

THE ACADEMIC SYSTEM
Bachelor of Business Administration (BBA) Program

SECTION-1

Academic Qualities, Evaluation and Grading, Rules, Regulations and Procedures for award of BBA degree

1. ACADEMIC QUALITIES

The teaching-learning process aims to develop a number of qualities in students. These are as follows:

1.1 Sustained Disciplined Work

The ability to put in sustained and disciplined hard work over a sufficient length of time is one of the key factors to success in professional life. A typical semester is designed in an intensive and a modular fashion with an emphasis on regular and continuous work. The Evaluation System is designed to encourage this concept.

1.2 Self Learning

In its attempt to move away from teacher-centered learning to student-specific learning, the curriculum will actively encourage self learning.

1.3 Flexibility in Pace of Learning

The evaluation system makes special provision for different paces of learning for different students. Yet, it attempts to inculcate respect for deadlines. Thus, while specifying a time limit within which tutorial/practical work must be completed, there is scope to submit such work beyond the deadline. However, there will be a small penalty for late submission. The faculty will notify of the penalty for late submission for each tutorial/practical session and the time up to which late submissions will be accepted.

1.4 Co-operative Working

Given the complexity of business problems of today, large teams work together to provide solutions. Thus, it is very important to learn group dynamics and to work in teams. Through co-operative work wherever possible, the Institute will encourage students to learn to select good teams, resolve leadership and group issues and in general, to make effective groups.

2. THE COURSE DESCRIPTION

At the beginning of each semester, the course coordinator/teacher concerned will circulate a Course Description of the course on the first day of the start of the semester to motivate the students for the course and will comprise of the following:

- (a) Title
- (b) Course Code
- (c) Pre-requisites
- (d) Objective(s)
- (e) Course Outcomes
- (f) Course Outline
- (g) Methodology. This will outline how the qualities mentioned in section 1 above will be incorporated in the teaching-learning process. Specifically, the provisions for flexibility and self learning will be explicitly identified
- (h) Evaluation Scheme
- (i) Text and reference books

3. THE EVALUATION SYSTEM

The evaluation system of the Institute is oriented to encourage the academic qualities listed above. The Institute follows a continuous evaluation policy. This is to train the student to put in sustained and disciplined work over the entire period of study.

3.1 Theory

(a) There shall generally be three Examinations. These shall have a total weightage of 75%; the balance 25% shall be allocated to Assignments, Quizzes, Homework, and Regularity in Attendance and tutorials (A) etc by the Course Coordinator/respective teacher.

Allotment of marks, duration of each Examination and coverage of Syllabi will be as under:-.

Written exams:

Examination	Test-1	Test-2	Make-up (Test-1/ Test-2)*	End Sem. Exam**
Total Marks	20	20	20	35
Duration	1 hour	1 hour	1 hour	2 hours
Syllabi Coverage	Up to Test-1	Covered between Test-1 to Test-2	Up to Test-2	Full syllabi

*For Special cases (Medical or other), Make-up Examination will be conducted after Test-2, for those students who could not appear for Test-1 or Test-2 or both examinations (See rules for make-up examination). There shall be no make-up test for End Sem examination.

**For the purpose of Grading in the course of study, appearing in end semester examination will be mandatory. Failure to do so in a course shall result in award of "F" grade in the course. Such students shall not be eligible to appear in supplementary examination of the course.

Teacher's Assessment

Components	Weightage	Duration	Coverage
Individual Assignments, Quizzes/ viva-voce/class participation, Case Submissions etc.	25%	Entire semester	As decided and announced by the teacher concerned in the class at the beginning of the course

3.2 Practical/ Laboratory

The evaluation of Practical / Laboratory courses will be based on the following:

- Day to day work
- Punctuality and Regularity
- Quantity and Quality of work
- Some practical tests
- Any other component to be decided and announced by the teacher(s)

Evaluation of the practical/ laboratory courses shall be as follows:

S. No.	Component	Weightage
1.	Day to day work	60%
1(a)	Attendance	15%

1(b)	Quantity & Quality of Experiments including Performed, and handling of Software etc.	30%
1(c)	Laboratory record	15%
2.	Mid Term Submission and Viva-voce	20%
3.	End Term Submission and Viva-voce	20%

3.3 Dissertation/ Project

Evaluation Scheme for Dissertation/ Project

- Students are required to register for the Dissertation/Project at the end of pre-final semester
- Following evaluation scheme will be followed in each semester while evaluating and awarding grades:

Sl. No.	Component	Marks
1.	Day to day work (to be awarded by Supervisor(s))	30
1(a)	Regularity, Punctuality, Frequency of meeting, quality of discussions, openness, enthusiasm, Devotion and perseverance.	14
1(b)	Acquisition and demonstration of capability to, - Come up with alternatives - Analyze, evaluate them and decide. - Cost, safety and environment consciousness - handle setbacks - team work, leadership - self and life-long learning	16
2.	Dissertation/ Project Report (by panel) Organization, clarity, continuity, quality, references, presentation and discussion of results, state of art related to dissertation/project.	20
3.	Mid-term/ Final evaluation (by panel through presentation, demonstration and Q/A sessions)	20/30
3(a)	Problem statement, its importance & relevance, understanding of various aspects of problem, work plan and its execution.	5/7
3(b)	Functionality, complexity, quality of implementation Marks at module load and their integration, familiarity with tools and equipments used.	10/14
3(c)	Result, achieved, overall comprehension of Marks discipline and awareness developments taking place.	5/9

(Panel shall consist of three members including supervisor)

Guidelines for Monitoring and Evaluation of Dissertation/ Project

- The students must meet their supervisors immediately after the lists of Dissertations/Projects assigned to them are displayed and commence their Dissertation/projects.
- The students must meet and report to their supervisors **at least twice a week** on appointed days and time.
- The students should maintain a logbook of their day to day activity and get it signed by the supervisors twice a week during their meetings.

3.4 Grading System for Theory Courses:

- Students obtaining grades A(+) to D, shall be declared pass. Students failing in the subject will be awarded F grade.
- The grades shall be decided on the aggregate of evaluation of all the components like:-

Theory:

- (i) Three written tests, T-1, T-2, End Semester Exam
- (ii) Assignments, Tutorials, Quizzes, Class Test, Seminar & Class regularity
- (iii) Practical (only if part of the course)

Practical/ Laboratories and Dissertation/ Projects

- (iv) The grades shall be decided on the aggregate of evaluation of all the components as mentioned in sections 3.2. & 3.3 above.
- (c) Students missing End semester examination of a theory subject or End semester Viva/Test in a laboratory subject shall be awarded 'F' grade in the subject.
- (d) The grading shall be based on relative grading method in case of students' number is large. Alternatively absolute marks based grading to be done.

3.5 Grading for failing to meet Attendance Requirement.

- (a) A student is required to attend all the classes.
- (b) If the attendance profile of a student is unsatisfactory (as given in the rules below), he/she will be debarred. Any student who has been awarded 'F' grade because of being debarred due to attendance shortage shall not be allowed to take the supplementary examination. The student shall have to register for the course in the regular semester.

3.6 Make-up Examination

No make-up exam for End Semester Examination. The policy for allowing make up examination for T1 & T2 for approved genuine cases only is as follows:

3.6.1 Theory

- (a) A student missing T-1 and/or T-2 examination shall be required to take a make-up examination.
- (b) The students must put-up the request for make-up examination along with the documents to prove the genuineness of the case (for having missed either the T-1 or T-2 examination) within 5 days of last date of such examination.
- (c) The students who miss the exam due to medical reason must attach the opinion of the Institute Medical Officer (Mandatory).
- (d) The genuineness shall be reviewed and approved by the Vice Chancellor, whose decision shall be final.
- (e) The make-up examination shall be scheduled between T-2 & End Semester Examination and the dates shall be notified in the academic calendar.
- (f) Student can take a make-up examination in one of the papers only (either T-1 or T-2).
- (g) A student can be awarded not more than 60% of maximum marks in a Make Up examination.
- (h) Should the student miss both T-1 & T-2 examination (even for genuine reason) then marks will be allotted as below:
 - (i) T-1 = zero (0)
 - (ii) T-2 = as awarded in the make-up test
- (i) In case a student misses the make-up examination also, then no further chance will be provided.

- (j) The exam shall cover the syllabus up to T-2 examination irrespective of the make-up for T-1 or T-2.
- (k) The duration of exam shall be 1 hour (60 minutes).
- (l) Genuine approved cases shall be notified by the Registry (after each exam i.e. T-1/T-2 based on the requests received) and only such students shall be allowed to take make-up examination in the subjects where approval has been granted.
- (m) The date sheet will be taken out by the Registry.

3.6.2 Practical/ Laboratories/ Dissertations/ Projects /Viva

If a student misses out scheduled Examinations or the events for Practical/ Laboratories/Dissertations/Projects, which is part of teachers' assessment, on the specified dates; they must put up the request to the coordinator/ supervisor to allot alternate date(s). The requests shall be put up by the coordinators/ supervisors to the HODs, who shall provide alternate date(s), if considered genuine. The decision of HOD shall be final.

3.6.3 Procedure to be adopted by students in case of missing any of the specified Examination(s).

Following procedure shall be adopted for establishing genuineness of the case.

(A) Action by the student (Medical Cases)

- (a) They should report absence from the Examination(s) by fastest possible means to the Registrar. It could be email at registrar@jiit.ac.in or written communication by speed post or sent by hand through any means. In case of Hostellers, if a student falls sick while residing in the hostel, he /she should seek advice of the Institute Medical Officer.
- (b) The said report should preferably be sent prior to the Examination, but not later than 5 days after the last date of the said Examination.
- (c) The student should on rejoining;
 - (i) Report to the Institute Medical Officer with complete medical documents to include referral/Prescription slip of the doctor specifically indicating the disease, medicine prescribed, investigation/Lab reports and discharge slip in case of admission.
 - (ii) Obtain his/her views on the genuineness of the case on the proforma available with the Medical Officer.
 - (iii) Submit the documents along with the proforma with remarks of the Institute Medical Officer to the Registry **(aa)** Within 5 days of rejoining; or **(bb)** Not later than 5 days after the last date of Examination.
- (d) In case delay beyond 5 days is anticipated the student should arrange for the medical documents to be sent to the Institute Medical Officer by hand through a friend / relative etc. and get the said genuineness proforma filled-up and deposit the same with the Registry.
- (e) No request later than 5 days after the last date of Examination shall be accepted for reasons of ignorance or any other reasons.

(B) Action by students (any other reason)

In case the student has to miss Examination due to genuine reason other than medical, prior written sanction of VC and in his absence by Dean (Academic and Research) is mandatory. No post facto requests shall be accepted in any case. The approval should be submitted to the Registrar before the Examination.

Important:

Approving genuineness in each case is prerogative of the VC and student shall have no right to appeal on the same. Therefore student should not make an assumption that reporting sick and obtaining the slip for rest etc. from the Medical Authorities including Institute Medical Officer is an adequate reason to get exempted from the Examination.

3.7 Supplementary Examination

3.7.1 The supplementary Examinations shall be held for immediate concluding semesters. The preparatory / coaching classes of 15 days prior to supplementary Examination may be held at the discretion of the Institute. A student is entitled to appear in Supplementary Examinations only **once**, for a subject held immediately succeeding the semester in which fail grade is incurred.

3.7.2 Eligibility: Students with "F" grade (Except debarred cases either due to attendance or indulging in UFM) are eligible to appear in the Supplementary Examination.

3.7.3 Conduct

(a) Supplementary Examinations shall be held twice in an Academic Session. For the odd semester, it shall be held in December/ January and for the Even Semester, before commencement of next semester or as scheduled in the academic calendar.

(b) The Supplementary Examination shall be of two hours duration for each subject with 100 as maximum marks.

(c) The Supplementary Examinations will cover the entire syllabus of the semester.

3.7.4 Grading

- Grade shall be determined on the basis of marks obtained by the students in the supplementary examination of the subject only.
- The highest grade obtainable by a student passing through supplementary examination shall be limited to C+ and the marks boundaries for award of grade for supplementary examination, irrespective of grade boundaries used in regular semester examination, shall be as under:

Grade	Total Marks
C+	≥ 50
C	≥ 40 to < 50
D	≥ 30 to < 40
F	< 30

3.7.5 Supplementary of Practical/ Laboratory Courses: Those students who fail in the practical/ Laboratory subjects are allowed to take supplementary Examination. For such practical/ Laboratory subjects, concerned students are required to carry out practical work for three days and then take viva-voce/practical test on the fourth day. The maximum grade awarded for the supplementary Examination shall be up to C+ (four grades comprising F, D, C and C+). Those students who again get F grade will have to register a fresh in the practical courses, whenever next available in the regular semester.

3.7.6 Supplementary for Dissertation/ Project: There shall be no supplementary examinations for Dissertation/Project.

3.7.7 Treatment of failed students

If a student fails in the Supplementary Examination, he/she shall have to re-register for the subject, in the immediate following corresponding regular semester, where the subject is on offer.

3.8 Provision for Summer Term

To assist the students of BBA in clearing the backlog courses, an additional Summer Term may be run by the Institute as per the details below.

(a) Parameters:

- | | | |
|--------|---|--|
| (i) | Duration | Normally 5-6 weeks |
| (ii) | Registration for summer courses | Schedule shall be announced |
| (iii) | Examinations and Marks | Mid Term (30 marks), End Term (40 marks)
Teacher's Assessment (TA) (30 marks) |
| (iv) | Number of credits allowed | 12 (maximum) |
| (v) | Students can register in a maximum of 2 practical courses in summer term. | |
| (vi) | Amongst the projects, only one dissertation/project (whether minor or major) can be registered. When a student registers for the project course he/she is entitled to register for additional courses as follows:
(a) Along with Minor project – One theory or two laboratory subjects of 1 credit each or one laboratory subject of 2 credits.
(b) Along with Major project – One laboratory subject. | |
| (vii) | Student failed or debarred from appearing in End Semester Exam in the Even Semester, will also be eligible to opt for Summer Term. | |
| (viii) | (a) Summer Term is not open for those students who wish to improve grades.
(b) Late registration for summer term shall be allowed only up to first day of start of classes for the summer term. Thereafter, no registration shall be allowed for any reason whatsoever.
(c) Courses offered initially for the summer term may be withdrawn at the discretion of the Institute if the registration in the course is less than 5 students up to 3 days prior to start of the summer term. | |
| (ix) | Restriction for 2nd year students–
(a) The students shall be allowed to register for maximum of two courses.
(b) The students shall be required to give an undertaking that he / she will complete the corporate internship during the summer break.
(c) No relaxation shall be provided for the attendance requirement while doing the summer courses. | |
| (x) | The student can register only for the courses which are on offer. The courses shall be decided by the Dean (A&R) in consultation with HoDs and then notified well in advance. | |
| (xi) | Attendance for registered students is mandatory. Attendance rules as for normal semester shall apply for the summer semester also. No deviations in this regard shall be made. | |
| (xii) | Fee structure shall be notified as approved by the management. | |

3.9 General Rules: Examinations

Showing the Answer Scripts: The answer scripts of all Examinations i.e. T-1, T-2, End Semester Exam shall be shown to the students. Students desirous of seeing the marked answer scripts of End Semester Exam, have to ensure their presence before results are declared, as per dates notified in the Academic Calendar. No appeal shall be accepted for scrutiny of grades.

Examination Fee for Supplementary: A fee of Rs. 1000/- per subject or as decided by the Board from time to time will be charged from the students.

4. CREDIT SYSTEM

- 4.1 The prominent features of the credit system are the process of continuous evaluation of a student's performance, the absence of pass or fail on an annual basis and the flexibility to allow the students to progress at a pace suited to individual ability and convenience, subject to the regulations of credit requirements.

Each course, except a few special courses, has a certain number of credits assigned to it depending upon its lecture, tutorial and/or laboratory contact hours in a week. A member of the faculty, called the Course Coordinator, coordinates each course. He/she has the full responsibility for coordinating the course, coordinating the work of other members of the faculty involved in that course, holding the tests and awarding the grades. In case of any difficulty, the student is expected to approach the course coordinator for advice and clarification.

A letter grade, corresponding to specified number of grade points, is awarded in each course for which a student is registered. On obtaining a pass grade, the student accumulates the course credits as earned credits. A student's performance is measured by the number of credits that he/she has earned and by the weighted grade point average. A minimum number of credits should be acquired in order to qualify for the programme.

4.2 Credits assignment

Lectures/Tutorials: One lecture/tutorial hour per week per semester is assigned one credit.

Practical: One laboratory hour per week per semester is assigned half credit. However, some courses are preparatory in nature and have half the credit weightage of a normal course while a few courses are without credit and are referred to as noncredit (NC) courses.

4.3 Earned Credits (EC)

The credits assigned to a course in which a student has obtained 'D' (minimum passing grade) or a higher grade will be counted as credits earned by him/her.

5. Registration for Courses and Grading System

5.1 Registration

5.1.1 Registration Methodology for the Courses in various Semesters

Priority-1: Backlog Courses on offer.

Priority-2: Core Courses of the semester.

Priority-3: Electives on offer as per the curricula structure

Priority-4: Courses for improvement of grades (on offer and subject to the credit limit requirement).

It shall be responsibility of the student to plan and register for the Backlog courses as and when offered.

The time table shall be drawn based on the core courses and electives registered during the Pre-registration process.

- 5.1.2 A student may however, register for lesser courses so that the total credits are in the range of 15 to 24 in a regular Semester.

- 5.1.3 On the recommendations of the Dean (Academic & Research), a student may be allowed to register for a maximum of 31 total credits in a Semester depending on the specific needs of the BBA programme. In such cases the permission has to be sought from Dean (Academic & Research).

5.1.4 A student shall not be permitted to register for a course unless he/she passes the course which is a pre-requisite to that course (if applicable).

5.2 Minimum Number of Students to be registered in an Elective Course

5.2.1 An elective course shall run only if there is a minimum registration of 20 students in that course. Under special circumstances, an Elective Course may be run with minimum registration of 15, with prior permission of the Vice Chancellor.

5.2.2 (a) Students may be allowed registration for Backlog Subjects when the Number of Students is less than 5 and where the course(s) are not on offer in the regular ongoing semester but within the credit limits purely at the discretion of the Vice-Chancellor.

(b) Such students would be allotted Tutor(s) for the subject(s) with whom they will be provided one contact hour per week.

(c) Under the guidance of the assigned Tutor(s), they will carry out the assignment and studies.

(d) T-1, T-2 and End Semester Exam and TA component will be conducted as per the normal weightage.

(e) This facility may be extended during summer semester also purely at the sole discretion of Vice Chancellor.

5.3 Addition, Deletion and Withdrawal from Elective Courses

A student shall have the option to add-on or delete courses from the list of registered courses on or before a date notified in the Academic Calendar or as laid down in the procedure instructions.

A student may also be allowed to withdraw from a course up to one week after the commencement of the Semester. For this purpose, the student has to submit his/her application on a prescribed form, available in the Academic Section of the Institute.

5.4 Structure of Grading of Academic Performance

The following shall be the structure of grading for academic performance of the students:

5.4.1 Award of Grades

Students obtaining grades A(+) to D, shall be declared pass. Students failing in a subject will be awarded F grade.

The grades shall be decided on the aggregate of evaluation of all the components like: -

(i) Three written tests, T-1, T-2, End Semester Exam (No makeup tests allowed)

(ii) Assignments Quizzes, homework, tutorials and regularity in attendance etc (A)

(iii) Practical (P) (If part of the course).

(v) Practical/ Laboratory and Dissertation/Projects shall be evaluated & graded as given in sections 3.2 and 3.3 above.

(vi) Students missing End semester examination of a theory subject or End semester Viva/Test in a laboratory subject shall be awarded 'F' grade in the subject.

5.4.2 Structure of Grading of Academic Performance

The following shall be the structure of grading for academic performance of the students:

Grade	Point	Description of performance
A+	10	Outstanding
A	9	Excellent
B+	8	Very Good
B	7	Good
C+	6	Average
C	5	Below Average

D	4	Marginal
F	0	Very Poor
NP	-	Audit Pass
NF	-	Audit Fail
W	-	Withdrawal
X	-	Continued Dissertation/Project

Note: The number of students is less than 10 then absolute grading system will be followed (See Table below)

Award of Grades Based on Absolute Marks

The award of grades based on absolute marks out of 100 shall be made as follows:

Marks		Grade
89	≤	A+
82	≤	A
73	≤	B+
64	≤	B
55	≤	C+
48	≤	C
35	≤	D

Note:

1. The grade boundaries as indicated above may be marginally adjusted
2. The upper and lower limits are subject to limitations of percentage of marks

5.4.3 Description of Grades

A Grade

An 'A+' grade stands for outstanding achievement. The minimum marks for award of an 'A+' grade is 80%. However, individual course coordinators may set higher marks requirement.

B and C Grades

'B' and 'C' grades denote performance ranging from Very Good to Below Average. These are decided based on the relative performance of students.

D Grade

The 'D' grade stands for marginal performance; i.e. it is the minimum passing grade in any course. The minimum marks for award of 'D' grade are 30%. However, individual course coordinators may set a higher marks requirement.

F Grade

'F' grade denotes poor & very poor performance, i.e. failing a course. 'F' grade is awarded in case of:

- a) UFM
- b) Debarred due to short fall in attendance (see Attendance Rules).
- c) Missing / not appearing in End Semester Examination.

A student has to repeat all compulsory (core) courses in which she/he obtains 'F' grades, until a passing grade is obtained. For the other (elective) courses in which 'F' grades have been obtained, the student may take the same course or any other course from the same category.

W Grade

The W grade is awarded to a student if he/she is allowed to withdraw for an entire Semester only if he/she has been on authorized absence from the Institute on medical grounds for a period exceeding four weeks.

X Grade

The 'X' grade is awarded for incomplete dissertation/project work, at the end of a semester. Subsequently, it is converted into a regular grade upon completion of the dissertation/project work and its evaluation.

5.5 EVALUATION OF PERFORMANCE

The performance of a student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, except audit courses, registered for in the semester.

$$\text{SGPA} = \frac{\sum_{i=1}^s C_i \times G_i}{\sum_{i=1}^s C_i}$$

where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

S = Total number of registered subjects in the semester, except audit Courses

The overall Grade of a student in the program of study upto the end of a particular semester shall be called Cumulative Grade Point Average (CGPA). CGPA shall be calculated on the basis of all grades, except audit courses, obtained in all completed semesters as follows:

$$\text{CGPA} = \frac{\sum_{i=1}^n C_i \times G_i}{\sum_{i=1}^n C_i}$$

where C_i = Credits of the registered subject

G_i = Grade point awarded to the student in the registered subject

n = Total number of registered subjects, except audit Courses

An example of these calculations is given below:

I Semester:

Subject Code (1)	Credit (2)	Grade Awarded (3)	Earned Credits (4)	Grade Points (5)	Points Secured (6)
19B2XBAF11	4	C+	4	6	24
19B2XBGM1X	4	C	4	5	20
19B2XBGM1X	4	A+	4	10	40
19B2XBGM1X	3	B+	3	8	24
19B2XBGE1X	4	F	0	0	0
19B2XBGE1X	1	D	1	4	4
19B2XBAE1X	3	A	3	9	27

Credits Registered in the I semester (total of column 2)	=	23
Earned Credits in the I semester (total of column 4)	=	19
Point secured in the I semester (total of column 6)	=	139
SGPA (I semester)	=	6
CGPA (I semester)	=	6

II Semester

Subject Code (1)	Credit (2)	Grade Awarded (3)	Earned Credits (4)	Grade Points (5)	Points Secured (6)
19B2XBXX11	3	C+	3	6	18
19B2XBXX1X	1	C	1	5	5
19B2XBXX1X	1	A+	1	10	10
19B2XBXX1X	3	B+	3	8	24
19B2XBXX1X	4	F	0	0	0
19B2XBXX1X	4	D	4	4	16
19B2XBXX1X	4	A	4	9	36
19B2XBXX1X	3	C	3	5	15

Credits Registered in the II semester (total of column 2)	=	23
Earned Credits in the II semester (total of column 4)	=	19
Point secured in the II semester (total of column 6)	=	124
SGPA (II semester)	=	5.4
CGPA (II semester)	=	(139+124) / (23+23) = 5.7

5.6 Conversion of grades into percentages

The performance of the student is measured in terms of CGPA (on a 10 point scale) as defined above. However, on request from the Indian Industry and overseas institutes querying on percentage obtained by students, a mathematical formula for conversion of CGPAs to equivalent percentage has been adopted. The equated percentage shall be equivalent to $CGPA \times 10$.

5.7 Provision for improvement of grade(s) for students

Students shall be permitted to improve their grades under the following conditions:

- The facility for improvement of grades will be available only to the students having CGPA less than 6.0

- (b) Students shall be allowed to register for grade improvement before passing the 6th semester examination.
- (c) Grade improvement shall be allowed only in Theory subjects and it shall not be permitted in subjects like Dissertations/Projects, Seminars, Practical/ Laboratory Courses, Term Paper, Colloquium etc.
- (c) Students desirous of improvement of Grades in subject(s) have to register at the time of registration for the semester in the concerned subject(s) as a regular student provided the subject is on offer and there is no clash in time table. Registration after the last date of registration will not be permitted. Registration for purposes of grade improvement during summer term or any other special term is not permitted.
- (d) Additional fee will be paid by the student for undertaking each subject(s) for grade improvement.
- (e) The credit registration limit for the purpose of improvement of grade shall be the normal credit limit as in case of regular student in a semester.
- (f) Attendance is also compulsory as per attendance regulations of the Institute in the subjects registered for improvement.
- g) The minimum grade obtainable in the subject taken for grade improvement will be 'D'. A student securing 'F' grade in the grade improvement studies will be awarded 'D' grade.
- (h) After the final result of the subject taken for improvement of grade, the grade obtained after improvement will replace the earlier grade and the grade earned earlier will cease to exist.
- (i) Student having undertaken improvement of grades option will not be eligible for the award of any Medal/ Merit position.
- (j) Following documentation shall be re-sorted in such cases:
 - (i) The student will be given a fresh replacement grade sheet indicating the new grade with a "*" mark which shall be explained as (improved grade) at the bottom of grade sheet. The word replacement grade sheet shall be stamped on top.
 - (ii) The transcript shall also be marked accordingly.
 - (iii) The authority for the improved grades shall be indicated through pre-printed explanatory note on the back of the grade sheet/transcript.

6. RULES, REGULATIONS AND PROCEDURES

6.1 Conditions for Pass and Progression (1st to 2nd year only)

- (a) A student must have a CGPA of at least 4.5 to be declared promoted to the next class.
- (b) Maximum duration permitted for completion of BBA program is 4 years.
- (c) No relaxation in credit limit beyond 31 credits will be allowed. Further, such cases will be closely examined before approval by the VC to register for 31 credits taking into consideration past performance of the students.
- (d) A student having CGPA of < 4.5 at the end of second semester will have to repeat first year. However, this facility will be available only once i.e. if the CGPA at the end of second semester is again less than 4.5 then such student will have to discontinue his/her studentship at the institute.

6.2 Conditions for Award of a Degree

- (a) Secures a CGPA equal to 4.5 or more
- (b) Earning a minimum of 144 credits.

- (c) Completing the degree requirement in a maximum duration of four years. This includes the period of rustication / expulsion but excludes the semester withdrawal.
- (d) Successfully completing the Internship.
- (e) No failure in the core courses.

7. ATTENDANCE REQUIREMENTS

7.1 Semester Duration

A semester will be of approximately 16 weeks duration. Of these, about 14 weeks will be available for actual instruction. Thus a 3-1 course shall have 42 hours of theory, 14 tutorials while, 0-0-2 practical/lab course will have 28 hours of practical work.

7.2 Attendance Rules

- (a) All undergraduate students are expected to be present in every lecture, tutorial, practical or drawing class scheduled for them.
- (b) A student must have a minimum attendance of 80% in a course during a semester, in lectures, tutorials and practical taken together (as applicable). A student with less than 80% attendance in a course will be awarded 'F' grade in that course irrespective of his/her performance in the tests. The Course Coordinator while awarding the grades will take into account the consolidated attendance record for the whole semester.
- (c) A student should meet the above attendance requirement irrespective of the number of days; he/she is on medical and/or other leave for any reason, whatsoever.
- (d) In order to maintain the attendance record of a particular course, a roll call shall be taken in every scheduled lecture, tutorial and practical class.
- (e) For the purpose of attendance, every scheduled practical class will be counted as one unit irrespective of the number of contact hours.
- (f) A relaxation of up to 5% may be given on the following special grounds:
 - (i) Any continuous illness of two weeks or more supported by a proper medical certificate.
 - (ii) The student being deputed to represent the Institute with the prior approval of the Dean (Academic & Research).
 - (iii) Any special personal reason, on the recommendation of the Dean (Academic) and approval of the Vice Chancellor.

7.3 Semester Withdrawal in Medical Cases

A student who has been absent from classes on the basis of medical advice after due approval of the Dean / Vice Chancellor and has submitted authentic medical record may be permitted to withdraw from the semester. Further if a student is absent from the classes on account of certified genuine medical reasons for duration of five weeks or more will be asked to withdraw from the semester compulsorily.

The decision to take a semester withdrawal must be taken minimum 30 days before the end semester examination. If a student does not apply for same, he / she shall continue to be registered and be evaluated as per the performance.

7.4 Information regarding absence during the Semester

- (a) A student must inform the Dean (Academic & Research) immediately of any instance of continuous absence from classes.
- (b) A student who is absent due to illness or any other emergency, up to a maximum of two weeks, should approach the Course Coordinator for make-up in quizzes, assignments and laboratory work.

(c) If a student is continuously absent from the Institute for more than 10 days without notifying the Dean (Academic & Research) his/her name will be struck off the rolls of the Institute.

SECTION-2

Instructions and Penalty for use of Unfair Means

The salient instructions for the conduct by a student in the Examination hall shall be printed on the cover page of the answer - book. Any contravention of these instructions and the use of any unfair means will render the student liable for punishment.

1. Actions by the Invigilator's on Detecting Unfair means Case

- (a) As soon as a student is suspected by the invigilator or any other authorized person of having resorted to unfair means he/she shall immediately take possession of the answer book along with the relevant material found with the student. The papers, notes, books, electronic devices etc. found in possession of the student shall be duly signed by the student and the invigilator, sealed and attached with the seized answer-book in presence of the student. In case student is found to have written something on the body part a photo of same may be taken on the web cam available with the server room/mobile etc if possible.
- (b) The Invigilator In charge shall get the prescribed form (attached) for unfair means filled and signed by the student and give his / her comments on the same, in prescribed place.
- (c) After completing all the above formalities, a fresh answer-book shall be given to the student for completing the Examination.
- (d) If the student does not hand over the relevant material and / or refuses to fill up and sign the prescribed form, the same shall be recorded on the prescribed form. In this case, Co-Invigilator may sign as a witness to the event.
- (e) No extra time will be given for completing the Examination as a result of this exercise.
- (f) After Examination is over, these answer books duly marked as I (confiscated copy) and II (freshly issued copy) along with the material found in possession and the prescribed form duly filled and signed by the Invigilator In charge shall be delivered separately to the Registrar.

2. Convening of Committee on Unfair Means

- (a) A Committee (Standing Committee) appointed by the Vice-Chancellor shall enquire into cases of unfair means in the Examination. Composition of the committee shall be:
 1. Dean (A&R) Chairman
 - 2-3. Two professors nominated by the VC-Members
 4. Head of the Concerned Dept.
 5. Dy Registrar (Member Secretary)
- (b) The Committee shall thoroughly examine the cases on the basis of the material/documents placed and give hearing to the student and the concerned Invigilator. It shall submit its recommendations after laying down clearly the nature of the offence to the Vice Chancellor for consideration and necessary orders.

3. Categories of Offences and Punishments

For a student whose guilt is established, following actions may be taken for different categories of offences enumerated below:

(A) CATEGORY 1: NATURE OF OFFENCE

- (a) A student is found talking in the Examination hall to another student.

(b) A student is found to be talking to a person outside the Examination-hall before submission of the answer sheet e.g. while going to the wash room etc.

(c) A student has deliberately changed his/her seat in the Examination-hall without the permission of invigilator.

ACTION TO BE TAKEN: The invigilator in charge of the room/hall shall immediately take possession of the first answer book. The student shall be informed that the first answer sheet is being cancelled and he shall provide the student with a second answer book. The first answer-book is to be cancelled and the second answer-book is to be evaluated.

(B) CATEGORY 2: NATURE OF OFFENCE

(a) A student is reported to have appealed to the Examiner in the answer-book. (Examiners should report such cases to the Dean as they may arise during evaluation exercise).

(b) Writing the solutions of the questions on the question paper/electronic device etc. during the Examination.

(c) A student is found possessing cell phone or any other item of such type or communication gadget in the Examination hall.

ACTION TO BE TAKEN: The Examination of the concerned paper to be cancelled and awarded zero marks.

(C) CATEGORY 3: NATURE OF OFFENCE:

(a) A student is found possessing any notes or printed unauthorized material or notes written on any part of the body-clothes or instruments such as electronic device etc. or having notes written on chair, table, desk etc. during the Examination.

(b) A student tries to/or appeals to the Invigilator for help during the Examination.

(c) Cheating in the evaluated answer book (Examiners to report such cases if detected).

(d) Disrupting the smooth conduct of Examination in any way.

ACTION TO BE TAKEN: The student should be awarded fail grade in that subject and will not be allowed to appear in next supplementary Examination of that subject.

(D) CATEGORY 4: NATURE OF OFFENCE

A student is found:

(a) making use of unauthorized material like written/photocopied note/written on the body parts, on the clothes or the desk or calculator or box. etc./ by himself/herself or through assistance of others.

(b) to be consulting notes or books while being out-side the Examination hall during the Examination hours.

(c) to be passing on a copy of question(s) set in the paper or solution thereof to anyone.

(d) to have received help from other students or giving help to other students through passing some written material/electronic device pertaining to the questions set in the paper concerned.

(e) to be allowing other student's to copy from his/her answer book.

(f) communicating or attempting to communicate directly or through someone else with the examiner or anybody connected with the Institute Examination for influencing them in the award of marks.

(g) to be guilty of swallowing or destroying any note or paper or any other material found with him/her .

ACTION TO BE TAKEN: All the Examinations of the registered courses for that semester to be cancelled and the student to be debarred from appearing in the supplementary Examinations for all such subjects.

(E) CATEGORY 5: NATURE OF OFFENCE

A student is found:

(a) in possession of a solution of a question set in the paper through the help of any student, supervisory or ministerial staff or some other agency/person.

(b) guilty of having made previous arrangement to obtain help in connection with the question paper in cases not covered by the above provision.

ACTION TO BE TAKEN: All Examination to be cancelled for that semester and the student to be debarred from appearing for any Institute Examination for the next one semester.

(F) CATEGORY 6: NATURE OF OFFENCE

(a) Smuggling in an answer-book, taking out or arranging to send out an answer-book.

(b) Writing deliberately another students' roll no. in his/her answer-book.

(c) found in possession of answer-book not his/her own

(d) impersonating another candidates

(e) allowing impersonation in any Examination.

(f) Guilty of serious misconduct in the Examination hall or non-compliance with the instructions of the superintendent or any of the invigilators in the Examination hall.

(g) Using threatening or foul language etc. during the Examination.

ACTION TO BE TAKEN: All Examinations of that semester to be cancelled and to be further debarred from appearing in any Institute Examination for a period of two to three semesters or expulsion from the Institute depending on the gravity of the offence.

(G) CATEGORY 7: NATURE OF OFFENCE

Any person who is not a candidate for any Examination found committing or abetting in committal of any of the offences mentioned above.

ACTION TO BE TAKEN: To be dealt with the Vice-Chancellor in an appropriate manner including expulsion from the Institute if he/she is the student of this Institute.

(H) CATEGORY 8: NATURE OF OFFENCE

Second/subsequent case(s) of UFM reported against a student in the same academic year.

ACTION TO BE TAKEN: One step higher punishment than the most severe punishment awarded so far in all the UFM cases against him/her including the action corresponding to present UFM case (assuming it is not a second/subsequent UFM case against him/her).

4. Cases not covered by these Regulations.

To be decided by the Vice-Chancellor.

5. Unfair means / Plagiarism in Class Work

Any case pertaining to purported resorting to unfair means / plagiarism during the Class Work / Quizzes / Submission of Seminar Report/ Dissertation/ Practical's/ Laboratory Classes/ Projects, etc. shall be dealt with by the appropriate committee/ persons of the concerned department as nominated by the HOD with information to Dean. In cases of serious nature/grave offence in opinion of the Dean / Departmental Committee/ Head, the matter shall be referred to the Vice Chancellor for investigation through Standing Committee of the University. These offences could be:

- (a) Which have occurred before or after the Examination, or partly before and during or during and after the Examination;
- (b) Which have been detected after the Examination/declaration of the result/award of the degree;
- (c) Which has been reported or detected after a research paper report/note/communication has been published in a Research Journal widely circulated magazine/Proceedings of conferences/seminar or a monograph/ book, and or any electronic device.
- (d) The penalty in such cases of unfair means/plagiarism which have been found to be true and shall be recommended by the appropriate committees of the department/ institute Standing Committee, as the case may be.
- (e) The imposition of any such penalty shall be at the discretion of the Vice- Chancellor, who, after considering the full facts and the report on the matter
 - (i) may impose the same penalty,
 - (ii) may reduce the penalty, or
 - (iii) may enhance the penalty as recommended by the committee.

SECTION-3

Procedure for Enquiries and Punishments on Disciplinary Cases of Students

The welfare and discipline of students are two integral parts of an Institutional behaviour. Student's behaviour and discipline will therefore be assessed and will receive the same attention as the academic work.

The discipline of the students will therefore be closely monitored in the campus, class rooms, laboratories, play grounds, Annapurna and in the hostels in respect of residing students and outside the campus for both residing and non-residing students. Adherence to discipline norms will be evaluated at the end of each academic year and will be reflected as proficiency grade.

(A) PROCEDURE FOR PROCESSING CASES OF INDISCIPLINE

(i) A student shall be guilty of misconduct and breach of discipline if he or she violates any of the provisions of the standing orders issued by the Institute. Any case of indiscipline received / observed shall be referred to Dean Students Welfare (DSW) who after considering the case may decide as under:

- (a) Dispose off the case, depending upon the nature of indiscipline/ misconduct at his own level.
- (b) Refer the case to Proctorial Board for enquiry.
- (c) Forward the case to the Vice-Chancellor with his detailed comments.

(ii) The Vice Chancellor may suspend a student(s), for an act of indiscipline which is detrimental to healthy atmosphere / law & order in the campus, if in his judgment a prima facie case of breach of discipline exists against the student(s) and institute an inquiry by Proctorial Board.

(B) PROCEDURE FOR ENQUIRY

Proctorial Board on receipt of the case shall issue a notice containing the substance of charge/imputation or misconduct against the student(s) concerned and requiring the student(s) to submit statement of defence within a specified period. This notice shall also specify the date on which the student(s) will appear before the committee in person to answer the charges. The committee will, after examining the charged student(s) and such other persons whose testimony may have bearing on the incident, submit its report detailing findings and fixing responsibilities to the DSW/Vice Chancellor.

(C) PROCEDURE FOR AWARD OF PUNISHMENT.

(i) The DSW/ Vice Chancellor shall consider the report of the enquiry committee and decide upon the quantum of punishment to be awarded. This shall be promulgated by the Registrar.

(ii) In case of proposed punishment of rustication or expulsion the Registrar shall inform the student in writing of the charges, the proposed penalty and the clauses under which the Institute proposes to take action. The student will be given 5 days notice to "Show Cause" why the proposed penalty should not be imposed.

(iii) The reply if any, received shall again be placed before the DSW/ Vice Chancellor who after due consideration shall award the final punishment. In Case no reply is received by the stipulated time, it will be presumed that the student has nothing to offer in his defence and the punishment proposed shall be imposed.

(iv) Final decision on acts of indiscipline would be communicated in writing to the concerned student with an entry in his/her personal record.

(D) GUIDELINE FOR PUNISHMENTS FOR ACTS OF INDISCIPLINE

The following punishments may be imposed for acts of indiscipline / misconduct for good & sufficient reasons. The list is not exhaustive.

- (i) Written Warning.
- (ii) Imposition of suspended monetary fine and warning. A suspended fine becomes operative if the concerned student is found guilty of another act of indiscipline during the remaining period of his/her study in the Institute.
- (iii) Imposition of monetary fine.
- (iv) Deduction of marks from the discipline group of marks.
- (v) Any combination of (i), (iii) and (iv) above.
- (vi) Rustication/Expulsion from the Institute.
- (vii) Suspension / expulsion from Hostel / Institute.
- (viii) Any student who is expelled from the hostel on disciplinary ground shall forfeit the amount deposited by him/her towards the hostel charges for the semester. No refunds on pro-rata basis, shall be entitled under any circumstances irrespective of the date of expulsion. Student expelled for the complete semester or more shall be required to apply afresh for the hostel accommodation.

(E) COMPETENT AUTHORITY TO AWARD VARIOUS PUNISHMENTS

- (i) For punishments at D above, from (i) to (v), the competent authority shall be DSW/ Vice-Chancellor.
- (ii) For punishments at D from (vi) to (vii), the competent authority shall be the Vice-Chancellor only.

(F) PROCEDURE FOR AWARDED GRADES FOR THE DISCIPLINARY GROUP OF MARKS

- (i) The disciplinary grade awarded at the end of each Academic Year will be reflected on the Grade Sheet of even semester.
- (ii) Computation of yearly Discipline Grades.
- (iii) A student shall automatically get A+ grade, if no act of indiscipline is recorded against him/her. As a guideline maximum marks to be deducted for offences/punishment awarded are given in the table below. The list is neither comprehensive nor complete as each case shall be dealt with on its own merit and decided by the Competent Authority.

S. NO.	OFFENCE/PUNISHMENT AWARDED	MAX MARKS TO BE DEDUCTED
(a)	Written Warning	05
(b)	Mass bunking of class	05
(c)	Visiting socially unacceptable web site	10
(d)	Violation of hostel rules	15
(e)	Suspension from hostel/campus	15
(f)	Violation of academic rules	25
(g)	Indulging in violence	60
(h)	Damage to institutional property	80
(i)	Expulsion from hostel/Institute	80

- (iv) The deduction in marks from the disciplinary grade shall be cumulated over the academic year, the events and the acts, the commensurate grades are as follows: -

Range of Deduction	Grade To Be Awarded of Disciplinary Marks
00 - 10	A+
11 - 20	A
21 - 30	B+
31 - 40	B
41 - 50	C+
51 - 60	C
61 - 80	D
>80	F

(v) Annual computation of discipline grades shall be carried out by a committee constituted by the VC. The committee will review the grades based on overall adherence to discipline and conduct by the affected students and make recommendation to Vice Chancellor thru DSW for his approval.

(vi) The discipline grades at the end of the programme may be revised by a committee comprising DSW as chairperson and two professors to be nominated by the by the Vice Chancellor. The committee will make suitable recommendation based on overall adherence to discipline and conduct by the students during the entire programme.

SECTION-4

STANDING ORDERS

1. General

1.1 Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.

1.2 Any amendments/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/ Website/Web Kiosk regularly.

1.3 The schemes for all academic works and for the Examinations will be notified to the students separately by the Registrar/Academic Departments.

1.4 The V.C. is overall in-charge of the academic activities including attendance and leave of students. Any complaint within the jurisdiction of the concerned section will be dealt-with by the Officer in-charge of the section.

1.5 Dean Students Welfare (DSW) will deal with the welfare and discipline of all students in the campus including Hostel and also outside the campus and will ensure maintenance of good conduct. DSW will be assisted by other members of faculty.

2. Conduct and Behaviour

2.1 Students should attend all their classes and strictly observe class timings. They should likewise carry out other out-door and extra-curricular duties assigned to them. Their attendance and leave is governed by the regulations pertaining to them.

2.2 Students must give their undivided attention to their academic work and must be respectful to their teachers and supervisors.

2.3 **All students must carry I-cards with them at all times.** Identity card can be asked to be shown by the student by any competent authority including security guards at the entry gate of the institute as well as hostel. I-card is an important document. Loss of I-card may invite fine in disciplinary grade or monetary fine as decided from time to time.

2.4 Students must conduct themselves with due decorum in the classes, laboratories, etc. and move in an orderly and disciplined manner. They must conduct themselves in a manner worthy of great traditions.

2.5 Students, who fail to make sufficient progress in their studies and also do not maintain the required attendance in the classes, are liable to be debarred from appearing in the final Examination and will be awarded Fail grade.

2.6 If in a particular class/period more than 50% students are absent, it would be regarded as mass absenteeism and an act of indiscipline. Disciplinary action will be taken on the students indulging in mass absentees.

2.7 No student shall disobey any order issued by the University. Students must behave with due decorum towards their fellow students. Girl students must be shown special consideration in this regard.

2.8 Students should not indulge in violence of any kind with fellow students, teaching faculty and employees of the University within or outside the Institute. Violence by any student or group of students will lead to severe disciplinary action.

2.9 Students are not allowed to become members of outside societies or allowed to join discussion of a political nature or to take part in any political activity without prior permission of the University.

2.10 No meeting of the students other than those organized under the aegis of the various recognized students activities shall be called without the prior permission in writing from the Vice Chancellor.

2.11 No meeting/function within the Institute campus to which any outsider is invited shall be organized nor shall any outsider address the students without the prior permission in writing from the Vice Chancellor.

2.12 No students shall use unfair means at any of the Examinations and tests or attempt or threaten the staff to get undue advantage. Disciplinary action shall be taken against defaulters as per the rules of the University.

2.13 Students must pay all fees and other dues on specified dates. If they do not do so, they render themselves liable to penalties as in force from time to time.

2.14 Students must take good care of all University property. Any damage to Institute property shall be viewed as indiscipline. Such student(s), in addition to facing the disciplinary action, shall have to replace the damaged property and make good the losses caused due to their action. Students must use the furniture and fittings with due care and must not deface buildings, roads, furniture and fittings etc. in any manner.

2.15 Students must handle the laboratory equipments, instrument and machinery that they have to use in course of their work with great care. Any damage or breakage of such equipment etc. due to improper use of negligent handling will have to be made good by the students concerned.

2.16 Ragging in any form is unlawful and strictly prohibited. Student found ragging shall be expelled from the University and FIRs lodged against them.

2.17 Use of mobile cellular phone inside the Academic, Administrative area, Library, Labs, Corridors, Toilets, Coffee shop, Tuck shop, Classrooms is strictly prohibited. Mobile phones must be kept in silent mode and attended to outside the Academic/Administrative block. Use of mobile phone with cameras is strictly prohibited. Violation will lead to confiscation of the mobile phone.

2.18 All the students are required to observe the prescribed dress code while moving in the Administrative/Academic block including Labs & LRC on working days. Students not wearing the prescribed dress code may be denied entry to the Institute except PG students.

2.19 Consumption of liquor or any other intoxicating drug or smoking is strictly prohibited within the hostel, campus or outside. Offenders will be summarily expelled.

3. Learning Resource Centre (LRC)

3.1 Students must follow the LRC rules for borrowing books. They must show their Identity Cards when asked for. The books must be returned on or before the due date of return of the book.

3.2 Library books should be used with great care. Tearing or folding or cutting of library books or making any mark on them is not permitted and shall lead to disciplinary action. Any defect noticed at the time of borrowing books must be brought to the notice of the Library staff immediately, otherwise the borrower may be required to replace the book by a new copy or pay double the cost of the book.

3.3 In open access LRC like ours, replacement or misplacement of books on the shelves by the readers is not desirable. Readers should leave the book on the table after use.

3.4 LRC cards are non-transferable and they should be kept securely otherwise the borrower shall be held responsible for the books issued against cards.

3.5 Before leaving the LRC, a student should make sure of getting the LRC books properly issued at the counter against the card.

3.6 Personal property or books other than those belonging to the LRC must be deposited at the entrance gate.

3.7 The loss of LRC books or borrowers card must be immediately brought to the notice of the Learning Resource Manager (LRM) in writing.

3.8 Polite and courteous behaviour inside the LRC is expected from all the users and silence must be observed inside the reading rooms.

SECTION-5

STANDING ORDERS FOR HOSTEL STUDENTS

A new student, on arrival, will report to the Hostel Warden/Administrator who will allot him/her a room/seat in one of the Hostels after the student has paid fees and got registered.

The following are the Standing Orders for compliance by all Hostel inmates:

1. At the time of occupying the room, student must check the room furniture, fixtures, electrical fittings etc. and sign receipt. He/she will be charged for any loss, damage done to furniture, fixture, fittings and articles issued to him/her along with the disciplinary action if warranted. Sketching/painting on walls is prohibited. Rooms once allocated are not to be changed without the written permission of Competent Authority.
2. Students themselves are responsible for all their belongings. They must ensure all their valuables including laptops are properly locked and not left outside even for short period. They are advised to use good quality locks.
3. Students must show their ID card to the security staff every time they enter/leave Hostel gate.
4. Inmates are required to compulsorily get their rooms cleaned by the house keeping.
5. **Smoking, consumption/possession of liquor, intoxicants, drugs, cigarettes, hookah etc inside or outside the Campus is strictly prohibited. Any violation will invoke severe penalty including rustication from the Hostel/ Institute.**
6. Inmates should not indulge in acts such as loud playing of musical instruments or radio or loud singing or dancing etc. which may disturb others at study or work in the Hostels.
7. Students are not permitted to keep fire-arms or any lethal weapon with them in the Hostel premises even though possessing a license for it.
8. Students are prohibited from keeping obscene literature/video films/CDs in their possession. Any violation in this regard will result in severe disciplinary action.
9. Electrical appliances like electrical irons, heaters, VCD/DVD player, T.V., V.C.P. and V.C.R. etc., are not permitted in hostel rooms.
10. Hostel inmates fiddling with the electric connections, computer cabling, outlets, fittings and using additional electrical appliances shall be penalized, and the appliance / gadget will be confiscated.
11. Lights, Fans etc. should be switched on only when needed and switched off when not required or when going out of the room. Similarly, water taps must be closed promptly after use. Electricity and water are scarce resource and needed to be conserved.
12. Students, unless specially permitted, will be allowed to occupy the rooms allotted to them in their hostel only a day prior to commencement of their academic session. Likewise they must vacate their rooms, within 3 days of the closure of their academic session. They will render themselves liable to disciplinary action and payments at enhanced rates for any unauthorized occupation beyond the stipulated period mentioned above.
13. Before proceeding on summer vacation, students must hand over the charge of their rooms, the furniture and the fittings etc. to Hostel Supervisor / Caretaker and get a receipt from him. If a student fails to do so, the Warden / Administrator is authorized to break open a locked room and make an inventory of the articles found therein. The Institute authorities shall not be responsible for the private belongings of the students found in such rooms.
14. The Warden / Administrator is assisted by a Supervisor / Caretaker in day-to-day working of the Hostels. The Hostel inmates shall refer their difficulties of whatever nature to the Warden / Administrator who will take necessary action. Matters related to indiscipline shall be reported to the Warden / Administrator.
15. Hostellers are not allowed to park their cars inside the Campus. However two wheelers can be parked in the designated area at the owner's risk.

16. No furniture shall be removed from the room and used elsewhere either inside or outside the Hostel without the permission of or under the orders of the Warden / Administrator.
17. No student is allowed to engage private servant or keep pets.
18. Visitors including parents are not allowed to go inside the hostel rooms. Parents/Guardians can meet their wards in the Visitor's Lounge during the specified visiting hours with the permission of Warden.
19. Students can be permitted to visit their Parents, Local guardians, near relatives occasionally. All such visits shall have to be after due permission from the authorities.
20. Students are prohibited from giving shelters to any other student / outsider in their rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action. Unauthorized occupation / shelter to any outsider will be reported to local administration for suitable action.
21. All students must be present in their respective hostels as per specified times unless specifically permitted to stay out in the night and for a specific reason in writing by the Warden/Dean of Students Welfare.
22. Any student, who does not occupy the Hostel room allotted to him within seven days of his registration, shall lose the Hostel seat and the same may be allocated to the next student in the queue.
23. Students will be charged for Boarding and Lodging beyond the semester at the rates as decided by the management.
24. All students staying in the hostels during summer vacations shall have to abide by the Hostel Rules in vogue.
25. Students are required to observe the mess timings religiously. They will not get entry & food beyond the prescribed timings in the mess.
26. Provision items of daily use including bread, butter, biscuits etc. are available on payment at the Tuck shop which is open as per times specified.
27. Ragging in any form is unlawful and strictly prohibited. Student found indulged in ragging may be expelled from the Hostel as well as the Institute. FIR will also be lodged against student indulging in ragging.
28. Students not returning back to their hostels within the prescribed time without the permission from the Warden may attract disciplinary action including deduction of disciplinary marks. The student will be expelled from the Hostel in case of repeated offences.
29. All the students are charged Hostel fee for the semester, as such they must completely vacate their rooms within three days of conclusion of the semester. Any stay beyond that without written permission of a competent authority shall attract disciplinary action and payment at enhanced rates or on rates as specified by the authority for both boarding as well as lodging.
30. Students violating any of the above guidelines will face disciplinary action in which case the decision of competent authority is final and binding.