

OPERATIONAL GUIDELINES FOR EXAMINATION

1. A student shall be eligible to appear at the Semester Examination provided he/she pursues a regular course of study in respective department and attends at least 75% of the theoretical, practical, and sessional classes on an average held during the semester.
2. A student who has been absent for short periods due to participation in cultural, sports, other academic/official assignments in the interest of the institution/college/university /government with prior written permission of the head of the institute/college shall be permitted a maximum of additional concession of 10% in attendance and would be eligible for appearing at examination with a minimum of 65% of attendance in a semester.
3. For all four-year first-degree programmes, students with a YGPA of at least 6.0 and has not more than one backlog at any stage below the present level from which the promotion is sought and the total number of backlog papers including those in the present level not exceeding a total of four backlogs will be eligible for promotion to the next higher level.
4. Students under 'X' category, i.e. year lag students should attend the remedial classes with other students. The students may be evaluated for the internal assessment-(max. marks 30) in accordance with the existing norms of marks distribution. Relevant fees to be paid by such students to the Institute as Tuition Fee and to the University as Examination fee will be notified in due course.
5. For students of "XP" category remedial measures like assignment/guided studies etc. may be arranged by the college for the backlog papers along with their regular programme. They need to attend at least 2 (Two) class test for backlog subjects and earn their new Internal Assessment Marks (max. marks 30).
6. At the end of each semester, there shall be an examination (hereafter called end-semester examination) conducted by West Bengal University of Technology (WBUT) as per the programme announced by the Controller of Examinations of the University.
7. The evaluation of course items will be done as per the following guidelines: -

A : Theory Papers

Each item under this classification shall be evaluated on the basis of 100 percentage points subdivided into the following two categories: -

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| i) End-Semester examination | : 70 points |
| ii) Internal Marks | : 30 points |

The internal marks will be evaluated for the following categories: -

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| (a) Course/Class Tests | : 15 marks |
| (b) Quizzes and Assignments | : 10 marks |
| (c) Attendance Regularity and Participation | : 5 marks |

B : Practical Papers

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

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|-----------------------------|-------------|
| I. End Semester Examination | : 60 points |
| II. Laboratory Sessional | : 40 points |

INSTITUTIONAL PROTOCOL

- Classes start from 9.30 a.m. and may continue up to 5.00 p.m. on all the five days of a week (Tuesday to Saturday). Besides Seminars, Symposia, Cultural activities and sports, T & P activities are planned from time to time, separate notices for which are issued.
- Students are advised to be present in the college campus sharp by 9.20 a.m. Since classes start at 9.30 a.m. students entering late in a particular class may be liable to be marked absent.
- Students must strictly adhere to the **Dress Code** of the Institute. Breach of Dress Code will be treated as gross indiscipline on the part of the student for which he/she may be liable to be punished in such manner as may be decided by the Institute authority.
- Appearing at Class tests and surprise tests are compulsory.
- During outside training, students will be subject to rules and regulations of the institution/organization where they are deputed. Students should follow these rules and regulations and keep their guides posted with the progress made on the project. The norms and standards set by the guide need to be strictly followed.
- Once a theory or tutorial class starts, entry is normally restricted. Students are therefore advised to occupy their seats well in time.
- Use of Cell Phones at classes, labs and the library is strictly prohibited. Students using cell phones must switch them off before entering classes, labs and the library.
- All Lab Reports are to be submitted as per the following norms:
 - For all the Labs: within seven days from the date of actual experiment.
 - Non-submission of Lab Reports will debar the student from conducting the next experiment.
- All the labs follow certain safety and academic norms for their smooth functioning. Students are advised to keep themselves updated on those norms and follow them accordingly.

Guardian-Teacher Interaction Meeting

The Institute needs to associate the parents/guardians in its collective effort of continuous improvement of the qualities of education and academic environment. Accordingly, Guardian-Teacher interaction sessions will be held periodically to share mutual experiences about the broader academic issues as also about the overall performance – academic and otherwise of the student in the Institute.

Payment Rules for Tuition Fee and Hostel Seat Rent

Tuition Fee:

Semester-wise Tuition fee must compulsorily be submitted before the commencement of a Semester for promotion and registration for the said semester. As per the University System, the Semesters are counted from **July to December (Odd Semester)** and **January to June (Even Semester)**.

Generally, notification is issued to students for submission of Semester Fee mentioning stipulated dates of payment. A student is required to clear his/her semester fee within those stipulated due dates. No part payment is accepted.

Late submission of fee:

While late submission of fee is always discouraged, a student failing to clear his/her semester fee by the stipulated due dates will have to pay a fine @ Rs.10/- per day up to next 7 days. Thereafter, if fee still remains unpaid, a student's name will be liable to be struck off the college roll and a readmission fee of Rs. 3000/- along with the fee and the late fine will have to be paid for continuing as a regular bona fide student of the Institute.

Other norms for payment of Tuition Fee:

- a) As per the Institution Rules, the Caution Deposit will not be adjusted with the Tuition Fee in any case at any stage of studentship. As already notified, interest free caution deposit, will be refunded after the cessation of studentship subject to clearance from all relevant sections and departments.
- b) Students who avail themselves of educational loan from different banks should approach their banks well in time so that the loan in form of D.D. can be collected by them well before the due date of deposition of fee. The College will not take any responsibility for late sanction of loan by banks. It will be the responsibility of the student to clear the fee by the stipulated due dates whether or not the bank loan is sanctioned before the stipulated dates of payment.

Hostel Seat Rent:

Hostel seat rent must compulsorily be paid for six months at a time commencing from the month of admission into the Hostel. In other words, semester-wise hostel seat rent has to be submitted. However, for the sake of convenience, the six-monthly calendar is calculated from August **to January** and **February to July**. Therefore, a student getting himself/herself admitted into the hostel in the first year in August after his/her admission will pay the six months' seat rent at a time from **August to January**. And the next payment will be for six months from **February to July** and so on. No part payment will be accepted.

In case any student takes a Hostel Seat at any subsequent stage, his/her six-monthly payment calendar will be calculated from the month of his/her admission into the Hostel.

Generally, notification is issued to students for submission of six-monthly hostel seat rent mentioning stipulated dates of payment. A boarder is required to clear his/her rent within those stipulated due dates.

Late submission of hostel seat rent:

While late submission of hostel seat rent is always discouraged, a student failing to clear his/her seat rent by the stipulated due dates will have to pay a fine @ Rs.10/- per day up to next 7 days. Thereafter, if rent still remains unpaid, a student will forfeit his/her claim to remain as a hostel boarder and he/she will be liable to vacate the hostel immediately.

Other norms for payment of seat rent:

As per the Institution Rules, the hostel Caution Deposit will not be adjusted with the six-monthly hostel seat rent in any case. As already notified, the hostel caution deposit will be refunded only after the boarder leaves the hostel at any stage before the completion of his/her course of studies or after it.

GENERAL RULES FOR THE USE OF LIBRARY

- 1) (A) **Library Hour** : 9.00 a.m. to 6.00 p.m. (Tuesday to Saturday)
- 2) (B) **Transaction period** : 9.15 a.m. to 1.00 p.m. & 2.00 p.m. to 5.15 p.m.
- 3) Users must have the **Library card** with them whenever they use the library.
- 4) Library card is not **transferable**.
- 5) **Maximum borrowing of documents**: 3 books for 15 days for B.Tech students and 5 books for MCA and M.Tech students and 1 periodical and 1 CD/DVD for 3 days.
- 6) **Fine for late return of library documents** : Rs. 2/- per book per day and Rs.1/- per CD and per Periodical per day.
- 7) **If card is lost** : Rs.50/- has to be paid for procuring a duplicate card.
- 8) **For Damage of document**: (A) Minor damage : 10% of the cost of documents has to be paid
(B) Major damage : 25% of the cost of the documents has to be paid
- 9) **Photocopying services**: Rs.0.50 for each page. Services would be available from 9.30 a.m. to 1.00 p.m. and from 2.00 p.m. to 4.30 p.m.
- 10) Request for **stationery items** are not entertained
- 11) No **Personal documents** are allowed within the library.
- 12) **Silence** must be maintained inside the library. Students found unnecessarily seated in groups and gossiping in the library will not be allowed to stay there in any case. For any incidence of defiance in this regard the student or students concerned will forfeit entry into the library and his /her/ their card/cards will be seized.
- 13) **Shelving back of document** should not be done by the users to avoid misplacement of documents.
- 14) **Reference books** are strictly confined to library and are not issued for home use.
- 15) Documents should be **thoroughly checked** before leaving the counter. No complaint would be entertained afterwards.
- 16) Any constructive comment or suggestion for improvement of the library service will be thankfully received. Users may give it in the **feedback register** or drop their written comments in the **suggestion box**.
- 17) **Notice Board** should be followed for information that may be given from time to time.
- 18) **College ID Card is mandatory to enter to the Library.**

STUDENTS ARE ADVISED TO NOTE THE FOLLOWING WITH REGARD TO RAGGING

- **Ragging in Educational Institution**

West Bengal Act XIII of 2000

The West Bengal Prohibition of Ragging in Educational Institutions Act 2000

As stipulated in the above Act :

“ragging” means the doing of any act which causes, or is likely to cause, any physical, psychological or physiological harm or apprehension or shame or embarrassment to a student, and includes –

- a) teasing or abusing of, playing practical joke on, or causing hurt to, any student, or
- b) asking any student to do any act, or perform anything, which he would not, in the ordinary course, be willing to do or perform;

and **“student”** means a student who has been prosecuting his studies in an educational institution.

Section 3 (1) : Ragging within an educational institution is hereby prohibited.

(2) : No person shall participate in, abet, or propagate, ragging in any educational institution.

Explanation – For the purposes of this section, educational institution shall include –

- a) the premises or the campus of the educational institution, or
- b) the hall, that is to say, the unit of residence of students maintained by the educational institution, if any, or
- c) the hostel, that is to say, the unit of residence for students, if any, not maintained by the educational institution but recognized under any law for the time being in force.

Section 4 : Whoever contravenes the provisions of section 3 shall be punished with imprisonment of either description for a term which may extend to two years, or with fine which may extend to five thousand rupees, or with both.

Section 5 : If any student is convicted of an offence punishable under section 4, he shall be dismissed from the educational institution in which he has been prosecuting his studies for the time being, and shall not be re-admitted to that educational institution.

Section 6 : Without prejudice to the foregoing provisions of this Act, where a student complains of ragging by any other student to the head of the educational institution or to any other person responsible for the management of the educational institution, such head of the educational institution or person responsible for the management of the educational institution shall forthwith inquire into the complaint and if, on such enquiry, the complaint is found to be true, he shall expel the student, who has committed the offence, from the educational institution.

The Supreme Court Verdict against ragging

- ❖ **Ragging in any form is a criminal offence and hence the ragging offenders to be treated by Police and the Court of Law, on a par with any other criminal under Indian Penal Code.**
- ❖ **Once, after probe, the accused is charge sheeted by the police, courts will fast track the ragging cases.**
- ❖ **Consequently, ragging offenders to be given stern and exemplary punishment. One such punishment will be summary expulsion from the institute and forfeiture of future claim for admission elsewhere.**

Remember always that ragging is neither a ritual nor a custom in campus life. It is a punishable criminal offence. Join hands in the campaign to make your campus **RAGGING – FREE**.

INSTITUTIONAL NORMS FOR OTHER OFFENCES

Students found indulging in such activities as are strictly prohibited or are legally punishable in accordance with the law of the land or morally prohibited and socially offensive and objectionable will be punished in accordance with the rule of the Institute which may go up to suspension or rustication from the college followed by such actions as may be decided by the law enforcing agency of the state.

Students must, therefore, ensure inside the campus an atmosphere of peace and harmony where no fellow student feels insulted or humiliated or threatened on grounds of race, religion or ethnicity or on grounds of social status or family standings.