

## **The Statutes relating to constitution, Power and Duties of the authorities of the JIS College of Engineering, Kalyani**

In exercise of the powers conferred by the JIS Foundation a Trust, the Governing Body of the JIS College hereby makes the following statutes relating to the constitution, powers and duties of the authorities of the JIS College of Engineering herein after referred to as the Statute.

### **CHAPTER-I Preliminary**

#### **Short title:**

St.-1 These statutes may be called as the statutes relating to the powers, and duties of the authorities of the JIS College of Engineering.

St.-2 Interpretation of words and expression:

Unless the context otherwise requires, words and expression used in these statutes shall be interpreted to have the same meaning as they have in West Bengal University of Technology Act.

St.-3 Authorities:

The following shall be the authorities of the College:

- (1) The Governing Body
- (2) The Academic Council.
- (3) The Departmental Committee(s)
- (4) The Library Committee
- (5) The Council for Sports and other Extra-curricular activities.
- (6) Board of Post-graduate (P.G.) Studies
- (7) Board of Undergraduate (U.G.) Studies
- (8) The Board of Examination
- (9) The Council of Students' Welfare
- (10) The College Development Council
- (11) The Finance Committee

The other bodies which will be referred as when as required.

## CHAPTER-II

### The Governing Body

#### Constitution of Governing Body

- St.-1(G.B) These statutes may be called the statutes relating to the Constitution Powers and function of the Governing Body of the JIS College of Engineering as stipulated by AICTE and UGC
- St.-2 (G.B) (1) Save as otherwise provided by the resolution of the trust the management of the JIS College of Engineering shall be vested on the Governing Body which shall consists of –
- (a) President to be nominated by the JIS Foundation, the trust
  - (b) Director of Technical Education – Member
  - (c) University nominee – Member
  - (d) Regional Officer, AICTE – Member or his/her nominee
  - (e) U.G.C nominee – Member
  - (f) Teachers representative 2 nos. – to be nominated by the Director/ Principal – Member
  - (g) 5 members to be nominated by the trust
  - (h) Industrialist to be nominate by Trust
  - (i) Principal – Member Secretary

#### St.-3 (G.B.) Powers and function of the Governing Body

- (1) The Governing Body of a college shall be responsible for the proper management of the affairs of the college and may exercise all such powers and discharge all such functions as many be necessary for the purpose.
- (2) In particular and without prejudice to the generality of the foregoing provision, the Governing Body of a college, in order to provide the instructional and other services necessary for the efficient and effective functioning, shall exercise the following powers and discharge the following duties, namely –
  - (a) To create all teaching posts including the post of Principal with the approval with the provision of the AICTE norms.
  - (b) To create non-teaching posts make appointments thereto on the recommendation of the appropriate selection committees;

- (c) To ensure that the number and qualifications and the method of recruitment of Teachers and other non-teaching employees and the conditions of their service are in accordance with the Statutes, the Regulations and the Rules of the College and the relevant provisions made by the other competent authorities like AICTE, UGC and WBUT.
- (d) To provide for effective execution of the instructional programmes and maintenance of proper academic atmosphere and discipline;
- (e) To review the results of college examinations and to suggest measures for academic improvements;
- (f) To ensure that the buildings in which the college is located are suitable for the purposes for which they are intended and maintained in a satisfactory state of repair and sanitation;
- (g) To provide for the maintenance of properly equipped library and laboratory;
- (h) To mobilize adequate financial resources for effective operation of the college;
- (i) To ensure that all information, returns, reports and other materials as required by the WBUT, AICTE, UGC or the State Government are made available promptly;
- (j) To make sure that the directions issued by the WBUT from time to time are carried and the compliance with them reported expeditiously to WBUT.
- (k) To hold, control and administer the properties and funds of the college;
- (l) To approve the annual budget on the recommendation of the Finance Committee of the college;
- (m) To sanction expenditure as may be required and regulate the finances, accounts, investments and all other administrative affairs of the college.
- (n) To entertain and redress in proper cases of grievances of Teachers, students and employees of the college;
- (o) To provide for the promotion of the Welfare of the students, their residences, health, recreation, and sports and to exercise such supervision and control as will secure discipline, health and well-being of the students;
- (p) To form such committees (including a Finance Sub-Committee) with the Principal as the Chairman as it may think fit for taking advice for the efficient administration of the college; and except as otherwise provided in the foregoing provisions of this clause, to include, if necessary, Teachers and non-teaching employees, other than the members of the Governing Body, in such committee except the Finance Committee;
- (q) To frame rules for proper functioning of the college and to frame rules of business for conduct of the meetings of the Governing Body

- (r) To enter into collaborative arrangement with other authorities such as an open University, established by an Act of the State or Union Government in setting up Study Centres of distance education and extend necessary Co-operation to such authorities as may be required by the letter for its effective functioning. The Principal of the College as Secretary of the Governing Body will sign the agreement or Memorandum of understanding with such authorities and will inform the affiliating Universities.

#### **St.-4 (G.B.) Meeting of the Governing Body**

- (1) Meeting of the Governing Body of the college shall be held ordinarily in the college premises and shall be held at least six times a year. Ordinarily the Secretary shall convene all meetings. If he fails for some reason. The President may also convene such meetings.
- (2) Clear seven days' notice for an ordinary meeting of the Governing Body shall be required. The notice shall be accompanied by the agenda of the meeting and the minutes of the proceedings of the previous meetings.
- (3) One day's notice shall be required for an emergency meeting of the Governing Body and the agenda of such meeting shall not contain more than one item.
- (4) Notice of a requisitioned meeting shall be issued by the Secretary within three days of the receipt of a requisition signed by at least fifty per cent of the members of the Governing Body. Seven days' notice shall be required for such a meeting. If, however such a meeting is not convened by the Secretary within 10 days of direction of President or receiving requisition, the President may call a meeting himself.
- (5) For all meetings of the Governing Body of the college, the quorum shall be 50 per cent of the total number of members of the Governing Body plus one.
- (6) The President shall ordinarily preside over all the meeting of the Governing Body. In his absence, the meeting shall elect a chairman from amongst the members present, provided that no Teacher, student or non-teaching employees of the college shall be elected.

#### **St.-5 (G.B.) Functions of the Secretary of the Governing Body**

The Secretary of the Governing Body of a college shall –

- (a) Maintain the records, conduct the official correspondence and keep the minutes of proceedings of the meetings of the Governing Body;
- (b) Send regularly copies of such minutes to the University for information;
- (c) Send to the University, when called upon to do so, originals or certified copies of such records correspondence or minutes as may be required by the University;

- (d) Prepare the budget on the basis of the recommendations of the Finance Sub-Committee before the commencement of a financial year and place it before the Governing Body for approval;
- (e) Incur all necessary expenditure within the budgetary provision and with the sanction of the Governing Body;
- (f) Keep up-to-date all books, registers, records and accounts required to be maintained under these Statutes;
- (g) Give proper assistance and facilities to the Inspecting Officer or other persons appointed by the University for inspection and report.
- (h) In the case of any doubt or difficulty as to the interpretation of these Statutes, the matter shall be referred to the Director/ Principal and his decisions thereon shall, subject to the provisions of the Statute, be final.

### CHAPTER-III

#### **Academic Council**

#### **St.1(AcC): Academic Council for Undergraduate (UG) and Postgraduate (PG) Studies**

There shall be an Academic Council for Undergraduate and Postgraduate Studies and shall consists of the following members:

- i) Principal – Chairman
- ii) Deans of P.G., U.G. studies and Research.
- iii) Head of all Departments
- iv) The Professor or Professors (full time) of the Departments
- v) One full time teacher participating in the PG teaching in a subject nominated by the Principal
- vi) One person having special knowledge in the subject or subjects nominated by the Principal.
- vii) Three teachers participating in UG teaching in a subject or subjects nominated by the Principal
- viii) Two representatives nominated by West Bengal University of Technology (WBUT).

There shall be a Secretary of the Academic Council nominated by the Principal.

## **St.2 (AcC) : Powers and functions of the Academic Council for UG and PG Studies**

The Academic Council of JIS College of Engineering shall exercise the following powers and to perform the following duties:

- i) To make proposals to the Board of Governors (BOG) of JIS College of Engineering for the establishment of a new Department, Centers, Laboratories, Museums for study and research to be maintained by the College.
- ii) To recommend to the Board of Governors (BOG) the creation of Professorship, Associate Professorship and Assistant Professorship and other teaching posts and their duties and emoluments there of :
- iii) To make proposals to the Board of Governors for the promotion of research and through special committees, if any constituted for the purpose, to call for reports on such research work from persons engaged therein, and to make recommendations to the Board of Governors thereon.
- iv) To recommend to the Board of Governors the minimum qualifications for the posts of Teachers and Teacher of the College.
- v) To make proposals to the Board of Governors regarding provisions to be made for enabling the College to undertake the specialization of studies and for organization of common laboratories, libraries, museums, institute of research and other institutions maintained by the College.
- vi) To constitute or reconstitute the Departments of teaching with the approval of the Board of Governors.
- vii) To advise the Board of Governors on the institution of degrees, titles, diplomas, certificate and other academic distinctions.
- viii) To consider the results of examinations leading to the conferment of any post-graduate degree, diploma or certificate of the College and to recommend such results to the Board of Governors for approval.
- ix) To provide for the inspection or the investigation into the affairs of any Department of the College or any institution established, maintained or manage by the College and submit report to the Board of Governors.
- x) To have general supervision over the Boards of Studies attached to the Academic Council.
- xi) To frame rules relating to the courses of post-graduate studies and the division of subject in regard thereto and to recommend to the Board of Governors the making of Regulations in this behalf.
- xii) To appoint, if required by the Board of Governors, after considering the views of the Board of Studies attached to the Academic Council, Boards of Examiners in the subject

or subjects relating to post-graduate studies, including the subjects for doctoral thesis and prizes and medals.

- xiii) To call for such reports or information as the Academic Council may consider necessary for efficient discharge of its duties from the teaching departments, research units or Board of Studies.
- xiv) To consider any educational matter relating to Academic Council and to arrive at decisions or make recommendations pertaining thereto to the appropriate authority or officer.
- xv) To maintain contact with the corresponding Council for undergraduate studies for the purpose of sharing ideas and ensuring coordination.
- xvi) To submit each year its annual report to the Board of Governors
- xvii) To make rules for the transaction of its own business.
- xviii) To exercise all other powers and perform all other functions conferred and imposed on it by or under this Statute.
- xix) To delegate to the teaching departments, research units and Board of Studies attached to it the responsibility for such academic matters as respectively concern such departments, units and Boards.
- xx) To recommend to the Board of Governors the conferment of post-graduate degrees, diplomas and certificates.
- xxi) To make proposals to the Board of Governors about the initiation of new courses.
- xxii) To examine relevant financial proposals submitted by the Finance Committee.

## **CHAPTER-IV**

### **Departmental Committee**

#### **St.1(DC): Constitution of the Departmental Committee**

There shall be a Departmental Committee for each Department of Teaching under the Academic Council for P.G. studies and U.G. studies. The Departmental committee shall consists of –

- (1) Head of the Department who shall be the Chairman and Convener.
- (2) All whole timer teachers of the Departments. Visiting teachers shall be the invitee to the Committee.

**St.2(DC):** There shall be a Head of the Department of Teaching who shall be appointed by the Principal / Director among the Professor and Associate Professor of the

Department. Provided that if no Professor or Associate Professor is found in a Department Principal / Director may appoint one senior-most whole time Assistant Professor as Head of the Department.

For the purpose of appointment as Head of the Department the seniority shall be considered. Seniority shall be determined by length of continuous service in the Department as whole time teacher.

### **St.3(DC): Meetings**

The Head of the Department shall normally preside over the meetings of the Departmental Committee. If the Head of the Department is absent in any meeting convened by him, the next senior member of the Departmental Committee shall preside over that meeting;

Provided that if the Head of the Department is on leave for a period of not more than three months, the duties and functions of the Head of the Department shall be performed by an acting Head of the Department nominated by the Director/ Principal in the manner laid down in St.2(DC).

Provided further that if the Head of the Department is on leave for more than three months, a new Head of the Department shall be appointed in the manner laid down in St.2(DC).

### **St.4(DC): Functions of the Head of the Department**

(1) The Head of the Department shall act in accordance with the resolutions and policies adopted by the Departmental Committee. If there is any difference of opinion between the Head of the Department and the Departmental Committee, the matter shall be referred to the Academic Council concerned whose decision thereon shall be final.

(2) The Head of the Department shall ordinarily convene at least one meeting of the Departmental Committee in a month and shall prepare agenda and issue notices for the meeting and keep the minutes thereof.

### **St.5(DC): Powers and Functions of the Departmental Committee**

Subject to the provisions of the Statutes, the Regulations and the Rules, the Departmental Committee shall have the following powers and functions:

To organize and carry out teaching and research;

- (i) To identify the academic areas which need be initiated or strengthened and to recommend suitable measures in this respect;
- (ii) To recommend requirements in respect of teaching, research, technical and other posts for the Department;
- (iii) To recommend purchase of books, journal laboratory materials, equipment, furniture and such other materials as are necessary for the Department;



- (iv) To suggest proposals for inclusion in the annual budget;
- (v) To allocate funds placed at the disposal of the Department for the purpose of teaching and research;
- (vi) To maintain equipment and other articles purchased for or allotted to the Department;
- (vii) To draw up and implement schedules for post-graduate courses, as drawn up by the Academic Council concerned;
- (viii) To recommend to the Academic Council qualifications including specializations for teaching, research and other posts;
- (ix) To assign research & project students to Teachers;
- (x) Subject to the overall supervision of appropriate Bodies and the Controller of Examinations, to make arrangements for holding examinations and to take necessary follow up action for expeditious publication of results;
- (xi) To ensure proper discipline in the Department;
- (xii) To recommend to the Academic Council names of persons with expert knowledge in the discipline for Selection Committee for teaching posts of the Department concerned;
- (xiii) To form sub-committee as and when necessary;
- (xiv) To perform such other functions as are conducive to the academic and other developmental interests of the Department;
- (xv) To be responsible to the higher authority for due observance of Statutes, Regulations and Rules relating to the Faculty and the Department and for taking necessary action on the decisions of the higher authorities;
- (xvi) To prepare annually a report on academic and other activities of the Department at the end of each academic session;
- (xvii) To submit monthly report on actions taken to the concerned Academic Council.

**St.6(DC): Quorum and notice**

(1) One-half of the total number of existing members of a Departmental Committee plus one shall be a quorum for a meeting of the Departmental Committee;

Provided that if the number becomes a fraction it shall be rounded off to the next higher integer; Provided further that no quorum shall be required in an adjourned meeting or in a meeting convened for the second time after being postponed earlier for want of quorum.

(2) At least four days' notice shall be required for an ordinary meeting of the Departmental Committee. Emergency meeting may be convened at short notice, as and when necessary provided that such a meeting shall consider only one agenda item.

(3) Other rules for the transactions of business of the Departmental Committee shall be framed by the Academic Council.

## **CHAPTER-V**

### **Library Committee**

#### **St.1(LC): Constitution**

(1) There shall be a Library Committee for the purpose of maintenance and management of the college library under the control of Governing Body consisting of the following members.

(a) The Director/Principal who shall be the Chairman ex-officio

(b) Deans of P.G., U.G. studies and Research.

(c) 8 College teachers to be nominated by the Director / Principal from each Department.

(d) The College Librarian who shall be Secretary of the Committee ex-officio

(e) 1 Professional Librarian

(f) 1 person who shall be expert in Information Service to be nominated by the Academic Council.

#### **St.2(LC): Powers & Functions:**

The Library Committee shall be responsible for maintenance and management of College Libraries in consultation with the College Librarian / Deputy Librarian and Heads of the Departments and shall be under the control of the Board of Governing Body as provided. The departmental libraries shall function under the supervision and control of the Central Library and preferably be supervised by a person holding Diploma / Certificate in Library Science.

#### **The duties and responsibilities of the Library Committee shall be –**

(a) To advise the Board of Governing Body on general policies in term of which the College libraries may be used and to make recommendation in regard to such use;

- (b) To make recommendations for general policies guiding and governing the purchase of books, journals and manuscripts and other related library materials within the budgetary provisions and also the receipt of gifts of books, manuscripts and other library materials;
- (c) To advise on plans and procedure for the purchase; management and cataloguing of books and the manuscripts and other library materials;
- (d) To advise the College Librarian / Deputy Librarian on such matters as may be referred to it by him regarding the functioning of the libraries;
- (e) To consider reports from the College Librarian/Deputy Librarian concerning the needs of the libraries for more effective use and development of the resources thereof;
- (f) To consider and advise with respect to the procedure and periodical inspection of the libraries; and
- (g) To advise with respect to the annual budget estimates as framed by the appropriate administrative officer prior to submission to the Finance Committee.

**St.3(LC): Meeting Quorum**

- (1) The Library Committee shall ordinarily meet once in every month and more often when so directed by the Chairman. The secretary shall keep a record of the proceedings of the Committee.
- (2) One third members of the Committee plus one shall be a quorum.

**CHAPTER-VI**

**The Council for Sports and other Extra-curricular activities**

**St.1(CSEA): The Council for Sports and other Extra-curricular activities shall consists of –**

- (i) The Principal / Director who shall be the Chairman
- (ii) All Deans for P.G. and U.G. and Research council.
- (iii) In-charge students' welfare
- (iv) All Head of the Departments
- (v) Registrar or his / her nominee
- (vi) Controller of Examinations or his/her nominee
- (vii) The Medical Officer

- (viii) Three students with sports background to be nominated by the Director / Principal
- (ix) The Programme Coordinator NSS.

**St.2(CSEA): Powers and functions**

- (i) Formulate and decide matters of policy concerning games and sports and other extra-curricular activities of the students in particular and of the College community in general;
- (ii) Give general guidelines regarding issue of sports equipment to Halls and Hostels, Common Rooms etc.
- (iii) Decide policy regarding representation of the College in outside sports bodies or any representation concerning sports & other extra-curricular activities.
- (iv) Advise the concerned authority in matters of framing rules regarding admission of students under sports quota;
- (v) Fix dates for College Sports Meet and important sports and other extracurricular events.

**St.3(CSEA): Meeting**

The Council for Sports and other Extra-curricular activities shall sit as and when necessary. Ordinarily there shall be a meeting at the beginning of each academic session to determine sports and other extracurricular activities policy, approve corresponding programme for the session, and make detailed allocation of funds for this purpose.

**St.4(CSEA): Quorum**

One-third of the total number of members of the Sports Council plus one shall be a quorum for a meeting of the Sports Council;

Provided that no quorum shall be required in an adjourned meeting or in a meeting convened for the second time after being postponed earlier for want of quorum.

## **CHAPTER-VII**

### **Board of Post graduate Studies**

**St.1(BPGS): Constitution of the Board of Post graduate Studies.**

There shall be a Board of Post graduate studies for each Post graduate course attached to the Academic Council.

**St.2(BPGS): (1) The Board of Post graduate studies for each Post graduate courses attached to the Academic Council shall consists of**

- (a) Head of the Concerned Department of Teaching who shall be the Chairman of the Board ex-officio.
- (b) Deans of the faculty concerned.
- (c) All whole-time teachers imparting Post graduate education of the Department Concerned
- (d) Not more than 6 teachers of the college imparting undergraduate teaching nominated by the Principal
- (e) Not more than 3 persons (1 from WBUT) non belongings to the college who shall be experts in the subject or subjects concerned co-opted by the members of the Board at its first meeting.

**St.3(BPGS): Powers & function of the Board of Post graduate studies**

- i) Obey the college regulations relating to the powers and functions of the Board of Post graduate studies.
- ii) To consider proposals of introduction of new Post graduate courses and transmit the same to the Academic Council.
- iii) Restructuring or renaming of existing Post graduate course.

## CHAPTER-VIII

### Board of Undergraduate Studies

#### **St.1(BUGS): Constitution of the Board of Undergraduate Studies.**

There shall be a Board of Undergraduate studies attached to the Academic Council.

#### **St.2(BUGS):** (1) The Board of Undergraduate studies attached to the Academic Council shall consist of

(a) Chairman of the Board of Studies of each Department/Stream/Subjects related to the Undergraduate courses of the College and two teachers of the college imparting P.G. teaching in the subject or subject concerned.

(b) Deans of the faculty concerned.

(c) Not more than 8 teachers participating in the U.G. teaching in the subject or subject concerned in the college provided that not more than one teacher shall belong to the same Department.

(d) Not more than 3 persons (1 from WBUT) not belonging to the college who shall be the expert in the subject or subject concerned co-opted by the other members of the Board at the first meeting.

(2) The members of the Board of Undergraduate studies shall be nominated by the Principal / Director

(3) (a) The Principal / Director shall nominate one of the members of the Board to be the Chairman.

(b) The Chairman shall preside over the meeting of the Board but in his / her absence the members shall select one of its members amongst themselves to act as Chairman with the permission of the Principal / Directors.

#### **St.3(BUGS): Powers & function of the Board of Undergraduate studies**

i) To coordinate proposals of all the Board of Studies related to various Undergraduate courses of the College before transmitting the same to the Academic Council.

ii) To consider proposals of introduction of new Undergraduate courses and transmit the same to the Academic Council.

iii) Consider proposal of restructuring or renaming of existing Undergraduate course.

iv) Discontinuation of any undergraduate course.

#### **St.4(BUGS): Meeting**

The Committee shall ordinarily meet twice in every academic session and more often when so directed by the Chairman.

**St.5(BUGS): Quorum**

1) One-half of the total number of existing members of a Departmental Committee plus one shall be a quorum for a meeting of the Departmental Committee;

Provided that if the number becomes a fraction it shall be rounded off to the next higher integer; Provided further that no quorum shall be required in an adjourned meeting or in a meeting convened for the second time after being postponed earlier for want of quorum.

**St.6(BUGS): There shall be a Board of studies (BOS) for every Department/Stream/Subjects related to the Undergraduate courses of the College attached to the Academic Council.****Constitution of the Board of Studies:**

- (a) Head of the Concerned Department of offering the subject(s) who shall be the Chairman of the Board ex-officio.
- (b) All whole-time teachers of the Department Concerned
- (c) Two experts in the subject from outside the college to be nominated by the Academic Council.
- (d) One representative from industry/corporate sector/allied area relating to placement/ one person non belonging to the college who shall be experts in the subject or subjects concerned co-opted by the members of the Board at its first meeting.
- (e) One expert nominated by the West Bengal University of Technology.

**St.7 (BUGS): Term**

The term of the nominated members shall be two years.

**St.8 (BUGS): Meeting**

The Head of the Department will have the sole responsibility of coordinating BOS meeting and at least such meeting should be organized in an academic year.

**St.9 (BUGS): Powers & function of the Board of studies**

The Powers and functioning of the Board of studies is prescribed by the Regulation.

- (a) prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Under graduate Board of Studies and that of the Academic Council;
- (b) suggest methodologies for innovative teaching and evaluation techniques;
- (c) suggest panel of names to the Academic Council for appointment of examiners; paper setter, moderator and
- (d) coordinate research, teaching, extension and other academic activities in the department/college.

## **CHAPTER-IX**

### **The Board of Examination**

St.1 (BE): The Constitution, Powers and functioning of the Board of Examination is prescribed by the Regulation.

## **CHAPTER-X**

### **The Council of Students' Welfare**

#### **St.1 (CSW): Constitution**

There shall be a Council of Students' Welfare consisting of the following members –

- (ii) The Director/Principal who shall be the Chairman;
- (iii) The Deans of the Faculty Councils for post-graduate studies;
- (iv) The Medical Officer;
- (v) The Programme Coordinator, National Service Scheme (NSS);
- (vi) Provosts / Superintendents of Halls and Hostels;
- (vii) One person nominated by the Governing Body from amongst its members;
- (viii) The Dean of Students' Welfare, who shall be the Secretary;
- (ix) Two persons interested in students' welfare co-opted by the members of the Council of Students' Welfare

#### **St.2 (CSW): Meeting and Quorum**

- (1) In the absence of the Director / Principal, one of the Deans of the Faculty Councils present shall preside at the meeting of the Council of Students' Welfare.
- (2) One-half of the total number of existing members of the Committee plus one member shall be a quorum for a meeting of the Council.
- (3) The Council shall meet at least four times a year and oftener, if necessary.



**St.3 (CSW): Powers and duties:**

The Council of Students' Welfare shall be competent –

- (i) To formulate and make recommendations on matters of policy concerning all aspects of students' welfare;
- (ii) To implement the policies of the College in respect of the welfare of the students;
- (iii) To advise the Governing Body on all matters relating to discipline among students;
- (iv) To provide for the promotion of health and welfare of students and to exercise such supervision and control as will secure their well being;
- (v) To advise the Governing Body on all matters relating to residence of students;
- (vi) To advise the Governing Body on all matters relating to financial assistance to students;
- (vii) To frame and amend rules for Halls and Hostels;
- (viii) To provide guidance for students publication;
- (ix) To exercise supervision over such bodies connected with students' activities as may be instituted by the authorities;
- (x) To provide guidance to the students regarding avenues of higher education and opportunities for employments;
- (xi) To form Committees and delegate some of its functions to these Committees, while retaining ultimate responsibility;
- (xii) To advise on such other relevant matter as may be referred to it by any competent authority of the College; and
- (xiii) To make rules for the purpose of duly exercising the powers delegate to it or discharging the duties imposed upon it by the Statutes, the Ordinances or the Regulations;

Provided that every such rule made by the Council and every amendment and repeal thereof shall be submitted to the Governing Body for their approval.

## CHAPTER-XI

### The College Development Council

**St.1 (CDC):** For the planning of various activities including the area of development of the Institute, a College Development Council (CDC) is constituted with the following members.

- i. Director
- ii. Principal
- iii. G.M. Corporate Relation, JIS Group
- iv. Head of all Departments
- v. Teacher members of the BOG.
- vi. HR Manager
- vii. Registrar

Secretary of the Council will be nominated by the Principal.

#### **St.2 (CDC):Powers and Function of the CDC**

1. Objective of CDC is to plan the activities of the college regarding development in all aspects to reach a height of excellence in teaching and learning process, to make the campus green, preserve the water (water harvesting), use of non-conventional energy etc. As the college conferred as **Autonomous Institute** the planning should be make it as deemed University.
2. Development of new laboratories, modernization of the existing laboratories including the purchase of versatile software also comes under the purview of this council.
3. The council will also decide about the students and faculty development including the technical staff and non-teaching staffs.
4. Annual planning the college will be drawn up by the council including Finance and Budget.
5. Prepare the college for all types of inspection / visit including AICTE, NBA, NAAC, UGC etc.
6. Overall assessment of the PG programmes.
7. Infrastructure development will also be looked after by this council.
8. Continuing education programme, Extension work, Research & Development will also be discussed and decided by the council.

### **St.3 (CDC): Meeting**

The council will meet once in a month and 50% of the members + 1 will form the quorum. A clear 7 days notice will be required to convene a meeting of the council.

All resolution and decision should be conveyed to the principal for discussion and / ratification of the Academic Council of the college and then to BOG.

## **CHAPTER-XII**

### **Finance Committee**

#### **St.1 (FC): The Finance Committee shall consist of the following members:**

- (i) Managing Director shall be the Chairman
- (ii) Two members nominated by the Trust
- (iii) Two members nominated by the Governing Body
- (iv) The Registrar
- (v) Director of Finance, JIS Group
- (vi) Finance officer of the college who will be the ex-officio secretary

**St.2 (FC):** If a vacancy arises the Finance Committee may nominate another member.

**St.3 (FC):** (a) In the absence of the Managing Director the members present shall nominate one Chairman to preside over the meeting with prior permission from the Managing Director.

(b) Six members shall be a quorum for a meeting of the Finance Committee provided that no quorum shall be required for adjourned meeting.

**St.4 (FC):** Soon after the close of each financial year the Finance Committee shall consider the annual statement of accounts for the previous financial year as prepared by the Finance Officer and transmit the same with its recommendations to the Academic Council for examination and approval prior to its transmission to the Governing Body.

**St.5 (FC):** (1) Not later than the 31<sup>st</sup> October every year, the Finance Committee shall consider at a meeting convened for the purpose the annual budget estimates for the next financial year as prepared by the Finance Officer under the direction of the Director/Principal and having considered the same estimates, make recommendations pertaining to the same which together with the recommendations shall, then, be forwarded to the Academic Council for Examination and approval prior to transmission to the Governing Body.

**St.6 (FC): Supplementary Estimate:**

(1) If, at any time during the year, there is reason to believe that the budget estimates under any head is likely to be exceeded and that the excess cannot be met by reduction under some other heads, a supplementary budget estimates shall be submitted by the Finance Committee to the Academic Council for approval and transmission to the Governing Body.

(2) If there is reason to suppose that receipts under any head are likely to fall considerably short of the budget estimates, a revised estimate shall be submitted to the Finance Committee.

**St.7 (FC): Progress of Income and expenditure:**

The Finance Committee shall maintain a watch over the progress of income and expenditure provided for in the budget and shall, from time to time, make such reports to the Executive Council as it thinks fit on any matter affecting the finances of the College.

**St.8 (FC): Advice on financial matters:**

(1) The Finance Committee shall advise on any financial matter that may appropriately be referred to it for opinion by any authority or body of the College.

(2) In connection with the annual accounts or the annual budget or any duty imposed on it by these Statutes the Finance Committee may call for such papers or information as it may require relating to any relevant financial matter or any item of account.

**St.9 (FC): Expenditure not covered by budget grants:**

No expenditure which is not covered by the budget grants or which is in excess of the budget provisions may be incurred without consideration by the Finance Committee and prior approval of the Governing Body.

**St.10 (FC): Power to make rules:**

Subject to the provisions of the Statutes, the Regulations and the Rules, the Finance Committee shall be competent to make rules for the purpose of duly exercising the powers delegated to it or discharging the duties, imposed upon it, and to amend or repeal any such rule.

**St.11 (FC) Rectification of rules by the Academic Council:**

Every Rule and every amendment or repeal thereof made under St.10 (FC), shall be submitted to the Academic Council for rectification.

# The college regulation relating to the appointment of Teachers, officers and other employee of the College.

## **Reg. (App). 1**

Short title: These regulations may be called as college regulation relating to the appointment of Teachers, officers and other employee of the College.

## **Reg. (App). 2**

Classification of Teachers of the College

Unless, otherwise decided by the Board of Governors the teachers of the college shall be ordinarily of the following categories, namely :

- (a) Professors
- (b) Associate Professors
- (c) Assistant Professors
- (d) Visiting and Part time teachers

## **Reg. (App). 3**

Scale of Pay and Qualification of Teachers

(i) The scale of pay of emoluments of different categories of teachers of the college shall be such as the Board of Governors may determine considering the AICTE norms.

(ii) The minimum qualification for appointment to the posts of different categories of teachers of the college shall be such as may be determines by the Board of Governors considering the AICTE and UGC norms.

## **Reg. (App). 4**

Selection Committee

(i) The composition of the selection committee for recruitment of teachers of the college and procedure for holding meeting of the selection committee are as follows.

### *Selection committee for the Professor and Associate Professor*

(i) The Chairman of the Board of Governors or his nominee will be the chairman of selection committee.

(ii) The Dean of the faculty concerned

(iii) One person having special knowledge of the subject which the professor will teach nominated by Trust.

(iv) Two persons having special knowledge of the subject which the professor will teacher nominated by the BOG / Director.

### *Selection Committee for the Post of Assistant Professor.*

Assistant Professor of the college shall be appointed on the recommendation of a selection committee consisting of :

- (i) Chairman – BOG or his nominee will be the Chairman of the selection committee.
- (ii) Dean of the faculty concerned
- (iii) Head of the Department concerned
- (iv) Two persons having special knowledge of the subject which the Assistant Professor will teach nominated by the BOG.

*Procedure for holding meeting of the selection committee*

- (i) Three member of whom at least two shall be persons having special knowledge of the subject concerned shall be a quorum for a meeting of a selection committee.
- (ii) If the BOG does not accept the recommendation of the selection committee it may be referred to the trust who decision shall be final.

*Letter of Appointment of teachers.*

- (i) Every teacher shall on appointment as such shall be provided with a letter of appointment with all the terms and conditions written thereof.
- (ii) A teacher appointed against a permanent vacancy shall be on probation ordinarily for a period of one year from the date of joining and such period of probation may at the discretion of the appropriate authority may be extended for a further period of one year.
- (iii) If at any time during period of probation the probationers work is not considered satisfactory the probationers shall be discharged by the authority concerned.
- (iv) The Devoices of a temporary teacher may be terminated by serving one months notice a paying him one month salary thereof.

## LEAVE RULE

For full-time confirmed staff the following leave rules will be applicable.

### (1) Categories of leave

There are five categories of leave entitled by the full-time confirmed staff of the College:

- a) Casual Leave
- b) Earned Leave
- c) Medical Leave
- d) Maternity Leave
- e) Study Leave

All the staff of the college are of two types –

- (1) Vacational staff – All the faculties and teaching staff
- (2) Non-vacational staff- Director, Principals, HOD's, Registrar, Accounts, Store, TPO etc.)

Nature of leave	Quantum of leave	Leave salary	Accumulation
Casual Leave	12 days p.a.	With pay	Nil
Earned Leave	After completion of 1 full year of full service Vacational- Earned leave: 8 days (15 days summer recess, 7 days winter recess/or any other form) Non-vacational: 30 days (maximum 4 times in a year)	With pay	Maximum 120 days*
Medical/Sick leave	10 days p.a.	With pay	
Maternity leave (females only)	3 months, twice in service period	With pay	Nil
Study leave	Confirmed faculty, after putting in 3 full years of service (case to case)	Without pay / with pay	Nil
*Encashment of Leave: against retirement			
Maturity: LIC Policy scheme, as per rule,			
Compensatory Leave: Nil			

2) Staff in Probation: Only Casual Leave as in 12 days per year

3) Adhoc/Contract Appointment: Only Casual Leave as in 12 days per year

### **General Rules**

- a. Leave cannot be claimed as a matter of right-when the exigencies of service so warrant, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.
- b. Leave ordinarily begins on the day on which the transfer of charge is affected and ends on the day proceeding that on which duty is resumed. Enjoyment of leave shall follow Calendar Year.
- c. An employee on leave shall not return to duty before the expiry of leave granted to him without permission of the authority sanctioned the leave.
- d. No person who has been granted leave on medical certificate for infectious disease shall return to duties without producing a medical certificate of fitness.
- e. An employee / a person who remains unauthorized absent after the expiry of his/her leave granted is entitled to no leave salary for the period of such absence. The day/days of such unauthorized absence may only be regularized at the sole discretion of the approving authority on being satisfied of the justification submitted. Willful unauthorized absence from duty after the expiry of leave granted may be treated as misconduct calling for disciplinary action.
- f. Any kind of leave if refused, partly or fully, should be communicated to the applicant either orally or in writing, stating the reason(s) of such refusal.
- g. No employee/person who is under suspension shall be granted any leave.
- h. All applications for leave or for extension of leave shall be, made in writing addressing to the Director / Managing trustee through controlling authority for consideration of sanction of leave or extension of leave by the sanctioning authority, as the case may be, applied for well before it is availed of. In case of Earned leave, pre-application form is to be filed at least 7 days before commencing the earned leave.
- i. Provided that if the authority, competent to grant leave is satisfied that it was not possible to apply for or obtain the sanction for leave of absence beforehand due to some exceptional condition, leave may be granted with retrospective effect shall be submitted at the earliest opportunity.
- j. If under unavoidable circumstances previous sanction can not be obtain the employee shall write to the controlling authority on the day on which he / she resumes his/her duty explaining the reasons which prevent him/her from attending office. An employee is liable to have his pay forfeited for such period for which he/she is absent without leave<sup>2</sup> or immediate report.



- k. The office of the Registrar will maintain leave record of each employee of the Institute / office.
- l. The HOD the recommending authority of any leave must ensure alternative arrangement of carrying out the normal activities before recommending anybody to proceed on leave.

## **CASUAL LEAVE**

### **Rules**

- a) Casual leave may be prefixed or suffixed to weekly holidays / any other holidays including Sundays.
- b) Casual leave cannot be combined with any other kind of leave or vacation of Puja Holidays.
- c) All casual leave which any employee / person is entitled to during any Calendar year shall cease to be due to him/her at the end of such Calendar year and cannot be accumulated to taken over or brought forward to any other Calendar year.

## **EARNED LEAVE**

### **Rules**

- a) Every employee of a college shall be entitled to leave on full pay, here-in-after referred to as Earned leave only after confirmation.
- b) Earned leave will be credited for the previous year in the month of January, accumulation of 120 days at a point of time during the whole period of service will be allowed.
- c) Earned leave may be granted for such reasons as may be considered by the authority competent to grant such leave, which may include - \
  - 1) Illness of the Employee concerned,
  - 2) Illness of a member of the family of the applicant
  - 3) Urgent private affairs
  - 4) Holiday trip

Provided that –

When earned Leave is applied for on any of the grounds referred to in clause C(1) or Clause C(2) the application shall be accompanied by a medical certificate of a registered medical practitioner.

- (1) No employee who has been granted earned leave under Clause C(1) on a medical certificate may resume duty without producing a medical certificate of fitness of a medical practitioner.
- (2) Earned leave for less than three days will not be allowed.
- (3) Maximum Earned leave that may be granted at a time to an employee, except under extraordinary circumstances shall be 30 days, subject to Institute's work, permitting grant of such leave.
- (4) Earned leave should be enjoyed following approved leave planning of the department concerned.
- (5) In order to avail of Earned leave the eligible employee has to apply in the prescribed form.
- (6) Inform to the Director / Reporting authority at least 7 days in advance from which his/her leave is due to commence except it is considered otherwise under compelling circumstances by the leave approving authority. Leave will be granted in a shorter notice except in a very special case.
- (7) If on the ground of exigency the Earned Leave is required to be extended the concerned Employee has to make an application in writing well in advance of the date of expiry of his/her leave, enabling the competent authority to consider the same and informing the applicant.
- (8) The appropriate authority can call back any employee who has already proceeded on leave on urgent ground or cancel any leave if so warranted and the un-enjoyed leave may be credited to his/her account.
- (9) An employee retained in service after the date of compulsory retirement shall earn 'Earned Leave' at the rate applicable to him on special consideration.

## **MATERNITY LEAVE**

### **Rules**

- 1) Maternity leave may be granted to a confirmed full-time female employee on full pay for a period up to 3 months during pre and post natal period as to be certified by the attending registered medical practitioner.
- 2) Maternity leave, combined with any other leave, may be granted only if a medical certificate issued by the attending registered medical practitioner supports the application.
- 3) Maternity leave may be granted to an employee on full pay in cases of miscarriage including abortion subject to the condition that any registered medical practitioner supports the application.

- 4) Maternity Leave shall not be admissible more than twice during the entire service period.
- 5) Resumption of duties after expiry of the leave granted may be considered on submission of 'Fit Certificate' issued by the attending registered medical Practitioner.

## **MEDICAL LEAVE**

### **Rules**

- 1) In case of illness / sickness a confirmed full-time employee may be granted medical leave.
- 2) No medical certificate is normally required for availing of any Medical leave up to First 3 (three) days but if the sanctioning authority so desires can ask for the same to satisfy the reason of absence.
- 3) Availing of Medical Leave for more than 3 (three) days at a time requires valid medical certificate from the registered medical practitioner.
- 4) Resumption of duty on submission of medical certificate may call for further medical examination by the Institute's / Trust's Doctor or any other authorized doctor to declare him / her fit if the approving Authority so decides for the interest of the Institute / Office and / or discipline. In the event of such medical examination he/she may have to undergo appropriate medical test(s) if recommended by the aforesaid doctor.

## **STUDY LEAVE**

### **Rules**

Study Leave may be granted to confirmed full-time faculty after completion of five years of continuous service and not retiring within next three years, for advanced or research work directly related to his/her work by the Competent authority on the recommendation of the Directors. If approved by the Competent authority, they will also decide the duration of the leave and the other terms.

**The regulation relating to powers and functions of the  
Board of studies  
in  
Undergraduate and Post graduate studies**

The college Regulations relating to the powers and functions of the Board of Post-graduate studies and various Boards of studies related to the Board of Undergraduate studies.

Short title

Reg. 1 (B.S.): These Regulations may be called the college Regulations relating to the powers and functions of the Boards of Post-graduate studies and various Boards of studies related to the Board of Undergraduate studies.

Interpretation of words and expressions

Reg. 2 (B.S.): Unless the context otherwise requires words and expressions used in these Regulations shall be interpreted to have the same meaning as they have everywhere.

Meetings

Reg. 3 (B.S.): Meetings of a Board of Studies shall be convened whenever necessary and at least twice in an academic year, under the direction of the Chairman, Board of Studies concerned.

Quorum

Reg. 4 (B.S.): Half of the total number of members of a Board plus one shall form a quorum for a meeting of the Board.

Powers and functions

Reg. 5 (B.S.): A Board shall –

- (a) Recommend to the Academic Council (through Board of Undergraduate studies in case Undergraduate courses) concerned courses of studies and syllabi for the various examinations of the College in the subject or subjects with which the Board is concerned;
- (b) Recommend to the Academic Council (through Board of Undergraduate studies in case Undergraduate courses) books for study including text-books;
- (c) Recommend to the Academic Council (through Board of Undergraduate studies in case Undergraduate courses) concerned improvements in the methods of teaching, study and examinations;

(d) Recommend to the Academic Council and Board of Examination concerned examiners, paper-setters, moderators, scrutineers, coordinators, tabulators and other competent persons in the subject or subjects with which the Board is concerned;

(e) Consider the report on all matters that may be referred to it by the Academic Council concerned (through Board of Undergraduate studies in case Undergraduate courses);

Joint Meetings

Reg. 6 (B.S.): The Academic Council concerned may call upon two or more Boards to meet together to decide any question of common interest. The joint meeting will elect its own Chairman. The Quorum of a joint meeting must include a full quorum of each Board represented.

Validation of proceedings

Reg. 7 (B.S.): No proceedings of a meeting of a Board shall be invalidated by reason merely of a vacancy or vacancies existing on the Board.

Removal of doubts

Reg. 8 (B.S.): In case of any doubt or difficulty as to the interpretation of these Regulations, the matter shall be referred to the Director and his decision thereon shall be final.

## **ACADEMIC REGULATIONS**

### **1. Duration of Curriculum and Calendar:**

1.1 Each year shall be divided into two semesters Autumn Semester (July to December) and Spring Semester (January to June). The Autumn semester shall ordinarily begin in July for students already on rolls and the Spring semester shall ordinarily begin in January. However, the first semester (Autumn, for newly admitted students) may begin a little later depending on completion of admission formalities. The number of teaching weeks in each semester shall be fifteen to eighteen with a maximum of 90 teaching days excluding the period of examination.

1.2 Each year the College shall draw out a calendar of academic and associated activities, which shall be adhered to as far as possible. Details of curricula and syllabi shall be as decided by the Academic Council with provision for modification from time to time as per needs of the specializations concerned.

### **2. Eligibility for admission:**

2.1 Admissions to different courses of the College shall be based on criteria decided by the Academic Council. There shall be provision for direct admission for a limited number of Non-resident Indian/Foreign National students. Details of criteria for admission shall be as per provisions in the rules formulated for the purpose.

2.2 Candidates shall be required to satisfy the norms prescribed for medical fitness criterion.

2.3 Admissions shall ordinarily close after a specified period from the date of commencement of the first semester instruction, through a notification.

However, in exceptional cases admission of a candidate after the last date may be recommended with proper justification and subject to the approval of the Director/Principal. Under such event this period shall not fall beyond four weeks from the date of commencement of first semester instruction.

2.4 Candidates shall have to register as bona-fide students of the College as well as of the University as per College regulations within a period specified by the College, by formal application.

2.5 Students pursuing first degree Engineering /Technology programme may be allowed change of branch after completion of course requirements for first (autumn) and second (spring) semester of first year programme. The selection shall be on the basis of merit assessed through the combined result of the first and second semester examinations declared in the form of Yearly Grade Point Average (YGPA) at the end of the first year. This is an incentive to meritorious students securing YGPA of 8.5 or more. The change of branch shall be accorded to only such students who have cleared all examinations items of both semester in first attempt, in examinations held during academic session of his first admission to the course, change of branch may be accorded subject to the condition that the consequent total student strength in the 'gainer programme' shall not exceed by 10% of the approved seats and net student strength in the 'loser programme' shall not deplete by more than 10% of the actual student strength existing on the rolls prior the change during the process.

### **3. Provisions for lateral entry in Engineering & Technology Courses**

A student who has acquired a diploma in Engineering through a minimum of three years of Institutional study, can be considered to be academically equivalent to a student who has passed the first year of the four year Engineering degree programme for which the qualifying examination is of the 12+ level.

Lateral entry for diploma holders will be allowed in the second year third semester level. Seats in addition to the sanctioned intake at first year level, limited to a maximum of 10% will be reserved for such students.

#### **4. Registration:**

A student who is selected for enrolment in a particular course offered by the College will have to complete admission procedures and get himself/herself registered within the noticed time period.

#### **5. Eligibility for appearing in Examinations:**

5.1 A student shall be eligible to appear in an examination provided he pursues a regular course of study in respective Department and attends at least 75% of theoretical, practical and sessional classes on an average, held during the semester. The attendance shall be considered from the date of admission of the candidate in the College.

5.2 Concessions: A student who has been absent for short periods due to participation cultural, sports, other academic/official assignments in the interest of the College with prior written permission of the head of the Institution shall be permitted a maximum of additional concessions of 10% in attendance and would be eligible for appearing in examination with a minimum of 65% of attendance in a semester.

5.3 A student shall be admitted to any examination of the College only if he has paid the prescribed fee by the date specified by the Controller of Examinations. A student may, however, deposit the examination fee with prescribed additional fee for late submission of application after the expiry of the specified day, provided that no such period grace shall apply to a candidate for an examination for clearing his backlog or special examination if any.

5.4 A candidate shall be allowed in an examination only after he is issued an Admit card for the relevant examination by the College, after obtaining the appropriate eligibility certificate.

5.5 A student who is promoted to the next higher year with backlogs in the previous year shall be permitted to appear as an ex-student/casual as per provisions.

#### **6. Degree Certificate:**

The final degree will be awarded by the West Bengal University of Technology. The name of College will also be mentioned in the Degree Certificate.

#### **7. Dissemination of information:**

College rules and all other pertinent issues which are applicable to the students will be published in the College Calendar and given to the students at the beginning of first years courses. Students should also follow the Students' Notice Board. General information and important announcements may also be made available through the College website. The Rules may be amended from time to time and the students will be informed of that through notice boards or website or both.

#### **8. Disciplinary Committee**

There is a Disciplinary Committee to consider and dispose of the various disciplinary cases related to Examination and all other matters.

## **9. General Rules for examinations**

9.1 Each discipline consists of the following three types of items:

Theory items  
Practical items  
Sessional items

The schedule of these items along with their credit points for each semester shall be as per rules formulated by the Academic Council from time to time.

9.2 At the end of each semester, there shall be an examination (hereinafter called end-semester examination) conducted by the College as per programme announced by the Controller of Examinations.

9.3 Back paper examination, if any shall be held with the normal end semester examination.

9.4 For all First degree level College programme, separate supplementary examination shall not be held under normal conditions for students with backlogs at up to pre-Final level. Such students shall be expected to clear their arrear items along with regular students of lower semester(s) at the relevant end semester examinations when held in subsequent year(s). For the purpose of degree only separate supplementary examination for both Autumn and Spring semesters at the final level shall, however, be held within one month of the publication of the final degree examination results.

The provision of separate supplementary examination at the final level shall not be available to students of M.Tech/MCA/MBA and any other Masters level program of the College.

## **10. Declaration of result, promotions and grading systems:**

10.1 In order to pass a programme/course a candidate must secure at least Pass Grade in each of the Theory, Practical and Sessional items and maintain a minimum level of overall performance as specified in the rules formulated by the Academic Council.

10.2 Unless otherwise stated in the rules governing promotion, the promotional status between two consecutive semesters and or/two consecutive levels/years shall be indicated on the semester credit card as per details below:

a. Passed and Promoted (denoted by P) and indicating that

- i) The candidate has cleared every course item of both odd and even semester of the academic year.
- ii) He/she has no backlogs from the lower levels.

b. Eligible for promotion with backlogs (denoted by XP) indicating that

- i) The candidate is eligible for promotion with limited backlog of course items of the just completed lower level.
- ii) He is not carrying any backlog from other lower levels.

c. Ineligible for promotion (denoted by X), indicating that

- i) The candidate is NOT eligible for promotion to the next higher level due to non-fulfillment of stipulations governing eligibility for promotion to next level/year.

10.3 A candidate shall be eligible for promotion to the next higher level/year if he satisfies the conditions laid down under the rules formulated by the Academic Council.



10.4 Candidates declared as eligible for promotion to the next level without clearing all course items of earlier semester individually shall have to apply for permission for admission to the higher level and obtain the same from the Director/Principal.

10.5 The College shall publish a list of all successful candidates of each of the semester examinations within a reasonable time from the date of the last examination.

10.6 The Overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of the concerned programme.

10.7 A student's level of competence shall be categorized in accordance with criteria decided by rules formulated by Academic Council

### 11. Grading System:

11.1 A letter grading system shall be followed in the College. Details of the same shall be specified in the rules formulated by the Academic Council.

11.2 A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:

SGPA-Semester grade point average

YGPA-Yearly grade point average

DGPA-Degree grade point average

### 11.3 Definition of items:

a) POINT-Integer qualifying each letter grade

b) CREDIT-Integer signifying the relative emphasis on individual course item(s) in a semester as indicated by the Course structure and syllabus.

c) CREDIT POINT-(b) x (a) for each course item.

d) CREDIT INDEX- $\Sigma$ CREDIT POINT of course item in a semester

e) GRADE POINT AVERAGE, in general terms, is defined as :

CREDIT INDEX/  $\Sigma$ CREDITS

but it is always qualified by the specified period reference, as detailed below

$$SGPA = \frac{\text{CREDIT INDEX}}{\sum \text{CREDITS}} ; \text{ for a semester}$$

$$YGPA = \frac{\text{CREDIT INDEX of Autumn Sem} + \text{CREDIT INDEX of Spring Sem}}{\sum \text{CREDITS of Autumn Sem} + \sum \text{CREDITS of Spring Sem}} ; \text{ for an academic year.}$$

f) CUMULATIVE GRADE POINT AVERAGE (CGPA)

$$= \sum_{K=1}^{K=n} \frac{\text{CREDIT INDEX OF Kth SEMESTER}}{\sum_{K=1}^{K=n} \text{CREDIT OF Kth SEMESTER}}$$

Where n=4 for 2 year programme

n=6 for 3 year programme

n=9 for 4 year programme

g) DGPA as specified for each course separately under respective rules.

## RULE GOVERNING THE GRADING SYSTEM AND DECLARATION OF RESULTS

- i) A seven point grading system on a base of 10 shall be followed in the College. Categorization of these grades and their correlation shall be as under

Qualification	Grade	Score on 100 percentage Points	Point
Outstanding	'O'	100 to 90	10
Excellent	'E'	89 to 80	9
Very Good	'A'	79 to 70	8
Good	'B'	69 to 60	7
Fair	'C'	59 to 50	6
Below Average	'D'	49 to 40	5
Failed	'F'	Below 40	2

N.B. Grade 'C' shall be considered as average grade.

- ii) A transitory letter Grade I (carrying points 2) shall be introduced for cases where the candidate fails to appear in End Semester Examination(s) and where the results are incomplete. This grade shall automatically be converted in to appropriate grade(s) as and when the results are complete.
- iii) No student shall be allowed to received/complete the final degree with any I or F grade.
- iv) There shall be no class/division awarded to a student either at semester or degree level.
- v) The College shall declare the CGPA of a student on the final semester grade sheet/card. The CGPA has been defined in 7.3 f of Academic Regulation and indicates his/her overall performance in the course keeping relative importance of all courses identical.
- vi) A student's level of competence shall be categorized by DGPA mentioned in 7.3 (g) and shall be the basis of judging his/her overall competence in the course. The modality of arriving at the DGPA is indicated for individual groups of courses under rules governing their execution.

### Distribution of Marks in the course

UG Course:

Course	Semester	Marks for End Semester
B.Tech	1	1000
	2	900
	3	1000
	4	900
	5	900
	6	1000
	7	1000
	8	800
	Total of 8 semester	7500
BCA	1	700
	2	700
	3	700
	4	700
	5	800
	6	500
	Total of 6 semester	4100
BBA	1	600
	2	600
	3	600
	4	600
	5	600
	6	600
	Total of 6 semester	3000

PG Course:

Course	Semester	Marks for End Semester
M.Tech	1	800
	2	900
	3	700
	4	600
	Total of 8 semester	3000
MCA	1	800
	2	800
	3	900
	4	800
	5	700
	6	100
	Total of 6 semester	4100
MBA	1	800
	2	800
	3	300
	4	400
	Total of 6 semester	2300

### Central Library

The Central Library of JIS College of Engineering is a hub of academic and research activities. The library has a potential collection of contemporary state of the art learning resources. Equipped with adequate text and reference books, important journals for the use of students and staff. The library provides services to its users through an automated mode by using LIBSYS 4 software. The services rendered by the Central Library cover all Departments of the College. Search for any book can be made through Online-Public-Access-Catalogue (OPAC) and the circulation system is barcode based. The reading room has a capacity to accommodate 140 students altogether. The library offers a BOOK-BANK system effective for 1st to 3rd year students. The library provides current-awareness services to the readers through newspapers and clipping, newsletters etc. The membership of the library is open to students, teachers and non-teaching staff of the College. The reading room of the library remains open from 8 am to 8 pm and lending section remains open during regular college hours.

### Books for the College Library are lent under the following conditions,

- a) A student who takes books from the library without permission or cuts pages out of library books exposes himself or herself to the gravest penalties. Once a student has accepted a book, he/she is responsible for it in the state in which it will be returned. Let him/her therefore carefully check each book which he/she takes out, to see whether it is in satisfactory condition.
- b) No marks or inscriptions or any kind may be made in any book of the library. Offenders will be fined in proportion to the damage done.
- c) Books lost must be replaced.
- d) All books may be called at the Librarian/Library In-Charge's discretion.
- e) Library is 'The Temple of Learning'. Hence absolute silence must be maintained in and around the library. Loud consultation, animated conversation etc., are strictly prohibited.
- f) While entering the library, students should show their identity card for borrowing books.
- g) The students are advised to keep their identity cards safely and not to lend their I.D. to any other student and do not make photocopies of the original I.D. After borrowing a book, the student is advised to check the book before leaving the counter.
- h) Bottles of water may be brought into our libraries, but other food and drink is not allowed.
- i) Mobile phones may be used for silent functions, but we ask users to make and receive calls outside the library premises.
- j) The Library is a shared environment; please treat staff and fellow users with consideration and respect.

# **RULES APPLICABLE TO BACHELOR OF TECHNOLOGY (B.TECH) PROGRAM OF THE COLLEGE**

## **1. Introduction**

- 1.1 The provisions of these regulations shall be effective for B.Tech degree programmes of the College.
- 1.2 These regulations shall also be applicable to a new B.Tech Degree programmes that may be offered by the College and also other first degree technology and four year Bachelor level programme started by the College.
- 1.3 B.Tech Degree programme shall be offered in disciplines as specified by AICTE.

## **2. Distribution of Curriculum**

- a. B.Tech Programme shall be of four years.
- b. Curricula for the first two semesters of the B.Tech degree programme shall be common to all branches of Engineering and Technology, with a built in provision for interchanging a few subjects between the two semester in order to balance teaching loads in some Departments.

## **3. Eligibility for Admission:**

- 3.1 Admission to the B.Tech programme shall be made following standard rule of admission to Engineering curriculum as specified by the State Government viz. 80% through West Bengal Joint Entrance Examination, 10% through All India Engineering Entrance Examination and 10% through Management quota subject to satisfaction of minimum standard of marks specified by the State Government.

Candidates shall all be required to satisfy standard norms of medical fitness.

Admission to B.Tech programme shall ordinarily close after twenty days from the date of commencement of first semester instruction as specified in the College calendar.

- 3.2 Students pursuing first degree Engineering /Technology programme may be allowed change of branch after completion of course requirements for first (autumn) and second (spring) semester of first year programme. The selection shall be on the basis of merit assessed through the combined result of the first and second semester examinations declared in the form of Yearly Grade Point Average (YGPA) at the end of the first year. This is an incentive to meritorious students securing YGPA of 8.5 or more. The change of branch shall be accorded to only such students who have cleared all examinations items of both semester in first attempt, in examinations held during academic session of his first admission to the course, change of branch may be accorded subject to the condition that the consequent total student strength in the 'gainer programme' shall not exceed by 10% of the approved seats and net student strength in the 'loser programme' shall not deplete by more than 10% of the actual student strength existing on the rolls prior the change during the process.
- 3.3 A student who has acquired a diploma in Engineering through a minimum of three years of Institutional study, can be considered to be academically equivalent to a student who has passed the first year of the four year Engineering degree programme for which the qualifying examination is of the 12+ level.

Lateral entry for diploma holders will be allowed in the second year third semester level. Seats in addition to the sanctioned intake at first year level, limited to a maximum of 10% will be reserved for such students.

## **Rules for examination related to the B.TECH PROGRAM:**

4.1 Each discipline consists of the following three types of items:

Theory items  
Practical items  
Sessional items

The schedule of these items along with their credit points for each semester shall be as per rules formulated by the Academic Council from time to time.

4.2 At the end of each semester, there shall be an examination (hereinafter called end-semester examination) conducted by the College as per programme announced by the Controller of Examinations.

4.3 Back paper examination, if any shall be held with the normal end semester examination.

4.4 For all First degree level College programme, separate supplementary examination shall not be held under normal conditions for students with backlogs at up to pre-Final level. Such students shall be expected to clear their arrear items along with regular students of lower semester(s) at the relevant end semester examinations when held in subsequent year(s). For the purpose of degree only separate supplementary examination for both Autumn and Spring semesters at the final level shall, however, be held within one month of the publication of the final degree examination results.

## **5. Evaluation of course items:**

The evaluation process shall be done as per the following guide lines:

### **(A) Theory Items**

Each item under this classification shall be evaluated on the basis of 100 percentage points, sub-divided into the following four categories:

- a) End-Semester examination: 70 marks  
Rules are mentioned in Examination rule for UG examinations.
- b) Course test/class test: 15 marks
  - i) The frequency of conduction of these tests, schedule, evaluation process will be finalized in the UG Board of studies.
- c) Quizzes and Assignment: 10 marks
  - i) The frequency of conduction of these tests, schedule, evaluation process will be finalized in the UG Board of studies.
- d) Attendance regularity and participation: 5 marks

The course teacher shall be finalize the award of a student (out of 30, comprising of b, c, d) and communicate the award list to the Controller of Examination under sealed cover.

### **(B) Practical Items:**

Every item in this category shall be evaluated out of 100 percentage points, divided under two broad categories mentioned below:

#### **a) End semester examination: 60 percentage points**

There shall be an End semester examination in each laboratory item ordinarily win an external examiner present. The evaluation may be based on

- i) Organization of the experiment
- ii) Actual data generated and the actual conduct of the experiment assigned
- iii) Data analysis/synthesis and conclusion ets.

- iv) A comprehensive viva-voce seeking general awareness of the lab subject. The relative emphasis shall be left to the external examiner & the course teacher jointly.

**b) Laboratory Sessional: 40 percentage points**

- i) The course teacher shall be sole authority for finalizing award under this item.  
ii) He shall divide the points under the following guidelines  
Attendance and regularity: 5 points  
Preparedness for conduct of experiment : 10 points  
Initiative to learn and interact: 10 points  
Presentation of lab report, its regularity in submission and content: 15 points

**(C) Sessional Items (out of 100 percentage points)**

Sessional items are those where, either the formal institutional contact hours are not specified (viz. practical training, extra/co-curricular participation) or there are no formal end semester examination of the written kind, (viz. Comprehensive viva-voce, seminar, industrial visits etc). For all items under these categories the evaluation shall be done internally through a Departmental committee appointed by the Department Head, duly endorsed by the Departmental Committee.

**6. Declaration of results, promotion and grading system:**

6.1 In order to pass the B.Tech programme a candidate must obtain at least 'D' grade in each of the Theory, Practical and Sessional items and DGPA of 6.0.

The promotional status shall be indicated on the even semester credit card/sheet as per details below

6.2 A candidate shall be eligible for promotion to the next higher level if he/she

- i) has cleared ALL course items of earlier semester individually.  
ii) has not been able to clear up to a maximum of 4 course items (counting ALL ITEMS for the two semesters of the levels as units with SGPA as an item) but has maintained an YGPA of 5 or above.  
iii) has no backlogs at any stage below the present level from which the promotion is sought.  
iv) has been a bona fide regular student/Ex-student at the present level and duly registered as such in the University and the College under the permission of the Director/Principal.  
v) has not been involved in breach of discipline or has not been time barred due to non-completion of course within the time limit fixed for the purpose.  
vi) has not been temporarily suspended/suspended for a specified period by the College and has not been denied the privileges of a Regular student/Ex-student at the time when admissions to higher levels is in progress.

Candidates debarred under 6.2 (ii) to 6.2 (vi) shall have to apply for permission for admission to higher level and obtain the same from the Director/Principal.

The College shall publish a list of all successful candidates of each of the semester examinations within a reasonable time from the date of the last examination.

As per the rules mentioned in the Academic Regulations and the DGPA for the B.Tech program shall be defined as

$$= \frac{1x YGPA I yr + 1x YGPA II yr + 1.5 x YGPA III yr + 1.5 YGPA IV yr}{5}$$

**RULES APPLICABLE TO BACHELOR OF COMPUTER APPLICATION (BCA); MASTER OF COMPUTER APPLICATION (MCA), BACHELOR OF BUSINESS ADMINISTRATION (BBA) AND MASTERS OF BUSINESS ADMINISTRATION (MBA) PROGRAM OF THE COLLEGE**

**1. Introduction**

1.1 The provisions of these regulations shall be effective for BCA, MCA, BBA, MBA degree programmes of the College.

**2. Distribution of Curriculum**

- a. The time duration of the different programme shall be as per details given below  
BCA: 3 YEARS (6 SEMESTERS)  
BBA: 3 YEARS (6 SEMESTER)  
MCA: 3 YEARS (6 SEMESTER)  
MBA: 3 YEARS (6 SEMESTER)

**3. Eligibility for Admission:**

3.1 Admission to BCA/BBA programme shall be made on the performance of West Bengal Higher Secondary examination or its equivalent examination. Admission to these programmes may be arranged through College level test or through Common Entrance Examination conducted by West Bengal University of Technology.

A candidate who has passed the 10+2 examination in general or vocational stream of the West Bengal Council of Higher secondary examination or any equivalent Board, with English shall be eligible for admission to first semester of BBA. For admission to the BCA programme the candidate must additionally have offered Mathematics and/or Statics in the qualifying examination.

In addition Candidates shall all be required to satisfy standard norms of medical fitness.

3.2 Minimum qualification for admission to MBA/MCA programme shall be a degree in Arts/Science/Commerce or equivalent with mathematics and/or statistics as one of the subjects at the Graduate level for MCA programme. Admission to MBA programme shall be made on the basis of norms fixed by the Academic Council. Admission to MCA programme shall be made on the basis of JECA examination.

**4. Rules for examination:**

4.1 The BBA/BCA/MBA/MCA programmes consists of the following three types of items:

Theory items  
Practical items  
Sessional items

The schedule of these items along with their credit points for each semester shall be as per rules formulated by the Academic Council from time to time.

4.2 At the end of each semester, there shall be an examination (hereinafter called end-semester examination) conducted by the College as per programme announced by the Controller of Examinations.

4.3 Back paper examination, if any shall be held with the normal end semester examination.

4.4 For all First degree level College programme, separate supplementary examination shall not be held under normal conditions for students with backlogs at up to pre-Final level. Such students shall be expected to clear their arrear items along with regular students of lower semester(s) at the relevant end semester examinations when held in subsequent year(s). For the purpose of degree only separate supplementary examination for both Autumn and Spring semesters at the final level shall, however, be held within one month of the publication of the final degree examination results.

The provision of separate supplementary examination at the final level shall not be available to students of MCA/MBA and any other Masters level program of the College.

## **5. Evaluation of course items:**

The evaluation process shall be done as per the following guide lines:

### **(A) Theory Items**

Each item under this classification shall be evaluated on the basis of 100 percentage points, sub-divided into the following four categories:

a) End-Semester examination: 70 marks

Rules are mentioned in Examination rule for UG examinations.

b) Course test/class test: 15 marks

The frequency of conduction of these tests, schedule, evaluation process will be finalized in the UG Board of studies.

c) Quizzes and Assignment: 10 marks

The frequency of conduction of these tests, schedule, evaluation process will be finalized in the UG Board of studies.

d) Attendance regularity and participation: 5 marks

### **(B) Practical Items:**

Every item in this category shall be evaluated out of 100 percentage points, divided under two broad categories mentioned below:L

#### **a) End semester examination: 60 percentage points**

There shall be an End semester examination in each laboratory item ordinarily with an external examiner present. The evaluation may be based on

1. Organization of the experiment
2. Actual data generated and the actual conduct of the experiment assigned
3. Data analysis/synthesis and conclusion etc.
4. A comprehensive viva-voce seeking general awareness of the lab subject.

The relative emphasis shall be left to the external examiner & the course teacher jointly.

#### **b) Laboratory Sessional: 40 percentage points**

i) The course teacher shall be sole authority for finalizing award under this item.

ii) He shall divide the points under the following guidelines

Attendance and regularity: 5 points

Preparedness for conduct of experiment : 10 points

Initiative to learn and interact: 10 points

Presentation of lab report, its regularity in submission and content: 15 points

#### **c) Sessional Items (out of 100 percentage points)**

Sessional items are those where, either the formal institutional contact hours are not specified (viz. practical training, extra/co-curricular participation) or there are no formal end semester examination of the written kind, (viz. Comprehensive viva-voce, seminar, industrial visits etc). For



all items under these categories the evaluation shall be done internally through a Departmental committee appointed by the Department Head, duly endorsed by the Departmental Committee.

**6. Declaration of results, promotion and grading system:**

6.1 In order to pass BBA/BCA/MCA/MBA programme a candidate must obtain at least 'D' grade in each of the Theory, Practical and Sessional items and DGPA of 6.0.

The promotional status shall be indicated on the even semester credit card/sheet as per details below

6.2 Eligibility of a candidate for promotion will be as per the rules mentioned in the Academic regulations.

As per the rules mentioned in the Academic Regulations and the DGPA for the BCA, BBA and MCA program shall be defined as

$$= \frac{1x \text{ YGPA I yr} + 1x \text{ YGPA II yr} + 1x \text{ YGPA III yr}}{3}$$

For MBA programme DGPA

$$= \frac{1x \text{ YGPA I yr} + 1x \text{ YGPA II yr}}{2}$$

## **RULES APPLICABLE TO MASTER OF TECHNOLOGY (M.TECH) PROGRAM OF THE COLLEGE**

### **1. Introduction**

- 1.1 The provisions of these regulations shall be effective for M.Tech degree programmes of the College.
- 1.2 These regulations shall also be applicable to a new M.Tech Degree programmes that may be offered by the College and also other first degree technology and four year Bachelor level programme started by the College.
- 1.3 M.Tech Degree programme shall be offered in disciplines as specified by AICTE.

### **2. Distribution of Curriculum**

M.Tech Programme shall be of two year divided into four semesters.

### **3. Eligibility for Admission:**

- 3.1 Admission to the M.Tech programme shall be made on the basis of performance in All India GATE/Admission Test conducted by the University/Admission Conducted by the College. Candidates from Industry/research Institutions can also be admitted to the course as sponsored candidates.

The minimum qualification for each M.Tech programme shall be specified separately at the time of admission.

### **3. Rules for examination:**

- 3.1 The M.Tech programme of the College shall consists of the following three types of items:  
Theory items  
Practical items  
Sessional items

The schedule of these items along with their credit points for each semester shall be as per rules formulated by the Academic Council from time to time.

- 3.2 At the end of each semester, there shall be an examination (hereinafter called end-semester examination) conducted by the College as per programme announced by the Controller of Examinations.

- 3.3 Back paper examination, if any shall be held with the normal end semester examination.

- 3.4 No separate carry-over/back log/supplementary examination shall be held for student who failed to clear their course item(s) during their regular chances. A student with back log shall be required to take his/her chances as and when the concerned examinations are held for regular students of subsequent batch(es) and shall be required to apply for the same through proper channel to the Controller of Examination of the College well in time in prescribed examination form. The ceiling in the number of chances permissible shall include those missed out by a candidate, if any, during the allotted period of completion of the course, irrespective of the reason leading to inability on the part of the candidate to appear in the same.

- 3.5 A student shall be entitled for a maximum of three chances to clear each course item. A regular student shall be require to complete the course within maximum period of three-and-half years counted from the date of the resumption of the course for which he was admitted. If the student fails to clear all formalities stipulated for successful completion of the course during the time specified,

his/her studentship for the course shall be cancelled automatically. However, the candidate at his own option may be considered for fresh admission as a regular student as per normal admission rules, and if admitted again, shall be considered as a fresh student with credit accorded to his performance during the early studentship.

3.6 If a student pursuing the 3<sup>rd</sup> semester of the M.Tech course as a regular student secures a gainful employment in the area of his intended specialization while he is still pursuing the programme, he may request the College, through proper channel, for extension the duration of the course time as a special case for him/her. In such an event, the College may allow an additional period of extension up to a maximum of two-and-half years and a break in continuity in his/her pursuit of the programme, provided that all the conditions stipulated hereunder are satisfied by the candidate:

- e) The candidate has successfully completed all course items listed under semester I and II.
- ii) In the opinion of the College, his employment shall have positive effort on enhancement of knowledge in the chosen field of specialization.
- iii) He/she may utilize the association with the employer during the interim period in pursuit of research activities in an area of contemporary interest leading to the dissertation work.

In such an event the candidate has to seek readmission to the course before the completion of the extension period and ensure that he/she has requisite time at his disposal to complete the dissertation work and attend to all requirements leading to acceptance of the dissertation for final submission before the extension period is exhausted.

3.7 In all cases, the degree shall be awarded on the basis of the actual year of successful completion of the course including dissertation where applicable.

3.8 Students who have appeared in all course items in their regular semester examinations, submitted the dissertation, within the scheduled date and have cleared all course items in single chance only shall be considered for ranking. Student with any carry over at any stage of the course for which he had to appear as an ex-student/repeat the course item and/or failed to submit the dissertation in time and student with discontinuity, for whatever reason shall not be eligible for ranking.

#### **4. Evaluation of course items:**

The evaluation process shall be done as per the following guide lines:

##### **a) Theory Items**

Each item under this classification shall be evaluated on the basis of 100 percentage points, sub-divided into the following four categories:

a) End-Semester examination: 70 marks

Rules are mentioned in Examination rule for PG examinations.

b) Course test/class test: 15 marks

The frequency of conduction of these tests, schedule, evaluation process will be finalized in the UG Board of studies.

c) Quizzes and Assignment: 10 marks

The frequency of conduction of these tests, schedule, evaluation process will be finalized in the UG Board of studies.

d) Attendance regularity and participation: 5 marks

##### **b) Practical Items:**

Every item in this category shall be evaluated out of 100 percentage points, divided under two broad categories mentioned below:L

**a) End semester examination: 60 percentage points**

There shall be an End semester examination in each laboratory item ordinarily with an external examiner present. The evaluation may be based on

- v) Organization of the experiment
- vi) Actual data generated and the actual conduct of the experiment assigned
- vii) Data analysis/synthesis and conclusion etc.
- viii) A comprehensive viva-voce seeking general awareness of the lab subject.

The relative emphasis shall be left to the external examiner & the course teacher jointly.

**b) Laboratory Sessional: 40 percentage points**

- i) The course teacher shall be sole authority for finalizing award under this item.
- ii) He shall divide the points under the following guidelines

Attendance and regularity: 5 points

Preparedness for conduct of experiment : 10 points

Initiative to learn and interact: 10 points

Presentation of lab report, its regularity in submission and content: 15 points

**c) Sessional Items (out of 100 percentage points)**

Sessional items are those where, either the formal institutional contact hours are not specified (viz. practical training, extra/co-curricular participation) or there are no formal end semester examination of the written kind, (viz. Comprehensive viva-voce, seminar, industrial visits etc). For all items under these categories the evaluation shall be done internally through a Departmental committee appointed by the Department Head, duly endorsed by the Departmental Committee.

**5. Declaration of results, promotion and grading system:**

5.1 In order to pass the M.Tech programme a candidate must obtain at least 'D' grade in each of the Theory, Practical and Sessional items and DGPA of 6.0.

The promotional status shall be indicated on the even semester credit card/sheet as per details below

a. Passed and Promoted (denoted by P) and indicating that

- i) The candidate has cleared every course item of both odd and even semester of the academic year.
- ii) He/she has no backlogs from the lower levels.

b. Eligible for promotion with backlogs (denoted by XP) indicating that

- i) The candidate is eligible for promotion with limited backlog of course items of the just completed lower level.
- ii) He is not carrying any backlog from other lower levels.

4.2 The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of the all the four semesters.

According to rules mentioned in the Academic Regulations and the DGPA for the M.Tech program shall be defined as

$$= \frac{1 \times \text{SGPA SEM - I} + 1 \times \text{SGPA SEM - II} + 1 \times \text{SGPA SEM - III}}{3}$$

## **RULES CONCERNING READMISSION OF A STUDENT:**

1. A student, already registered to the College as well as to the University, may at his option, rejoin a semester for which has been a regular student in the identical semester of the preceding year, at the beginning of the said semester under the following condition

- a) He/she has failed to clear one of more course items of the semester in the earlier year and has been declared as “XP” or “X”, as the case may be, for the said semester after maintaining requisite percentage of attendance as regular student.
- b) He/she has a break in attending classes due to genuine reasons after joining the semester as a regular student in the corresponding semester of the previous session and as result was debarred from appearing in the end semester examination due to reasons of shortage of attendance.
- c) He/she discontinues the course temporarily due to personal reasons but chooses to rejoin the course at the appropriate level in the following session:  
Provided that he attended at least 20% of the total classes at the appropriate level held during the defaulting semester of the course in the earlier session.

### **2. Rejoining a course:**

Ordinarily a student shall be expected to rejoin a course in the odd semester and shall continue in the following even semester also to complete the two semesters of a level which forms the basis of his elevation to the next higher level. If, however, the student owing to one or more of the following reasons has to repeat only one of the semesters, the credit as earned by him for the other semester shall be carried forward for computation of YGPA, provided he/she-

- a. Has passed in all course items of the odd semester but has failed to secure elevation to the next level owing to non compliance of promotion rules formulation taking both the Autumn and Spring semesters of level into account.
- b. Has passed in all course items of the even semester but has failed to secure elevation to the next level owing to noncompliance of promotion rules formulated taking both semesters into account.
- c. Was a regular student and cleared all course items in the Autumn semester as regular student but was unable to continue as a student in Spring semester due to reasons beyond his control.

### **3. Mandatory Restriction**

3.1 A student shall not be permitted to rejoin a course directly in the Spring semester of an academic session unless he/she has been a regular student of the just preceding Autumn semester and has completed all formalities of its preceding Autumn semester curriculum.

3.2 A student shall never be allowed a semester jump from Autumn to Spring at a given level without being a regular student of the Autumn semester for the level at any time and under any circumstances.

### **4. Procedure for readmission**

4.1 A student desirous of rejoining the programme as regular student after discontinuation/negations of the promotion shall have to follow the following procedure:

- a. He/she shall have to apply to the College with appropriate documentary evidence justifying his case for readmission.
- b. He/she undertake to clear all outstanding dues with the College.
- c. He/she shall declare that he is aware of the maximum time limits for the courses, and in the event of non-adherence to the time limit, he/she shall abide by the rules of the College in terms of discontinuation of his/her studentship.

4.2 A student cannot claim readmission to semester or a course as a matter of right. The privilege shall be restricted to genuine and deserving case only, with no compromise on seriousness and intent of studentship.

4.3 Notwithstanding anything contained in the above rules the interpretation of the College shall be declared as final all matters concerning readmission of the students.

## **The Regulations relating to constitution powers and functions of the Board of Examinations**

Short title	Reg. 1 (B.E.): The Regulations may be called the college regulations relating to constitution, powers and functions of the Board of Examinations.
Interpretation of words and expressions	Reg. 2 (B.E.): Unless the context otherwise requires, words, and expressions used in these Regulations shall have the same everywhere.
Board of Examinations	Reg. 3 (B.E.): There shall be a Board of Examinations for each post-graduate course and a Board of Examinations for each undergraduate course attached to Academic Council for post-graduate and undergraduate studies.
Constitution of Board of Examinations for post-graduate course	Reg. 4 (B.E.): Save as provided in paragraph (2), a Board of Examinations for post-graduate course attached to Academic Council for post-graduate and undergraduate studies shall consist of - <ul style="list-style-type: none"><li>(i) The Director/Principal who shall be the Chairman,</li><li>(ii) The Dean of the Faculty concerned;</li><li>(iii) The Chairman, Board of Studies;</li><li>(iv) Two teachers of the Department nominated by the Academic Council.</li><li>(v) The Controller of Examinations, who shall be the ex-officio Secretary.</li></ul>
Constitution of Board of Examinations for undergraduate course	Reg. 5 (B.E.): A Board of Examinations for undergraduate course attached to Academic Council for post-graduate and undergraduate studies shall consist of - <ul style="list-style-type: none"><li>(i) The Director/Principal who shall be the Chairman;</li><li>(ii) The Dean of the Faculty concerned;</li><li>(iii) The Chairman, Board of Studies in each of the relevant subjects;</li><li>(iv) Two University teachers nominated by the Academic Council.</li><li>(v) Two teachers of the Department nominated by the Academic Council.</li><li>(vi) The Controller of Examinations, who shall be the ex-officio Secretary:</li></ul>

Tenure of nominated members Reg. 6 (B.E.): A member nominated under clause (iv) of paragraph (1), clauses (iv) and (v) of paragraph (2) of Reg. 4 (B.E.) and clauses (iv) and (v) of Reg. 5 (B.E.) shall hold office at least for a period of two years.

Powers and functions Reg. 7 (B.E.): Subject to any Statutes, Ordinances, Regulations or Rules and subject to the general control by the Academic Committee the Board shall -

- (i) Conduct the various examinations of the College;
- (ii) Appoint, if required by the Academic Council, paper setters, examiners and external moderators in a subject in consultation with the Board of Study concerned;
- (iii) Appoint, if required by the Academic Committee, tabulators and scrutineers,
- (iv) Prescribe the duties of the paper setters, examiners and the Moderation Committee
- (v) Moderate the results of examinations if considered necessary;
- (vi) Approve and publish the results of College examinations at the post-graduate and undergraduate stages, if required by the Academic Council concerned;
- (vii) Report to the Academic Council and the Governing Body the results of various examinations with necessary comments.

Moderation Committee Reg. 8 (B.E.): The Moderation Committee referred shall be constituted as follows :

- (i) The Principal who shall be the Chairman
- (ii) The Dean of the Faculty concerned
- (iii) The Controller of Examinations, who shall be the ex-officio Secretary.

Provided that the teacher or teachers of a College or University Department concerned with the teaching of a syllabus in part or whole shall be invited to the moderation of that question paper relating to the relevant syllabus in part or whole, as the case may be:

The list of moderators (at least two for each paper) should be proposed by the concerned Board of Studies & will be forwarded to the Board of Examinations. The Board of examination will place the same to the Moderation Committee for finalization.

Obligation of officers and staff

Reg. 9 (B.E.): It shall be incumbent on the Controller of Examinations and any other College officer or staff directly or indirectly concerned with examination matters to abide by the directions of the Board of Examination in respect of all such matters.

Removal of doubts

Reg. 10 (B.E.) In the case of any doubt or difficulty as to the interpretation of these Regulations the matter shall be referred to the Director and his decision thereon shall be final.



## **The Regulations relating to the conduct of Examinations**

Title and commencement:

Reg. 1 (CUE): (1) These Regulations may be called the College Regulations relating to the conduct of College Examinations.

(2) They shall come into force at once.

### **Interpretation of words and expressions**

(3) Unless the context otherwise requires words and expressions used in these Regulations shall be interpreted to have the same meaning as they have in the act.

### **Application for admission to Examination and payment of fees**

Reg. 2 (CUE): (1) Applications for admission to College Examinations shall be made by the candidates in the prescribed form and accompanied by such fee as may be prescribed. The application together with prescribed fee shall be submitted to the Cashier.

(2) No student shall be admitted to any Examination of the College unless he/she has paid the prescribed fee within the date specified by the Controller of Examinations. A student may, however, submit the examination fee with a late fine of Rs. .... Within seven days after expiry of the specified date.

The Director/Principal may, however, extend the period of grace at his discretion.

(3) Examination fee once paid shall not be refunded unless a candidate is declared to be in-eligible to appear at the Examination.

### **Issue of Admit Card**

Reg. 3 (CUE): (1) A student whose application has been accepted for admission to an examination, after being duly processed, provided he is eligible, shall be given an Admit Card containing the name of the candidate and the examination Roll number assigned to him/her.

(2) The generation and distribution of Admit Card will be under the discretion of the Controller of Examinations. No candidate shall be admitted into the Examination Hall without the Admit Card, provided that the Teacher-on-duty may, if otherwise satisfied of the identity of the candidate, allow him to sit for the examination provisionally, on condition

that the Admit Card would be produced before he is permitted to continue with the examination further.

(3) Permission to appear at any Examination may be withdrawn before or during the course of the Examination for conduct which, in the opinion of the Director/Principal, justifies the candidate's exclusion from the examination.

(4) No candidate will be entitled to receive his Admit Card if he owes any money to the College or has outstanding dues to Halls / Hostels on any account and fails to pay it, or has borrowed or has in his possession any book or other property belonging to the College unless he has been permitted to take the Admit Card by the Director under exceptional circumstances; provided that in such cases the examination results of such candidates shall not be published until such dues have been paid.

Reg. 4 (CUE): Subject to such enhancement or reduction as may be made by a resolution of the Academic Council, the fees payable for admission to the College Examinations will be decided.

#### **Result notification and Marks-sheet**

Reg. 5 (CUE): (1) The result notification for each examination shall contain the name and the examination roll number of the examinee, the undergraduate or Postgraduate subject of study and the class/ division awarded.

(2) Mark-sheet of a Examination shall be available for issue within thirty working days from the date of publication of result.

#### **Preservation of used answer scripts**

Reg. 6 (CUE): The Answer Scripts of examinations shall be preserved for a period of one year after the date of publication of results and may be disposed of thereafter.

#### **Fees for Duplicate Certificate, marks-sheet etc.**

Reg. 7 (CUE): (1) A fee of Rs. .... Shall be charged for the issue of a duplicate certificate for diploma or certificate or any degree, provided the applicant submits an affidavit certifying the loss of the original one, signed in the presence of a magistrate.

(2) Duplicate marks-sheet can be issued on payment of a fee of Rs. ... for each copy of marks-sheet.

(3) A fee of Rs. ... shall be charged for the issue of a duplicate Admit Card.

### **Scrutiny of answer scripts**

Reg. 8 (CUE): (1) All answer scripts after evaluation should be scrutinized by scrutineers. The Scrutineers are to be appointed for the year for various examinations by the Controller of Examinations, on the recommendation of the Board of Examinations.

(2) The scrutineer shall be supplied with two copies of marked award list, the examined answer scripts concerned and one copy of the relevant question paper.

(3) He/she shall check the marks in accordance with the instructions issued by the Controller of Examinations. He/she shall see that no answer or its part has been left unmarked and that the candidate has not answered more than the required number of questions.

(4) The same procedure shall be followed in case of answer pertaining to different groups written in separate answer scripts.

(5) In case of any discrepancy, the scrutineer shall report the matter in writing to the Controller of Examinations. If the discrepancy is due to wrong counting, the scrutineers shall make necessary corrections with the approval of the Controller of Examinations. If the discrepancy requires assessment of an unmarked answer, the script shall be referred back to the examiner for examination and marking.

(6) The scrutineer shall submit a scrutiny report to the Controller of Examinations.

### **Employment of amanuensis.**

Reg. 9 (CUE): (1) If a candidate is prevented by physical disability from writing down the answers, the Controller of Examinations or in an emergency the Officer-in-Charge may allow, if he is satisfied regarding the genuineness of the case, an amanuensis brought by the examinee provided the following conditions are fulfilled: (a) a certificate regarding physical disability of the candidate from the Medical Officer, JIS College of Engineering or from a registered medical practitioner justifying the employment of an amanuensis, (b) that the amanuensis should be approved by the Controller or the Officer-in-Charge, and (c) the academic qualification of an amanuensis should be lower than that of the examinee.

(2) A separate sitting arrangement should be made if an amanuensis is allowed. An amanuensis, if permitted, cannot be replaced under any circumstances and the employment of the amanuensis should be mentioned on the top-sheet of the answer books by the Officer-in-Charge. The matter should be reported to the Board of Examinations.

Reg. 10 (CUE): (1) No candidate shall be admitted to the Examination Hall without proper Admit Card issued by the College. Candidates shall bring their respective Admit Cards and the University & College Registration Receipt every day of the examination and shall produce them for inspection, whenever required. Candidates are liable to be expelled from the Examination Hall for failure to produce the Admit Card and the University & College Registration Receipt.

(2) No candidate shall bring with him into the Examination Hall any papers, books, notes, or other similar material, mobile phones or similar electronic gadget. Any candidate bringing into the Examination Hall any of the above material is liable to be punished.

(3) In the event of a candidate being found guilty of the use of unfair means at any stage either during the examination or after, the result of the candidate shall be cancelled and the candidate shall have no claim to the result at any stage even after the announcement of his result nor will he have any claim to the refund of fees paid. It will be open to the College to impose such other punishment as it may consider necessary.

(4) Candidates are forbidden to write their names in any part of their answer books, Examiners are requested to report all such cases to the Controller of Examinations. If the rule is violated, the paper is liable to be cancelled.

(5) Candidates suffering from any form of contagious or infectious diseases or from any illness or diseases considered to be prejudicial to the general body of students under examination, will not be admitted to or allowed to remain in the Examination Hall. Special arrangements may, however, be made for candidates who are suffering from certain categories of diseases if application is made to the Controller of Examinations with sufficient notice. If the use of the sick bed is permitted, the candidate shall bring bed, pillow, etc.

(6) Under no circumstances will a candidate be allowed to appear at an examination at any place other than one approved by the College.

(7) The examination will be held on the dates and according to the programme previously notified by the College.

(8) The doors of the Examination Hall will be opened, half an hour on the first day and quarter of an hour on subsequent days, before the time announced for the commencement of the examination.

(9) Five minutes before the commencement of the Examination a warning bell will be rung as a signal for all students to take their seats when all candidates must their allotted seats bearing the Roll Numbers given in the Admit Cards.

(10) No candidate will be admitted, or given a question paper after more than half an hour of the commencement of the examination. Any candidate reporting late shall take his seat with the permission of the Controller of Examinations.

(11) No candidate shall leave the Examination Hall until an hour has elapsed from the time of the distribution of the papers. He/she must leave the answer book within the Examination Hall when leaving the Hall.

(12) No candidate shall finally leave the Examination Hall without submitting the answer script. No candidate shall re-enter the Examination Hall during the hours of examination after submission of the answer script.

(13) Warning bells will be rung every day fifteen minutes and five minutes before the time fixed for the close of the examination. A final bell will be rung at closing time.

(14) At the close of the examination a candidate must not leave the seat until his answer script is collected by the invigilator. In case, however, he desires to submit the answer script before the close of examination, he shall hand it over to the invigilator on duty.

(15) Candidates must not remain in the Examination Hall after submitting their answer scripts to the invigilator.

(16) Before entering the Examination Hall candidates must deposit at a place set aside for the purpose books, notes or other material which are forbidden for candidates to have in their possession. Such articles may be left their only at the candidates' own risk. Candidates found in possession of any forbidden material while under examination in contravention of these rules shall be liable to usual penalties including expulsion.

(17) During examination hours communication of all kinds is strictly forbidden between candidates themselves or between candidates and other persons whether inside or outside the Examination Hall.

(18) In case of any need or help a candidate will draw the attention of the invigilator by standing up in his seat.

(19) Candidates must not write anything other than what is required in the way of an answer. They shall not take away any writing or scribbling from the Examination Hall at any time.

(20) Candidates are required to sign their names and prove their identity as and when required to do so.

(21) Candidates shall not adopt any unfair means at the Examination. Any breach or attempted breach of any of these or other examination rules will render them liable to expulsion and to any other penalty as the College may deem fit.

(22) Notwithstanding the issue of the Admit Card, the College shall have the right, for any reasons which may appear to them sufficient, to cancel the admission of any candidate to any examination, whether before, during or after the examination.

The College may also debar a candidate from appearing at any subsequent College examination or examinations. The decision of the College in all such cases shall be final.

(23) In case not covered by the foregoing rules reference shall be made to the Controller of Examinations for a special directions, and his decision shall be accepted as final.

(24) If for any emergency the examination on any day starts later than the scheduled time, the loss of time will be fully compensated.

(25) Candidates shall use answer scripts supplied by the College bearing endorsement of the College authorities.

(26) The permission granted through an error to a candidate who was not eligible for appearing at that examination shall be withdrawn at any stage on the discovery of such error.

## **Examination Rules for Undergraduate Examinations**

Appointment of Paper-setters and respective Examiners

Rule 1. (Examiners): (1) The paper-setters shall be examiners unless otherwise decided by the respective Board of Studies and the Board of Examinations and approved by Academic Council concerned.

(2) In each paper there will be at least two paper setters; one Departmental and & one non-Departmental/external. The appointment of Paper setters Examiners shall be made in Form prescribed by the Board of Examinations on the recommendations of the respective Board of Studies and under the general supervision of the Academic Council for post-graduate and undergraduate studies concerned as laid down in St.

The letter of acceptance as per proforma should reach the Controller of Examinations within a fortnight of issue of the letter of appointment. If not received, it will be presumed that he is unwilling or unable to accept the offer and in that event alternative arrangement will be made.

Duties.

Rule 2. (Examiners): (1) The paper-setter / Examiner shall be required to decline the offer if any of his near relations appear at the examination in connection with which he is appointed.

(2) The question paper, written legibly on the paper supplied in his own hand or typed personally, with all scientific and technical terms written distinctly, and bearing signature on each page, should be forwarded in double covers, each duly sealed with his own seal and marked confidential, to the Controller of Examinations by name, and also insured for Rs. 100/- only if sent by post.

(3) It is absolutely necessary that the question paper should be sent to the Controller of Examinations so as to reach him on or before the prescribed date. If the paper-setter is unable to do so immediate intimation should be given so that alternative arrangements may be made.

(4) A certificate is to be sent, along with the question paper, stating that the paper conforms to the prescribed conditions and does not involve a material variation from the average standard, and also assigning the copy-right to the College.

(5) Any change of address of the paper-setter/ Examiner should be intimated forthwith.

(6) Persons setting papers shall be guided, as to the

scope of the subject of Examination, by the syllabus prescribed for the purpose as decided by the concerned Board of Studies.

(7) The total marks in any theoretical paper will be 70% through semester examination (X) and 30% through internal assessment (Y).

In case internal assessment marks will be divided into marks for class test, marks for attendance and marks for class assignments.

(8) The evaluation system of answer scripts of theory papers will be decided by the UG Board of Studies and approved by the Academic Council.

(9) The questions set for an examination will be such as will reasonably conform to the standard expected in respect of that examination and should be fairly distributed over the course covered by the paper.

(10) Question should be framed in such a way as to test the student's intelligent grasp of broad principles and his power of intelligent presentation. Question should be set to encourage good methods of study of teaching and discourage unintelligent memory work.

(11) No copy of manuscript of the question paper is to be retained by the paper-setter and all relevant drafts, notes etc should be effectively destroyed.

(12) Personal seal for sealing envelopes containing question papers shall be used.

(13) All correspondence in this connection should be addressed to the Controller of Examinations by name and marked confidential.

(14) The examiners shall be guided by the scheme of examination showing maximum marks for the paper, pass marks, qualifying marks, as determined by the respective Board of Studies and approved by the Academic Councils of postgraduate and undergraduate studies for implementation through Board of Examinations.

(15) The answer books / project reports/ thesis shall be kept confidential and in safe custody, and should be returned packed as directed and duly sealed to the Controller of Examinations by name either personally or by registered post.

(16) The examiners may report at once to the Controller of Examinations, if any candidate attempts to communicate with them with the object of influencing the marks.

(17) The examiners shall report to the Controller of Examinations if they find any incriminatory evidence of



adopting unfair means by the candidate(s).

(18) The examiners shall send to the Controller of Examinations brief report on the performance of the candidate in the prescribed form. This report should be sent to the relevant Board of Studies for consideration.

(19) The examiners shall be guided by the scheme of evaluation (norm) for examination theory papers, project reports and thesis reports determined by the respective Boards of Studies and approved by respective Academic Councils for post graduate and undergraduate studies for implementation through the Board of Examination.

(20) Each practical paper should be conducted in presence of at least one external examiner.

(21) The question pattern for the theoretical examinations should be decided by the UG Board of Studies and approved by the Academic Council.

(22) Project Viva-voce will be conducted by those examiners who have adjudicated the dissertation/project. Viva-voce will be a defense of the dissertation/project and it will be treated as a part of the examination. Non-appearance in viva-voce, however, will be count as failure for which candidate will be required to appear at the Special Supplementary Examination.

(23) If a student fails to submit his/her dissertation/project within the stipulated date, he/she may submit the same prior to holding of the fourth semester Special Supplementary Examination. The date of submission of will be announced by the Controller of Examinations in consultation with Head of the Department.

(24) For the grand viva, teachers of the department will be the examiner along with an external examiner (outside the College) to be appointed by Controller of Examinations in consultation with the Head of the Department.

(25) Marks distribution for sessional papers will be decided by the corresponding Board of Studies.

Review Committee.

Rule 3. (Examiners): Review examiners shall be appointed by the Controller of Examinations ordinarily from a panel recommended by the Board of Examination. Such examiners shall be persons other than those who originally examined the answer scripts of the same paper of the same examination.

Remuneration.

Rule 4. (Examiners): The rates of remuneration to paper-setters, examiners, moderators, tabulators and scrutineers shall be determined by the Academic Council.

Removal of doubt.

Rule 5. (Examiners): (1) In the case of any doubt or difficulty as to the interpretation of these ordinances, the matter shall be referred to the Director/Principal and his decision thereon final.

(2) It is , however, clarified that examinations which are in operation or the preparation for which have been initiated before the coming into force these rules shall be deemed to have been allowed to be completed under the rules in force prior to the coming into force of these rules.

## **Examination Rules for Post-graduate Examinations**

Appointment of Paper-setters and respective Examiners

Rule 1. (Examiners): (1) The paper-setters shall be examiners unless otherwise decided by the respective Board of Studies and the Board of Examinations and approved by Academic Council concerned.

(2) In each paper there will be at least two paper setters; one Departmental and & one non-Departmental/external

The appointment of Paper setters Examiners shall be made in Form prescribed by the Board of Examinations on the recommendations of the respective Board of Studies and under the general supervision of the Academic Council for post –graduate and undergraduate studies concerned as laid down in St.

The letter of acceptance as per proforma should reach the Controller of Examinations within a fortnight of issue of the letter of appointment. If not received, it will be presumed that he is unwilling or unable to accept the offer and in that event alternative arrangement will be made.

Duties.

Rule 2. (Examiners): (1) The paper–setter / Examiner shall be required to decline the offer if any of his near relations appear at the examination in connection with which he is appointed.

(2) The question paper, written legibly on the paper supplied in his own hand or typed personally, with all scientific and technical terms written distinctly, and bearing signature on each page, should be forwarded in double covers, each duly sealed with his own seal and marked confidential, to the Controller of Examinations by name, and also insured for Rs. 100/- only if sent by post.

(3) It is absolutely necessary that the question paper should be sent to the Controller of Examinations so as to reach him on or before the prescribed date. If the paper-setter is unable to do so immediate intimation should be given so that alternative arrangements may be made.

(4) A certificate is to be sent, along with the question paper, stating that the paper conforms to the prescribed conditions and does not involve a material variation from the average standard, and also assigning the copy-right to the College.

(5) Any change of address of the paper-setter/ Examiner should be intimated forthwith.

(6) Persons setting papers shall be guided, as to the scope of the subject of Examination, by the syllabus prescribed for the purpose as decided by the concerned Board of Studies.

(7) In case of post-graduate theoretical examinations the total marks in any paper will be 70% through semester examination and 30% through internal assessment.

In case internal assessment marks will be divided into marks for class test, marks for attendance and marks for class assignments.

(8) The evaluation system of answer scripts of theory papers will be decided by the PG Board of Studies and approved by the Academic Council.

(9) The questions set for an examination will be such as will reasonably conform to the standard expected in respect of that examination and should be fairly distributed over the course covered by the paper.

(10) Question should be framed in such a way as to test the student's intelligent grasp of broad principles and his power of intelligent presentation. Question should be set to encourage good methods of study of teaching and discourage unintelligent memory work.

(11) No copy of manuscript of the question paper is to be retained by the paper-setter and all relevant drafts, notes etc should be effectively destroyed.

(12) Personal seal for sealing envelopes containing question papers shall be used.

(13) All correspondence in this connection should be addressed to the Controller of Examinations by name and marked confidential.

(14) The examiners shall be guided by the scheme of examination showing maximum marks for the paper, pass marks, qualifying marks, as determined by the respective Board of Studies and approved by the Academic Councils of postgraduate and undergraduate studies for implementation through Board of Examinations.

(15) The answer books / project reports/ thesis shall be kept confidential and in safe custody, and should be returned packed as directed and duly sealed to the Controller of Examinations by name either personally or by registered post.

(16) The examiners may report at once to the Controller

of Examinations, if any candidate attempts to communicate with them with the object of influencing the marks.

(17) The examiners shall report to the Controller of Examinations if they find any incriminatory evidence of adopting unfair means by the candidate(s).

(18) The examiners shall send to the Controller of Examinations brief report on the performance of the candidate in the prescribed form. This report should be sent to the relevant Board of Studies for consideration.

(19) The examiners shall be guided by the scheme of evaluation (norm) for examination theory papers, project reports and thesis reports determined by the respective Boards of Studies and approved by respective Academic Councils for post graduate and undergraduate studies for implementation through the Board of Examination.

(20) Each practical paper should be conducted in presence of at least one external examiner.

(21) The question pattern for the theoretical examinations should be decided by the Board of Studies concerned and approved by the Academic Council.

(22) Project Viva-voce will be conducted by those examiners who have adjudicated the dissertation/project. Viva-voce will be a defense of the dissertation/project and it will be treated as a part of the examination. Non-appearance in viva-voce, however, will be count as failure for which candidate will be required to appear at the Special Supplementary Examination.

(23) If a student fails to submit his/her dissertation/project within the stipulated date, he/she may submit the same prior to holding of the fourth semester Special Supplementary Examination. The date of submission of will be announced by the Controller of Examinations in consultation with Head of the Department.

(24) For the grand viva, teachers of the department will be the examiner along with an external examiner (outside the College) to be appointed by Controller of Examinations in consultation with the Head of the Department.

Review Committee.

Rule 3. (Examiners): Review examiners shall be appointed by the Controller of Examinations ordinarily from a panel recommended by the Board of

Examination. Such examiners shall be persons other than those who originally examined the answer scripts of the same paper of the same examination.

Remuneration.

Rule 4. (Examiners): The rates of remuneration to paper-setters, examiners, moderators, tabulators and scrutineers shall be determined by the Academic Council.

Removal of doubt.

Rule5. (Examiners): (1) In the case of any doubt or difficulty as to the interpretation of these ordinances, the matter shall be referred to the Director/Principal and his decision thereon final.

(2) It is , however, clarified that examinations which are in operation or the preparation for which have been initiated before the coming into force these rules shall be deemed to have been allowed to be completed under the rules in force prior to the coming into force of these rules.

## **Rules for the Guidance of for conduction of the Examination:**

Reg. 11 (CUE): (1) The Controller of Examinations shall be responsible for strict supervision and efficient conduct of the examination in accordance with the rules laid down for the purpose.

(2) The Controller of Examinations should arrive at the centre at least half-an-hour before the commencement of the examination.

(3) Sealed packets containing question papers must be opened by the Controller of Examinations himself in the presence of some invigilators about 15 minutes before the time scheduled for the commencement of the examination. The Controller of Examinations will arrange the distribution of the question papers with the help of invigilators. The distribution of question papers to candidates may start with the warning bell rung five minutes before the time for the commencement of the examination.

(4) The doors, of the Examination Hall will be opened, half an hour on the first day and quarter of an hour on subsequent days, before the time for the commencement of the examination.

(5) The Controller of Examinations should arrange proper time signals. A bell should be rung at the end of every hour. Warning bells should be rung 15 minutes and also 5 minutes before the commencement and before the closing of the examination.

(6) A candidate who fails to produce his Admit Card may be provisionally permitted to sit for the examination for the day provided the candidates assures to produce the Admit Card on the following day. Such cases should be reported to the Controller of Examinations.

(7) No candidate will be admitted after the expiry of half an hour from the commencement of the examination.

(8) No candidate shall be allowed to leave the Examination Hall until an hour has elapsed from the time when the papers are given out.

(9) The Controller of Examinations shall either sign the answer books used by the candidates or have his facsimile signature stamped. The main answer book and the supplementary sheets shall have the signature of the invigilator also. Blank or unused scripts or sheets should never be signed or stamped.

(10) None other than a teacher shall be appointed as an invigilator.

(11) the Controller of Examinations should take all precautionary measures usually associated with the examination and should, in particular, ensure that there is no communication between one candidate and another and also between candidates and other persons either inside or outside the Examination Hall during the period of examination. The cases of candidates detected in adopting unfair means or communicating with one another or found in unauthorized possession of books or papers or other materials during the examination should be dealt with in accordance with the procedure laid down in paragraph (12) below.

(12) As soon as a candidate is found using unfair means by the invigilator, the invigilator shall immediately take possession of answer-script and any other paper and material and call upon the candidate to subscribe his signature to the paper or material of which possession has been taken. Thereafter the invigilator shall take a statement from the candidate in explanation of his conduct. The invigilator shall initial with the date all the papers and materials which the candidate had in his possession. Thereafter the invigilator shall submit along with the script and the relevant papers and materials, a report to the Officer-in-Charge immediately giving his comments. All the circumstances under which the candidate was found to adopt unfair means should be fully and clearly stated in his report. Soon after the matter is reported to the Controller of Examinations he shall provide the candidate with a fresh answer book in order to enable him to continue writing his answers. However, the time lost in the process may be compensated by allowing extra-time to the candidate. Soon after the conclusion of the day's examination, the Controller of Examinations shall submit a detailed report to the respective Board of Examinations giving his comments and enclosing the report of the invigilator together with the statement of the candidate, if any, and the material and the .....

The Controller of Examinations shall refer the matter to an enquiry committee constituted as prescribed in relevant rules. The Controller of Examinations shall be the convener of the Committee. The examination result of such candidate shall not be published until the College authority so decides.

(13) If circumstances so demand, the Controller of Examinations may expel a candidate from the Examination Hall and debar him from appearing at the examination for the paper.

He shall submit a report to the Board of Examinations concerned forthwith.



(14) The Controller of Examinations with the help of the invigilators should check the answer books of the candidates against the attendance list and get them arranged serially, packed and sealed with the top-sheet duly filled in and signed as soon as possible after the conclusion of the examination in each paper

(15) The answer-scripts (in specific cases) shall be kept in safe custody and to be sent to the examiners in properly sealed packets after the completion of examination.

(16) Candidates suffering from any form of contagious or infectious diseases, or from any illness or diseases considered to be prejudicial to the general body of students under examination will not be admitted into or allowed to remain in the Examination Hall.

Special arrangements may, however, be made for candidates who are suffering from certain categories of diseases if application is made to the Controller of Examinations if application is made to the Controller of Examinations with sufficient notice. Such a candidate shall bring with the necessary material such as bed, pillow etc.

(17) Under no circumstances will a candidate be allowed to appear at an examination at any place other than one approved by the College.

(18) After the completion of Examination, the Controller of Examinations shall arrange to keep following documents in safe custody for future purpose as the case may be:

- (i) Attendance sheets with signature of candidates appearing in each paper of the Examination,
- (ii) Absentee Statement,
- (iii) A statement showing distribution of answer-scripts and supplementary sheet on each day and in each paper of the Examination,
- (iv) A question paper account indicating the number of question papers received, number issued to candidates, number used in packets of answer-scripts and number surplus.

(19) In case of emergency the Controller of Examinations can take steps as he may deem necessary to run the examination smoothly.

## **Instructions to invigilators**

Reg. 12 (CUE): (1) There shall be at least two invigilators in a room.

(2) The invigilators shall be in over-all charge of the room assigned to them subjects to the control of the Controller of Examinations.

(3) The invigilators shall report to the Controller of Examinations of the examination centre at least half-an-hour before the commencement of the examination and ascertain the rooms to which they have been posted and the number of candidates in these rooms.

(4) Invigilators should be present in the Examination Halls during the hours of examination.

(5) The Invigilators from each room shall obtain from the Controller of Examinations before the commencement of the examination as many answer books as there are candidates in the room and also sufficient number of supplementary answer sheets and any other special requirements, such as graph paper, stream table and so forth distributed to the returned by the candidates tally with the number of candidates actually appearing in the examination. Undistributed answer books and supplementary sheets should be returned to the Controller of Examinations. In case of any discrepancy, the matter should be communicated to the Controller of Examinations immediately.

(6) Answer books are to be distributed to the candidates who have taken their seats. No answer book shall be left on the table which has not been occupied by a candidate.

(7) Supplementary answer sheets shall be supplied when the invigilator is satisfied that the candidate has used up the previous answer book.

(8) The invigilator shall ensure that candidates have not in their possession books, note-book, etc., in the Examination Hall.

(9) Candidates shall be admitted to the Examination Hall 15 minutes before the scheduled time and shall be asked to take their seats as soon as they enter. On the first day of the examination they may be allowed to enter the Hall half-an-hour before the scheduled time.

(10) The candidates shall write their Room Numbers and Registration Numbers only in the space provided for the purpose on the answer books, and on maps, graph papers, etc., attached inside answer books used by them.

(11) Candidates shall not tear out any leaves from their answer books.

(12) If a candidate uses a supplementary answer sheet (as the case may be) he shall get them securely stitched before leaving the Examination Hall.

(13) At the time of taking signatures of candidates on attendance sheets the invigilator shall see that the candidates on attendance sheets the invigilator shall see that the candidate has entered his correct Roll Number and Registration Number on the cover of the answer book. No script in which the candidate has not written his Roll Number and Registration Number shall be accepted.

The invigilator should put his signature on the cover page of the answer book. The invigilator should initial against the absentee candidates.

(14) All invigilators from each Hall shall report to the Controller of Examinations at least 15 minutes before the examination for collecting question papers and they shall directly go to the Hall allotted to them. The distribution of question papers to candidates may start with the warning bell rung five minutes before the time for the commencement of the examination.

(15) The invigilator shall not allow a candidate to leave the Examination Hall within the first hour and no candidate shall be permitted to sit for the examination half-an-hour after the commencement of the examination.

(16) The invigilators should examine the Admit Cards of all the candidates to see that their admission to the Examination Hall is regular. If a candidate fails to bring his Admit Card his name and Roll Number shall be reported to the Controller of Examinations who may allow the candidate for the day provided he assures to produce the Admit Card on the following day.

(17) The invigilator shall see that there is no communication among the candidates in the Examination Hall or outside during the examination.

(18) The invigilator may note that a bell will be rung at the end of every hour. A warning bell will be rung 15 minutes and also 5 minutes before the commencement and before the closing time.

(19) All doors of the Examination shall be closed five minutes before the final bell is rung. Candidates should not be allowed to leave their seats until all the answer scripts in that Hall have been collected.

(20) Invigilators should check Admit Card of the candidates with the Roll Number on the answer scripts in order to avoid any discrepancy in the Roll Number.

(21) No change in the invigilation duty list is permitted under any circumstances without the prior approval of the Controller of Examinations.

## **Appointment of Tabulators**

Reg. 13 (CUE): (1) Two tabulators for tabulating the results of undergraduate or postgraduate examination shall be appointed by the Academic Council concerned, if required by the Academic Council concerned. Two tabulators will tabulate the results independently and compare their tabulation sheets. Each of them will submit the tabulated result to the Controller of Examinations within a week's time from the date of receipt of all marks for the particular examination. Borderline cases should be noted in lead pencil in the remarks column against the names.

(2) Each tabulator should submit a report on the number of passes, with class and number of failures with borderline cases for consideration by the Board of Examinations.

(3) Grace if any, as approved by the Academic Council concerned is to be inserted in the tabulation chart by the tabulators.

(4) The mark-sheet should be prepared by the Tabulators. It should bear a certificate of verification from the person who compares the marks-sheet with the original tabulation charts.

(5) The mark-sheet should be issued to the candidates within a week from the publication of the result.

(6) The marks-sheet of postgraduate candidates should show the field of specialization.

(7) Grace marks, if any, should not be shown in the marks-sheet.

## **Review of results.**

Reg. 14 (CUE): (1) A candidate for any of the examinations may apply to the Controller of Examinations for review of his results within 30 days (excluding long vacation) of the date of issue of marks-sheet of the relevant examination in the prescribed form together with a non-refundable fee of Rs. .... Per paper, subject to the following conditions.

(i) Applications for review shall be restricted to the theoretical papers only of the regular annual examinations (and not of any compartmental, supplementary or special

examination) and no application for review of answer script in any practical or oral examination or internal assessment or of the Dissertation shall be entertained.

(ii) In case where two or more examiners have examined the same answer scripts no review of the relevant answer script will be made.

(iv) In case of all concerned examinations a candidate will be allowed to apply for the review of up to half of the number of the theoretical papers, provided he secures pass marks in the aggregate of all other papers.

(2) Review Examiners shall be appointed by the Controller of Examinations ordinarily from a panel recommended by the Board of Examinations. Such examiners shall be persons other than these who originally examined the answer scripts of the same paper of the same examination.

Necessary measures shall be taken to prevent the original marks from being disclosed to the Review Examiners.

(3) If in any case the difference between the marks assigned originally in any paper and the marks assigned to such paper after review is below 5% of the full marks of the papers, such variation will not be taken into account, provided that if marks less than 5% after review enable the candidate to pass the examination, such marks would be added.

(4) If the difference is 5% or above, the award made by the reviewer shall be taken into account only if it goes to the advantage of the candidate.

(5) The application for review along with an attested copy of the marks-sheet of the examination together with the requisite fee shall be submitted within the scheduled time through the Head of the Department / Principal of the College from which the candidate was sent up for the examination.

(6) If all the conditions for review including submission of requisite fees in the prescribed manner are not observed by a candidate his application will not be entertained and the College shall not be liable to inform him the reason for not entertaining the application.

### **Removal of doubts.**

Reg. 15 (CUE): In the case of any doubt or difficulty as to the interpretation of these Regulations, the matter shall be referred to the Director and his decision shall be final.

## **General Rules for the Students:**

The objectives of JIS Group Educational Institutions include the development of maturity in moral and social behavior as well as the cultivation of intellectual excellence. Social and moral attitudes and behavior have a great influence upon the intellectual quality of the College; most especially, the patterns set by the students as a group create a major portion of the environment within which each as an individual, as well as each member of the faculty and administration, lives and works.

Restrictions and regulations have been kept at a minimum consistent for the welfare of individuals and of the community. Responsible behavior is set forth as a challenge and as an opportunity. That is, while the College does not force students into conformity, it does not believe that students should be left entirely on their own to set standards of behavior and to develop self-discipline.

At college, a student is in transition from the relative rigidity of home or preparatory school to the independence and responsibility of adulthood. To leave the moral and social standards of college life entirely to the influence of student peer groups is to insure the danger that adult standards will be unrepresented. Too frequently it is immature and antisocial acts that are the most visible to impressionable students seeking models and standards, however atypical such acts may be.

It is with this latter point in mind that JIS Group Educational Institutions affirms basic standards of behavior that cannot be disregarded with impunity. Any behavior which seriously affects the academic performance of the student or of fellow students, which offends the sensibilities of others (whether students, faculty members, or visitors), or which causes damage to the property of the College or of individuals will result in disciplinary action. JIS Group Educational Institutions students are required at all times to show due respect and courtesy; and vulgar behavior, obscene language, or disorderly conduct are not tolerated. Acceptance of such a code reflects a mature understanding of social freedom.

The rules and procedures mentioned in the following pages pertain to all our institutes if not any other Rule Book has been issued by that particular Institutions.

### **1. ACADEMICS, EXAMINATIONS & EVALUATION POLICIES**

As mentioned in the Academic Regulations.

### **2. PROMOTION POLICY**

As mentioned in the Academic and Examination Regulations.

### **3. TUITION FEES PAYMENT POLICY**

The academic year for the purpose of fees shall be divided into two semesters. The first semester commences from the re-opening of the college after the summer vacation and continues till about the middle of November and the second semester starts in the month of January after the examination usually in the month of December.

However any institute can follow a different semester/academic year pattern with due approval from the affiliating university.

Every student shall be liable to pay the whole fees for each semester as long as his/her name is on the rolls of the college, before the commencement of the semester/year.

The fees should be paid on the date indicated in the College Fees Book and may time to time be mentioned at College/Institute Notice Board.

If a student leaves the college during the semester he / she shall have no right to claim remission of any portion of the semester fees.

Students who do not pay the fees on or before the last date indicated shall pay a fine as may be imposed by the College authorities. The names of students who do not pay the prescribed fees on or before the last date may not be eligible for semester/yearly examinations.

#### **4. CLASS ATTENDANCE:**

As mentioned in the Academic regulation and academic regulations.

In addition, students involved in Co & Extra - Curricular activities and hence missing regular classes, should contact the respective authorities (HODs, Faculty Advisors of various groups, Teacher-in-Charge, Registrar) who will recommend the case to the Principal for attendance within five working days.

N.B: Submission of application for absence with/without medical certificates does not entitle a student to earn attendance for the days of his/her absence.

#### **5. Misconduct**

- 5.1 If anybody is found in infringement of security guard instructions, misbehaving with the faculty or staff of the college, misbehaving in the hostel premises or college premises, on road and using unfair means, which will damage the image of the college, is liable for the punishment.
- 5.2 Malpractice such as cheating, bribing, gambling, copying in tests and exams, giving false declarations, spreading rumors / unfounded accusations / writing / printing / distributing / displaying unauthorized notices of any kind, etc., in the campus or anywhere else.
- 5.3 Possession / use of camera cellular phones are strictly prohibited within college campuses. Use of cellular phones inside buildings / corridors which may lead to disturbance in any academic activity is strictly prohibited.
- 5.4 The students are required to move silently through the corridors without disturbing the nearby classes and practicals. Any kind of wild noisy and disturbing behaviour/ celebrations in the campus is strictly prohibited. Nobody should sit on the corridor walls/railings.
- 5.5 Students studying in institute/college, if found indulging in anti-national activities contrary to the provisions of Acts and Laws enforced by Government or in any activity contrary to the rules of discipline, is liable to be expelled from the college without any notice by the Principal of the college.
- 5.6 Smoking in the campus (including the college hostel) is strictly prohibited.
- 5.7 Consumption or possession of alcohol in the campus or in the hostel is strictly prohibited.

#### **6. Assault**

- 6.1 JIS Group Educational Institutions considers assault a serious offense. Assault generally refers to any willful attempt or threat to inflict injury or other physical contact upon another person or the actual unwanted physical contact with another person, all without the consent of the alleged victim. Examples of assault include, but are not limited to, punching; beating; kicking; spitting; and any other unwanted physical contact.
- 6.2 Assault may include the use of force or coercion. Force may involve the use or display of a weapon or other threatening behavior which causes immediate fear of bodily harm, or involves the physical battering or immobilization of the alleged victim. This may include an attack on someone who is physically helpless (e.g., asleep, unconscious, or otherwise incapable of giving consent). Coercion involves psychological pressurizing or threats that are generally other than physical, including, but not limited to, the abuse of a power relationship (e.g., campus leader to student member of group) and the use of alcohol or other drugs intended to hinder resistance.
- 6.3 In cases of fighting, all parties may be charged and a thorough investigation will be made. The adjudicating body will determine responsibility in the case.
- 6.4 When a student is found responsible of violating the Assault policy, the recommended sanction is a minimum of one semester suspension. When a student is found responsible

for assault on a staff or faculty member (including student staff members), the recommended sanction is a minimum one year suspension.

### **7. Demonstrations/Protests**

JIS Group Educational Initiatives welcomes and encourages serious discussion on any issue from all points of view, but it cannot condone behavior intended to prevent, obstruct, or interfere with any of its activities and programmes. Serious disciplinary actions will be taken against students involved in such activities.

### **8. Damage**

Negligent or intentional damage to personal or Institute/College property (e.g., kicking or shaking pole lights, damaging floor tiles, railings and furniture) is prohibited, and it will subject an individual or organization to disciplinary action and repair or replacement costs. Acts of intentional damage will result in an additional monetary fine.

### **9. Roofs**

You are strictly prohibited from going to the roofs of Institute/College or residences/hostels or any other buildings. Students who allow others to access the roof from their room will also be held accountable. The Authorities assumes no financial or legal responsibility for injury due to this prohibited act.

### **10. Fire Safety**

Fire is a serious and constant threat to people and property. The College takes very seriously issues related to fire safety.

Residences are to be evacuated immediately whenever a fire alarm sounds, day or night. In addition, all living space is inspected by Institute/College personnel for issues of maintenance, health, and fire safety throughout the year. Students are expected to cooperate fully in these matters and to be conscious of fire-safety precautions.

The following are important College standards and regulations concerning fire safety:

1. The setting of a fire in a Institute/College building, whether deliberately or accidentally, will result in dismissal from the College and a minimum fine of Rs. 5000/-. This includes, but is not limited to, setting fire to papers in a student residence, and improperly extinguishing smoking materials such that a fire results.
2. Setting off a false alarm will result in suspension and/or dismissal from the College and a minimum fine of Rs. 2000.
3. Improper use, vandalism, or destruction of fire-safety equipment (e.g., fire extinguishers, fire hoses, exit signs, emergency lights) will be grounds for suspension or dismissal from the College, as well as a minimum fine of Rs. 5000/-
4. Any student and/or student group found participating in any of the following will be subject to College discipline, plus a minimum fine of Rs. 2000/-.
  - a. Failure to evacuate a building during a fire alarm.
  - b. Tampering with wiring, including electrical or cable television wiring.
  - c. Possessing or discharging fireworks.
  - d. Causing or contributing to a fire-safety hazard. This includes, but is not limited to, obstructing exits, stairwells, hallways; careless use of smoking material; and using non-College-issue waste containers.
  - e. All decorations must be fireproof. Decorative holiday lights must be of "mini-light" specifications. Decorations or lights may not be placed on the exterior of buildings or windows, and they may not block entrances, exits, hallways, room doors, or stairwells.

Where required by the state law, Institute/College authorities will report fire-safety violations to law enforcement authorities for investigation and possible criminal charges.



### **11. Vehicle Usage & Parking**

Students who come to Institute/College by a two or a four-wheeler must contact the contractor at the college cycle stand for registration and other details. The vehicles must be parked only in the parking lot. Students are not allowed to stand in parking places and chat during class hours. Racing the vehicles or use of vehicles with defective silencers or parking the vehicles of any description outside the parking area in the campus will be severely reprimanded.

### **12. Transport**

Any kind of misconduct / misbehavior inside / outside the campus (in public places, buses, trains, etc.) or detection of foot - board travel, blocking the traffic, unruly behavior in buses / trains or any kind of annoyance to the public will also result in the immediate withdrawal / permanent cancellation of all student travel concessions and the scholarships.

### **13. Drug Policy**

13.1 The sale or possession of drugs can result in substantial fines or prison terms under Government laws. It prohibits the use, possession, sale, manufacture or advertisement of drug paraphernalia and requires its seizure.

13.2 JIS Group Educational Institutions will not tolerate student involvement with illegal drugs or possession of drug paraphernalia (e.g., bongs, water pipes, roach clips, hookahs). (This includes the illegal possession, use, abuse, or distribution of prescription or non-prescription medications.) Violations of the law will result in disciplinary action; penalties may include suspension or dismissal, depending on the seriousness and extent of the offense. The College will also take disciplinary action against any student who endangers his or her own or another student's health or academic performance through drug abuse or distribution. Students found guilty of violating this policy may also be required to participate in counseling, assessment, and/or treatment; this may need to take place off campus at the expense of the student. If drugs or drug paraphernalia are found in a shared living space, all occupants will be held accountable.

13.3 Students found responsible for manufacture and/or distribution of drugs will be dismissed and referred to appropriate legal authorities.

### **14. Dress Code/Uniform/Grooming**

Every student is required to be in College/Institute's Uniform on all working days or simple and modest formal dress with reasonably sensible design of clothing. (if no uniform is applicable for the College/Institute). Every student should be very well groomed according to the check list given to them.

### **15. Sexual Misconduct**

Sexual misconduct of any form is a serious violation of Institute/College and community standards, and it will not be tolerated at any of our Campuses. Thus JIS Group Educational Institutions will not condone any explicit sexual behavior within its college campuses or at any other places where the students are representing the institutions.

A student charged with sexual misconduct by JIS Group Educational Institutions can be prosecuted under State criminal statutes and also disciplined under the Institute/College's policies, rules, and regulations. These actions are separate, and they are not dependent upon one another. On campus, cases of sexual misconduct are resolved through the JIS Group Educational Institutions judicial process, and they are normally heard by the Disciplinary Committee. Campus proceedings will not be unduly delayed even if legal proceedings are also in progress as these are distinct processes.

### **16. Computers, E-mail & Cyber policy:**

Academic computing at any Campus of JIS Group Educational Institutions is a vital tool in the educational experience. Computer access is a privilege extended to all students and members of the

administration, faculty, and staff at the College/Institutions. All students are responsible for knowing Library and Information Services (LBIS) policies on computer use. All students are given computing accounts, including Internet access, which may be used at stipulated time without charge. The following policies are in place to maintain control and availability to the community at large.

16.1. Users of JIS Group Educational Institutions' computing systems are not charged for their use of the systems. The Institutions/College provides reasonable supplies of expendable resources. Charges may be levied for unusual consumption of supplies, such as paper, or for access to commercial services over the network. Students are expected to provide their own diskettes/CD for data storage.

16.2. Never use any College computer account other than your own.

16.3. Never lend your account to someone else. You are fully responsible for anything which happens through access to your account.

16.4. Do not access files other than your own, unless you have specific permission to do so. This includes any effort to obtain root access to the campus computer network.

16.5. Do not use computing resources for any activity which may intimidate, harass or threaten others.

16.6. Do not use College-provided computing resources or facilities for profit-making purposes.

16.7. Do not use College-provided computing resources to invade or alter private records, data, or communication belonging to individuals, to the Institute/College, or to others.

16.8. Do not waste computing resources, either tangible such as printer paper, or "soft" resources such as time or access to terminals.

16.9. Unauthorized copying of software is illegal. You may not use or store pirated software on any College computing system. Library and Information Services (LBIS) staff members will not help you solve problems with unlicensed software.

16.10. If you violate computer and network use policies, LBIS may temporarily or permanently suspend your use of College computing facilities, accounts, and/or resources. Repetitive or particularly egregious violations will be referred to the dean of students or divisional head for disciplinary action.

## **17. Training & Placement Policy:**

The Training & Placement Cell provides a platform for any visiting organization to Institute/College for the purpose of campus recruitment programmes and "Eligible and Qualified" students to interact with each other. The Cell only acts as a Facilitator while extending this service.

Campus recruitment is a service extended to students of the College/Institute through the Training & Placement Cell. This service will not be extended to a particular student, subsequent to his/her receiving of a job offer for which the student has voluntarily agreed to appear.

Students/Guardians can contact for any information regarding the activities of Training & Placement Cell through the designated phone numbers as would be provided by the College/Institute during the office hours (10 a.m. to 6 p.m.) on all college working days, if not mentioned otherwise.

The following are the guidelines and rules that govern the functioning of the Training & Placement Cell and is bound to be adhered by the students.

### **17.1 Discipline**

- i) Discipline is given utmost importance by the Institute/College authorities and therefore students who maintain discipline throughout their study at any of our institute/college, as per the college disciplinary norms set from time to time are only eligible to attend the campus recruitment process.
- ii) Students who indulge in indisciplinary activities in the campus or during the campus recruitment programme are not eligible to attend in any campus recruitment process.

- iii) Misbehavior with any of the college authorities, specifically engaged in Training and Placement Cell disqualifies the students from campus recruitment programme.

### **17.2 Fees**

Defaulters of any institute/college dues including Hostel, Career Support & Special Project Fees, Library or fees/charges notified by the institute/college authorities time to time, are not eligible to attend campus recruitment programme.

### **17.3 Attendance**

Attendance to Theory sessions, Practical sessions, Mid Term examination, Seminars/ Workshops, Extra Curricular and Examination conducted by the placement and other concerned departments of the college from time to time is essential. Therefore a minimum percentage of attendance is mandatory to be eligible for attending the campus recruitment programme as detailed below:

Theory	85%
Practical sessions/sessional	85%
Seminar/Workshop	85%
Extra Curricular	50%
Midterm examination	100%
Exam conduct by T&P cell	100%
Training Programmes	100%

However Attendance for students who have already got a job offer this target remains the same. The college authorities will not entertain any slack in attendance of any students after the students get the job offer. Appropriate measure will be taken by the College authorities in such cases as deemed fit.

### **17.4 During Campus Recruitment Programme**

- i) Only eligible students according to the criteria specified by the visiting organization for campus recruitment programme are allowed to attend the campus recruitment process. The method and process to be adopted for selection of campus recruitment is as per the norms of the visiting organization only.
- ii) Timings of campus recruitment programme is as per visiting organization and therefore the selection process may run to late hours for which the students have to take care of transportation and any other issues on their own.
- iii) Students are to carry their personal resume, photograph and all testimonials on the day of campus recruitment, including the college / institute's ID Card.
- iv) Pre-placement talk (PPT) is delivered by several organizations before the campus recruitment programme starts. This aims to give information about salary/place of posting and work environment etc. related to this campus interview only. Therefore students have to have a clear understanding of all such issues as to be addressed during the PPT by way of clarifications/queries and thereafter any arguments/negotiations on these aspects with personnel of visiting organizations or Training & Placement Cell would not be entertained. This may also entail disqualification of the student from the subsequent campus recruitment programmes.
- v) Proper formal attire adds to the personality of the students and therefore all eligible students to attend the Campus Recruitment Process should be formally dressed from the time of Pre-placement Talk.
- vi) Students who attend any round of campus recruitment programme other than pre-placement talk; like written test, group discussion or interview, are to attend the further rounds of the selection process and cannot reject the offer made by the visiting organization

without completing the process. Such behavior would be treated as an indiscipline barring the student to attend any further Campus Recruitment Process.

- vii) Each student who gets an offer from the visiting organization is not eligible to attend the subsequent campus recruitment programmes by other organizations visiting any of our Institutions.
- viii) Students who have been short listed by any organization or are in the waiting list of any organization are eligible to attend the campus recruitment programme of the subsequent organization visiting any of our Institute/College for campus recruitment and has to accept the offer by the company that offers first. In such cases the Institute/College Training & Placement Cell works as a facilitator and extends the Campus Recruitments Service to students through their contacts with the companies. The Cell will in no way be liable for any company retracting from its original commitments on offer or any other issues.
- ix) Institute/College Training & Placement Cell is in no way responsible for the work environment/accommodation of the students joining the visiting organization.
- x) Institute/College Training & Placement Cell is in no way responsible for cancellation / postponement / deferment of visit of any organization for campus recruitment programme.
- xi) Pressurizing / Negotiating / disturbing the personnel of the visiting organization for what so ever the reason without the knowledge of Institute/College Training & Placement Cell prior to joining the organization would disqualify the student from the offer as well from the subsequent campus recruitment programme.

### **17.5 After Campus Recruitment**

The students who are recruited by the companies visiting our Institute/College for campus recruitment are required to adhere to the following guidelines. (Please note that a serious view is taken by the Management of each Institute in case of breach of any of the guidelines disqualifying such students from the offer of the visiting company).

Already note at the Attendance point mentioned earlier and noted with the following point of Discipline.

### **17.6 Discipline (after Campus Recruitment)**

- i) Disciplined behavior by the students recruited by the campus recruitment companies vindicates the purpose of method and process of recruitment and hence the following activities would disqualify such recruited students from the offer made by the campus recruitment companies.
- ii) Involvement in indisciplinary activities (what so ever) inside the campus, hostels and the institutional area of any JIS Group Educational Institutions.
- iii) Having backlogs in examinations and lower percentage of marks than the previous semesters.
- iv) Misbehavior with any of the person/persons delivering services of JIS Group Educational Institutions
- v) Involvement in any kind of activities damaging/defacing / defaming the reputation of JIS Group Educational Institutions.
- vi) Lack of attendance as stipulated by College norms.
- vii) The decision of the College/Institutions' Authorities decisions are final and binding on any of the above issues.

### **17.7 Issuing of Documents**

Students requiring certificates of transfer, character and conduct, birth, course, marks, identification, extracurricular activities, should submit an application to the Principal and state the Name, year of study, Class No., Semester and subject.

## **17.8 RAGGING**

Ragging within or outside of any educational institution is strictly prohibited.

Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished, as per the provision of the Act.

Any student convicted of an offence of ragging may be dismissed from the educational institution.

All ragging incidents have to be reported through FIR, and subsequent punishment would be meted out as per Indian Constitution, and further Supreme Court Rulings.

The Supreme Court of India appointed a High Powered Committee headed by Shri R. K. Raghavan (Ex-CBI Chief) to look into ragging issues in details by holding detailed enquiry. The report submitted by Raghavan Committee has been accepted by the Govt. of India. The Committee came across a variety of aspects of the menace of ragging which are as follows:

### **OBSERVATIONS OF RAGHVAN COMMITTEE**

- Ragging has several aspects with among others psychological, social, political, economic, cultural, and academic dimensions.
- Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered within the academics related aspect of ragging.
- Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered as an aspect of ragging of economic dimensions.
- Any act of physical abuse including sexual abuse, homosexual assaults and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
- Any act or abuse by spoken words, e-mails, snail-mails, public insults should be considered within the psychological aspects of ragging. Any act that affects mental health and self-confidence of students also can be described in terms of psychological aspect of ragging.
- Human rights perspective of ragging involves injury caused to fundamental right to human dignity through humiliation heaped on junior students by seniors.

### **RAGGING AND THE LEGAL PROVISIONS**

Enactment of Central and the state laws, makes ragging a cognizable offence with identifying the perverse forms of ragging under such law(s), and giving punishments appropriate with the cruelty of the offence -

- A student indulged in the act of ragging his / her juniors may be expelled from college. He / she may be banned / debarred from staying in hostel / mess.
- Scholarship / stipend / financial grant can be withdrawn / cancelled by the college / university.
- He / she may be debarred from appearing at future examinations of the College.
- He / she may be debarred from taking admission to any other educational institute in the state or even in the entire country.
- He / she may be charge sheeted and court of law may try the accused student.
- It may, after taking all precautions, give severe punishment to meet the end of justice.

Specific Sections to Deal with Ragging Cases and Ensuring Justice under the Indian Penal Code (IPC)

Minor Complaints Against Ragging:

Sections

- 339 Wrongful restraint
- 340 Wrongful confinement
- 341 Punishment for wrongful restraint
- 342 Punishment for wrongful confinement
- 294 Obscene acts and songs
- 506 Punishment for criminal intimidation

**Major Complaint Against Ragging:**

Sections

- 323 Punishment for voluntarily causing hurt
- 324 Voluntarily causing hurt by dangerous weapons or means
- 325 Punishment for voluntarily causing grievous hurt
- 326 Voluntarily causing grievous hurt by dangerous weapons or means

Death or loss of life:

Sections

- 304 Punishment for culpable homicide not amounting to murder
- 306 Abetment of suicide
- 307 Attempt to murder

Extracts from the Code of Criminal Procedure 1973 Information to the Police and Their Powers to Investigate

Section 154: Information in cognizable cases

Note: FIR is the earliest report made to the police officer with a view to his taking action in the matter. (Soma Bhai v. state of Gujarat AIR 1975 SC 1453)

Section 155: Information as to non-cognizable cases and investigation of such cases

Section 156: Police officer's power to investigate cognizable

Section 157: Procedure of investigation

Section 158: Report submission

Section 159: Power to hold investigation or preliminary

Section 164: Recording of confessions and statements

The West Bengal Prohibition of Ragging in Educational Institutions Act, 2000

The state of West Bengal is the only state in India where the Indian Penal Code has been amended to make ragging an offence.

The West Bengal Prohibition of Ragging in Educational Institutions Act, 2000 (W.B. Act XIII of 2000) includes the following provisions

· "Ragging" means the 'doing of any act which causes, or is likely to cause any physical, psychological or physiological harm of apprehension or shame or embarrassment to a student and includes:

- a) Teasing or abusing of, playing practical jokes on, or causing hurt to any student, or
- b) Asking any student to do any act, or perform anything, which he / she would not, in the ordinary course, be willing to do or perform.

· Proviso for Prohibition of Ragging

- a) Ragging within an educational institution is hereby prohibited.
- b) No person shall participate in, abet, or propagate, ragging in any educational institution.

· Stipulated Penalty for Ragging

- a) Expulsion from the educational institution, if found guilty on enquiry by the institution against a complaint lodged by any other student.
- b) Imprisonment of either description up to two years or fine up to five thousand rupees or both.

c) Any student convicted under 3(b) shall be dismissed from the educational institution in which he / she has been prosecuting his / her studies for the time being, and shall not be re-admitted to that educational institution.

Source: [www.stopragging.org](http://www.stopragging.org)

NOTIFICATION by ALL INDIA COUNCIL FOR TECHNICAL EDUCATION, New Delhi, Dated 01-07-2009

Sub: Prevention and prohibition of Ragging in technical Institutions, Universities including Deemed to be Universities imparting technical education.

F.No.37-3/Legal/AICTE/2009 – In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education, hereby makes the following Regulations:-

Short title and commencement:-

- (i) These Regulations may be called the All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009.
- (ii) They shall come into force on the date of the notification.

The All India Council for technical Education shall take the following regulatory steps, namely;

- a) The All India Council for technical Education shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
- b) The All India Council for technical Education shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.
- c) The All India Council for technical Education shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the All India Council for technical Education that the institution has complied with the anti-ragging measures.
- d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by National Board of Accreditation or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- e) The All India Council for technical Education shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education/Central Government and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.
- f) The All India Council for technical Education shall institute an Anti-Ragging Cell within the AICTE as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cells and University Level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education/central Government.

### **17.9 General Awareness**

#### **All are required -**

1. To use water and electricity economically in the institute/hostel.
2. To switch off the light, fan, computers, equipments while going out of the room/ lab.
3. To carry the identity card and produce it on demand.
4. Not to use vehicles to move within the campus as it creates sound and air pollution. It is very simple and possible to avoid this pollution by not using the vehicles to move from one building to another.
5. Not to write on benches, walls or doors.
6. To throw the garbage only in the dustbins.
7. To keep our campus neat and clean for all of us to stay.

**Failure to comply these rules:**

1. Each student is expected to identify himself or herself to an official of the Institute/College, or law enforcement, upon request. Likewise, each student is expected to comply with the requests of such officials.
2. Students who are subject to sanctions as part of the Institute/College disciplinary system are expected to comply with and complete those sanctions in a timely manner.

**17.10 Honesty**

The quality of College life depends largely upon the personal integrity of students. Dishonesty in any form is an extremely serious offense, which may result in suspension or dismissal from the Institute/College. Instances of dishonesty include, but are not limited to, misrepresentation, furnishing false information, cheating, plagiarism, and falsification or forgery of documents. Questions of academic honesty are addressed by procedures established by the faculty.

**17.11 Programme Regulations:**

All students who enroll into any of the programme will have to strictly abide by the laid down rules, regulations and policies of the Institute/College pertaining to the course and the examinations. Failure to adhere to the Institute/College policies, rules and regulations may lead to disciplinary action, financial penalty and/or suspension or rustication from the college.

**17.12 Right to Amend Rules:**

JIS College of Engineering reserves the right to amend the rules and regulations wherever considered necessary and appropriate from time to time. Students will be informed of such amendments as and when found necessary by the college authorities. Hence, this publication and the descriptions contained herein are not to be construed as a contract binding the college to any specific policy.

**17.13 Jurisdiction**

All disputes relating to the college programme, activities and policies are subject to Kolkata High Court jurisdiction only.

The student should strictly obey the rules and regulations given above. Violation of any of the above rules by the students shall be dealt with disciplinary action to the extent of even expelling him from the college and /or hostel. The decision of Disciplinary Committee (DC) shall be final and binding for the student and his parents.

In case of severe and serious matters, if required, a separate Disciplinary Committee may be formed by the authorities, depending on the nature of the matter.



## HOSTEL RULES & REGULATIONS

### **1. ABOUT JIS COLLEGE OF ENGINEERING HOSTEL**

The Hostel Facility has been established to provide a clean, safe and a healthy environment for all the residents. The conduct of all residence will be monitored closely to ensure the highest possible standards, and the Authority of the Supervisory Staff is final on all issues.

### **2. ELIGIBILITY FOR ADMISSION TO THE HOSTEL**

- 2.1 The Applicant should be a bonafide student of the Institution.
- 2.2 The applicant must be willing to obey all the Rules & Regulations of the Hostel as prescribed from time to time.
- 2.3 Father or Mother / Guardian should be nominated for emergency contact.

### **3. DOCUMENTS TO BE SUBMITTED (At the time of Hostel Admission)**

Completed "Application Form"

- 3.1 Passport size photo(s) of the student's parents / local guardian and visitors (if any).
- 3.2 Correspondence addresses of parents, local guardians and two contacts telephone numbers.
- 3.3 Photocopy of the "Hostel Admission Fees" receipt.
- 3.4 An Affidavit on Non-Judicial Stamp on Ragging as well as Hostel Rules & Regulations to be signed by the Student & Parents.

The student shall be allotted a hostel seat (as per availability) by the appropriate authority and the student shall become a boarder from the date he / she occupies the seat.

### **4. IDENTITY CARDS**

- 4.1 A unique identity number (UIN) will be issued to each student in the form of a bar code sticker which will be attached to the ID card.
- 4.2 The ID Card is non-transferable and is to be carried at all times by the resident. This card must be presented to the warden or security personnel upon request.
- 4.3 The ID Card is valid only for the duration of stay at the Hostel and must be surrendered to the Warden before the resident leaves the hostel upon terminating his / her tenancy.
- 4.4 The ID card is the sole responsibility of the resident and any loss or damage must be reported to the Warden immediately. In case of damage / loss, a new ID card may be issued by the appropriate authority and for replacement a fresh ID Card and amount of Rs 100( Rupees One Hundred) will be charged as a processing fee.

- 4.5 The resident is prohibited from lending the ID to anyone under any circumstances. Any misuse of the ID Card will lead to eviction from the Hostel.

## **5. UPKEEP OF THE HOSTEL**

- 5.1 Rooms are allotted to each student on his / her personal responsibility. Residents should maintain the upkeep of the allotted room, hostel and its environment. Students should not throw litter indiscriminately and should not use non-biodegradable items, such as carry bags.
- 5.2 All air-conditioners, fans, lights and electrical appliances must be switched off when the resident is not in the room / respective area. A penalty will be imposed for failure to comply.
- 5.3 Cooking, making tea etc is strictly banned inside the Hostel premises. A penalty will be imposed on residents found cooking in the unit.
- 5.4 The Hostel Management reserves the right to make spot checks on the hostel units and the bedrooms without prior notice to the students.
- 5.5 Handymen, electricians, and contractors may enter rooms as and when necessary in the course of their duty under the directive of the Hostel Management. However every effort will be made to respect the privacy and dignity of the residents.
- 5.6 The Hostel Management reserves the right to move residents to other hostel units if there is a necessary.
- 5.7 Residents staying in rooms with balcony are strictly not allowed to store personal belongings on the balcony. For safety reasons, residents are not allowed to play around the balcony. All items stored the balcony will be confiscated.
- 5.8 Attendance will be closely monitored.
- 5.9 Boarders are responsible for keeping their rooms and the common areas in the hostel such as visitor's area, bathrooms, stair case, and common room etc clean and tidy at all times.
- 5.10 Common hostel furniture must be moved without the permission of the accommodation officer.
- 5.11 Any damage to the hostel property must be reported immediately to the accommodation officer. Boarders will be charged for all damages except damages caused by normal wear and tear.
- 5.12 Pasting of posters, writings, wall chalking, slogans of any kind or defacing the hostel in any form is not allowed.

## **6. VISITORS / GUESTS**

- 6.1 Visitors / Guests are permitted to visit the residents but not the individual rooms during the following visiting hours:

Weekdays 05.30 pm to 08.00 pm

Weekends and Public Holidays 10.00 am to 08.00 pm

Parents may be granted permission from warden to stay with their ward for extra time. Such permission is to be obtained from warden with prior intimation over mail / letter. Instant permissions are not allowed. During regular working days, parents are not allowed to take their wards out of the campus.

- 6.2 All visitors to the hostel including the parents / guardians must make necessary entries in the Visitor's Book available at the hostel entrance with the security guard. ( Please note: guardians should register their identity with the institutional authorities during admission with the consent of the ward's parent)
- 6.3 It is the duty of the resident to inform visitor(s) of the visiting hours and to advise them to leave no later than 08.00 pm. Residents found in the company of their visitor / s, including family members, relatives, friends and / or any non-resident in the respective hostel outside the visiting hours in any part of the hostel complex without the prior consent of the Hostel warden will be penalized.

No visitors will be permitted to stay overnight in the hostel premises.

## **7. COLLECTIVE RESPONSIBILITIES**

- 7.1 Residents are duty bound to report to the Hostel Superintendent any unwanted incident or undesirable activity going on in the hostel.
- 7.2 Residents are required to park vehicles only in the space provided for them in an orderly manner. No vehicles should be parked at the entrance or in the corridors.
- 7.3 Students should not arrange any functions or meetings within the hostel or outside without specific permission of the concerned authorities.
- 7.4 Students should not arrange for any picnic outside without specific permission of the Hostel Superintendent.
- 7.5 Any case of theft should be reported promptly to the Hostel Superintendent.
- 7.6 The jurisdiction of JISCE is confined to the campus. If students create law and order problems outside the campus. JISCE is not answerable to the police or other any other authority. Students are solely responsible for their behavior.
- 7.7 JISCE will do its utmost to protect students as long as they are on the right side of the law. Do not overstep your legal limits. Help us to help you.

## **8. GENERAL**

8.1 Only bonafide students of the Institute may be permitted by the Director/Principal will be given accommodation in the hostel.

8.2 Applications for admission will be issued by the admission cell 4(Four) weeks before the scheduled opening of the session after summer vacation. They should be completed in all respects.

8.3 Admission will become effective from the date of allotment of a room.

8.4 All those admitted to the hostel shall occupy the rooms allotted to them by the Hostel Superintendent and shall give an acknowledgement of the furniture and fittings handed over to their charge. When they leave the Institute finally, they will be required to handover the furniture and fittings to the Hostel Superintendent and will be chargeable for all damages thereto.

8.5 Each member will be supplied wooden Cot and such other articles as are supplied by the Institute for the safety of which he/she will be responsible. No extra electrical fittings are allowed in the rooms without the permission of the Hostel Superintendent.

8.6 Members are required to bring their own mattresses, mosquito nets and such other requirements.

8.7 Though security arrangements are provided, the Institute shall not be responsible for any loss or damage to property belonging to the resident of the hostel.

8.8 The members will provide their own padlock and key for locking their rooms.

8.9 Members should exercise all possible economy in the use of water and electricity. Heaters or similar electrical appliances should not be used. Any violation in this behalf will be subject to disciplinary action. Members should not meddle with the fittings already in their room or take extra connections.

8.10 Use of electrical gadgets, radios, transistors or any other instrument that would cause disturbance is prohibited.

8.11 Use of electric heater is strictly prohibited.

8.12 Members who expect to be away from the hostel for short periods exceeding 24 hours shall inform the Hostel Superintendent of their absence, indicating the probable time of their return. Absence from the hostel without permission from the Hon. Warden will subject the member to disciplinary action and absence for more than a month may entail cancellation of the allotment and the adjustment of the deposit towards dues.

8.13 Notice of intimation to vacate a room must be given in writing at least seven days before the vacation of the room, Change of room except according to the allotment made by the Hon. Warden is not permitted.

8.14 The boarders are required to register their names with signature mentioning "Time-out" & "Time-in" in the specified daily movement register available with the Hostel Security Guards

whenever they go outside the hostel(even for attending their classes) without requiring out station night stay. In such case, full details of their destination with specific reason of going outside should be clearly mentioned in the register.

8.15 Boarders should put off the light and fan and also keep the door locked at the time of leaving their rooms.

8.16 Boys Hostel students are not allowed to go out of the hostel premises after 9 PM and for girls students after 7.45 PM from the girls' hostel under any circumstances. On the other hand, if the boarders do not enter their respective hostels within the above stipulated time frame, they may be allowed to enter the hostel after one hour grace time subject to receipt of an undertaking stating specific reason for delay in entering hostel beyond the permissible time with an apology. Repeated violation shall be considered as gross indiscipline and misconduct. Beyond the grace time, the entry may be refused.

8.17 Students are required to follow the timings of food strictly

Breakfast : 6.30 – 7.30 AM / 8.30 – 9.30 AM ( on holiday)  
Lunch : 9.15 – 10.00 AM/ 11.00 -12.30 PM (on holiday)  
Tiffin : 6.00 – 7.00 PM  
Dinner : 9.30 – 10.30 PM

## **9. CRITERIA OF HOSTEL ADMISSION**

- 9.1 The Students desirous of staying in the Hostel are required to apply to the principal with character certificate from the Head of the Institution where he / she studied last. Depending on the availability of accommodation the allotment of room will be recommended by the Hostel Superintendent for admission in the Hostel and subsequent approval shall be obtained from the Principal of the College. Thereafter admission in the Hostel shall be permitted only after submission of duly filled in prescribed admission form and payment of prescribed Hostel Charges.
- 9.2 Hostel Charges as determined from time to time by the Authority is to be paid 15 days in advance at a time for the quarters and Hostel Charges are to be paid either by demand draft or by Banker's Cheque in favor of "JIS College of Engineering- Hostel A/C" payable at Kalyani. Penalty will be levied upon default Boarders at the rate of Rs 5/- (Rupees Five) per day for non-payment of Hostel Charges beyond the 1<sup>st</sup> day of commencement of each quarter. If any boarder is found as defaulter of the charges beyond 15 days of the commencement of the said quarter and in that event the concerned boarder shall not be provided meals & Tiffin.
- 9.3 Once the Hostel Charges are paid shall not be refunded under any circumstances such as the concerned boarder is not living in the Hostel or not availing food and or leaving the Hostel during the quarter etc.
- 9.4 At the time of admission in the Hostel, Students are required to register their name, parents, local guardians name and full address and other relevant details in the Hostel's Register and deposit a passport size photograph to the Hostel Superintendent.

**10. SUPERVISION & CONTROL**

- 10.1 The supervision and control of the students residing in the Institute's Hostel will rest with the Prefect, Provost, Warden and Superintendent. Duties and responsibilities of Prefect, Provost, warden and superintendent will be decided by the Principal.
- 10.2 The Principal of the College deserves the right of expelling any resident of the Hostel if his / her continuance in the Hostel will be detrimental to the interest of the residents of the Hostel, and such an action is warranted to maintain discipline, each an order in the premises of the Hostel. Admission to the Hostel is strictly subject to this condition.

**11. ADMISSION & ALLOTMENT OF ROOMS**

- 11.1 The names of all the students admitted to the Hostel will be entered in a register. The students shall sign the register kept in the Hostel Office.
- 11.2 Once a student has been admitted to the hostel, he / she will not be permitted to leave without a written application of his father or guardian and without the permission of the Hostel Superintendent.
- 11.3 Rooms will be allotted by Hostel Warden and Superintendent, taking into consideration with the priority of the application. No allotment of rooms will be made to students who have not paid their college fees and other fees and no student shall claim as a right any particular room or seat in the hostel.
- 11.4 Pending the finals allotment of rooms by the Hostel Superintendent, the students may be permitted to temporarily occupy and vacant seat in any of the Hostel Blocks, Rooms, thus occupied must be vacated soon after the permanent allotments are notified.
- 11.5 The Principal or Hostel Superintendent may refuse admission to the Hostel at anytime as a disciplinary measure.
- 11.6 Students must occupy only the rooms allotted to them by the Hostel Superintendent, they shall not change over to any other room except with the written permission of the Hostel Superintendent.
- 11.7 Allotment of a room made in favor of any student is subject to cancellation if he fails to occupy it before the notified date. Students will also forfeit their rooms if they failed to clear on their dues to the Hostel by the appointed day. In all such cases the seat may be allotted to other deserving claimants.

**12. THE RENT FOR THE HOSTELS WILL BE AS FOLLOWS:**

- 12.1 The hostel rents paid by student covers rent for the room, furniture, bed, light and fans.
- 12.2 The charges for electricity, water, establishment, include fooding charges.
- 12.3 The hostel caution deposit shall be refunded and or adjusted finally only at the end of the course or when the student leaves the Institutions.

### **13. BEHAVIOUR AND DISCIPLINE**

- 13.1** Boarders are expected to display acceptable form of behavior, maintain discipline and decorum in the hostel complex.
- 13.2** Smoking is not allowed in the hostel complex at anytime.
- 13.3** Possession, distribution and consumption of alcoholic beverages, prohibited drugs, chewable tobacco in the hostel complex is not allowed.
- 13.4** Parties, social or political gatherings in the hostel complex are not permitted without the prior and written consent of the accommodation officer.
- 13.5** Boarders must return to the hostel by 8 Pm everyday and are not allowed to leave the hostel before 6 am.
- 13.6** The Boarders will be allowed to stay out of the hostel on submission of proper application duly authorized by parent and only if the permission granted in writing by the accommodation officer.
- 13.7** A Hostel Campus should be a place where students can have the best possible conditions for studying and adequate rest. As such due consideration must be accorded to other Boarders at all times. Noise level must be kept low to allow other's the opportunity to study or sleep in comfort. Television, Radio etc provided in the common room must be switched off or volume toned down after 10.00 pm. These rules are intended to ensure a conducive environment for all Boarders.
- 13.8** Vandalism is a very serious offence. Boarders found guilty of committing such an offence can be evicted from the hostel.
- 13.9** In case of any unacceptable behavior by the room-mate, the other room-mate must report it to the college authorities.
- 13.10** Students are requested to avoid singing aloud, shouting and all kinds of noise likely to distract the attention of those who may be at their books. Computer Sound System, Radio, Tape Recorders, Intoxicants, etc. are not allowed to be used in the hostel.
- 13.11** Any dispute or grievances arise by any boarder should be informed to the Hostel Superintendent and Principal/Director will not directly deal any dispute and/or grievances of boarder without Hostel Superintend. This step of proper channel should strictly be followed by all the boarders of the Hostel.
- 13.12** Ragging is strictly prohibited. Complain of any kind about Ragging will be considered very seriously by the Management as per Supreme Court order and student(s) involved in ragging will be punished as per law.

### **14. RENTAL**

- 14.1** Boarders are required to pay their rental in advance. The rental is paid on a \_\_\_\_\_ semester basis and must be paid at least 15 days before the beginning of each \_\_\_\_\_ semester.

**14.2** The Hostel management reserves the right to increase the rental by giving one month's notice.

**15. TERMINATION OF TENANCY**

**15.1** Any Boarder desirous of leaving Hostel permanently is required to give atleast one month's written notice and failure to give such notice will result in forfeiture of one month's rent. The concerned student should obtain "No objection" certificate from the Hostel Superintendent and clear all dues of the Hostel to the accounts department of the college then the concerned boarder shall be permitted to leave hostel.

However, final assessment of damages and on losses of the Hostel property, if any shall be made by the Hostel Superintendent or an authorized representative at the time of leaving the hostel by the concerned boarder in his / her presence. The concerned boarder should also deposit cash payment and / or adjustment the cost of damaging property from caution money which has already been deposited.

**15.2** The Hostel Management can end this tenancy at any time if (a) the hostelite fails to pay any sums due to the hostel within fifteen days of the due date (b) if the hostelite fails to comply with the terms of this tenancy. Admission in the hostel cannot be claimed as a matter of right.

**16. SECURITY AND SAFETY**

**16.1** Residents are solely responsible for the safety of their own valuables. All bedrooms doors, wardrobes and drawers of the study table must be padlocked when the residents are not inside the room. A duplicate key for the padlock should be given to the Warden. The Hostel Superintendent reserves the right to cut the padlock without giving any prior notice to the resident concerned if no duplicate key has been lodged with them.

**16.2** The Hostel Superintendent shall not under any circumstances be responsible for any damage, loss or theft of any property, money and other items belonging to the residents and / or their visitors or any personal injuries suffered by the residents or their visitors / guests however caused.

**16.3** Residents are not permitted to change rooms or sleep anywhere other than in their own bedroom without the consent of the Hostel Superintendent. Residents found violating the rule will be evicted

**17. LATE NIGHT PASSES**

Boarders should return to the hostel by the stipulated time. Occasionally, if the hostelite expects to be late (not beyond 10.00 pm) he / she should obtain a late night pass from the accommodation officer in advance and this pass must be produced to the security guard on returning to the hostel.



## **18. EMERGENCY**

In case of any emergency, please contact the security guards at the guard house or call hostel / college authorities. Important telephone numbers are provided with these guidelines?

## **19. REVISION OF RULES & REGULATIONS**

The hostel management reserves the right to revise the rules and regulations from time to time and will keep the hostelite informed of any changes in the form of notices on the hostel notice boards. Ignorance of rules will not be accepted as an excuse.

## **20. COMPLAINTS & SUGGESTIONS**

Any complaints, suggestions or enquiries are always welcome and that to be submitted to the Hostel Superintendent.