

# **JAYPEE BUSINESS SCHOOL (JBS)**

## **SECTION-1**

### **ACADEMIC RULES & REGULATIONS: MBA PROGRAMME**

#### **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 period of time is one of the key factors to success in professional life. A typical trimester 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-centered learning, the curriculum will actively encourage self learning.

##### **1.3 Continuous Learning**

The evaluation system makes special provision for continuous learning throughout trimester and the programme. It attempts to inculcate respect for deadlines. Each course outlines clearly specify a time-limit within which assignments / cases / presentations / project work must be completed. The faculty member will notify the penalty for late submission for learning/ evaluation components.

##### **1.5 Quality Consciousness**

Students should be aware of the importance of continuous improvement and doing quality work. All courses will emphasize on quality as an integral part of teaching. Students are encouraged to take guidance from the faculty members to improve their performance.

##### **1.6 Orientation to Group Work**

Given the complexity of Business and Management problems of today's world, people work in teams to provide solutions. Thus, it is very important to learn group dynamics and to work in teams. Through team work wherever possible, the Institute will encourage students to learn to select good teams, resolve leadership and group issues and to make effective learning.

#### **2. Programme Structure**

The two year MBA programme comprises six trimesters of ten to twelve weeks each. In the first year, the students are made familiar with the foundations of management through core courses along with two electives from major specialization and other mandatory courses. In the second year, a student is required to complete few compulsory courses along with remaining elective courses in major and minor areas of specialization, as detailed in the curriculum. In addition the students are required to do social and corporate internships and comprehensive viva-voce.

## **2.1 Course & Credits**

Courses and Credits shall be as per the Curriculum approved by the Academic Council of the University from time to time.

## **2.2 Corporate Internship**

Students of MBA programme are required to undertake corporate internship in their chosen specialization during the summer break at the end of Trimester III. On successful completion of same, the student shall be awarded credits for the same. Successful completion of corporate internship is mandatory for award of degree. The objective of corporate internship is to help students relate the concepts learnt in the class with practice in real-life situations, to make them aware of business practices and to instill in them a sense of discipline essential for success in the corporate world. Submission schedule of the corporate internship report will be spelt out in the academic calendar.

## **2.3 Social Internship**

Each student is required to engage in a social internship at the end of Trimester-VI to sensitize them towards the social responsibility. The student has to submit the report which will be evaluated.

## **2.4 Comprehensive Viva-Voce**

The MBA programme includes a comprehensive viva-voce at the end of trimester-III. The objective of the comprehensive viva-voce is to integrate the learning in different courses and develop a holistic view of business and management. The detailed guidelines for comprehensive viva-voce shall be issued separately by the Programme Director, with the prior approval of the Director-JBS, before commencement of respective trimester.

## **3. Academic Policies & Procedures**

### **3.1 Attendance Requirements**

- (a) A student is required to attend all the lectures, tutorials, guest lectures and presentations as per the time table and notices issued from time to time.
- (b) A student must have a minimum attendance of 80% in each course during a trimester.
- (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) A relaxation of up to 5% may be given on the following special grounds:
  - (i) Any serious continuous illness up to two weeks supported by a proper medical certificate including the views of Institutional Medical Officer.
  - (ii) The student being deputed to represent the institution with the prior approval of the Director.
  - (iii) Any special genuine reason, on the recommendation of the Director and approved by Vice-chancellor.
- (e) In order to maintain the attendance record of a particular course, a roll call shall be taken in every scheduled lecture and guest lectures.
- (f) For the purpose of attendance, every scheduled lecture & guest class in a course will be counted as one session.

- (g) Each Course Coordinator will maintain attendance record and a Mid-Term attendance review will be done in the faculty meeting chaired by Director-JBS. The students having less percentage of attendance in each course may be warned.
- (h). The Course Coordinator while awarding the final grades will take into account the consolidated attendance record of that course for the whole trimester, as per the parameters defined below.
- (i). **Students having less than 60% of attendance in any course will be debarred from appearing in End-Term Examination of that course and will be awarded F grade irrespective of his/her performance in Mid-Term Examination and continuous evaluation.**
- (j). Students having attendance less than 80% and up to 60% in any course shall be penalized from continuous evaluation (Teacher's Assessment excluding mid-term and End-Term examination marks) according to the table given below, before awarding final grades.

Range of Attendance	Deduction of marks out of teacher's assessment
<i>Below 80% to 75% (Genuine/ approved cases)</i>	<i>Nil</i>
<i>Below 80% to 75%</i>	<i>-4</i>
<i>Below 75% to 70%</i>	<i>-8</i>
<i>Below 70% to 65%</i>	<i>-12</i>
<i>Below 65% to 60%</i>	<i>-16</i>
<i>Below 60%</i>	<i>Debar and awarded F Grade</i>

- (k). Teacher's assessment marks after addition or subtraction of marks on the basis of attendance must remain within the range of 0-30 marks.
- (l). **Debarred students will not be allowed to appear in the supplementary examination. They have to repeat the course.**
- (m). Attendance in Common Guest Lectures/ Pre-Placement Activities / Presentations / Institutional Activities is mandatory. Any absence from these activities will be considered as an act of major indiscipline and punishment may range from deduction of attendance in all courses as may be decided by the Director-JBS. In addition, the Director-JBS may debar the student from participating in campus placement. The Programme Director shall maintain absence record for the central events.

### 3.2 Notification of Absence during the Trimester

- (a) A student must inform the Programme Director immediately of any instance of continuous absence from classes for more than 10 days.
- (b) If a student is continuously absent from the JBS for more than 3 weeks without notifying the Programme Director / Director-JBS, his/her name will be struck off the rolls of the university with the approval of the Vice-chancellor.
- (c). **Absence on Medical Grounds:** In the event of absence on medical grounds, the student shall apply for temporary withdrawal of candidature from the programme to the Director – JBS, and on approval of the Vice-chancellor, he /she may rejoin the programme in the next trimester as academically possible and within the constraints of curricula.

#### 4. Examination & Evaluation System

JBS follows a system of continuous assessment.

##### 4.1 Continuous Assessment

- (a) Each course shall generally have two written examinations. The written examination shall have a total weightage of 70%; the balance 30% shall be allocated to the teacher's assessment (TA). The assessment methodology shall be explained to the students by the course coordinator at the beginning of the trimester.

The Evaluation Scheme shall be as follows:-

<u>Examination</u>	<u>% of Marks</u>	<u>Duration of Examination</u>	<u>Coverage / Scope</u>
Mid Term Examination	30	1 Hour 30 Minutes	Syllabus covered till Mid-Term Examination, short questions, numerical, or caselets.
End Term Examination	40	2 Hour	Entire syllabus (Application based/ Descriptive questions and caselet(s))
Teacher's Assessment	30	Entire Trimester	As declared by the course coordinator in the course outline

The Teacher's Assessment of 30 marks in a course may include *minimum two* of the following components: Individual Assignments, Quizzes/ viva-voce/class participation, Case Submissions, Minor Project(s), and or Term Paper. Details will be provided in the course outline and explained to the students at the beginning of the course.

No single component of teacher's assessment should be more than 20 marks weightage. Above mentioned Teacher's Assessment scheme is indicative in nature and liable to be changed at the discretion of the course coordinator with prior approval from Director-JBS.

- (b) Students who fail to meet the requirement, deadlines etc. of the submission of projects or assignments or who absent themselves at assessment sessions are not entitled to any marks assigned for the same. In their own interests, students are advised to follow the guidelines and schedule for submission of project / assignment reports, etc. In special cases if the delay is on account of project assignments / placement activities, then the student must get a written recommendation of the faculty to the Director, JBS. Upon approval only, the faculty can award marks to the students.
- (c) In case of genuine reason (illness advised by Institutional Medical Officer), student must apply with necessary proof immediately to the concerned Programme Director. In case of any scheduled test during the expected period of absence, the request must be made along with an application prior to the test.

The genuineness of each case (written examination) shall be recommended by the Director-JBS and approved by the Vice-chancellor based on the evidence provided including views of the Institutional medical officer in medical cases.

- (d) **Makeup Test for Items forming part of Teacher's Assessment.** A student who has been absent from any class test/Assignment/Presentation etc. due to any reason, other than on account of genuine reason, shall not be given chance for

make up. Only those students, whose applications are approved by the Director-JBS, will be allowed to make up of the examination, which are part of teacher's assessment.

- (e) **Make-up Examination of Mid-Term** for genuine approved cases is as below:
- (i) A make up test for those students who miss mid-term exam due to approved genuine reasons, shall be held before end-term exam. The schedule for the same shall be notified by Registrar / Added in the academic calendar.
  - (ii) 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 the Mid-Term exam) within 5 days of last date of such examination. Post facto approvals shall not be accorded.
  - (iii) Genuineness of missing the Examination shall be determined based on evidence submitted by student. The students who miss the exam due to medical reason must attach the opinion of the Institutional Medical Officer as being done now.
  - (iv) The genuineness shall be reviewed and approved by the Vice Chancellor, whose decision shall be final.
  - (v) In case a student misses the make-up examination also, then no further chance will be provided.
  - (vi) A student can be awarded not more than 60% of maximum marks in a Make Up examination.
- (f) It is mandatory for a student to appear in End-Term Examination to be eligible for a Grade. Should a student miss the said Examination for the genuine reasons (approved by the Vice-chancellor), he / she will be required to take the supplementary examination which shall then replace the value of End-Term Examination, and the grades shall be computed, accordingly.
- (g) The answer scripts of all Mid-Term and End-Term examinations shall be shown to the students. Students desirous of seeing the marked answer scripts of End-Term examination, has 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.

#### **4.2 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/ Programme Director. 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 and 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 Director/Dean is mandatory. No post facto requests shall be accepted in any case. The approval should be deposited with 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 exempt themselves from the Examination.

**4.3 Supplementary Examination**

- (a) Students with 'F' grades or approved genuine cases who have missed End-Term examination are eligible to appear in the supplementary examination.
- (b) Supplementary examinations shall be held at the end of each trimester in an Academic Session on specified dates mentioned in academic calendar.
- (c) The JBS may conduct preparatory /coaching classes prior to supplementary examination.
- (d) 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 when offered next in the regular trimester.
- (e) The Supplementary Examination shall be of two hours duration for each course with 70 as maximum marks covering the entire syllabus. Teacher's Assessment marks obtained by the candidate during the Trimester will be taken into account with a maximum weightage of 30 marks.
- (f) The maximum grade awarded for the supplementary Examination shall be up to C+ (four grades comprising F, D, C and C+), except in approved genuine medical cases, where actual grades shall be computed taking in account the marks of Mid-Term, Teacher's Assessment and supplementary examination(With weightage equal to End Term Examination) .
- (g) A student will be required to score minimum of 20% marks in the supplementary examination i.e. 14 out of 70 to become eligible for a pass grade provided the total marks obtained are 30 or more.
- (h) 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 Trimester examination shall be as under:

Grade	Marks in Supplementary Exam (Max. marks 70)	Total Marks
C+	≥ 14 and	≥ 50
C	≥ 14 and	≥ 40 to < 50
D	≥ 14 and	≥ 30 to < 40
F	< 14 or	< 30

- (i) A student is entitled to appear in supplementary examinations only once, for a course.
- (j) If a student fails in the Supplementary Examination, he/she shall have to re-register for the course in the immediate corresponding regular trimester, where the course is available.
- (k) As in sub-clause (d) above, in case of repeating a course, there shall be a maximum credit limit of 33 in each term i.e. maximum of eleven courses per term.

### 4.3 Grading System

JBS follows a letter grading system for evaluation of academic achievement of the students. The grading system followed is given below:

Students obtaining grades D to A+ shall be declared pass subject to the other regulations as detailed earlier and earn the laid down credits for that course. Students failing in subject will be awarded F grade and shall earn no credit. The following shall be the structure of grading for academic performance of the students:

<i>Grade</i>	<i>Point</i>	<i>Description of performance</i>
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	Fail

### 4.4 Grading policy

JBS follows a relative grading policy. Faculty members are encouraged to find a judicious allocation of grades along the complete grade spectrum keeping 'A+' grade above 80% marks as upper limit, while 'F' below 35% marks as the lower limit. Within these limits, the students are categorized / distributed based on their obtained marks into remaining six grades ensuring normal distribution curve.

Once the grades are prepared, it has to be placed by the concerned faculty before the Normalization and Moderation Committee. On recommendation of the committee and Director-JBS, it shall be sent for approval of the Vice-chancellor.

Once the grades are approved, they shall provisionally be displayed on the notice boards.

#### **Trimester Grade Point Average (TGPA)**

On the basis of the relative grades scored by the student in each courses of the trimester, the Trimester Grade Point Average (TGPA) is arrived as follows and shall be reflected in the trimester grade sheet:

- Multiply the credits by the points assigned to the grade concerned
- Add the points arrived at for all the registered courses of the trimester
- Divide the points by the total number of registered credits

**Example: Trimester 1**

Course Code	Course Title	Credits	X Student		Y Student	
			Grade	Grade Points	Grade	Grade Points
17M11BAF11	Accounting for Managers	3	A	9	B+	8
17M11BMM11	Marketing Management - 1	3	C+	6	C	5
18M11BGM17	Managerial Communication	3	C	5	C	5
17M11BEC11	Managerial Economics	3	B+	8	D	4
18M11BGM18	Business Statistics and Analytics for Decision Making	3	B	7	F	0
18M11BHR01	Organizational Behavior	3	A	9	F	0
17M11BES11	Effective Self Management	1.5	A+	10	D	4

**Calculation: (Credits multiplied by Grade points for each course)**

**X -Student**

$3 \times 9 = 27$ ,  $3 \times 6 = 18$ ,  $3 \times 5 = 15$ ,  $3 \times 8 = 24$ ,  $3 \times 7 = 21$ ,  $3 \times 9 = 27$ ,  $1.5 \times 10 = 15$

Total Grade Points =  $27 + 18 + 15 + 24 + 21 + 27 + 15 = 147$

Total registered credits = 19.5

Trimester Grade Point Average (TGPA) = 147 divided by 19.5 = **7.54**

**Y-Student**

$3 \times 8 = 24$ ,  $3 \times 5 = 15$ ,  $3 \times 5 = 15$ ,  $3 \times 4 = 12$ ,  $3 \times 0 = 0$ ,  $3 \times 0 = 0$ ,  $1.5 \times 4 = 6$

Total Grade Points =  $24 + 15 + 15 + 12 + 0 + 0 + 6 = 72$

Total registered credits = 19.5

Trimester Grade Point Average (TGPA) = 76 divided by 19.5 = **3.90**

*(Y shall have to make lot of effort for getting average CGPA of 4.5 and above for promotion to second year as also obtaining the minimum CGPA for meeting the eligibility criteria for award of degree)*

**Cumulative Grade Point Average (CGPA)**

The total grade points of different trimesters divided by the total number of registered credits indicates the Cumulative Grade Point Average and shall be reflected in the grade sheets from Trimester-2 onwards besides the TGPA.

**Example for Student X:**

	Total grade points	Total Number of Registered Credits
Trimester 1	147	19.5
Trimester 2	141	22.5
Trimester 3	130	20.5

CGPA after Trimester 3:  $147 + 141 + 130 = 418$  divided by  $62.5 = 6.70$



### **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 GPAs to equivalent percentage has been adopted and same is approved by the Academic council of the University. This chart is applicable till the admissions of academic session 2012. Further, it has been decided to modify the system of calculation of CGPA from admission session 2013 onwards in that the equated percentage shall be equivalent to CGPA X 10.

## **5 Eligibility Criteria for Promotion & Award of Degree**

### **5.1.1 Promotion to MBA 2<sup>nd</sup> year**

To enable students qualify for promotion to MBA 2<sup>nd</sup> year, students shall meet minimum CGPA of 4.5 on a scale of 10 (till trimester III). In case of shortfall in CGPA, the student will be asked to repeat the first year of the programme with a condition to complete the programme within the total of maximum three years allowed for completion of program.

### **5.1.2 MBA Programme Award of Degree**

- (a) The degree shall be awarded upon earning minimum credits as defined in the curricula of the year of admission which is 135 for batches admitted in academic year 2017-18 or earlier and 109 credits for batches admitted in academic year 2018-19 or later.
- (b) Secures a CGPA equal to 5 or more.
- (c) No failure in the core, qualifying and mandatory courses.
- (d) A minimum of two years (6 Trimesters ) of active registration in the MBA program is required. The MBA program must be completed within a period of three years. This includes the period of rustication / expulsion but excludes the trimester withdrawal.

#### **Please Note:**

**In case of any difference in interpretation of the above academic rules and standing order, the decision of the Vice-Chancellor will be final and binding on all concerned authorities and students respectively. Changes in these rules, if any shall be communicated to all concerned from time to time through university notice boards on campus and university website as well.**

**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) shall be appointed by the Vice-Chancellor to enquire into cases of unfair means in the examination. Composition of the standing committee is as below:
  1. Dean Chairman
  - 2-3. Two professors nominated by the VC-Members
  4. Program Director/s
  5. Dy Registrar (Member Secretary)
- (b) The Committee shall thoroughly examine the case's on the basis of the material/documents placed and after hearing 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.
- (c) The VC after due consideration of the case (s) shall pass orders accordingly and send the file to the Registrar for further action.

### 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 solution of the question 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 set square, electronic device etc. or having notes written on chair, table, desk or drawing board 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/Trimester 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/Trimester and the student to be debarred from appearing for any Institute examination for the next one semester/Trimester.

**(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/Trimester to be cancelled and to be further debarred from appearing in any Institute

Examination for a period of two to three semesters/Trimesters 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. Unfairmeans / 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.

**FORM FOR UNFAIRMEANS**

- 1. Enrolment No. : \_\_\_\_\_
- 2. Name of Student : \_\_\_\_\_
- 3. Programme/Branch/Specialization : \_\_\_\_\_
- 4. Year of Admission : \_\_\_\_\_
- 5. Venue of Exam (e.g. LT-1) : \_\_\_\_\_
- 6. Date of Examination : \_\_\_\_\_
- 7. Time \_\_\_\_\_ : From \_\_\_\_\_ To \_\_\_\_\_
- 8. Subject Code : \_\_\_\_\_
- 9. Subject Name : \_\_\_\_\_
- 10. Name of Invigilator(s) : \_\_\_\_\_

**DETAILS OF SEIZED MATERIAL** (Pl. Attach): (All these materials should be signed by the Invigilator of the examination and the student)

1.
2.
3.

**STATEMENT OF STUDENT:**

Signature of Student
Date _____ Time _____

**STATEMENT OF INVIGILATOR:** (Record circumstances of offences in brief the statement should be definite and unambiguous.)

--

Certified that the statement by the student was made in my presence or the student declined to give any statement. (cut whichever not applicable)

Name: \_\_\_\_\_ Signature of Invigilator Date: \_\_\_\_\_ Time \_\_\_\_\_

## **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 of 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/Trimester. No refunds on pro-rata basis, shall be entitled under any circumstances irrespective of the date of expulsion. Student expelled for the complete semester/Trimester 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 AWARDING 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 Trimester-III.
- 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

- 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: -

S.No.	Range of Deduction	Grade To Be Awarded of Disciplinary Marks
-------	--------------------	---



a)	00 - 10	A+
b)	11 – 20	A
c)	21 – 30	B+
d)	31 – 40	B
e)	41 – 50	C+
f)	51 – 60	C
g)	61 – 80	D
h)	>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 through 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 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**

#### **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 Deptts.
- 1.4 The V.C. is overall incharge 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 incharge 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.

#### **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 absention.
  - 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.

### **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/Trimester 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/Trimester, as such they must completely vacate their rooms within three days of conclusion of the semester/Trimester. 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.