e. I & II Semester put together) failing which he/she shall not be eligible for admission to III semester.

For admission to V Semester the student must have passed I & II semester and earned at least 50% of the total credits (rounded off to nearest lower integer) of immediate last year (i.e. III & IV Semester put together) failing which he/she shall not be eligible for admission to V semester.

For admission to VII Semester the student must have passed I, II, III & IV semester and earned at least 50% of the total credits (rounded off to nearest lower integer) of immediate last year (i.e. V & VI Semester put together) failing which he/she shall not be eligible for admission to VII semester.



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2.3 Enrollment Process

The students admitted to the programs offered by the Institution will be enrolled at RTMNU, soon after the admission, if he is not enrolled earlier. The candidature of the student will be provisional till his enrolment is accepted and an enrolment number is assigned by the RTMNU.



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2.4 Regulations for Starting a New Programme / Course

- a) The Institute can start certificate courses. Certificates shall be issued under the seal of the college. The Certificate Course can be offered by the college/ in collaboration with Industry/Academic Institute/Training Center etc. with approval from Academic Council of the college.
- b) The Institute can start a new Diploma/ Degree Programme with the recommendation of the Academic Council and Governing body. Such programmes shall have due approval from the Competent Authority.



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2.5 Regulations for Award of Degree

2.5.1 Declaration of Results

Computation of SGPA and CGPA for every student shall be done by COE office and grade card shall be issued to all registered students indicating letter grades, credits earned and “Passed”/ “Failed” status.

2.5.2 Minimum Requirements for the Award of the Degree

The student should have taken and passed all the prescribed courses including seminar and projects under the general institutional and departmental requirements and his/her name will be forwarded for award of degree.

2.5.3 Award of Degree

The award of the UG / PG degree to an eligible candidate by the affiliating university shall be made in accordance with the procedure laid down in the regulations. A student shall have to complete all the requirements for the award of the degree within such period as may be specified in the regulations, including those credits earned at such other institutions as have been recognized by the Institute for this purpose.



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2.6 Regulations for Fees

2.6.1 Tuition Fees

Tuition fees shall be charged to the students as per Fees Regulating Authority, Government of Maharashtra norms.

2.6.2 Development Fees

Development fees shall be charged to the students as per Fees Regulating Authority, Government of Maharashtra norms.

2.6.3 Examination Fees

Examination fees shall be charged as framed by Controller of Examinations.

2.6.4 Transcript / Letter of Recommendation Fees

Transcript / Letter of Recommendation fees is charged as decided by college authorities and passed in Governing body meeting.

Fees per transcript / Letter of Recommendation is Rs. 350/-



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2.7 Regulations for Issue of Transcript / Letter of Recommendation / Degree Certificate / Bonafide Certificate / Leaving Certificate

2.7.1 Transcript

- Application shall be made by student through proper channel.
- Student shall pay requisite fees at account section.
- Transcript/s shall be issued within 15 working days from the date of application.

2.7.2 Letter of Recommendation

- Application shall be made by student through proper channel.
- Student shall pay requisite fees at account section.
- Letter of Recommendation shall be issued within 07 working days from the date of application.

2.7.3 Degree Certificate

Degree certificate shall be issued to students after clearing all the years/ semesters of respective programme and completing clearance process.

2.7.4 Bonafide Certificate

- Application shall be made by student through proper channel.
- Bonafide certificate shall be issued within 02 working days from the date of application.

2.7.5 Leaving Certificate

- Leaving certificate shall be issued to students within 07 working days after :
- Completion of course or cancellation of admission during the course.
- Payment of pending fees (if any).
- Completion of clearance process



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2.8 Regulations for Data Verification

The organizations may need to verify the data of the students who graduated from the Institution for employment purposes / further education. Such requests shall be made on the letterheads of the organizations or email from the official email accounts of the organizations, which need the verification and shall state the personal and academic details of the student including the name, year of graduation and branch/specialization of study.

Student section shall verify the data and send the verification report within five working days.



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2.9 Regulations for Duplicate Leaving Certificate

- a) Application shall be made by student to the institute.
- b) Student shall submit the copy of FIR & original affidavit issued by Tehsil office alongwith the application.
- c) Student shall pay requisite fees (if any) to the institute.
- d) Duplicate Leaving Certificate shall be issued within 03 working days from the date of application.



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2.10 Admission Cancellation & Refund Policy

If a student cancels admission, the refund of fees will follow AICTE/UGC guidelines. If cancellation is done before the last date of admission cut-off date as notified by the competent authority, the full fee will be refunded after deducting ₹1000 as processing charges. If cancellation is done after the cut-off date of admission no refund will be given.

To cancel admission, the student must submit a written request with original fee receipts and other required documents. The refund will be processed within 30 working days from the date of approval. The institute will follow any revised guidelines issued by AICTE/UGC from time to time.

Sandeep Kale
Registrar

Dr. Sohel Bhura
Vice- Principal

Dr. N. G. Bawane
Principal