

**Silicon**

*...beyond teaching*

# Student Handbook

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**Silicon Institute  
of Technology**

| An Autonomous Institute |

B h u b a n e s w a r

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# PREFACE

Silicon Institute of Technology, an Autonomous Institute, is not just yet another technical institute. Backed by a team with commitment, dedication and futuristic vision, the Institute places several challenges before the students, and expects them to brace themselves for the impending responsibilities when they face them in the future.

Becoming a student at Silicon is the first step to enter into a meaningful academic environment. Besides quality teaching, the Institute provides a wholesome educational experience for an all-round development of personality. It equips the students with right technical skills, human values and social behavior.

This student handbook is designed with an intention to provide the students with essential information on the operational features, course curriculum, academic and other regulations. This will help them to have a satisfying educational experience and to achieve their academic goal smoothly. Students are required to go through the handbook and to follow the rules and regulations during the stay at Silicon Institute of Technology, Bhubaneswar. In addition to this, the students are required to go through the Academic Regulations of the Institute available to them in their ERP page and Institute website.

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## 1. Our Vision

*To become a center of excellence in the fields of technical education & research and create responsible citizens.*

## 2. Our Mission

*To provide the best of Technical skills, Professional ethics and Human values in enriching the disciplines of Science, Engineering and Technology for Social development and Nation building.*

## 3. Genesis

Silicon Institute of Technology has established itself as one of the premier destination for technical education with an excellent academic record in Odisha. The Institution was established in the year 2001 by the Silicon Institute of Technology trust under the guidance and advice of a panel of accomplished academicians, educational entrepreneurs, industry personnel and educationists having global exposure. Silicon's Board of Trustees comprises of high caliber professionals with a drive to settle for nothing less than the best.

The major strength of Silicon is its determination to build an accomplished Institute that would move beyond teaching with creative leadership and a culture of teamwork. The Institute has been constantly changing and improving to adapt to the needs of students through accepting innovations and embracing modern technology and techniques. Silicon's endeavor has been to make "success" a habit with the students – whether it is bridging into the corporate world or pursuing higher studies in management or technical research.

Silicon's growth has been possible because of its commitment to excellence and yearning for innovativeness and dynamism. The untiring efforts of a highly dedicated team have been a cornerstone of its success and fast growth.

Silicon has been accredited Grade "A" by NAAC. The B.Tech. programs of Computer Science & Engineering, Electrical & Electronics Engineering and Electronics & Communication Engineering branches have also been accredited by NBA.

Silicon obtained a national rank of 179 in NIRF 2020 which jumped to 163 in NIRF 2021. The Institute has been placed in Band B (Rank 26 - 50) in the ATAL Ranking of Institutions in Innovation and Achievements (ARIIA).

**Silicon Institute of Technology is an Autonomous College under the BPUT. Autonomy provides the College, the right to frame its own syllabi and conduct**

**its own internal and semester examinations. BPUT will confer the Degree with the name of the College. The students enrolled from the year 2018 onwards are covered under autonomy.**

#### **4. Administration of Silicon**

To ensure proper governance at various levels including academic, financial and general administrative affairs, Silicon Institute of Technology has five statutory bodies as per guidelines of UGC/AICTE, namely the Governing Body and Executive Council, Academic Council, Board of Studies and Finance Committee. The overall administration of the Institute is delegated to the Director by the Governing Body. The Director will enforce all the approved regulations, for the internal governance of the Institute. The Principal, Deans of divisions and Heads of various departments, Faculty-in-Charge (FIC), Faculty Coordinator (FC), and the SPOC (Single Point of Contact) form the principal functionaries of the Institute.

Duly constituted committees with the approval of the Director, monitors the enforcement and maintenance of all such rules and general procedures that are in line with the Institute policies and Academic Regulations. The provisions contained in these regulations govern the conditions for imparting courses of instruction, conducting examinations and evaluation of students' performance leading to the Degree of:

- Bachelor of Technology (B.Tech.),
- Master in Computer Applications (MCA),
- Master of Technology (M.Tech.), and
- Master of Science (M. Sc.).

#### **5. Program Duration & Calendar**

The duration of the program shall be governed by the regulations of AICTE that may change from time to time. As per the prevailing regulations,

- B. Tech. program is of 4 years (8 Semesters),
- MCA program (prior to AY 2020-21) is of 3 years (6 Semesters),
- MCA program (from AY 2020-21) is of 2 years (4 Semesters),
- M. Tech. program is of 2 years (4 Semesters), and
- M. Sc. program is of 2 years (4 Semesters) duration.

Each year shall be divided into two Semesters:

- Autumn Semester (July to December), and
- Spring Semester (January to June).

The Autumn semester shall ordinarily begin in July for students already on rolls and the Spring semester shall ordinarily begin in January. However, the first semester (Autumn, for newly admitted students) may begin a little later depending on completion of admission formalities. The number of teaching weeks in each semester shall be about 15 weeks with a minimum of 5 teaching days/week and a minimum of 72 teaching days excluding the period of examination, holidays and days when classes are suspended.

## **6. Holiday List**

The list of holidays for an academic year shall be notified by the Director at the beginning of the session. The same shall also be reflected in the ERP and timetable. Students are advised to check the ERP and/or timetable for information on approved holidays.

## **7. Academic Calendar**

The Academic Calendar for an academic year, as approved by the Academic Council, shall be notified by the Dean (Academics) at the beginning of the session. The Academic Calendar is also published on the notice boards of the Institute, hostels, library, etc., and uploaded in the DMS of ERP for information of concerned students. The Academic Calendar so published is generally of non-negotiable nature. However, in case of emergencies, unavoidable circumstances, or other needs for proper teaching-learning, academic administration, and/or smooth conduction of examinations, the Dean (Academics) may modify the Academic Calendar with approval of Director.

Students are advised to check the ERP, Notice Boards for the latest Academic Calendar. In case of queries, they should consult with their Faculty Advisor or HOD.

## **8. Induction Program**

The “Induction Program” is a mandatory course under the new AICTE model curriculum for B.Tech. programs and it has been included in our Autonomous Syllabus. The other mandatory courses in B.Tech. include practical courses like Yoga and theory courses like Constitution of India, Environmental Science & Engineering

and Professional Ethics & Values. Every student has to clear these mandatory courses to get the degree.

Students have to submit a hand-written report on the programs they have attended during the Induction Program. They have to appear for an On-line test which is held at the end of the program. To be eligible to appear for the On-line test, a student must have at least 80% attendance in the sessions & events of the program. Attendance will be taken multiple times every day during the program by the respective Faculty Advisors. Evaluation will be done on the basis of the reports and online test. To clear the Induction Program, a student must secure at least 50% marks.

A student not having 80% attendance in the Induction Program must go through the Induction Program next year with the new batch and qualify for the same.

## **9. Academic Rules & Regulations**

The Institute shall be governed by the Academic Rules & Regulations as approved by the Academic Council. The Academic Council shall be the principal academic body of the Institute and shall have the control over and be responsible for the maintenance of the standard of education, teaching, inter departmental coordination, research, examination and evaluation. The academic rules & regulations are modified by the Academic Council from time to time as per the needs to ensure that quality of education is achieved. Students are advised to make themselves aware regarding Academic Rules and Regulations by logging onto [www.silicon.ac.in](http://www.silicon.ac.in). Ignorance of the rules and regulations does not entitle a student for any consideration or relaxation.

## **10. Subject Registration by Students**

1. All Students have to register for each of the subjects in a semester as per the academic regulation and calendar.
2. The registration process includes (i) Pre-Registration - Choosing Electives; (ii) Semester Registration - Attendance Registration; and (iii) Examination Registration - Examination eligibility and issue of Admit Cards.
  - (i) Pre-registration: Choosing Electives happens in the middle of a semester before the actual semester for which the electives are to be floated. Students have to choose their elective subjects offered by the department for the coming semester. Students who fail to exercise their choice by the notified time line shall have to study the elective that will be assigned by the department. Electives, once finalized, cannot be changed.



- (ii) Semester Registration: Attendance Registration happens in the beginning of a semester. Students have to submit the semester registration which contains the list of subjects they are going to study in that semester by clicking a submit button in ERP. If a student fails to submit the semester registration form by the notified timeline her/his attendance in the semester shall be deactivated and none of her/his attendance can be recorded till the registration process is completed. Students also need account clearance for completing the Semester Registration. Late registration shall invite late fee.
  - (iii) Before every examination a student has to receive the admit card for which clearance in class attendance and clearance from accounts is mandatory. A student with less attendance and/or pending dues shall not be eligible to receive the admit card and cannot appear for the examination.
3. To be able to register in the 2nd year (3rd semester) and continue his/her study in the Institute at the end of 1st year, a student must have secured a pass grade in all subjects of 1st year except a maximum up to 4 (four) subjects. In no case a student with 'F' grade in more than 4 (four) papers shall be permitted to register for 3rd semester.
  4. While registering for 3, 5 or 7 semesters, a student may register for backlog papers of 1, 3 or 5 semester respectively and while registering for 4, 6 or 8 semester, s/he may register for backlog papers of 2, 4 or 6 semester respectively. A student need not attend classes in papers registered as "backlog papers". The student must appear for the End-Term examination and the marks awarded based on the scores of in the latest examination shall be considered. A student may opt to repeat the Mid-Term Examination and Teacher's Assessment component(s) to improve the marks awarded in the original semester when s/he attended the classes. If not, the marks previously awarded in these component(s) shall remain the same. The registration for backlog papers must be done at the time of semester registration.
  5. A student will be promoted to the Spring Semester if in the Autumn Semester s/he appears for the End Term examination in at least half of the theory subjects and passes in at least half of the practical subjects. A student will be promoted to next higher year if the number of back logs after the Supplementary Examination is less than or equal to 4 (four). To be promoted to the 3rd year a student must have cleared all the papers of 1st year and to be promoted to the 4th year a student must have cleared all papers of the 2nd year. An F/S/X

grade in Induction Program and Summer Internship is not counted towards year promotion.

6. Ordinarily a student is not permitted to re-register in a subject when s/he has secured a 'D' or higher grade. But it is allowed for students, after the 8th semester, those have secured a CGPA below 6.00 and need to improve their score. It is not possible to improve the score in a subject by writing examinations only.
7. Those who have been awarded grade 'X' ("debarred") because of shortage of attendance, malpractice during examination, or disciplinary measure, or for any other reason need to register for the subject and attend classes as per rules. Those awarded 'F' grade in some subjects for the same reasons (but lesser offence) are permitted to register for the subjects as "backlog papers" in the following semester.

## 11. Teaching-Learning Process

The teaching-learning process and smooth conduction of all academic activities is extremely important for professional success of students. Faculty members and staff of Silicon always invest the best of their efforts in academics. With the changing times, Silicon has adapted to a hybrid model of teaching learning process consisting of Physical classes, Online classes, and Guided Self-Study. In general, classes are conducted in classrooms and laboratories of the Institute with students and teachers present physically inside the place of instruction. However some or all classes may also be conducted in online mode as per the requirement. Students are also expected to do self-study of some of the topics of a subject under the guidance of the teacher.

### Physical Classes

- (i) All physical or offline classes are conducted by the respective faculty members in the designated classroom or laboratory at the specified time period strictly as per the timetable. Students are required to be seated properly with their class notes and books or other study materials before the faculty member enters. Late entry to the classroom or laboratory after 5 minutes of start time is not allowed. Absolute silence must be maintained once the teaching learning activity is started by the faculty member.
- (ii) While teaching, a faculty member may use the black/white board, put up a presentation on the LCD projector fitted in the classroom/laboratory, or use both simultaneously. Students are required to pay due attention, take down adequate notes on their personal notebooks and follow the teaching

of the faculty. Using mobile phones for taking photographs or recording video inside the classroom/laboratory is strictly prohibited. In case of any doubt or confusion, students can ask questions to the faculty with his/her permission. Asking questions in the classroom is highly encouraged. Students must participate wholeheartedly in the teaching-learning process and cooperate with the faculty member for interactive discussion, question answer, and doubt clearing.

- (iii) Maintaining absolute discipline in the class is mandatory. Students are responsible for maintaining a healthy academic environment at all times. In case a student is not attentive, talks with other students during the class, creates noise or disturbances, found sleeping or using mobile phone, or any other activity that is considered improper and affecting others shall be considered as an act of indiscipline inside the classroom; the faculty member is empowered to ask the student to leave the classroom or any decision s/he deems proper, and the student must obey it immediately instead of arguing with the teacher. The teacher may also report the same to the Faculty Advisor who will then call the student to discuss and counsel. The FA may also report the incident to the parents of the student. In case such indiscipline is repeated, the HOD shall take strict disciplinary action against the student, which may lead to debarring the student from attending further classes of that subject, debarring from attending classes of any subject, debarring from appearing in the examination, or impose a penalty, or a combination of these.

### **Online Classes**

- (i) Under exigency circumstances, where it is not possible for students to come to the Institute, classes shall be conducted in online mode. When a faculty member is away from the campus on official work or otherwise, s/he can conduct the classes in online mode by giving prior information of the same to the students of the class by notifying in ERP or communicating through the Class Representatives (CRs) of the section/group. It is mandatory for all students to attend such online classes using a laptop or mobile. Attendance in online classes is considered same as attendance in physical class. Students must have adequate infrastructure and bandwidth for attending online classes. Excuses like non-availability of laptop/mobile, cellular network, or enough bandwidth are not acceptable.
- (ii) Students must login with real name to the online class using the appropriate link and password provided by the teacher. Up-to-date version of the specified

online meeting platform must be downloaded and installed on the student's devices. Students must keep their microphone and video muted during the class. The teacher may turn on his/her video depending on the requirement or conduct the entire class over audio and screen sharing. When asked by the teacher, a student may unmute the microphone temporarily to answer a question. In case of doubt, a student can click the "raise hand" button on the platform or ask the question through the public chat option.

- (iii) Students must be extra careful not to cause any kind of disturbance during an ongoing online class. They must not chat with other students or attempt to annotate on the shared screen. If a student causes any kind of disturbance or obstruction in smooth conduction of online class, the teacher is empowered to expel the student from the meeting and also mark him/her as absent in the class. Additional disciplinary actions including penalty may be taken against the student by the teacher, Faculty Advisor, or HOD as deemed fit.

### **Guided Self-Study**

- (i) A faculty member may ask the students to study a certain portion or whole topic of a subject by themselves to the extent of two topics per module. Necessary study materials and/or book references shall be provided by the faculty member. The teacher shall guide and encourage the students for making self-study a habit.
- (ii) Doubt clearing class(es) for given self-study topics may be conducted by the faculty at a later point of time as per requirement. Topics given for self-study bear equal importance as other topics taught by the faculty member. Questions from the self-study shall be asked in the examinations. The teacher may also give assignments based on those topics.

## **12. Attendance and Leave**

- (a) Attendance in all classes (Lectures, Tutorials, Laboratories, and Seminars etc.) is compulsory. A student shall be debarred from appearing at an examination or, if s/he has already written the examination, the grades will be rejected on ground of unsatisfactory attendance, if the attendance is below what is prescribed, or if in the opinion of the course teacher the student has not participated effectively in the class in terms of home assignments, class tests etc. In such a case a student shall be given "X" grade and the student will need to register for the course once again.

- (b) Considering that attendance in classes, participating in the teaching-learning process is the basic foundation of our academic programme, a student is expected to attend all classes conducted as per Institute calendar and time table. However, to provide for exigencies, absence to the extent of 20% of scheduled number of classes in every course will be condoned as a matter of routine.
- (c) In deserving cases, a further relaxation of 15% (i.e., 35% of scheduled number of classes) may be made by the Dean Academics upon application by the student in prescribed form along with supporting documentary evidences.
- (d) If a student has attendance lower than what is prescribed above, s/he will get a "X" grade. S/he needs to register for the course during next odd/even semester, as applicable, to complete the course.
- (e) If a student is engaged officially outside the classroom, e.g., in a placement programme, an Institute level meeting or in a specially approved Institute activity, s/he needs to apply for leave to Dean Academics for consideration of attendance.

### 13. Assessment of Performance

Assessment is an integral part of system of education as it is instrumental in identifying and certifying the academic standards accomplished by a student and projecting them far and wide as an objective and impartial indicator of a student's performance. There will be continuous assessment of a performance throughout the semester and grades will be awarded by the Subject Teacher / Academic Coordination Committee formed for this purpose.

The assessment of performance will be done in different components as mentioned below.

- (a) For theory subjects, the subcomponents and the respective weights assigned to these are given below.

Sub-Component	Weight
Teacher's Assessment (TA)	15%
Mid-Term Examination (MTE)	25%
End-Term Examination (ETE)	60%

- (b) For assigning marks in Teacher's Assessment (TA), performance in home assignments, class tests, surprise tests, quizzes, viva-voce, etc., are to be

considered. The weights of different sub-components of TA may be announced to the students by the teacher at the beginning of the Semester.

- (c) For assignment of marks in laboratory component (P - component) the relevant sub-components that are to be considered are: regularity, day-to-day work, pre-class study, practical skill, quality of observation and quality of lab records etc. Percentage weights of the different sub-components in deciding the final marks are to be announced at the beginning of the Semester. The evaluation process must be completed before the beginning of End-Term examination.
- (d) The laboratory courses will put emphasis on day-to-day work as well as final lab test & viva. To the extent possible, laboratory work should be completed & evaluated every class thus ensuring continuous assessment. The evaluation of laboratory courses shall be done as per the guidelines approved by the Academic Council.

#### 14. Grading & Grade Points

Irrespective of the credit, a course will be evaluated out of 100 marks and the uniform absolute Grading System to be followed for all Academic Programs shall be as described below:

Qualification	Grade	Marks scored out of 100	Point
Outstanding	O	90 & above up to 100	10
Excellent	E	80 & above but less than 90	9
Very Good	A	70 & above but less than 80	8
Good	B	60 & above but less than 70	7
Average	C	50 & above but less than 60	6
Poor	D	40 & above but less than 50	5
Failed	F	Less than 40	0
Absent	S	May be permitted to appear in the Supplementary Examination	0
Debarred	X	Shortage of Attendance / Disciplinary Action / Malpractice	0

The F/S/X grades are considered as backlog grades. For mandatory courses, the letter grade shall be indicated on the Grade Sheet. These courses do not affect the

SGPA/CGPA; however they will be considered like regular courses during semester/year promotion and branch-change etc.

## 15. Passing Standards

To pass a theory course (other than a mandatory course), a student has to secure a minimum “D” grade with at least 24 marks out of 60 in the End-Term Examination. Appearance in Mid-Term examination is also mandatory for qualifying the course.

For other courses (mandatory courses, practical, seminar, viva, project and other sessionals) Grade “C” is the minimum pass grade. For mandatory courses, minimum 30 marks out of 60 must be scored in the End-Term Examination.

Both SGPA and CGPA serve as useful performance measures in the Semester System. A student can be declared successful at the Program-end only when:

- The CGPA earned at the end of the program is greater than or equal to 6.00 with none of the Courses registered in for the Degree Award counting F/S/X Grade.
- In addition to this, there should not be any pending disciplinary proceeding against the student.

Number of Credits to be earned by a student for award of degree shall be as per the respective curriculum approved by the Academic Council. The number of credits required for award of degree shall be reduced by the total credits of 1st Year (i.e., credits of 1st and 2nd Semesters) and the credit of Summer Internship after 1st Year (if any) for the programs where admission into 2nd Year through Lateral Entry is permitted.

## 16. Eligibility for Appearing Examinations

A student will be permitted to appear in an examination, only if s/he has:

1. Formally registered for the subjects at the beginning of the semester.
2. Attendance record as prescribed in these regulations in theory and laboratory classes and has completed the assignment works given.
3. Paid all institute fees as applicable.
4. Not been debarred from appearing in the examination as a result of disciplinary proceedings or on recommendation of the subject teacher/HOD by the Dean Academics.

5. A student may be debarred from appearing for the Mid-Term or End-Term Examination in the subject on the report of the subject teacher or HoD by the Dean (Academics), if his/her:
  - Attendance at lecture/tutorial/laboratory classes in that subject has not been satisfactory during the period, and/or,
  - Performance in the assignment works in that subject during the semester has not been satisfactory.

A student will be permitted to appear in the examinations in only those subjects for which s/he has registered at the beginning of the semester and has not been debarred.

6. Class tests, surprise tests, assignments, quizzes, viva-voce, laboratory assignments, etc., are the constituent components of continuous assessment process, and a student must fulfill all these requirements as prescribed by the teacher / coordination committee of the subject. If due to any compelling reason (such as participation in national / international events with due approval of the Institute, his/her illness, calamity in the family, etc.,) a student fails to meet any of the requirements within/on the scheduled date and time, the teacher/coordination committee may take such steps (including conduction of compensatory tests/examinations) as are deemed fit.
7. Appearing for both the Mid-Term and End-Term Examinations of theory subjects is required. Normally, if a student fails to appear for the Mid-Term Examination without any valid reason s/he should get zero for that component. However, if a student misses the Mid-Term Examination due to compelling reasons like participation in a national/international event with due approval of the Institute, serious illness or a calamity in the family, s/he may appeal to the Dean Academics, through Head of the Department for permitting him/her to appear for a Repeat Mid Term examination. If permitted, the student will appear for the Repeat Mid-Term examination within 4 weeks but before the End Term examination. However, the marks obtained in the Repeat Mid-Term examination shall be reduced by 20% for computation of final grade in that subject.
8. If a student misses the End-Term Examination due to compelling reason like participation in a national / international event with due approval of the Institute, serious illness of himself or a calamity in the family, s/he may appeal to the Dean Academics, through Head of the Department for permitting



him/her to appear at the Supplementary End-Term Examination, subject to fulfilling of the attendance requirements.

9. A student will be given an “S” grade (Absent) till the supplementary examinations are conducted. The “S” grades will be converted to a valid grade as per the results of supplementary examinations.
10. In case of prolonged illness or other reasons, if a student misses both the End-Term Examination and the Supplementary examinations in any course, the student must register for the courses as a backlog paper. In that case the student shall continue to have an “S” grade till s/he clears the paper.
11. If a student is dissatisfied with his/her marks in Mid-Term or End-Term examination, s/he may apply to Controller of Examinations in a prescribed format for re-evaluation. This has to be done within one week of declaration of Marks/Result. The Controller of Examinations shall initiate the re-evaluation of the script with some selected faculty member and may update the marks/results accordingly. If no complaint is filed within in the time limit the student is deemed to have accepted the results and no further change is permitted.
12. Re-evaluation of answer script facility is not applicable for Repeat Mid-Term or Supplementary Examinations.

## **17. Supplementary Examination**

The supplementary examinations will be conducted every year during the Summer Break and results shall be declared before the commencement of the next academic session. The candidates, who have completed the attendance requirements for that course, appeared in the End-Term Examination and have been awarded “F” Grade can register for the examination. The weightage of this examination will remain same as the weightage of the regular semester in which the student was awarded “F” Grade. A student can register for maximum 6 (six) courses, in which the student was awarded “F” Grade, for appearing in the supplementary examination.

For “S” grades there is no limit to appear in the supplementary examination, provided that there is a valid reason for missing the End-Term examination. However, if a student gets an “X” grade in a subject, then s/he is not allowed to appear supplementary examination in that subject.

## **18. Instructions for Appearing Examinations**

Examinations are of great importance for assessing the academic progress of the students. Silicon follows a set of strict policies to ensure time-bound and fair

conduction of all examinations free of any scope for malpractice with absolute integrity. The Examination Section, headed by the Controller of Examinations (CoE), handles all works related to conduction of examinations, evaluation, and result publication, and issue of grade sheets and certificates etc.

In general, all written examinations are conducted in offline mode in the dedicated examination halls of the Institute. For fair conduction of examination, all examination halls are under electronic surveillance systems. Under special circumstances, when it is not possible for students to come to the Institute, the examinations may also be conducted online in remote proctoring mode. Students are required to equip themselves with necessary infrastructure, devices, and bandwidth to be able to appear for examinations held in online mode. The Institute reserves the right to use any online examination & proctoring platform as per suitability, and the students have to comply with the same.

### **Rules for Physical Examinations**

1. Schedule for an examination is published by the CoE about 1-2 weeks before the first date of examination. The schedule is published in all notice boards of the Institute as well as uploaded in the ERP for information to students.
2. Seating arrangement, such as Hall Number and Seat Number are notified through the ERP.
3. Students must enter the examination hall by the time as notified in the schedule. The gates shall be closed at the end of specified time and latecomers shall not be permitted to enter.
4. Students must bring their Identity Card and Admit Card during each day of the examination. Candidates without the admit card issued for the subject are not allowed to appear the examination.
5. In case of loss of Admit Card, a duplicate Admit Card will be issued by the examination section with approval of the CoE on payment of specified administrative fee.
6. Bags, purses, books, notes, or any other material must be kept outside the examination hall in the designated racks. The Institute bears no responsibility for the safety of any items or valuables left outside the examination halls.
7. Only the materials required for writing the examination (such as pens, pencil, eraser, scale, calculator etc.) are allowed. Students must carry their own materials for writing the examination. Borrowing from other candidates is not permitted.

8. The ID Card and Admit Card must be presented to the Invigilator(s) on duty while entering into the examination hall. The invigilators shall check each student before allowing them into the examination hall, and are empowered to ask the student to leave/remove the same and then enter the examination hall or seize anything that is not permitted.
9. Possession of mobile phones and any other electronic gadgets (except calculator wherever permitted) in the examination hall is strictly prohibited; otherwise it shall lead to booking the student under malpractice (MP) case.
10. Each candidate is provided with a pre-printed bar coded answer booklet. The cover page of the answer booklet shall contain printed information such as name, SIC No, Regd. No, Subject Name, Subject Code, Semester and Date of Examination, instructions, etc. The candidates must verify their particulars printed on the booklet before signing in the appropriate box.
11. The answer booklet shall be of fixed number of pages. All answers must be written within the given pages of the booklet. Use of additional pages is not allowed nor will be supplied.
12. Question papers shall be distributed at the start time of the examination. Candidates should verify that they are provided with the right question paper for the subject. In case of inappropriate or illegible question paper, it should be reported to the invigilators immediately. No discussion or query related to the questions among the candidates shall be permitted inside the examination hall.
13. Candidates can leave the hall only after the completion of the first hour for temporary reasons such as drinking water and visit the washroom. A student can leave the hall permanently after completion of two hours, but have to leave the question paper on the desk, which can be collected from the examination section afterwards. A student can take the question paper if s/he leaves the hall permanently if less than 30 minutes is left for the end of the examination.
14. Strict disciplinary action shall be taken against any student violating the examination rules & regulations or if found adopting unfair means inside the examination halls/ premises.

### **Rules for Online Examinations**

1. Online examinations are generally held in a 2-Device Remote Proctoring mode. Every student must have two devices as per the specified requirements. Compatibility of the devices with the online examination platform is the responsibility of the student.

2. Device-1 shall be a smart phone with good quality front camera and internet connectivity of adequate bandwidth. Device-2 can be a smart phone or laptop or desktop with internet connectivity.
3. Device-1 is used for remote proctoring and must have the examination app installed. The specified online meeting platform (such as Zoom) is also required to be installed. Both should be of up-to-date versions.
4. Device-2 is used to access the question paper only and needs a browser like Chrome. The browser should be updated to the latest version. Opening additional tabs on the browser or any other application/file on Device-2 is strictly prohibited.
5. The schedule for online examination published by the CoE shall contain information and instructions regarding the login & set-up time, question activation time, writing duration, and scanning time etc. Step- by-step instructions shall also be provided through the ERP.
6. Students must sit at a desk in a well-lighted room in proper dress. No one else other than the student should be present in the room. Books, notes, or any other material should not be there on or nearby the desk. The Identity card, writing materials, and calculator (if required) may be kept on the desk and shown to the proctors when instructed by holding them in front of the camera of Device-1.
7. Students have to login on both devices with their username and password strictly as per the step-by-step instructions given by the examination section. Face-recognition and/or other digital methods shall be used to identify the student.
8. The Device-1 (remote proctoring device) should be kept about 3-4 feet away to the south-east of the sitting position in such a place that the upper part of the body including both hands, table top, writing papers, and the screen of Device-2 etc., are clearly visible in the video. The proctors shall guide the student to properly position their devices during the set-up time of the examination. Disobeying the instructions given by the proctors shall be treated as indiscipline and the student may be debarred from the examination.
9. The candidate's audio should be kept muted but the video should be continuously streaming. If the system detects disruption of the video stream stops for more than 15 seconds, it will automatically record a malpractice event.
10. Video recording of the entire examination shall also be done and submitted to the CoE at the end of the examination. The assigned proctors shall keep

noting down any suspicious activity of the students in the virtual examination room and submit the report to the CoE.

11. Any white/ruled paper of approximately A4 size can be used to write the answers. Each page should be clearly numbered on the top-right corner. The candidate **MUST NOT** write his/her name, SIC number, Roll Number, Branch/Section, or any other details on the answer script. If any identification is found on an answer script, it will be rejected outright and an “F” grade shall be awarded in that subject.
12. The Question paper shall be served on Device-2 at the specified time. Once the question paper is displayed on the screen, students can start writing on their answer papers. A deep coloured pen (such as black) should be used. Diagrams if any should be drawn with dark pencils.
13. If a student wants to temporarily leave the desk for drinking water or visiting the washroom etc., s/he has to take permission from the proctors before leaving the desk. Maximum 5 minutes of absence from the desk is allowed.
14. After the writing time is over, students have to scan the answer pages in order of their page numbers using the examination app’s scanning feature. The device should be properly held vertically above the page at appropriate distance so that only the page area should be scanned. There should be a lot of border around the scanned page. After completion of scanning, the pages should be uploaded through the examination app only.
15. The CoE may provide an alternate URL or Google Form to upload the answer script in PDF format. In case of any issues during uploading through the examination app, students may upload the PDF of their answer pages in the given URL within the specified time only.
16. It is the responsibility of the student to ensure that the scan of the answer script is in proper order of pages, sharply focused, and clearly readable. If the uploaded script is found out of order, out of focus, unclear, cropped, or the page area is too small due to lot of extra border around, then it shall not be evaluated. Consequently, the student will be awarded an “F” grade in that subject.
17. In case a student fails to upload the answer script through the examination app or the alternate URL/Google Form, then it will be assumed that the student is absent in the examination and an “S” grade (absent) shall be awarded in that subject.

Possession of any prohibited item(s)/ gadget(s)/ additional mobiles or devices during an examination or communicating with other examinees shall be booked as

malpractice and the answer script shall be rejected. The CoE reserves the right to reject any answer script, whether uploaded through the app or otherwise, without assigning any reason thereof.

## **19. Institute Rules & Regulations**

On admission to any course of study, every student submits himself/herself to disciplinary jurisdiction of the management of the Institute, the in-charge and other officers of the Institute who may be vested with the authority to exercise discipline under the Rules and Regulations that have been or will be framed by the Institute.

Nothing in these rules and regulations shall be construed to limit or abridge the power of the Director/Head of the Department or his/her delegates to relax any of these regulations to such extent and subject to such conditions, as s/he may consider necessary for dealing with a case in a just and equitable manner.

Ignorance of the rules and regulations contained in this document is no excuse.

The Institute reserves the right to change or add such rules from time to time for smooth functioning of the Institute.

The students are advised to keep themselves aware of the Institute rules. They are also advised to go through the detailed Prevention of Ragging rules given separately.

The Institute staff members charged with the administration of these rules shall at all times seek to implement the rules.

## **20. Action against Ragging**

Students are prohibited from indulging in any disorderly conduct whether by words spoken or written or by an act with the effect of teasing, treating or handling with rudeness, any other student. Indulging in unruly or indiscipline activities which cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any student, junior or senior, or asking the student to do any act or perform something which such a student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of the student is prohibited. Any student violating the above and thus indulging in any act or ragging, will be severely dealt with.

The Hon'ble Supreme Court of India, during December 2007 has expressed concern over the incidents of ragging occurring in higher educational institutions and the need to eliminate it altogether.

The Ministry of Human Resource Development, Govt. of India has taken a serious note of the incidents of ragging and is of the view that stern action should be taken against those indulging in “ragging” so that these incidents are not repeated and exemplary punishment is meted out to those indulging in it. Strict implementation of the guidelines issued by Hon’ble Supreme Court on this issue has also been stressed by the Ministry.

This policy encourages socialization of students to the academic environment of the Institute, simultaneously discouraging and preventing any negative acts on parts of senior students, which goes against the basic purpose of Socio-academic integration.

All students and their parents and guardians are therefore requested to go through this document carefully and promise to abide by it.

1. Ragging within or outside the Institute is strictly prohibited.
2. Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside the Institute shall, on conviction, be punished, as per the provision of the Act.
3. Any student convicted of an offence of ragging shall be expelled from the educational institution and such student shall not be admitted to any other educational Institute for a period of five years from the date of order of such dismissal.

Ragging of any kind and magnitude, teasing, intimidating, harassing, and use of words of abuse etc. on any student(s) inside/outside the Institute will not be tolerated and are punishable under Police Act and such matters will be immediately reported to the police.

### **Process of Reporting a Ragging Incident**

Any incident of ragging must be immediately brought to the notice of the appropriate authority as per the process given below:

1. Incidents may be reported personally or by phone, SMS, email etc., for immediate action and thereafter a written application should be submitted.
2. If the incident occurs within boys/girls residence, it should be reported to the Warden on duty, FCs of the Residence, or FIC Residence Committee, and the Faculty Advisor.
3. If the incident occurs outside the residence but within the campus, it should be reported to the Faculty Advisor, Administrative Officer, HOD, Chairperson of Anti-Ragging Committee, Dean (Academics), Principal, and Director.

4. If the incident occurs outside the campus, then the same should be reported to Faculty Advisor and Chairperson of Anti-Ragging Committee.
5. In case no action is taken by the above officials, the student can report the incident to AICTE anti-ragging helpline with written information to the Director.

## **21. Institute General Rules**

Students are expected to act in ways that are consistent with the role and guiding values of the Institute. Students should regulate their own conduct so as not to impede or prejudice the work of other members. They are entitled to work, learn, study and participate in the social aspects of the Institute's life in an environment of safety and respect. It is expected that students will act with integrity and demonstrate respect for others and adhere to the standards of conduct. Students should refrain from misconduct of any kind.

1. Students should show respect and politeness towards all staff members at the Institute and their fellow students, including girls. Any act of sexual harassment, ragging, disobedience, anti- social behavior or harassment of girl students are punishable offences and will be dealt with utmost severity.
2. All students should strictly follow the rules and regulations of the Institute, shall always behave with dignity and courtesy.
3. The students will be accountable for their behavior in the Institute premises. Proper actions will be taken against the students violating the rules and regulations of the Institute or behaving in absurd manner and will be rusticated from the Institute. It is assumed that the students and their parents and/or guardians have read and understood these rules thoroughly.
4. No student shall individually or collectively interfere in any manner in the matter of administration of the Institute.
5. It is mandatory for every student to provide the registered communication address and contact number. It is the responsibility of the student to inform the Information Desk of the Institute about change of address and contact number.
6. Not to pursue any other course of study that may come in conflict with the course schedule in which s/he takes admission in this Institute.
7. Any disfigurement or damage to the Institute building, water, gas, fire, electrical installations, furniture, gardens and premises will be punished and the cost of the damage will be recovered.



8. Disruptive or disorderly behaviour may include but not limited to disoriented or irrational behaviour, physical violence, verbal attacks and threats or violation of Institute Rules, by any student will be dealt with severely. Students should report such instances immediately to the Administrative Officer or Dean (Administration) or Director.
9. Celebration of religious functions including, but not limited to, Holi, Diwali, Ganesh Puja, Saraswati Puja, Biswakarma Puja, etc., in the campus is strictly prohibited.
10. Students are forbidden to organize or attend any meeting in the Institute or to collect money for any purpose without the prior permission of the Director.
11. Educational concessions awarded to students are liable to forfeiture for misconduct.
12. Students will not operate any machinery / equipment without the permission of the instructor.
13. No responsibility will be accepted by the Institute for any injury, loss or damage to the personal articles of students.
14. The students at the Institute are required to be attentive and diligent. A student neglecting his / her studies and having unsatisfactory progress will be given two warnings after which if he/ she fails to improve, s/he will be liable for expulsion from the Institute.
15. It is compulsory for the students to attend functions /activities organized by the Institute on various occasions like Independence Day, Republic Day, Annual Day, etc., whether the function falls on a working day or on holidays. Absence from such functions without valid reasons shall invite disciplinary action.
16. Students have to take due permission to participate in academic, co-curricular and extracurricular activities outside the campus. For this they have to apply using the prescribed format through the Faculty Advisor, Faculty Coordinator of Silicon Residence and HOD. They must submit the required undertaking, along with application, for official processing. A student with less than 80% class attendance will not be permitted to participate in any outside activities individually and also will not be included in any official team of the Institute for outside participation.
17. Students shall observe all safety precautions. The Institute is not responsible for any accident, of whatever nature, in the Institute, Silicon Residence, workshop, playground and during summer training and industrial training or educational tour/trip or outside the campus.

18. Students must make all possible efforts to conserve electricity and water. They must switch off lights & fans when they leave the classroom/ Silicon Residence room, laboratory etc. Students must help keep the Institute neat and clean and also preserve and maintain the gardens.
19. Students must pay their fee/dues on or before the prescribed deadline failing which appropriate disciplinary action will be taken. Students may note that fees once paid will not be refunded.
20. Any student who fails to clear all the dues shall be debarred from appearing in semester examination.
21. All applications must be addressed to the Director.
22. The Director reserves the right to modify any of the Institute rules as and when necessary. The decision of the Director in all matters shall be final.

## **22. Mass Boycott / Absence**

1. Remaining absent from the Institute without prior permission of the authority is strictly prohibited.
2. The students involved in common off are liable to fine up to Rs.500/- per student, and other disciplinary action decided by the Institute from time to time.
3. The students involved in common off or having less attendance in class shall be expelled from the Silicon Residence. The authorities will exhibit no sympathy towards such students.
4. If a student is required to remain absent for a period of 5 days or more for an essential reason, s/he is required to apply to the head of the department and take prior permission.
5. Decision about the absence of the student for genuine reasons is reserved with the Head of the Department (HOD).
6. Late arrival at and early departure from a class are recorded as absence from the class. Students are not allowed to leave the Institute during working hours without the written permission of the Director.
7. Students claiming benefits/ concessions on medical grounds are required to submit medical certificate from a Government hospital or dispensary. The certificate should be submitted by the student concerned within a week of rejoining the Institute after recovery from illness. However in such cases there will not be any relaxation in the minimum attendance requirement to appear in the examinations.

## 23. Conduct & Behavior

1. Each student shall conduct herself/himself, both within and outside the campus of the Institute in a manner befitting a student of a prestigious Institute. Each student shall show due respect and courtesy to the teachers, administrators, staff of the Institute, and to the visitors and residents of the Institute, and good behavior to fellow students.
2. Lack of courtesy and decorum; unbecoming conduct within and outside the Institute; willful damage to Institute property, removal of any property belonging to the Institute, fellow students or other personnel and residents of the Institute; use of abusive and offensive language; disturbing fellow students in their studies; breach of rules and regulations of the Institute; adoption of unfair practices in tests, quizzes, assignments, or examinations; noisy and unruly behavior shall constitute violation of the code of conduct.
3. Talking loudly, loitering or congregating, being a source of distraction and annoyance to others is not permitted.
4. The students are required to move silently through the corridors without disturbing the nearby classes and laboratories.
5. The students are required to maintain utmost silence and dignity in classrooms, laboratories, meetings, seminars, workshops and during any other academic activity.
6. Nobody should sit on the corridor walls.
7. Give way to teachers, staff and visitors while moving in the corridors, on the staircases and other places in the campus.
8. Extend cordial help with politeness to outsiders/visitors, parents of other student's etc. coming to the Institute.
9. Behave in such a manner that suits a cultured engineer.

## 24. Dress Code

One's appearance is the window through which the world looks at the person. Dressing plays a very important role in everybody's life. An individual's style of dressing not only enhances his/her personality, but also increases self-confidence. Dressing reflects the individual's personality and also influences others' perceptions of your mood, attention, concentration, discipline, and overall behavior.

Being part of a professional course in a leading Institute, you must be properly dressed with a proper professional attire to maintain the academic ambience and reputation of the Institute.

*All students are required to be properly dressed while attending the Institute for lectures, practical/labs, library, examinations, and any other formal functions of the institution. The garments should be neat & clean, and pressed that gives them a decent, dignified, and professional look. The students must maintain due decorum befitting the decency & dignity with elegant dressing, hairstyle, footwear, and minimal accessories.*

Along with proper dress code, some specific classes/practical/labs (such as chemistry laboratory, workshop, etc.) shall require wearing of overcoats / aprons, full shoes, protective eye glasses and/or other protective clothing. Students must adhere to the specified dress code to be allowed to attend such classes.

On specific events of professional importance like workshops, seminar, conferences, invited lectures, industrial talks / tours, recruitment / interviews etc., all students must wear formal dress as directed by the Institute.

### **Prohibited Items**

Skintight, loose-fit, short-length, torn/provocative/revealing garments, clothing with fancy or obscene prints/pictures/messages, fancy/casual footwear & accessories, fancy hairstyle/hair-coloring/hairdressing, uncared facial-hair/ fingernails, overuse of makeup, visible body piercings and/or tattoos, etc., are strictly prohibited. Any other dressing item/accessory not mentioned here, but felt to be objectionable and/or considered unprofessional by the Institute shall not be permitted.

With regards to any question, doubt or concern about whether a particular dress violates the dress code or not, the decision of the Director shall be final.

### **Dress Code for Workshop and Chemistry Lab**

Students should have at least one pair of workshop and laboratory uniform. For laboratory classes, the students will wear white overcoat and for workshop should wear blue overcoat. The students reporting without proper dress, will not be permitted to enter the workshops/laboratories. Shoes must be worn for the workshop practical.

In case of failure to comply with this dress code, the student concerned will be asked to leave the academic session and appropriate action will be initiated.

With regards to any question, doubt or concern about whether a particular dress violates the dress code specified above and/or whether an item carried/worn by a student should be included in the list of prohibited items, the decision of the Director shall be final and binding for all students.

## 25. Personal Hygiene

All students are required to maintain adequate personal hygiene to protect themselves from infectious diseases like Influenza, Respiratory Syncytial Virus (RSV), Whooping cough, and COVID-19 etc. and spreading the infection to others. Every student is responsible to keep himself/ herself healthy and free from any infectious disease. All are advised to follow the personal hygiene guidelines given below:

- i. Frequently wash your hands thoroughly with soap and water at least for 20 seconds. Use an alcohol-based hand sanitizer whenever soap and water are not available.
- ii. Avoid touching surfaces that are frequently touched by many people, such as door handles, lift buttons, counter tops etc. If you have to touch anyway, then do not touch your face, nostrils, or eyes until you sanitize your hands.
- iii. Always use a handkerchief to cover your mouth and nose area while sneezing or coughing to prevent droplets expelled into the air which could make others sick. In case a handkerchief is not immediately available, sneeze into your elbow, not your palms.
- iv. If directed by the authorities, wear a mask properly and maintain adequate social distancing wherever there is a gathering, like classrooms, examination halls, lecture theaters, Sports Complex, etc. Reusable masks must be washed and dried on a daily basis, and single use masks must be disposed into the waste- bins only.
- v. Bath or shower with soap every day. Wash or shower yourself with disinfectant soap immediately after returning from places like sports complex, hospitals, market places, saloon, etc.
- vi. Avoid sharing utensils used for eating and drinking purposes. Also avoid sharing unwashed towels, washcloths, clothing, uniforms, and other personal items (e.g., deodorant, razors). Always avoid close contact with people who are suspected to be sick.
- vii. Avoid eating unhygienic food sold by vendors on the street. Properly wash any fruits or vegetables purchased from outside before consuming them.
- viii. Maintain cleanliness at all times whenever inside the academic areas, food courts, library, residences, and other areas of the campus. Spitting inside the campus is strictly prohibited.

- ix. Keep your shoes and footwear clean. Change your socks and inner-wears daily. Wash your handkerchief, clothes, night wears and bed linens regularly, at least twice a week if feasible.
- x. Keep nails short and trim them often. Scrub the underside of nails with soap and water when you wash your hands. Clean and sanitize grooming tools before use. Avoid biting or chewing nails.
- xi. Keep any wounds, cuts and/or abrasions clean and covered with clean, dry bandages until healed. Follow the doctor's instructions on proper care of wounds. Avoid contact with other people's wounds or materials contaminated by wounds.
- xii. In case you are sick with an infectious disease, then isolate yourself from others. Avoid coming to the Institute and/or attending classes until you are certified free from the infection.
- xiii. If you are sick and have to appear for an examination, ask the staff of examination section or Controller of Examinations to arrange your seating separately in the sick room.
- xiv. Not maintaining adequate and satisfactory personal hygiene shall invite disciplinary action.

## **26. Smoking**

Smoking or using tobacco products (such as pan masala, gutkha etc., containing tobacco) anywhere in the Institute premises is strictly forbidden. This includes all space & buildings inside the campus like playfield, the games rooms, the canteen, and the pavement along the building and any space/ building under possession of the Institute outside the campus. Any student found smoking or using tobacco products is liable to strict disciplinary action which may be up to expulsion from the Institute.

## **27. Substance Abuse Policy**

Any student found smoking or under the influence of intoxication of alcohol/ drugs in the Institute or in the Silicon Residence is liable to strict disciplinary action which may be up to expulsion from the Institute.

Consuming alcoholic beverages or being under the influence of alcoholic beverages is strictly prohibited. Distribution of narcotics or controlled substances, or possession or use of any narcotics or controlled substance(s), or being under the influence of narcotics or any controlled substance(s) will entail severe disciplinary action. Any

student found using, possessing or being under the influence of intoxication due to alcoholic substances or narcotics/ drugs in the Institute or in the Silicon Residence is liable to strict disciplinary action which may be up to expulsion from the Institute.

## 28. Mobile Phones

Nowadays, mobile phones (and/or smartphones) have become an integral part of everybody's life. However, using mobile phones within the academic areas and/or during any kind of academic activities can cause severe disturbance to others and adversely affect the academic ambiance of the Institute.

Use of mobile phones is strictly prohibited in all academic areas of the campus. Students may carry mobile phones with them during the academic hours ; however it must be kept in switched-off condition and kept inside a bag/purse while attending classes, laboratories, library, and also during invited lectures, seminar, workshop, conference or any such activity/function of curricular/co- curricular nature. Mobile phones may be used outside classrooms, laboratories, library etc. for checking or sending text messages, ERP notifications, etc.

In case a student needs to make a call of an important/emergent nature, it can be made outside academic areas with due permission, but as silently as possible without causing any kind of disturbance/distraction to others.

Under no circumstances, mobile phones shall be allowed into the examination halls.

Use of mobile phones in restricted areas would entail immediate confiscation of the handset and a fine of Rs.500/- will be charged. If the instance is repeated, then the confiscated mobile phone will be returned at the end of the course.

It is solely the responsibility of the students for safe-keeping of their mobile phones. The Institute is not responsible, neither liable for any stolen mobile phones nor will entertain any complaints regarding this.

*“Academic Areas include all classrooms, library, examination halls, lecture halls, lecture theaters, auditoriums, laboratories and workshops, including passageways and hallways leading to the above”.*

## 29. Identity Card

Each student is provided with an Identity Card. Students shall always carry their identity cards in the campus and should show the identity card on demand to any faculty/official of the Institute. This card is to be carried always and presented at the entry gates as well in Library, Canteen, Silicon Residence, playing games in the

Common Room, attending College social functions, etc. and any other place inside the campus.

- For failing to produce the Identity card, the student may not be allowed to join classes, appear in examination or enjoy any facility that the Institute provides.
- The Identity Card is not transferable, otherwise the owner of the card will be held responsible for any damage or loss caused by the user.
- If the Identity Card is lost, the Dean Academics must be informed immediately. A new Identity Card may be issued on payment of Rs.300/- only.
- If the Identity Card is damaged then it may be submitted at the Information Desk and a new Identity Card may be issued on payment of Rs. 100/- only.
- In case of transfer or withdrawal from the Institute, this card must be returned to the Institute's office.

### **30. Communication to Students**

The primary mode of communication of the institution with the student is through the ERP system and e-mail. Students are expected to check their ERP and e-mail accounts regularly.

Students are advised to check the notice boards regularly, read various notices displayed on the Institute/department/Silicon Residence notice boards. Any notice displayed on these notice boards shall be deemed to have been served on the students. Ignorance about a displayed notice will not entitle any student for excuse or consideration.

### **31. Education ERP System**

ERP (Enterprise Resource Planning) is meant for management of entire student academic and non-academic activities at campus including admission, registration, student records, financial dues, course delivery, academic performance, development, placement, etc.

Students and Parents have secure and real-time access to the institution's information they need. They can verify their personal records, access important campus information / announcements online to stay better informed of upcoming events, class information throughout the year, check their time-table, test results, grades, assignments, class attendance, alerts etc. conveniently.



Parents can have access to all the information being provided to the ward. Parents are advised to request for the User ID and Password to view online his/ her ward's information.

Every student is provided with an ID to access the ERP facility. A student can get the following services from ERP :

1. Can view his/her class attendance report for all theory and practical subjects registered for the current semester.
2. Can view his marks in class tests and practicals.
3. Can view the course handout and other related academic materials like assignments and question banks etc. uploaded by the subject teachers.
4. Can view the books available in the library and status of books issued to him/her.
5. Can view the pending Institute dues against him/her.
6. Provide his/her feedback on the subjects and teachers of that semester.
7. Faculty Advisor interaction and issues.

In addition to the above the ERP system is updated every quarter and students are advised to explore the newer facilities made available and use the same. Students are responsible for checking their assigned ERP and email accounts on a regular basis. Official notifications and information may be sent to a student's ERP and email account.

### **Parents Login to ERP**

Parents are advised to have secure and real-time access to the Institution's information provided to their ward. They can verify the personal records of their ward, access important information/announcements on upcoming events, class information, timetable, test results, grades, assignments, class attendance, alerts, dues and payment details etc conveniently. Parents are requested to enquire about their User ID and Password to view online his/her ward's information. They can call the Faculty Advisor of their ward or contact Information Cell (infocell@silicon.ac.in) to get their login id and password.

## **32. Railway Concessions**

Railway concession to students (as applicable by rules and regulations of Indian Railways) is given to bonafide students only to the place where their parents reside.

Applications for the same must be made at least 10 days before the beginning of the vacation to the Information Cell.

### **33. Medical Facilities**

Medical facilities by way of a medical doctor and psychological counselor are available for convenience of students. In case of a chronic illness, students are advised to inform the Faculty Advisor about the possible symptoms and immediate assistance required.

### **34. Placement**

The Industry Interface Cell (II Cell) plays a major role in transforming a student into a professional. Through its various programs, it aims to combine experiential learning to the technology based academic curriculum. Its endeavor is to make every Siliconite stand out in their profession. Conducting placements and associated activities viz., pre-placement talks, mock tests, placement drives, pooled campus drives are the major activities of II Cell besides skill development, summer internship, practice school, career development/ advancement programs and pre-placement training. All these programs/activities may be on chargeable basis and mandatory for all students for completion of the respective academic program (B.Tech/ M.Tech/ MCA/ M.Sc. etc.,) in which they have been enrolled. The dues as applicable will be created in ERP and the student has to clear all dues by 5th day of the successive month. The student interface with II Cell will start from 1st year and continue till they graduate from the Institute.

The II Cell conducts Career Development / Advancement, Programs viz., pre-placement trainings, industry oriented workshops / talks, industry readiness programs, in-house preparatory classes for GATE etc. It organizes summer internship credit courses during the summer break at the end of 2nd, 4th and 6th semester - these are mandatory programs which are offered in association with industry experts and in-house specialists which help students reinforce existing knowledge and learn new skills with hands-on experience. It also organizes a semester long practice school programs for eligible students in the final year so as to give the students industrial exposure and an opportunity to apply classroom learning in real life situations and gain employability skills. Students are evaluated and graded on the basis of their performance in internships and practice school which is part of their grade sheet.

In the final year of each program, companies are invited to the campus for recruitment purposes. Specific placement rules are prevalent and have to be adhered to by the

students. While the Institute facilitates campus placement for students, it takes no responsibility for finding jobs or negotiating terms and acts merely as facilitator for prospective employer companies and future employees from amongst its graduating students.

During recruitment, the student shall NOT communicate directly with the company either in person, via email or a phone call or any other means of communication, asking for/about the results or any other further information. Communication between the company and a student must happen through II Cell ONLY. Any unruly behavior compromising the reputation of the Institute shall deem the student ineligible for future placements and will be levied a penalty.

A student will be allowed to participate for the campus recruitment (On campus/pooled campus) of a particular company, subject to the fulfillment of the following conditions:

1. S/he must satisfy the eligibility criteria of the concerned company.
2. S/he must satisfy the eligibility criteria as specified by II Cell in terms of performance and minimum attendance in all pre-placement trainings and other programs (as deemed necessary) conducted through/by II Cell.
3. S/he must abide by ALL placement rules and regulations as specified by II Cell.
4. S/he must adhere to strict conduct in terms of communication and various dealings, during the engagement period with II Cell members and associated corporate entities. Failing to maintain the required ethos may lead to the termination of the engagement with II Cell and ineligible for future placement. A penalty may also be levied on the student, based on the discretion of II Cell.

Students involved in any kind of violation of discipline or having track record of disciplinary action may not be allowed for the campus recruitment. The Director at his sole discretion may debar any student from appearing for campus interviews without necessity of showing any reason thereof to whomsoever.

### **35. Silicon Students' Council**

Silicon Students' Council (SSC) is the student body representing students' interest and engagement in achieving a common goal of becoming a leading center of excellence. It provides an opportunity for students to engage in structured and disciplined leadership practices to facilitate the smooth functioning of the Institute's academic and student activities. The SSC actively works with every academic

and student body of the Institute to promote a better learning environment. It promotes a sense of personal responsibility to uphold the values of the Council and the Institute at large. The SSC forms a bridge between the Institute authorities and the student community for administration and smooth conduction of all academic and co-curricular activities. The Faculty-In-Charge, (FIC) SSC chairs and guides the Student Council.

The SSC consists of two major groups of portfolios for its student members as **Elected Representatives (ER)**, and **Nominated Representatives (NR)**. The Elected Representatives(ER) are elected from among the students of every class (each section of each branch). Thus, every class will have one ER to represent their respective classes. A student has to satisfy the required eligibility criteria and then get elected to become a council member and has to follow the specified code of conduct for a council member throughout the tenure. The Nominated Representatives (NR) are nominees from different academic and student activities' clubs, chapters or cells, who become a part of the Students' Council with recommendation from the respective Faculty Coordinators or In-charge.

The Council is formed every academic year and is functional for that year only. One member of the council is elected as the Secretary General who leads the activities of the council with the help of SSC members. The Council mobilizes involvement of students in various activities, brainstorms for finding/improving resolutions for student concerns if any, by involving them in leadership and team activities, thereby creating an atmosphere to learn all aspects of Technical Profession

### **36. Student Discipline and Institute's Committee**

To safeguard its ideals of character and personal behavior the Institute reserves the right to expel any student at any time for any reason deemed sufficient by the Director for misbehavior. Students are required to show due regard for the rights and property of the Institute.

The Director, at his discretion, may appoint a committee to recommend action to be taken against a student involved in misconduct or misbehavior. Orders passed by the Director on the recommendations of the committee are final and binding. The Director at his discretion has powers to alter, amend or modify the recommendations of the Committee.

Students must adhere to the Institute Rules. Anyone found violating any of these would come under the purview of Disciplinary Committee and would be liable for the punishment awarded by the committee.

Parents and Guardians of Silicon Residents are advised to visit the Institute regularly to monitor the progress of their wards.

### **37. Maintenance of Discipline**

1. All powers relating to discipline and disciplinary action are vested with the Director.
2. The Director may delegate all or such powers, as he deems proper, to any of the official of the Institute. Every member of the staff has authority to forbid disorderly behavior within the Institute.
3. Without prejudice to the generality of power to enforce discipline under the ordinances, the following shall amount to acts of gross indiscipline:
  - i. Ragging in any form within premises of the Institute, public transport, or surrounding of the Institute. Please refer to detailed rules regarding prevention of ragging.
  - ii. Physical assault or threat to use physical force against any member of the teaching, non-teaching staff of the Institute and against any student within premises of the Institute, public transport, surrounding of the Institute.
  - iii. Carrying or threats to use any weapon.
  - iv. Any violation of the provisions of the Civil Rights Protection Act 1976.
  - v. Violation of the status, dignity and honour of any student.
  - vi. Any practice, whether verbal or otherwise, derogatory to women.
  - vii. Any act of gambling or betting.
  - viii. Any attempt of bribery or corruption in any manner.
  - ix. Willful destruction of the Institute property.
  - x. Creating ill will or intolerance on religious or communal grounds.
  - xi. Giving interviews to the media or any other outside agency demeaning the Institute.
4. Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest as may deem to him appropriate, the Director may, in the exercise of his powers aforesaid, order or direct one or more disciplinary actions given below:
  - i. That any student or students be expelled, or
  - ii. Any student or students be, for a stated period, rusticated, or

- iii. Not allowed to attend a course or courses of study in a department of the Institute for a stated period.
  - iv. Be fined heavily as per discretion of the Director
  - v. Be debarred from appearing for examinations.
  - vi. That the result of the student or students concerned, in the examination or examinations in which s/he appeared be withhold or cancelled.
  - vii. Be debarred from appearing for campus recruitment.
  - viii. That the student be suspended from the Institute till completion of pending enquiry.
5. The Institute shall have authority to exercise all such disciplinary powers over students as they may find necessary for proper conduct of the Institute and the students have to abide by them at all times.
  6. Without prejudice to the powers of the Director, detailed rules of discipline and proper conduct in class rooms/laboratories/Institute campus may be supplemented where ever necessary by Heads of the Departments. Such specific rules must be followed by the concerned students.
  7. A defaulting student who is aggrieved with the punishment awarded may prefer an appeal to the Chairman of the Institute, within 30 days of award of punishment, stating the reasons as to why the punishment should not be awarded. The Chairman shall prescribe the procedure to process such appeals.

### **38. Faculty Advisor**

An important aspect of the mission of the Silicon Institute of Technology is to improve the quality of the student experience. The feedback of students and parents over the past several years, a common theme emerged - students' need for good and timely advice. In such a situation, mentoring is an integral and indispensable element of academic advisement and it is increasingly being viewed as a tool for the personal and professional development of young adults.

The objective is assisting students in (1) understanding institutional support services available to them, (2) understanding institutional policies and procedures, (3) making decisions based on available information, and examining their progress toward the realization of their goals and (5) understanding their personal problems if any and render required support and help.

Every student admitted to the Institute is assigned a Faculty Advisor who assists the student in the induction process and monitors the student's progress during his/her

tenure at the Institute. Students are advised to discuss their problems and difficulties with their respective faculty advisors.

### **Student Roles, Responsibilities and Expectations**

1. Build a genuine relationship. Let the Faculty Advisor know who you are, your hobbies and interests and how you are doing in the Institution.
2. Be open and honest with your Faculty Advisor. Be direct. If you have a question, ask it. Talk specifically about what you would like to learn.
3. Listen, listen and listen. Listen to the words and actions and be receptive to the advice.
4. Plan the amount of time that you would like to spend with the program. Let the Faculty Advisor know when you can meet and how much time you have to meet.
5. Resolve all communication problems immediately. The quicker you react, the lesser the chance for miscommunication.
6. Understand the importance of teamwork. Listen to the advice on working with others in the work environment.
7. Respect the Faculty Advisor's responsibilities and try to understand what it would be like to be in their position. Let him know that you value the inputs and opinions.
8. Realize that your Faculty Advisor is donating valuable time to help you. Respect his deadlines or work schedules.
9. Engage your Faculty Advisor in discussions about your career goals and the best way for you to reach them.
10. Enjoy the mentoring experience and all its opportunities.

### **39. Feedback**

It is the duty and right of every student to provide feedback on the subjects as well as on the teaching & learning process of the subjects taught during a semester. Feedback is taken in two different methods. The first one is by the HoD or by any senior faculty member of the department who interacts with the students in a classroom, collects the feedback orally through various queries and makes note the same. The second one is an online process through our ERP where a student provides scores to a set of statements made on the teaching & learning process.

Every student should provide the feedback sincerely as it has far reaching effects on the teaching & learning process of the Institute.

Processes are getting developed for providing feedback on other activities and facilities through the ERP. Students are advised to do the needful as and when such things are notified.

#### **40. Computer Lab Rules**

- a. Each student will be provided with a computer to work (1:1). In case of any technical problem two students may have to share one computer.
- b. Students are required to maintain silence inside the computer lab.
- c. All students will be responsible for keeping the computer lab clean. Students should keep their shoes in the shoe stand. Nobody is allowed to leave their shoes in front of the computer lab or classroom.
- d. Students can carry their bags into the computer lab but place them in the bag closet placed inside every lab. In no case a student is allowed to keep the bag with him/her at his/her desk. The student can take out the necessary notebooks, pen etc. from the bag and occupy the seat allocated.
- e. Food and drinks are not allowed inside the lab. Accessing of mobile phone inside the lab is not allowed.
- f. Students should refrain from dislocating, shifting and tinkering with any parts of the computer or any other device in the lab.
- g. Students have to enter and leave the lab in their scheduled time otherwise they will be marked absent.
- h. Students are allowed to go out of the labs to drink water, toilet etc. with due permission of the Faculty or Lab Assistant. They have to sign the temporary absence sheet mentioning the time-out before leaving the lab. They have to mention the time-in immediately after returning to the lab.
- i. Each student has to use the computer assigned to him/her. If at any point of time a student is found not working on his/her assigned computer, s/he will face disciplinary action.
- j. The students should properly shut down the workstations, push in the keyboard shelf, arrange the chair properly and switch off the power outlet before leaving the lab.



- k. The students should not load or delete any program from the computer. Unauthorized and illegal copying of any licensed software is strictly prohibited. Installation of personal software is not allowed on computers, including games.
- l. The students should not use computers in the lab for any personal work. Browsing of non-academic internet sites will not be allowed in the lab. Visiting pornographic sites, fashion sites, downloading songs, pictures, screen savers, chatting are strictly prohibited and will entail disciplinary action.
- m. Before downloading any materials students would have to consult their instructor and save the downloaded files as advised by the instructor.
- n. The Instructor will be sole authority to judge students' behavior inside the laboratory. The HOD will take appropriate disciplinary action for violation of any of the above rules.

## 41. Library

### Library Resources Borrowing Eligibility

Book Issue Type	Times	Eligibility	Issue Duration	Return Time
Fortnight	Library Periods	2	14 Days	On 13th day of issue
Scholars' Club	Library Periods	2	14 Days	On 13th day of issue
GATE Enrolled Students	Library Periods	2	14 Days	On 13th day of issue
Book Bank	Starting of Semester	7	1 Semester	Immediately after End-Term exam of Semester
Night Issue	Library Hours (Working Days)	1	1 Night	Next day of issue
Reference	Library Hours	3	Library Hours	Same day of issue

Note: If the issue or return date is a holiday or off day, transaction shall be done on the subsequent working day.

### Library Hours

Days	Timing
Monday to Saturday	8:00 am to 9:00 pm
Sunday	1:30 pm to 9:00 pm
Holidays (Except Durga Puja Holiday)	9:30 am to 1:30 pm

### Library Rules

- All students, teaching and non-teaching staff are members of the Library.
- The entry will be restricted to Identity card holders only.
- Books will be issued to the students on working days of the Institute from 10:00 am to 4:00pm.
- Personal books/printed reading materials, issued books (except return/ re-issue purpose) are not allowed inside the library.
- The readers are requested to keep their personal belongings at the entrance of the library in the shelf.
- Bags, handbags are strictly prohibited in the library.
- Books will be issued subject to availability.
- If the book due date falls on a holiday for the library, the next working day will be taken as the due date.
- Fine will be charged @Rs 5/- per day after the due date due to late submission.
- The borrower will be responsible for any loss or non-return of any books issued against his/her identity card.
- Reference books, Newspaper and Magazines/Journals should not be taken out of the library.
- Absence from the Institute will not be allowed as an excuse for the delay in the return of books.
- When Books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the Librarian before leaving the Counter. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
- Students are required to handle the books/ Journal very carefully; marking with pencil, writing or high lighting, tearing the pages or mutilating the same

in any other way will be required to replace it. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.

- Under special circumstances, the librarian may refuse the issue of books or recall the books already issued from any member without assigning any reason thereof.
- Donation of books to the library is encouraged. Useful donations of manuscript, books, periodicals, journals, etc. are accepted. Such donations once accepted will become the property of the Library.
- The Librarian shall have the power to cancel the services to anyone infringing on the rules and regulations of the library or for indulging in any other misconduct.
- Any student found violating the rules, disturbing the peace of the library is liable for punishment as decided by the Librarian, Faculty-in- Charge or the Director.

### **Conduct of Library Users**

- Register yourself in the ERP system or enter your name and Sign in the register kept at the entrance counter before entering library.
- The Library is to be used for the purpose of academic study and research and for the consultation of subject and other related material. Everyone in the library shall respect the rights of other users.
- Anyone using the library shall identify himself on request from any member of the library staff. Silence must be strictly observed both by the users and the library staff in the reading and reference zones of the library. No discussion is permitted inside the library.
- The use of cell phones in the library is forbidden. Users are not permitted to smoke, consume food, tobacco or drink in the library.
- No one shall reserve a working place in the library by leaving library material or personal property on a reading table.
- Every user must return the books/journals in its original place after its use has been served.
- The library is not responsible for any loss of any personal property brought into the library.
- No tracing or copying of any map or manuscript shall be allowed without the permission of the Librarian.

- Before leaving the circulation counter, the member should satisfy himself/herself as to whether the library material lent to him/her is in sound condition.
- Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- Students may suggest in writing to the Librarian about the purchase of any textbooks or reference books, which may not be available in the library.

### **Book Bank Rules**

- Through Book Bank facility, each student is entitled for availing text books.
- The students have to deposit Rs.50/- per book as rental for each book per semester.
- The students have to return the book at the book bank immediately after 3 days of the completion of semester exam or the date notified by the Librarian.
- Damaged books such as dog-earing the pages of book, marking or writing therein with ink or pencil, tearing or taking out its pages or otherwise damaging it, will not be accepted by the Book Bank. In that case, the student has to replace the book with a new one.
- If anybody does not return the book to the Book Bank as per the date notified, s/he will be fined the cost of the book plus Rs.50/- per book.

### **Cyber Library Rules**

- Students can access the subscribed E-Resources inside the library premises.
- Use of External storage devices is strictly prohibited.
- Cyber Library is to be used for academic purposes only.
- Online Chatting in the Cyber Library is not allowed.
- Browsing of dating, social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- Members are not to share their net access ID and Password with other students.
- Changing the settings and display of the Computers kept in the Cyber Library/Reading Hall is not permitted.
- Playing games on computers is strictly prohibited in the entire Library premises.

### **Periodicals & Newspapers**

- Students can use the Periodicals and Newspapers inside the library only. Outside issue of the same is not permitted.
- Students can issue periodicals for reading purpose by producing their I-Cards.
- The Periodicals are only for reading room use inside the library.

### **Non-Book Materials**

- Students can issue the Non-Book Materials (CDs / DVDs) for one day.

### **Terms & Conditions for Book Issue**

- If any student does not return the book, which is issued against his/her name within two weeks of its due date, the borrowing facility will be withdrawn for a month and/or fines as per rules will be charged.
- In case of “Night Issue” library service will be stopped for a student if the book is not returned on time.
- In case a student has lost the book(s) issued to him/her, s/he should report in writing immediately to the Librarian to avoid accumulation of fine. He/she will be allowed a grace period of one week to confirm in writing the loss of book so that the action for recovery of the cost of the book may be initiated. In case s/he produces the book, then s/he will have to pay fine from the due date until s/he returns the book. The library services will also stand terminated till s/he settles the arrears.

Fine for Lost book = Printed Price of the Book × 2.

- The period of issue to members other than students is renewable. For such renewals the materials must be produced physically before the librarian.
- Absence and illness are not accepted as excuse for exemption from payment of overdue charge. In calculating the overdue charge, only Institute holidays will be excluded. If the due date falls on an Institute Holiday the book may be returned on the next working day, without over due charge.
- The Librarian with necessary reasons may recall a book at any time before the due date for return. In case the student fails to return the book on the Librarian’s notice, fine will be applicable as per relevant clause.

### **Photocopy Facility**

Photocopy facility is available inside library on payment basis. The student shall be responsible for any unauthorized photocopy or copyright violation.

### **Clearance Certificate**

Students have to take library clearance after the end of each semester and/or before registration to a new semester and final certificate from the exam section.

## **42. Transport Facility & Rules**

Transport is an integral facility for all students. The Institute provides transport facilities to all its students. Care has been taken to cover major parts of Bhubaneswar through its routes.

Students who agree to abide by the transport rules of the Institute are advised to use the Institute transport. The bus will pickup or drop students only at the specified boarding/dropping points. Students must wait at those specified stops to board the bus. The students should not attempt to change the boarding /dropping point, or routes without proper permission and such request will not be entertained during the middle of the semester.

Students must travel by the bus allotted to the route concerned. They must not change their bus number or routes.

- Strict discipline must be maintained in the bus.
- Smoking and consumption of tobacco, alcohol etc., is strictly prohibited.
- Ragging of any form is strictly prohibited.
- Students are advised for minimal usage of Mobile phones during travel.
- Shouting, fighting, bullying and bad language will not be tolerated.
- If buses are kept waiting by particular students, the driver will report the matter to the Transport Office and action deemed proper shall be taken.
- In the event of an accident or breakdown, students on board the bus must remain with the bus until alternative transport arrangements have been made.
- Students must behave politely with the transport staff.
- Students must take proper care of the items like seats, lights, glasses etc. Any damage will be borne by the users.
- Violation of any of these rules shall lead to strict disciplinary action.

The transport facility may be suspended / cancelled at short notice during natural calamities, strikes, bandhs, etc. In such cases, the students have to arrange their own transportation.

### **43. Silicon Residence Rules**

Silicon Residence is a home away from home where the residents can feel at ease and put in their best. Its atmosphere provides self-confidence, instills discipline, and provides scope for developing ideals of a harmonious living to enable them to share the joys of fellowship and professional fraternity. Self- help and a spirit of accommodation for the common good are expected from the residents.

There are three halls of residence inside the campus. One is meant for girls and other two are for boys. Separate AC and non-AC rooms are also available.

#### **Facilities**

Each resident is provided with a bed, table, chair, mattress, pillow and a wardrobe to store books/other personal items.

Health check-up by in-house doctors is provided to the residents. Necessary first-aid medicines are kept available in the Residence Clinic. In case of serious illness or infectious disease, the resident should report to the Warden, who will take desired steps with the approval of our doctor. The medical expenses and the ambulance charges (if any) shall be borne by the resident, and he/ she has to deposit a copy of the prescription at the Residence Office for future reference.

The residents can avail the facilities in the Health Club and Gymnasium. Yoga lessons are offered to the residents inside the campus.

Buses are provided to the residents once a week to go to the city. Special trips can also be provided on written application.

#### **Application for Accommodation**

Admission in the halls of residence cannot be claimed by any student as a matter of right. Students shall have to apply for residence accommodation before the start of the academic year. The newly admitted students shall have to fill in the residence application form provided to them and deposit the same to the Admission Office. Every attempt will be made to provide accommodation to the students. Day-scholars, who are interested for residence facility, have to make a written request by 30th April every year.

#### **Allotment**

1. Accommodation in the halls of residence is allotted purely at the discretion of the Faculty in Charge (FIC) and with the condition that the student agrees to abide by all the rules and regulations of the residence. The FIC may refuse residence accommodation without assigning any reason.

2. Allotment shall be made keeping in view the distance of the actual place of the residence of the students from the Institute.
3. In case, number of applicants for the residence accommodation is more than the available seats in the halls of residence, the Institute shall maintain a waiting list and when there is a vacancy, it shall be filled from the waiting list.
4. Application for allotment during the currency of any semester may be made and will be entertained subject to availability.
5. Residents must occupy rooms specifically allotted to them. Residents shall not change over to any other room or swap their allocated room with other residents except with the written permission of the FIC.
6. The rooms allotted to the residents at the time of admission are for a period of one academic year only. Residents are required to shift to other blocks/ rooms as and when informed by the authorities. This shifting may be necessitated due to administrative reasons and students are required to co-operate.
7. Once a student has been admitted to a hall of residence, s/he will not be permitted to leave without a written application of his parents or guardian.
8. The residence fee must be paid at the time of registration and before the beginning of every academic year.
9. The establishment charges for a resident is meant for only using mattress, pillow, study table, chair, cot etc. No resident can claim these items as his/her personal properties. They have to surrender all those items in good condition before taking clearance from the halls of residence to avoid penalty.
10. The utility charges refer to electricity, water, cleaning of common areas and security services and other maintenance costs. The utility charges are not fixed and they are subject to change.
11. Allotment of a room made to any resident is subject to cancellation if he/she fails to occupy it in the stipulated time or is found absent from the room without prior information or any valid reason. Allotment may also be forfeited if the resident fails to clear all the dues by the scheduled date.
12. At any point of time, a resident may be asked to shift to alternate accommodation at short notice due to administrative reasons. Similarly, a resident may also be asked to vacate the room at short notice on disciplinary and/or misconduct grounds.



13. The Institute reserves the right to break open any room which is not vacated, pack up the contents and store it. No complaints of breakage or loss of items will be entertained.

### **Renewal**

1. The renewal of admission to the halls of residence is automatic, provided that the resident has at least 85% attendance in all theory classes and 90% attendance in laboratory classes.
2. The FIC may refuse renewal of allotment to the residents based on conduct, discipline, and attendance in theory, tutorial and lab classes and the performance in exam. A committee will review the above aspects of the each resident before renewal. Residents found wanting on the above grounds shall be intimated to leave the halls of residence before 1st of July every year.
3. Expulsion/Removal from the halls of residence on disciplinary grounds will result in forfeiture of the fees already paid during admission to the residence.
4. The Institute reserves the right to refuse admission to the halls of residence to any student or to expel an existing resident in the interest of administration without assigning any reason.
5. Parents and guardians of the residents are most welcome to discuss the progress, conduct and behavior of the student with the wardens. Cooperation of parents and guardian in this regard is solicited.

### **Withdrawal**

Residents who wish to withdraw themselves from the halls of residence must make an application to the FIC and meet the Warden for necessary clearance formalities. Any resident seeking withdrawal from the halls of residence during the ongoing academic year shall result in forfeiture of the residence fees already paid.

Re-admission of a resident who has withdrawn before shall be at the discretion of the FIC.

### **Supervision and Control**

1. The supervision and control of the residents residing in the halls of residence will rest with the Director, Dean (Administration and Student Affairs), FIC and Warden.
2. The Institute through its Director, Dean (Administration and Student Affairs), FIC, or any other delegated staff reserves the right to inspect any room including

- personal belongings of a resident at any hour without prior notice. The resident must cooperate and must not prevent inspection by the authority.
3. The Director, Dean (Administration and Student Affairs), and FIC reserves the right of expelling any resident if his/her continuance in the halls of residence will be detrimental to the interest of other residents, and such an action is warranted to maintain discipline, peace and order in the premises of the halls of residence.
  4. All halls of residence are the property of the Institute and the Institute has the prerogative to allocate any room to any resident as deemed fit.
  5. Every student shall complete a residency agreement form before occupying the room and the form shall also be used as a basis for clearance from halls of residence.
  6. Any resident who suffers injury, discomfort or any other adverse consequence resulting from the conduct of any other resident which infringes these regulations should report the matter to the Warden and, if the problem still persists, must submit a written complaint to the FIC for necessary action.
  7. Every resident shall remain in the halls of residence for the full academic year unless s/he withdraws himself / herself or is expelled from the residence by the competent authority.
  8. Any resident who is allocated room/bed accommodation shall not be permitted to accommodate any other person in the allocated accommodation.
  9. Residents are advised to use battery operated torch/emergency lights in case of power blackouts. However, candles are permitted to be used only if no such alternative is available and must be blown-off immediately after power supply is restored.
  10. All residents have an obligation to care for all Institute facilities and shall be liable to compensate the Institute in full for any damage or loss caused to Institute property. Damage caused to rooms or facilities in the room shall be presumed to have been caused by the resident to whom such a room has been allocated unless the contrary is proved. Where more than one resident share a room, responsibility for any damage or loss caused shall be shared equally between them unless there is clear evidence that only one/some of them caused the damage or loss.
  11. No resident shall hold a party of any kind in any halls of residence.
  12. No resident shall host any person of the opposite sex in a room in any halls of residence at any time.

13. Every resident shall be responsible for informing Institute Rules and Regulations to his or her guests and will be held accountable for any breach of the regulations or other inappropriate conduct by their visitors.
14. Cleanliness must be maintained in the halls of residence, specifically in the bathrooms, toilets and common use areas. Slippers, sandals, shoes must be kept inside the room. Rooms must be kept clean, tidy, and organized. Photographs, posters, cutouts, etc. must not be pasted or displayed on the walls of the room.
15. Misuse of electricity, water and other facilities will be liable for penalty. Use of electric iron or use of any extra appliance other than provided in the room is not permissible. Any resident found using unauthorized electric appliances will have their appliances confiscated.
16. Pets of any kind are not allowed. Residents should also avoid giving food to stray animals.
17. All the halls of residence are under electronic surveillance. Residents are advised to be watchful on their activities.

### **Leave Rules**

1. Leave for reasons other than sickness, should be sought through the ERP and obtained at least one day in advance, from the FIC.
2. Residents are allowed leave of absence from the halls of residence up to maximum twice a month. Subsequent leave of absence, other than emergency cases supported by necessary documentary evidence, shall be treated as violation of rules and entail disciplinary action. However parents are requested not to encourage their ward to take leave from the halls of residence more than once in a month.
3. Any resident who falls sick must report to the Warden immediately and in case the sickness requires the resident to leave the halls of residence for treatment at home or hospital, must submit their leave application to the FIC through the Warden. On the incidence of infectious and contagious diseases, the resident is required to go home or may be asked to vacate and get admitted to a hospital by the FIC.

### **Occupancy During Vacation**

No resident shall be permitted to reside in the halls of residence of the Institute during Summer Vacation, Puja Vacation etc. unless such halls of residence is required to

enable the student, as part of the academic program for which he or she is registered, to carry out or take part in specific tasks recommended by the concerned Head of the Department.

### **Visitors**

Visitors including parents are allowed only into the visitors' area of the halls of residence during the visiting hours as follows:

**Weekdays (Monday – Saturday) : 7:30am - 8:30am and  
5:00pm - 7:00 pm**

**Weekend (Sunday) & Holidays : 9:30am - 7:00pm**

The following rules must be followed by the residents and their visitors:

1. Vehicles of visitors are not allowed inside the campus without permission from the warden or FIC. Vehicles of cab service providers (such as Ola/Uber etc.) may be permitted to enter into the campus with the permission from the Director.
2. All visitors must register at the residence office and provide all details and documents as requested by the concerned person before entering the residence complex.
3. Residents are not permitted to allow visitors (including close relatives) of opposite gender into rooms at any time for whatever reason. Any resident found violating this rule will be evicted from the halls of residence.
4. No visitor is allowed to stay in any halls of residence during the night. Violation of the same will result in strict disciplinary action.
5. For girl residents, only authorized visitors (names given by the parents at the time of admission to the halls of residence) will be entertained.
6. All non-resident students and visitors must leave the halls of residence complex latest by 7:00pm.
7. No resident shall be permitted entry into the halls of residence beyond 9:00 pm under any circumstances except with prior written permission of the warden.
8. Non-resident students are not permitted in to the halls of residence without the permission of FIC/Warden. The resident who violates this is answerable for the same and may invite disciplinary action against both the resident and non-resident student.

## **Ragging**

Ragging in any form is a cognizable offence as per the law. Ragging is strictly prohibited and residents are strongly advised not to indulge or participate in the same. Strict disciplinary action will be taken against those who indulge in such activities as per Govt. orders and Institute rules. Involvement in any incident of ragging shall entail heavy fines and/or suspension/expulsion from the halls of residence and/or Institute.

Any resident, with the intention of doing ragging or with the knowledge that s/he is likely by such act to cause ragging, commits or abets ragging, and thereby teases, embarrasses, humiliates, assaults, uses criminal force, criminally intimidates, wrongfully restrains, confines, causes grievous hurt, kidnaps / abducts, commits unnatural offence, causes disability or death, or abets suicide, shall be punished as per the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

Any other objectionable act not listed above but should be considered equivalent to ragging as per the decision of the FIC or Director, shall be treated as a case of ragging. The decision of the Director in this regard shall be final and binding on the students.

Any complaint in connection with ragging must be reported immediately to the Warden. The Warden will address the situation and shall take prompt action to escalate the matter to the FIC, Administrative Officer, Dean (Administration and Student Affairs) or Director for necessary action.

If the residents committing or abetting ragging are not identified, collective disciplinary actions could be resorted to act as a deterrent and to ensure collective pressure on the potential raggars.

The Institute shall make every attempt to prevent ragging in any form and shall ensure that strict disciplinary action is taken against the alleged accused student. In case the victim is not satisfied with the action taken by the Institute, s/he may appeal to the Director for reconsideration.

## **General Rules and Code of Conduct**

1. The residents are required to be present in the halls of residence latest by 7:00 pm. Any resident using Institute academic facilities like library, internet lab, doubt clearing classes, must report to the halls of residence by 9.00 pm.
2. Residents must apply in writing and obtain prior approval for going outside the campus for academic purposes along with the consent of the parents. Students

- moving out of the campus for academic purposes have to report to the halls of residence not later than 9.00 pm.
3. Residents have to make a written application for moving out of the campus on emergency and health grounds.
  4. If a resident fails to give the attendance through ERP on any date then it shall be treated as unauthorized absence of leave and will entail disciplinary action.
  5. The study hour for all halls of residence is from 7:00 pm to 9.00 pm. During the study hour, residents must be found in their respective rooms. Absolute silence has to be maintained during the study hours.
  6. Residents are not allowed to enter any other room(s) without the express permission of the occupants.
  7. Any action which interferes with studies must be avoided at all times. The residents must maintain calm and quiet atmosphere suitable for study in the halls of residence.
  8. On all days including Sundays and holidays, the time from 10.00 pm to 7:00 am is to be treated as 'Silence Hours' and no noise/disturbance of any sort will be tolerated.
  9. Residents are required not to sing, shout, and play music or make any other kinds of noise which may cause disturbance to other residents who may be studying at that time.
  10. Resident shall ensure that no disturbance is caused to others by usage of mobile phone in the halls of residence. If residents are found wasting much time talking over phone, the Institute holds the right to intervene with disciplinary action.
  11. Talking on mobile phones after 10:00 pm inside the room is prohibited. In case of emergency, a resident can make/receive telephone calls outside the room. Any student found talking on phone up to late night and disturbing sound sleep of others shall invite disciplinary action.
  12. Residents interested in pursuing any other academic activities or coaching classes etc. outside the Institute have to make an application to the FIC along with the request letter from the parents.
  13. Residents have to avail dinner during Canteen Hours. Food will not be served beyond Canteen Hours. If any resident is found in the campus loitering after the scheduled time, strict disciplinary action will be taken against him/her. After dinner any resident must not leave his/her room.

14. During the class hours on a regular teaching day, no resident is allowed to stay back in the residence without written permission of the Faculty Advisor.
15. If a resident leaves the campus without prior permission will be liable to himself / herself and disciplinary action, as deemed fit, will be taken.
16. Residents are allowed to move out of the campus temporarily only on health / emergency situations and with the written permission of the FIC or Warden.
17. Residents are advised to avoid keeping valuables and excess cash with them. They are also suggested to keep their boxes or suitcases always locked and to deposit excess money, if any, in the bank.
18. Residents shall not organize or address any meeting in the halls of residence without prior permission of the FIC.
19. Using fire crackers, burning candles/diya etc. during Diwali (or otherwise) is prohibited inside the halls of residence. Similarly, residents must not use gulaal/colors or play Holi inside the halls of residence or Institute premises.
20. Celebration of any type of religious function is strictly prohibited inside the premises. Appropriate disciplinary action will be taken for violation of the same.
21. No resident is allowed to distribute any food items to other residents. However, if a resident wishes to distribute sweets or chocolates etc. on a special occasion such as birthday, must take prior permission from the Warden. In case such distributed items are found contaminated, poisonous or causes discomfort, sickness / health problem to other residents, the resident who has distributed them will be held responsible. Strict disciplinary action will be taken in such incidence along with financial compensation.
22. Disputes among the residents will be settled with the help of the Warden. If it is still not settled, it should be brought to the notice of the FIC.
23. Residents are not allowed to participate in any cultural or technical fests, study tours etc., without the prior permission of the Director. The Institute will neither be responsible for nor assume any liability of any kind of involvement of the residents outside the Institute premises including attending picnic, parties, birthday celebrations, etc.
24. Residents, either alone or in a group, are prohibited to go to any pond, canal, river, dam site, reservoir, sea or other water bodies, railway tracks, jungle or mountain area etc.

25. No one will occupy the roof or visit to the roof of any campus building unless accompanied by a designated Institute staff and permitted by the concerned FIC/HOD for a specific purpose.
26. Every resident is prohibited from undertaking any action that would endanger the health, safety or personal security of others in and around any halls of residence including possession of dangerous materials such as firearms, firecrackers, chemicals, explosives, potentially lethal weapons, poisonous/corrosive/inflammable chemicals, acid, insecticide/pesticides, sleeping pills, birth-control pills, condoms, adult magazines, CD/DVD, any allopathic/ homeopathic/ ayurvedic medicines/ tablets without a supporting prescription etc.
27. There will be no unauthorized possession of keys or campus identification cards or misuse of any campus locking or identification systems.
28. A resident is required not to be involved in smoking, taking gutkha/ ganja / hukka / bhanga / opium / alcohol / drugs / intoxicants or involved in negative leadership or else disciplinary action deemed fit will be taken by the authority.
29. The residents are responsible for any loss of personal belongings or private property. They must not keep any valuables in their rooms without proper safety arrangement against theft/ tampering.
30. All waste paper and refuse must be placed in the receptacle specially provided for the purpose.
31. All residents are to extend their co-operation to see that no unauthorized person enters the residence premises. If they find any such person, the matter should be brought to the notice of the Warden immediately for further action.
32. When leaving the rooms, the occupants must take care to see that the lights and fans are switched off. If any room is found locked with lights/fans turned on, appropriate disciplinary action will be taken on all occupants of the room. Every effort must be made to conserve electricity.
33. Residents must bring to the notice of the Warden all failures and breakdowns in the electric supply to their room/block/floor. They will not attempt to repair the defects in the electrical mains or in the distribution system themselves and ask for services of an on-duty electrician for attending to any defect in the electrical system.
34. Use of extension plug boards, two-in-one, CD/DVD player, sound systems, LCD projector, room cooler/heater, induction cooker, immersion heaters, air-



conditioner, kerosene/gas stoves or use of any appliance which draws more than 100 watts of electrical power are prohibited.

35. Residents are not permitted to keep vehicles with them during their stay inside the campus.
36. Vehicles such as car, auto-rickshaw, MUV of residents are allowed to the Halls of residence only on three occasions: when a resident checks in with baggage during admission, when a resident is finally leaving the Institute with the baggage and when a resident is critically/seriously ill. On other occasions, resident's motor vehicles are not allowed inside the campus.

### **Damages to Property**

1. Causing damage to the Institute property including driving of nails and defacing of walls, fixtures or furniture is strictly prohibited.
2. Any damage found in a hall of residence will be repaired at the expense of the occupants of the room or at the expense of the occupants of the block, as the case may be.
3. Willful damage to the residence property will be deemed as a breach of discipline and will invite strict disciplinary action in addition to fines as decided by the FIC.

### **Expulsion from Residence**

1. A resident may be expelled from the residence on any grounds namely theft, ragging, abnormal behavior, smoking or use of tobacco, use of drugs and alcohol, causing damage, indiscipline, and/or violation of rules.
2. A resident may be expelled from the residence if s/he is found possessing prohibited items as mentioned in General Rules and Code of Conduct.
3. A resident may also be expelled from the residence if s/he is a habitual late-comer to the residence, or defaulter in residence ERP attendance, or if s/he remains on leave from the residence without applying for the leave through the ERP and obtaining approval of the FIC, .
4. A resident disobeying order of the Residence Committee or Disciplinary Committee may be handed over to the Police at the discretion of the Institute. Further disciplinary action leading to expulsion from the Institute may also be taken.
5. A resident may be expelled from the residence temporarily for one semester or year, or permanently till end of his/her course. In case of temporary expulsion

from the residence, the FIC may refuse to re-admit the student in to the residence if the conduct of the student is not found satisfactory.

### **Refund of Caution Deposits**

All caution deposits are refundable without interest only when the resident leaves the Institute permanently. Necessary clearance must be obtained by the resident and submitted to the office of the Warden.

## **44. Silicon Food Court Rules**

The foremost priority of Silicon Food Courts is to serve good quality, nutritious, and tasty food to the students, staff, and visitors at a fair price in a clean and hygienic environment. The objective of the food courts is to provide freshly prepared food using authentic ingredients and recipes.

### **Dining Halls and Times**

There are 4 Dining Halls and 1 Cafeteria within the campus. All of these are run by Silicon staff only. Our food-court staff is trained to ensure their social responsibility for the well-being of every consumer and the environment of the food courts.

#### **Dining Hall I**

- Provides vegetarian food to students only.

**Times:**

- Lunch : 11:00 AM to 2:15 PM
- Dinner : 8:30 PM to 10:00 PM

#### **Dining Hall II**

- Provides both vegetarian and non-vegetarian food to students only.

**Times:**

- Breakfast : 7.30AM to 9.30 AM
- Lunch : 11:00 AM to 2:15PM
- Dinner : 8:30 PM to 10:00 PM

#### **Dining Hall-III (Guest Canteen)**

- Provides vegetarian and non-vegetarian food to staff, guests and visitors
- Times: Same as Dining Hall-II

### **Dining Hall IV (Staff Canteen)**

- Provides vegetarian and non-vegetarian food to staff
- Times: Same as Dining Hall-II

### **Cafeteria**

- Provides tea, coffee, snacks, and beverages to all
- Times: 11:00 AM to 7:00 PM
- Limited number of items can be provided between 11:00 PM to 12:00 AM (midnight) during examinations if recommended by the canteen committee.

Students and Staff are required to come to the canteen during the specified times only. No food will be served beyond these times. However, these times are not applicable for Canteen & Cafeteria staff members and employees on official duty.

### **Canteen Enrollment**

1. It is mandatory for all Resident students to have their food in the Canteen after enrolling themselves through ERP system. Day Scholars can also enroll if they want to avail the Canteen facility.
2. Any 1st year student taking admission in the residence will be treated as vegetarian unless and until s/he registers in canteen ERP giving his/ her option for veg and non-veg food day wise.
3. It is mandatory for every Student and Staff availing the Canteen facility to enroll themselves either for the Vegetarian or Non-Vegetarian Canteen for each day of the week, where they can give their preferences for food.
4. Every enrollment will be for a period of one month and may be modified subsequently. No modification/withdrawal is allowed after the 24th of every month. Modifications done during the month shall be effective for the subsequent month.
5. A student has to apply for leave from the Silicon Residence through the ERP. Unauthorized absence shall entail full cost of the meal. If any student reports to Silicon Residence before the leave period, then he has to make a rejoin application to activate food consumption.
6. If any Day Scholar wishes to withdraw from the Canteen facility, he/ she must do so through the ERP system before 24th of any month. Withdrawal during the month shall be effective from the subsequent month. The day-scholars

cannot register for Sundays, but can avail of a guest meal if they need to come to the campus for some purpose.

### **General Information**

1. Canteen operations are carried out by a dedicated canteen committee composed of student representatives, supervisors, faculties headed by a Faculty in Charge (FIC).
2. The canteen committee holds a meeting before 20th of every month to finalize the menu for the subsequent month. Suggestions received from students by the student representatives in the committee are discussed and decided accordingly. In general, all food items are prepared on the basis of student's choice and requirements.
3. Dining hall times and regulations are subject to change from time to time as decided by canteen committee/ Institute authorities.
4. Students must cooperate with the canteen staff when food is supplied in limited quantity or in case of any situational delay.
5. Please avoid wastage of food by taking only that much what you can eat. In case you need more, you can come to the serving table after finishing what you had taken. Taking food in large quantity and then throwing them in the dustbin is not a good practice nor acceptable.
6. Leftovers (if any) must be thrown into the waste bin and the plates, tray, spoons, glasses etc. should be put in the spoiled dishes trolley.
7. Ignorance or noncompliance of rules would lead to strict disciplinary action and/or late fee. In all these matter decision of the FIC would be treated as final.

### **General Rules**

1. For any sort of problems regarding canteen, the Faculty in Charge (FIC) / the Supervisor can be contacted in person and the problems can be sorted out by discussion.
2. No Resident student is allowed to take his / her meal from outside sources under any circumstances while the Institute Canteen is in operation.
3. Misbehavior to employees of Canteen will be seriously viewed and liable for punishment.
4. Shouting and creating noise/disturbances otherwise in the Canteen is strictly prohibited.

5. Ragging in any manner in the Canteen premises is strictly banned. Anybody reported or found to be indulged in such an act will be brought to notice of the FIC and other higher authorities for disciplinary action which may lead to expulsion from the Institution.
6. Students are required to come to the canteen in proper dress code along with their ID-card. Without scanning through ID-card food will not be served to anyone. Entry with vests, half pants, towels, sleeveless shirts and top are strictly prohibited.
7. Guest meal can be availed only with due permission from the Supervisor on request in the respective dining hall.
8. Food will not be served outside the dining hall for students. However, in case of illness, students may be served "SICK DIET" in their rooms with prior permission of the FIC canteen upon recommendation by the warden. Sick Diet shall not ordinarily carry any additional cost.
9. No student can enter the kitchen to collect food or to communicate any grievances regarding food with kitchen staff.
10. Wastage of food is strictly prohibited, if any student is found to leave food in her / his plate, she / he shall be fined suitably.
11. Students should take utmost care to ensure that no damage is done to canteen amenities / infrastructure. In case of damage, the cost shall be recovered as decided by FIC.
12. Sharing of a meal is strictly prohibited. Also the food must be consumed within the dining hall and cannot be taken outside.
13. The menu offered in the Canteen is intended to provide variety, balance and user satisfaction. Student representatives in Canteen Committee may suggest provision of specific dishes or recipes by collecting preferences from all other students. The Menu is finally approved by the Canteen Committee.
14. Individual requests for change of menu may be made to the Canteen Student Representative/Supervisor in writing and the Canteen Committee may decide on the same. The decision of the Committee shall be final and binding.
15. Student representatives of canteen committee may be called for in different situations to maintain discipline inside the canteen.

## **Costing & Payment**

### **A. For Veg / Non-Veg Canteens**

1. For enrolled members it is mandatory to take their meals in the canteen. It is binding for students staying in the halls of residences to take 100% meals in the canteen. Resident students shall be charged for 100% of meals even if they consume less.
2. For regular members, the minimum consumption of meal is 70% for Residents and 60% for Day Scholars and Staff. Newly enrolled members during the currency of a month shall also be charged the minimum meal cost for the month.
3. The rule for minimum percentage of meals is not applicable during semester break and Puja vacation. During semester break all meals will be charged at guest meal rate. No meals can be served during the Puja vacation as the canteen shall remain fully closed.
4. Resident students not taking food from the canteen due to illness or any other reason but staying in the residence shall have to pay 100% of the meal cost. However, if a resident is absent for long time with due permission of the warden, then the charges may be reduced up to 70%.
5. If any student wants to enroll or withdraw in Silicon Residence during the currency of a month, the number of canteen days shall be calculated as per the enrollment period in residence for that month subject to a minimum of 70%.
6. If a resident student takes leave from the residence and comes to the Institute before end of the leave period, can avail of the guest meal facility in the canteen. If prior information regarding early joining before end of leave period is given, then the meals will be charged as per usual rate.
7. The Canteen billing is done on a monthly basis and all dues have to be cleared before the 5th day of the succeeding month.
8. Defaulters in paying the canteen bill beyond three months will be deactivated and shall not be served any food in the food courts.

### **B. For Cafeteria**

1. Members can take available food items from Cafeteria as per their choice and requirement by producing the own ID card at the counter. The amount is charged to their ERP account.

2. Food brought from outside is not allowed into the Cafeteria.
3. Sharing of food is allowed in the Cafeteria.
4. After placing of an order, it cannot be cancelled and ordered food items must be received from the counter.
5. All food items provided in Cafeteria are individually priced. The prices are fixed by the Canteen Committee.
6. When the total outstanding amount exceeds Rs. 1000/-, the member must pay the entire outstanding amount at the accounts counter; otherwise no food shall be served in the cafeteria.

### **Guest Meal**

Guest Meal is provided to accompanying members of staff or students, guests and visitors of the Institute. The Guest Meal cost for the day shall be defined by the FIC depending on the menu.

## **45. Payment of Fees**

Every student will have to pay the annual fees at the time of admission/ registration or by FIRST TEN DAYS OF JULY of every year.

All fees are to be paid in Cheque/Demand Draft/Pay Order drawn in favor of SILICON INSTITUTE OF TECHNOLOGY, payable at Bhubaneswar. Outstation non-MICR and non-CTS cheque will not be accepted. No cash transaction is accepted for annual dues.

Fees can also be paid online using the online payment facility provided in the ERP. Amounts paid online shall be accepted only after the amount is credited into the Institute's account. The Institute shall not be responsible for failure of online transaction of any kind.

Any student who withdraws during the first year of admission, the norms as prescribed by AICTE shall be applicable. If a student leaves the Institute in the midst of a semester, the fees paid shall be forfeited. No request for extension of due date for payment of fees shall be entertained on account of delay in award of scholarship or grant of education loan.

Scholarship holders are advised to open bank accounts for remittance of scholarships.

Fees once paid are neither refundable nor transferable. Refund of all caution deposits will be made after adjusting monthly dues, dues from labs, library etc. The refund amount against caution deposits after such adjustments (if any) should be collected

at the time of issuance of University Certificate or within 3 (three) years after completion of course. Unclaimed refunds will be forfeited after the said period.

Students, who fail to pay the annual fees or dues notified by respective departments of the Institute within the notified dates, a late fee of Rs. 5/- per day for each Rs. 10,000/- or part thereof will be charged if the outstanding amount is more than Rs. 1,000/-. A student whose late fee amount exceeds Rs. 500/-, his/her name shall be automatically deactivated from the attendance registers. No benefit of attendance for the deactivated period shall be permitted. For reactivation of name in attendance register, the outstanding amount must be paid along with late fee (if any) plus a reactivation fee of Rs. 500/-.

If the last due date for payment of fees falls on a holiday, payments on the next working day shall be accepted without entailing any late fee.

All dues must be cleared at the time of semester registration and before issue of admit cards; otherwise the student will not be allowed to appear for the examinations.

Time for offline remittance at the designated accounts counter is from 10:00 am to 1:30 pm and 2:00 pm to 4:00 pm on working days only. Online payments can be made at any time of the day. Receipts or due clearance slip shall be issued on all payments by the Accounts section. Students are advised to verify the receipt or clearance slip before leaving the Accounts counter. The receipt and/or due clearance slip must be produced for verification at the time of issue of Admit Card, clearance or other certificates. No other receipt or confirmation slip of bank transaction shall be accepted.

## **46. Interpretation**

In case conflicts or disputes arise due to differential interpretation of statements contained in this handbook, the appropriate authorities including, but not limited to, the concerned FIC, HOD, Dean (Academics), Dean (Administration & Student Affairs), Controller of Examinations, Principal, and Director will address such issues on a case-by-case basis. The decision taken by the competent authority of the Institute shall be final and binding.



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