

# STUDENT HANDBOOK

## RULE BOOK



### **Narula Institute of Technology**

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A Unit of:



**JIS GROUP**

Educational Initiatives

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## NARULA INSTITUTE OF TECHNOLOGY

81 Nilgunj Road, Agarpara, Kolkata-700109, West Bengal

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E-mail : info@nit.ac.in, Web site : www.nit.ac.in

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Date : 25 July 2011

### Notice

This is to notify all the students that they must adhere to the “Dress Code” prescribed by the college. Anyone found violating the same will be punished accordingly.

It is also to be noted that 75% attendance in classes is the pre-condition of eligibility for appearing in all examinations under West Bengal University of Technology (WBUT). No students will be allowed to fill up the examination form without fulfilling the required conditions. The attendance will be recorded month wise and reported to the higher authorities.

**Follow the “Dress Code” and attend classes regularly.**

A handwritten signature in blue ink, appearing to read 'A. Guha'.

( Prof. A. Guha)  
Director



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Date : 25 July 2011

### Notice

This is to notify that **“Ragging” is a criminal offence**. Any student found “Ragging” a new entrant will be punished and expelled from the college.

Students must be aware of this and report to the authorities accordingly.

A handwritten signature in blue ink, appearing to read 'A. Guha'.

( Prof. A. Guha)

Director

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Time Table  
&  
Holiday List

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**JIS COLLEGE OF ENGINEERING / NARULA INSTITUTE OF TECHNOLOGY / GURU NANAK INSTITUTE OF TECHNOLOGY OF TECHNOLOGY  
DR SUDHIR CHANDRA SUR DEGREE ENGINEERING COLLEGE / ABACUS INSTITUTE OF ENGG. & MANAGEMENT  
UNIVERSITY CALENDAR FOR ALL BACHELORS DEGREE / MCA & MBA 2011**

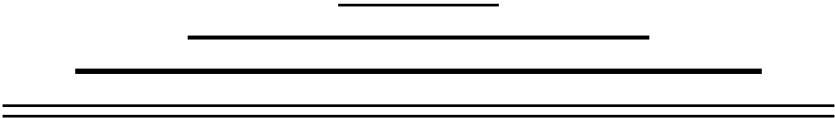
<b>Odd Semester</b>	<b>New &amp; Continuing Batch</b>
Academic Programme commences	August 2, 2011
Last Date of Admission	August 31, 2011
First Test Slot	September 6 to 10, 2011
<b>Registration of newly admitted students for the session 2011-12 ends</b>	<b>October 17, 2011 (General &amp; Lateral entry Both)</b>
Mid-Semester Break	October 01 to October 12, 2011
Second Test Slot	October 17 to October 21, 2011
Theory Examinations (All UG & PG)	November 22 to December 12, 2011
Practical Examinations & Viva-Voce (All UG & PG)	December 13 to 17, 2011
Inter-Semester Break	December 19, 2011 to January 12, 2012
Visit websites <a href="http://www.wbut.net">www.wbut.net</a> & <a href="http://www.wbut.ac.in">www.wbut.ac.in</a> for announcements regarding Registration & Examination time to time	

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DR SUDHIR CHANDRA SUR DEGREE ENGINEERING COLLEGE / ABACUS INSTITUTE OF ENGG. & MANAGEMENT  
HOLIDAY LIST - 2011 (As per University Calendar)**

Date	No. of Day(s)	Day	Particulars
23 <sup>rd</sup> January	1	Sunday	Netaji's Birthday
26 <sup>th</sup> January	1	Wednesday	Republic Day
8 <sup>th</sup> February	1	Tuesday	Shree Panchami
16 <sup>th</sup> February	1	Wednesday	Fateh-Duaz-Duham
19 <sup>th</sup> March	1	Saturday	Doljatra
20 <sup>th</sup> March	1	Sunday	Holi
14 <sup>th</sup> April	1	Thursday	Dr. Ambedkar Jayanti
15 <sup>th</sup> April	1	Friday	Bengali New Year's Day
16 <sup>th</sup> April	1	Saturday	Mahabir Jayanti
22 <sup>nd</sup> April	1	Friday	Good Friday
1 <sup>st</sup> May	1	Sunday	May Day
9 <sup>th</sup> May	1	Monday	Rabindra Jayanti
17 <sup>th</sup> May	1	Tuesday	Buddha Purnima
17 <sup>th</sup> July	1	Sunday	Sab-e-barat
7 <sup>th</sup> August	1	Sunday	University Foundation Day
15 <sup>th</sup> August	1	Monday	Independence Day
22 <sup>nd</sup> August	1	Monday	Jannastami
31 <sup>st</sup> August	1	Wednesday	Id-Ud-Fitre
18 <sup>th</sup> September	1	Sunday	Viswakarma Puja
27 <sup>th</sup> September	1	Tuesday	Mahalaya
2 <sup>nd</sup> October	1	Sunday	Mahatma Gandhi's Birthday
3 <sup>rd</sup> to 12 <sup>th</sup> October	10	Monday to Wednesday	Durga Puja & Laxmi Puja
26 <sup>th</sup> October	1	Wednesday	Kali Puja
27 <sup>th</sup> October	1	Thursday	Diwali
28 <sup>th</sup> October	1	Friday	Bhadrivitiya
7 <sup>th</sup> November	1	Monday	Id-Ud-Zoha
10 <sup>th</sup> November	1	Thursday	Guru Nanak's Birthday
6 <sup>th</sup> December	1	Tuesday	Muharram
25 <sup>th</sup> December	1	Sunday	Christmas Day
<b>Total : (38 – 12) = 26</b>			



# RULE BOOK



# INTRODUCTION

## Student's Rulebook 2011-12

The objectives of JIS Group Educational Institutions include the development of maturity in moral and social behaviour as well as the cultivation of intellectual excellence. Social and moral attitudes and behaviour 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 behaviour 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 behaviour 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 behaviour that cannot be disregarded with impunity. Any behaviour 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 behaviour, 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.

## **Academics, Examinations & Evaluation Policies**

Students have to abide by all rules and regulations framed by the affiliating University, regarding academics and curricula, which may change from time to time as per the policy of the affiliating University.

The College/ Institute also has the right to assess the students through their own evaluation system and decide on the facilities to be provided to each student.

## **Promotion Policy**

No student who is admitted to the college is automatically eligible for promotion. Besides the attendance, his/her progress in studies (credit obtained) in the University conducted examinations and conduct assessed by the staff and the Principal of the college.

## **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.

## **Library Rules**

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.

The Library will remain open between 9.30 a.m. and 6.30 p.m, if not notified other wise. While entering the library, students should show their identity card for borrowing books.

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.

Bottles of water may be brought into our libraries, but other food and drink is not allowed.

Mobile phones may be used for silent functions, but we ask users to make and receive calls outside the library premises.

The Library is a shared environment; please treat staff and fellow users with consideration and respect.

## **Attendance**

All the students are expected to attend classes everyday without fail. However, if there are some important and genuine reasons such as family celebrations, ill-health etc., students can avail of leave after obtaining permission from the respective College/Institute Authorities.

Daily attendance of students is marked in a register by individual teachers for every period.

All students are expected to check their attendance from the Administration Office regularly. In case of any discrepancy; they should get it rectified by contacting the teacher concerned or the Registrar of the College within two days.

85% attendance is a pre-requisite for ;

- I. Permission to write the Semester Exams.
- II. Award of Scholarships of any kind.
- III. Avail the Campus Placement Services.

No exemption will be granted.

After the final attendance list is put up on the notice board at the end of semester, no request for correction of attendance will be entertained.

## **Other Duty Attendance:**

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.

## **Campus Conduct Rules**

### **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.

### **Misconduct**

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.

Malpractices such as cheating, bribing, gambling, copying in tests and exams, giving false declarations, spreading rumours / unfounded accusations / writing / printing / distributing / displaying unauthorised notices of any kind, etc., in the campus or anywhere else.

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.

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.

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.

Smoking in the campus (including the college hostel) is strictly prohibited.

Consumption or possession of alcohol in the campus or in the hostel is strictly prohibited.

### **Assault**

JIS Group Educational Institutions considers assault a serious offense. Assault generally refers to any wilful 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.

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 pressuring 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.

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.

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.

### **Demonstrations/Protests**

JIS Group Educational Initiatives welcomes and encourages serious discussion on any issue from all points of view, but it cannot condone behaviour 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.

### **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.

### **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.

### **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/-.
- Failure to evacuate a building during a fire alarm.
  - Tampering with wiring, including electrical or cable television wiring.
  - Possessing or discharging fireworks.
  - 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.
  - 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.

### **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.

### **Transport**

Any kind of misconduct / misbehaviour inside / outside the campus (in public places, buses, trains, etc.) or detection of foot - board travel, blocking the traffic, unruly behaviour 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.

### **Drug Policy**

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.

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 counselling, 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.

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

### **Weapons**

The following items are strictly prohibited anywhere on campus: fireworks, firecrackers, and other incendiary devices; guns, BB guns, air rifles, ammunition, knives, swords, axes, martial arts equipment, and other dangerous instrument. Items that have other purposes (e.g., cricket bats, hockey sticks, laser pointers), but which are used as weapons will be documented as weapons.

### **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.

### **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 behaviour 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.

### **Computers and E-mail**

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.

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.
2. Never use any College computer account other than your own.
3. Never lend your account to someone else. You are fully responsible for anything which happens through access to your account.
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.
5. Do not use computing resources for any activity which may intimidate, harass or threaten others.
6. Do not use College-provided computing resources or facilities for profit-making purposes.
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.
8. Do not waste computing resources, either tangible such as printer paper, or "soft" resources such as time or access to terminals.
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.
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.

### **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.

## Discipline

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 and University disciplinary norms set from time to time are only eligible to attend the campus recruitment process.

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.

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

## 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.

## 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.

## During Campus Recruitment Programme

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.

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.

Students are to carry their personal resume, photograph and all testimonials on the day of campus recruitment, including the college / institute's ID Card.

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.

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.

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 behaviour would be treated as an indiscipline barring the student to attend any further Campus Recruitment Process.

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.

Students who have been short listed by any organisation 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 no way be liable for any company retracting from its original commitments on offer or any other issues.

Institute/College Training & Placement Cell is in no way responsible for the work environment/accommodation of the students joining the visiting organization.

Institute/College Training & Placement Cell is in no way responsible for cancellation / postponement / deferment of visit of any organization for campus recruitment programme.

Pressurising / 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.

### **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.

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

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.

- ⌘ Involvement in indisciplinary activities (what so ever) inside the campus, hostels and the institutional area of any JIS Group Educational Institutions.
- ⌘ Having backlogs in examinations and lower percentage of marks than the previous semesters.
- ⌘ Misbehavior with any of the person/persons delivering services of JIS Group Educational Institutions
- ⌘ Involvement in any kind of activities damaging/defacing / defaming the reputation of JIS Group Educational Institutions.
- ⌘ Lack of attendance as stipulated by College and University norms.

The decision of the College/Institutions' Authorities decisions are final and binding on any of the above issues.

### **Issuing of Documents**

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

### **General Awareness**

All are required -

To use water and electricity economically in the institute/hostel.

To switch off the light, fan, computers, equipments while going out of the room/ lab.

To carry the identity card and produce it on demand.

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.

Not to write on benches, walls or doors.

To throw the garbage only in the dustbins.

To keep our campus neat and clean for all of us to stay.

## **Failure to Comply**

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.

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.

## **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.

**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.

**Right to Amend Rules:** JIS Group Educational Initiatives 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.

**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.