

Student Handbook

Effective from AY 2024-25

Silicon University, Odisha

Silicon Hills, Patia, Bhubaneswar 751024

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PREFACE

Silicon University, a unitary university of the state of Odisha, is not just another technical university. Backed by a team with commitment, dedication and futuristic vision, the University places several challenges before the students, and expects them to brace themselves for the impending responsibilities when they face them in professional life in the future.

Becoming a student at Silicon University is the first step to enter into a meaningful academic environment. Besides quality teaching, the University provides a wholesome educational experience for an all-round development of personality of its students. It equips them with the right technical skills, human values, professional ethics, 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 University, Bhubaneswar. In addition to this, the students are required to go through the Academic Regulations and the Examination Manual which are available on the website of the University.

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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 University (formerly known as 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).

In the year 2018, Silicon was granted "Autonomous" status by UGC. Autonomy provided us the right to frame our own syllabi and conduct own examinations. In the

year 2024, Silicon Institute of Technology was upgraded to a unitary state University named as “Silicon University, Odisha” by the State Government through the The Silicon University, Odisha Act 2023 (Odisha Act 12 of 2023), published by a Gazette Notification No: 2704 on 24th November, 2023. After due inspection by the High Power Committee of the Skill Development and Technical Education Department, Government of Odisha, Silicon University was finally established in effect by the notification on 31st January 2024.

4. Administration of Silicon University

To ensure proper governance at various levels including academic, financial and general administrative affairs, Silicon University has several statutory bodies as per Act, Statutes, and the guidelines of UGC & AICTE, namely, the Board of Governors, Board of Management, Academic Council, Boards of Studies, and Finance Committee. The University also has several officers, such as, Chairmain, Vice-Chairman, Vice-Chancellor, Registrar, Finance Officer, Controller of Examinations, Dean (Instruction), Dean (Student Affairs), Dean (Research & Consultancy) etc. Apart from this, there are also other committees like Examination Committee, Residence Committee, Research & Innovation Council, Anti-Ragging Committee, and Conducting Board. The Vice-Chancellor, Registrar, Controller of Examinations (CoE), Deans, Heads of Departments (HOD), Faculty-in-Charge (FIC), Faculty Coordinator (FC), and the SPOC (Single Point of Contact) are the principal functionaries of the University and are responsible for its day-to-day operations.

Duly constituted committees with the approval of the Vice-Chancellor, monitors the enforcement and maintenance of all such rules and general procedures that are in line with the University’s 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 award of various degrees 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 various programs are 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 (from AY 2020-21) is of 2 years (4 Semesters),
- Integrated MCA program (from 2024-24) is of 5 years (10 Semesters),
- M. Tech. program is of 2 years (4 Semesters), and
- M. Sc. program is of 2 years (4 Semesters) duration.

The maximum duration within which a student must complete a program for the award of the degree is twice the normal duration. For Lateral Entry students into B.Tech. programs, the maximum duration is 6 years.

Each academic year is divided into two Semesters:

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

The Odd/Autumn semester ordinarily begins in July for students already on rolls and the Even/Spring semester ordinarily begins in January. However, the first semester (for the 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 examinations and holidays.

6. Holiday List

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

7. Academic Calendar

The Academic Calendar for an academic year, as approved by the Academic Council, is notified by the Dean (Instruction) at the beginning of the session. The Academic Calendar is also published on the notice boards of the University, hostels, library, etc., and uploaded in the DMS of ERP and also on the website for information of all concerned. 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 (Instruction) may modify the Academic Calendar with approval of Vice-Chancellor. Students are advised to check the website for the latest Academic Calendar. In case of any queries or confusion, they should consult with their Faculty Adviser 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 curriculum. The other mandatory courses in B.Tech. include practical courses like Yoga and theory courses like Constitution of India and Professional Ethics, and Environmental Science & Engineering. Every student has to clear these mandatory courses to get the degree.

Students have to submit a hand-written report on the sessions and events they have attended during the Induction Program. Attendance will be taken multiple times every day during the program by the respective Faculty Advisers. Every student must have at least 80% attendance in the sessions & events of the induction program. They have to appear a MCQ test which is held within 2 weeks of the end of the program. Evaluation will be done on the basis of the daily reports submitted and performance in the online test. To clear the Induction Program, a student must secure at least 50 marks out of 100 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 Regulations

All academic programs of the University are governed by the Academic Regulations as approved by the Academic Council, which is published on the University website. The Academic Council is the principal academic body of the University and has the responsibility and control over maintenance of the quality of education, teaching-learning processes, inter departmental coordination, research & innovation activities, examinations, evaluation, and publication of results, and award of degree etc.

The academic regulations are modified by the Academic Council from time to time as per the needs to ensure that desired quality of education is achieved. Students are strongly advised read through and make themselves aware on the Academic Regulations of the University by logging on to silicon.ac.in and downloading the latest version. Ignorance of the rules and regulations does not entitle a student for any consideration or relaxation whatsoever.

All students and teachers are bound to follow the Academic Regulations of the University. Any attempt to bypass the academic regulations or pressurize any authority or officer of the University to violate the academic regulations shall be considered as indiscipline and appropriate disciplinary action shall be initiated.

10. Subject Registration by Students

All Students have to register for each of the courses they are required to study before commencement of a semester, except in the first semester, where a new student is automatically registered for all courses of the semester as per the approved curriculum. Every student is required to be physically present and register at the commencement of each semester on the date notified in the Academic Calendar.

The registration process has four components:

1. Pre-Registration for the said semester, to be done during the previous semester. The student shall identify the elective/optional courses for the semester during this process.
2. Physical presence of the student in campus on the first day of the semester. This may not be applicable to students permitted officially to go out. Their cases will be dealt with on case-to-case basis depending on the nature of permission granted.
3. Payment of University fees including any unpaid dues of past semester(s), and
4. Selection of courses to be studied during the semester.

University fees and the charges for lodging, boarding, transportation etc., are to be paid during the period as decided by the University. In deserving cases, particularly students receiving an external scholarship or a availing a bank loan, the University may permit deferment of payment of dues beyond the notified date with/without a late fine. If a student fails to clear the dues, his/her results for the semester will remain withheld and s/he will not be in a position to register for the next semester, unless specifically approved by the competent authority.

While registering for the 3rd, 5th, 7th, or 9th semesters, a student has to register for backlog papers of 1st, 3rd, 5th, or 7th semesters respectively as applicable. Similarly, while registering for the 4th, 6th, 8th, or 10th semester, s/he has to register for backlog papers of 2nd, 4th, 6th, or 8th semester respectively as applicable.

Normally, a student need not attend classes in papers registered as “backlog papers”. However, if requested by the student, the HoD with the consent of the concerned teacher, may allow the student to attend some classes in some/all theory courses to help improve his/her performance in the back-paper examinations and chances of clearing the backlog.

Students who have secured a final CGPA less than the prescribed minimum CGPA after the completion of a program, may be allowed to re-register for the End-Term or Supplementary examination for a maximum of 6 (six) theory courses of any semester

in which the student has scored a grade lower than “B” grade to improve their CGPA for the award of the degree, provided that, the examination falls within the maximum duration of the program.

11. Honours / Minor Track

Students of B.Tech. programs can obtain a degree with Honours (in the same discipline) or a Minor (in another discipline). For this, a student has to opt for undertaking some additional courses amounting to 18–20 credits over and above the prescribed credits of the B.Tech. program. These courses shall be spread over from the 4th to 7th semester of the B.Tech. curriculum.

A students must have at least **8.00** CGPA without any backlog after Supplementary examination at the end of the 1st year to be eligible to opt for the Honours track, and at least **7.50** CGPA without any backlog after Supplementary examination at the end of the 1st year to be eligible to opt for a Minor track.

The Departments may have limited number of seats for Honours/Minor depending on available capacity. Therefore, students opting for Honours/Minor shall be selected strictly on the basis of merit. Unless adequate number of students do not opt for Honours/Minor, then the same shall not be offered for that batch of students.

If a student does not secure a pass grade in a course of Honours/Minor track, s/he is permitted to re-appear for it in the Supplementary Examination or as back papers in subsequent semesters. In case of a “D” or “C” grade in a Honours/Minor course, the student can re-appear for it in the Supplementary Examination to improve the grades, subject to the maximum limit of 06 (Six) courses allowed in the Supplementary Examination.

The grades obtained in the courses of the Honours/Minor track shall be reflected in a separate grade sheet with a Grade Point Average (GPA) only. The grade points earned in these courses shall NOT be considered for computing the CGPA of the regular B.Tech. program.

A student can drop out of Honours/Minor track at any point by submitting a written application to the Dean (Instruction). If approved, the CoE shall be informed to deregister the student from the Honours/Minor track, and such students shall be awarded only the B.Tech. degree without any Honours/Minor.

Students who have successfully completed all courses of the Honours/Minor track with a final GPA of 6.00 or more in that track, shall be awarded with a B.Tech. degree qualified with Honours/Minor as applicable.

In addition, students of all UG & PG programs shall be awarded with the degree with Distinction if the final CGPA is 8.50 or more.

12. Course Waiver

There is a provision for “Course Waiver” in all B.Tech. programs only for the theory subjects of a semester. A student who has already acquired sufficient knowledge on any particular course, can attempt to get a waiver on that course. Except in the 1st year, students who have secured a CGPA of 8.50 or more without any backlog up to the previous year are eligible to apply for course waiver.

A student can get course waiver on maximum 1 (one) theory course of the current semester (excluding course(s) of Honours/Minor, if any) for which s/he must apply in the prescribed format within 1 week of the commencement of the semester. The student will have to appear a special examination of 100 marks of 3-hour duration which shall be conducted by the CoE within a week and shall be permitted for the waiver if s/he secures at least 60 (sixty) marks, i.e., a “B” grade or higher.

If a student successfully obtains a course waiver, s/he need not attend the classes and examinations for that course, but the practical/laboratory classes of that course (if any) must be attended and passed in the usual manner. The credits of a waived course shall be counted toward total credits completed and the grade obtained shall be reflected in the grade sheet. However, the grade points shall not be counted for computation of the SGPA or CGPA.

13. 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 Adviser 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 Adviser, 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.

14. Attendance and Leave

All academic programs of the University are primarily focused on the teaching-learning process. Attending the classes and laboratories, participating in classroom learning and discussions, and appearing the Teacher's Assessment tests for continuous evaluation are the most essential requirements of every student of the University. Teachers shall conduct the number of classes scheduled for a course as per the academic calendar and timetable. Every teacher prepares a course-handout for the scheduled number of classes in a class-by-class manner before the start of classes. Students can view or download the detailed syllabus, list of text and reference books, online resources, and the course-handout from the ERP.

There can be three types of classes conducted by a teacher:

- (a) Regular/Scheduled Classes as per the official timetable published in the ERP. These classes start from the start of the semester up to the last date of teaching of the semester as per the academic calendar.
- (b) Compensatory Classes when a teacher is unable to hold a class on the scheduled hour because of personal leave or official duty, conducted at a mutually convenient time as announced by the teacher.
- (c) Additional/Extra Classes if the teacher requires some additional classes in order to complete the course or to do some more problem-solving, practice, or revision classes, conducted at a mutually convenient hour as announced by the teacher.

Attendance in all classes (Lectures, Tutorials, Laboratories, and Seminars etc.) is required. Attendances recorded in the ERP after the class. The aggregate attendance percentage is computed by the system and visible in the ERP. If a student causes disturbance in the class or found to be inattentive and/or using mobile phone etc., the teacher at his/her discretion may mark the student as Absent (A) even if the s/he physically present in the class.

If a student remains absent in a theory class due to an official engagement inside the campus, s/he can apply within 3 (three) days to the concerned teacher with supporting documents to convert the Absence (A) into a Leave (L). The maximum number of such Leaves can be 5 (five) in a theory course per semester. There is no provision of Leave for any practical/laboratory course in any semester.

The minimum attendance required to be eligible to appear for the Mid-Term and End-Term Examination in any theory course shall be 65%, i.e., if a student has at least 65% attendance in a theory course, s/he will be issued with the admit card

for the same. In special cases with strong valid reasons that compelled the student to remain absent, the Dean (Student Affairs) may allow the student to appear an examination in one/more courses having at least 50% attendance.

If the attendance is below 50% in any course, a student may be debarred from appearing the examination and 'X' grade shall be awarded in that course. The student shall be allowed to register for the course during next odd/even semester as applicable as a back paper only to appear the examinations.

15. 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 shall be continuous assessment of a student's performance throughout the semester and grades will be awarded based on the attendance, assessment by the subject teacher, and the performance in different written examinations conducted by the CoE.

All theory and practical/laboratory subjects shall be evaluated out of 100 marks irrespective of their credits. The assessment of performance will be done in different components as mentioned below.

- (a) For theory subjects, the components of assessment are as given below.

Sub-Component	Marks
Attendance (ATTD)	10 Marks
Teacher's Assessment (TA)	20 Marks
Mid-Term Examination (MTE)	20 Marks
End-Term Examination (ETE)	50 Marks

- (b) The marks for attendance in theory courses shall be computed based on the final aggregate attendance percentage as per the following:

- | | |
|-------------------------------------|------------------|
| (i) Less than 65% | : 0 (Zero) Marks |
| (ii) 65% or more but less than 75% | : 4 Marks |
| (iii) 75% or more but less than 80% | : 5 Marks |
| (iv) 80% or more but less than 85% | : 6 Marks |
| (v) 85% or more but less than 90% | : 7 Marks |

- (vi) 90% or more but less than 95% : 9 Marks
 - (vii) More than 95% : 10 Marks
- (c) The Teacher's Assessment (TA) component shall be made by the concerned teacher through multiple methods, such as, Quiz with multiple-choice questions, Surprise Test, Written Assignment(s), Mini-Project, Presentation, and Viva-Voce. Every teacher shall use at least two different methods, ideally spread over the semester. The teachers, depending on the nature of their course, shall determine how many marks (out of 20) are to be allocated to which method, and the same should be announced at the beginning the semester.
- (d) The assessment components of practical/laboratory courses shall be as under:
- (i) Attendance : 10 Marks
 - (ii) Daily Performance : 30 Marks
 - (iii) Lab Record : 15 Marks
 - (iv) Lab Test/Mini Project : 30 Marks
 - (v) Viva-Voce (Regular/Final) : 15 Marks
- (e) Project or Thesis work is an important component of both UG and PG programs of the University. The Project or Thesis work gives an opportunity to the students to express their creative and research talents. The assessment components of Project/Thesis works shall be as under:
- (i) Evaluation by Guide/Supervisor : 20 Marks
 - (ii) Interim Presentation & Viva-voce : 20 Marks
 - (iii) Project Report/Thesis/Publications : 20 Marks
 - (iv) Final Presentation & Viva-voce
 - i. Presentation : 10 Marks
 - ii. Quality of Work : 20 Marks
 - iii. Viva-voce/Defense : 10 Marks
- (f) Undertaking internship courses during the summer break between two consecutive years is an important aspect of the curricula of all UG & PG programs offered by the University to enhance the skills of the students and make them future ready. Each summer internship shall normally be of 30 to 45 days duration requiring not less than 100 hours of involvement of the student in theory, practicals/hands-on training, and field works. About 30-40% of theory and 60-70% of practical/hands-on training shall be generally considered ideal for a summer internship course. Summer Internship shall be evaluated out of 100 marks in the following components:

- (i) Evaluation by Trainer/Mentor : 60 Marks
- (ii) Evaluation by the Department
 - i. Training Diary : 20 Marks
 - ii. Presentation and Viva-voce : 20 Marks
- (g) Practice School or Industry Internship is another important aspect of the curriculum which provides opportunity for a full-semester continuous and rigorous internship executed at an industry or research organization like NITs, IITs, or other reputed research laboratories etc. It is choice based and can be undertaken in the specified semester of the final year as per the approved curriculum. In general, these are based on selection through a competitive process conducted by the industry or research organization, and may be supported by a stipend. Practice School or Industry Internship shall be evaluated out of 100 marks as given below:
 - (i) Evaluation by the Industry Mentor
 - i. Punctuality and Attitude : 10 Marks
 - ii. Conduct, Discipline, and Teamwork : 10 Marks
 - iii. Knowledge and Competency : 20 Marks
 - iv. Overall Performance : 20 Marks
 - (ii) Evaluation by the Department
 - i. Practice School / Internship Report : 20 Marks
 - ii. Presentation & Viva-voce : 20 Marks

16. Passing Standards

In order to pass a course, a student must appear the examinations and obtain the minimum marks as prescribed below:

- (i) Induction Program: A student has to score at least 50 marks in total out of 100 full marks to pass the induction program. This is applicable only to the B.Tech. programs.
- (ii) *Theory Courses*: To pass a theory course, a student has to obtain pass marks in both the continuous evaluation component and also in the end-semester evaluation component. The minimum requirement to pass a theory course shall be as under:
 - (a) At least 20 marks in total (out of 50) from continuous evaluation, i.e., Attendance (ATTD), Teacher's Assessment (TA), and Mid-Term Examination (MTE), and

- (b) At least 20 marks out of 50 in the End-Term Examination (ETE), and
 - (c) At least 40 marks in total out of the 100 full marks.
- (iii) *Practical/Laboratory Courses*: To pass a practical or laboratory course, a student must score at least 40 marks in total out of the 100 full marks. There shall be no pass marks for the individual components of evaluation.
- (iv) *Summer Internship*: To pass a summer internship course, a student must score at least 50 marks in total out of the 100 full marks. There shall be no pass marks for the individual components of evaluation.
- (v) *Practice School/Industry Internship*: To pass a summer internship/ practice school/ industry internship course, a student must score at least 60 marks in total out of the 100 full marks. There shall be no pass marks for the individual components of evaluation.
- (vi) *Project/Thesis Work*: To pass a project or thesis work course, a student must score at least 60 marks in total out of the 100 full marks. There shall be no pass marks for the individual components of evaluation.

17. 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
Fair	D	40 & above but less than 50	5
Unsatisfactory	U	Less than 40 or Absent in Exams	0
Debarred	X	Shortage of Attendance/ Disciplinary Action / Malpractice (MP)	0
Withheld	W	Due to unavoidable reasons (temporary)	0

The “U” and “X” grades are considered as “backlog grades” wherever mentioned. The “W” grade is a temporary grade which may be awarded occasionally to handle unavoidable situations, e.g., delay in evaluation or processing of results, clearance of dues, and such. Any “W” grade awarded due to such situations shall be converted to a valid grade as soon as possible.

As per the passing standards, a student must obtain at least:

- (i) “C” grade to pass in the Induction Program (for B.Tech. programs only)
- (ii) “D” grade to pass a Theory or Practical/Laboratory course,
- (iii) “C” grade to pass in Summer Internship, and
- (iv) “B” grade to pass in Project/Thesis Work, Practice School, or Industry Internship.

For every course, the credit points earned by a student is computed by multiplying the Credits of the course with the Grade Point of the letter grade awarded to that course based on total marks obtained by the student. The performance of a student is indicated through Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA), which are widely accepted. Both SGPA and CGPA serve as useful performance measures in the semester system.

- (i) **Semester Grade Point Average (SGPA)**: After completion of a semester, the SGPA for that semester is computed by dividing the total credit points earned by the student with the total credits of that semester as per the approved curriculum. The SGPA for any semester is computed by the following formula:

$$\text{SGPA} = \frac{\sum \text{Credit Points}}{\sum \text{Credits}} \quad \text{for the Semester}$$

- (ii) **Cumulative Grade Point Average (CGPA)**: The CGPA is the ratio of total credit points earned by a student in all semesters and the sum of the total credits of all the semesters completed. The CGPA at any point of time is computed by the following formula:

$$\text{CGPA} = \frac{\sum \text{Credit Points of All Previous Semesters}}{\sum \text{Credits of All Previous Semesters}} \quad \text{up to a Semester}$$

In the grade sheets issued to the students, both SGPA and CGPA is usually expressed up to two decimal places. Wherever necessary, the following formula shall be used obtain the equivalent percentage of marks from the CGPA earned by a student:

$$\text{Equivalent \% of Marks} = (\text{CGPA} - 0.50) \times 10$$

At the end of the program, the final CGPA obtained by a student shall be computed as under:

- (i) The final CGPA shall be computed by considering the prescribed credit requirements of the program as per the approved curriculum leading to the award of the degree.
- (ii) The grades awarded for Honours/Minor courses shall be reflected in a separate grade sheet with a Grade Point Average (GPA) computed from the Honours/Minor courses only. The grade points so earned shall not be counted to compute the final CGPA obtained in the B.Tech. program.
- (iii) If the student has been granted a “Waiver” in any course, the credit of that course shall be counted towards total credits completed and the grade obtained shall be reflected in the grade sheet as usual. However the credit points shall not be counted towards computation of the CGPA.

18. Eligibility for Appearing Examinations

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

- (a) Formally registered for the subjects at the beginning of the semester.
- (b) Attendance record as prescribed in these regulations in theory and laboratory classes and has completed the assignment works given.
- (c) Paid all university fees and other dues as applicable.
- (d) 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 (Student Affairs).
- (e) 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 (Student Affairs), 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.
- (f) 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 of the subject. If due to any compelling reason (such as, death or calamity in the family, or participation in a co-curricular event with due approval of the University, etc.) a student fails to appear the Teacher's Assessment test(s) on the scheduled date and time, the teacher may conduct compensatory test(s) as deemed fit, but with a penalty up to 5 (five) marks from the total marks secured by the student in the TA component.
- (g) Appearing for both the Mid-Term and End-Term Examinations of theory subjects is compulsory. 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 extra-ordinary & compelling reasons, s/he may appeal to the Controller of Examinations, through the FA and HOD for permitting him/her to appear for a make-up examination. If permitted, the student will appear the make-up examination within 4 weeks but before the End Term examination.
- (h) If a student misses the End-Term Examination due to compelling reason like participation in a national / international event with due approval of the University, serious illness of himself or a calamity in the family, s/he may appeal to the Dean (Student Affairs), through the FA and HOD for permitting him/her to appear at the Supplementary Examination, subject to fulfilling of the attendance requirements.
- (i) A student will be given an "U" grade till the supplementary examinations are conducted. The "U" grades will be converted to a valid grade as per the results of supplementary examinations.
- (j) 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 "U" grade till s/he clears the paper.
- (k) 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.

- (I) Re-evaluation of answer script facility is not applicable for any Make-Up Examinations or Supplementary Examinations.

19. Supplementary Examination

A Supplementary Examination is conducted every year during the summer break to provide an opportunity to the students to clear their backlog papers and advance in their studies. The Supplementary Examinations shall be conducted by the CoE only for theory courses of current and previous years. The weightage & level of Supplementary Examination will remain same as the regular End-Term examination, and the answer scripts shall be evaluated in the same manner. However, the re-evaluation facility shall not be available for Supplementary Examination and the results shall be declared before the commencement of the next academic session.

The students who have been awarded with a “U” (Unsatisfactory) grade in a course due to not scoring a pass mark in the End-Term examination, are allowed to register and appear for the Supplementary Examination. However, students who have obtained “U” (Unsatisfactory) grade in a course due to remaining absent in the End-Term examination, must obtain permission from the competent authority to be able to register for the Supplementary Examination. A student can register for a maximum of 06 (six) courses to appear in the Supplementary Examination in which the student was awarded “U” grade in a previous examination.

Students who have obtained a “C” or “D” grade in some theory courses of the current year, are permitted to re-appear for maximum 03 (three) courses in the Supplementary Examination for improvement of the grades. If a grade does not improve after publication of results, then the previous grade awarded in that course shall be considered, unless an “X” grade is awarded for malpractice by the student during the supplementary examination. In any case, the total number of courses registered for Supplementary Examination, for clearing the backlogs and/or improvement of grades, shall be limited to 06 (six) only.

A student who has been awarded with an “X” (Debarred) grade in a course due to shortage of attendance, non-payment of fees & dues, malpractice during examinations, or other disciplinary action, are *not permitted* to register for the Supplementary Examination of that session. They can only register for the course as a back paper in subsequent semesters and appear the examinations to clear the backlog.

In case of prolonged illness or other reasons, if a student misses both the End-Term and also the Supplementary examinations in any course, the student must register for the courses as a backlog paper in subsequent semesters provided that the student is promoted to a higher semester as per the promotion policy. The student shall continue to have a “U” grade in that course till s/he clears the same in a back paper examination.

20. 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 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 "U" 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 “U” 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 “U” grade for absence 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.

21. Promotion Policy

Promotion means advancing of a student from their current level to the next level in the semester system of education. Based on the performance in the examinations, students get promoted from one semester to the next semester, and also from one year to the next year, finally completing their program of study. The rules governing the semester/year promotion of all UG/PG programs of the University shall be as described below.

1. Semester Promotion:

- (a) A semester promotion happens when a student advances from an Odd semester to an Even semester. For example, promotion from 1st to 2nd semester, 3rd to 4th semester, etc., is termed as semester promotion.
- (b) To get a semester promotion, a student must have:
 - i. Appeared for the End-Term examination in AT LEAST HALF of the Theory courses, and
 - ii. Passed ALL the practical/lab courses of the Odd semester.
- (c) In case a student is unable to appear in the End-Term examination in at least half of the theory courses due to compelling reasons like serious illness, death or calamity in the family, participation in an event with approval of the University, etc., then:
 - i. S/he may appeal to the Dean (Student Affairs) with all supporting documents within 7 (seven) days of completion of the End-Term examination for grant of promotion to the Even semester, provided that the student:

- A. Does not have “X” grades (debarred) in more than 3 (three) theory courses of the odd semester at the time of applying for semester promotion, and
 - B. Has passed in ALL of the practical/lab courses of the Odd semester.
 - ii. After due scrutiny of the documents and approval of the Vice-Chancellor, the student may be granted promotion to the Even semester.
 - iii. This facility can be availed only once during the entire duration of the program.
- (d) For a year-back student who was promoted to the Even semester in the previous year when s/he attended the classes, the criteria 1(b)(i) mentioned above shall not be applicable.
- 2. Year Promotion:**
- (a) A year promotion happens when a student advances from an Even semester of one year to the Odd semester of the next year. For example, a promotion from 2nd to 3rd semester is termed as year promotion because here the student advances from 1st year to 2nd year of the program of study.
 - (b) To get a year promotion, a student must NOT have:
 - i. U/X grade in any practical/lab courses of the even semester, and
 - ii. U/X grade in more than 06 (six) theory courses after the publication of results of the Supplementary Examination excluding the Honours/Minor course(s) if any.
 - (c) When a student does not get a year promotion, s/he shall have a year-back and must repeat the odd or even semester in the next academic session as the case may be.
3. For the purpose of deciding semester or year promotion, the Induction Program and Summer Internship(s), wherever included in the curriculum, shall NOT be counted. However, any non-credit/mandatory courses shall be counted like credit courses.
4. When a student does not get a semester or year promotion, s/he shall have a year-back and must repeat the Odd or Even semester in the next academic session as applicable.

22. Branch Change Facility

There is a Branch Change Facility for students admitted to B. Tech. programs which allows for a change of branch in the University after completion of the 1st year. This is an incentive to meritorious students who want to change to another branch.

Students who have cleared all courses of both 1st and 2nd semesters (including the mandatory courses except the Induction Program) in the first attempt securing a CGPA of 8.50 or more are eligible to apply for Branch Change. The selection shall be strictly on the basis of merit, subject to the condition that the consequent total student strength in a branch shall not increase or decrease by 10% of the approved intake of that branch.

A committee comprising of Dean (Instruction), Dean (Student Affairs), Controller of Examinations, and the Registrar (Convener), shall examine the applications and prepare a merit list based on CGPA. A new branch shall be allotted strictly on the basis of merit in order of the preference of the applicants, and shall be notified after approval of the Vice-Chancellor. Once approved, the change of branch cannot be withdrawn, and the student shall continue his/her studies by attending the classes in the new branch from the 3rd semester.

Branch Change facility is not available in any other program. There shall be no opportunity for change of branch at any other time during the course of B. Tech. program.

23. Rules for Back Paper Examinations

A student who is promoted to the next year with U/X grades (in maximum six theory courses) of the previous year(s), s/he must register to appear for the appropriate examination(s) for those courses as back paper in the corresponding semester in which the course is offered. The rules of back paper examinations are as under:

1. The marks awarded for the Attendance (ATTD) component in a back paper cannot change and shall remain the same when the student attended the classes of that course in a previous semester.
2. If the student has obtained a "U" grade due to non-fulfillment of Clause (ii)(a) of Section 16 (i.e., not scoring at least 20 marks out of 50 from ATTD + TA + MTE components), then s/he is permitted to re-appear the Mid-Term Examination (MTE). The student may also be permitted to re-appear the Teacher's Assessment (TA) provided that the total marks scored from ATTD + TA is less than 12 marks.

3. If the student has obtained a “U” grade due to non-fulfillment of Clause (ii)(b) of Section 16 (i.e., not scoring at least 20 marks out of 50 from the End-Term Examination (ETE) component), or an “X” grade due to debarment from the End-Term Examination, then s/he is permitted to re-appear the End-Term Examination (ETE) only.
4. If the student has obtained a “U” grade due to non-fulfillment of both Clause (ii)(a) and (ii)(b) of Section 16, then s/he is permitted to re-appear both the Mid-Term Examination (MTE) and the End-Term Examination (ETE). The student may also be permitted to re-appear the Teacher’s Assessment (TA) provided that the total marks scored from ATTD + TA is less than 12 marks.
5. When appearing for a back paper examination, the latest syllabus of the course in effect at the time of the back paper examination shall be applicable and the students must prepare accordingly.
6. In all the cases mentioned under clauses 2 to 4 above, the marks scored in the last examination only shall be considered for determining of final grades to be awarded in the course which the student has appeared as a back paper.

24. Rules for Year-Back Students

A student, who does not get promotion from odd semester to even semester or from one year to the next year (i.e., even semester to odd semester), due to non-fulfillment of the promotion criteria specified in Section 21, is termed as a year-back student and will get delayed by at least one year to complete the degree. The rules governing year-back students are given below.

1. In general, such students need not seek readmission, but shall have to register for the back papers of previous semesters in the subsequent odd/even semesters as applicable, as per the curriculum that was in effect when they attended the classes, and appear the examinations to clear the papers. After fulfilling the promotion criteria, they shall be promoted to the next semester/year (as applicable) and continue the studies with the batch of students of a later academic year.
2. A year-back student, whether or not s/he has scored pass marks in the ATTD + TA + MTE components (20 out of 50) or the ETE component (20 out of 50), the student shall be permitted to re-appear both the MTE and ETE components to increase the chances of passing in that course. In addition, if the student has scored less than 12 (twelve) out of 30 marks in the ATTD +

- TA components, then the student may also be permitted to redo the Teacher's Assessment component.
3. However, a year-back student must seek readmission to a semester if s/he could not fulfill the semester/year promotion criteria if s/he:
 - (a) was debarred from appearing in the examinations in some/all courses due to shortage of attendance in a semester of previous academic year,
 - (b) was debarred from appearing in the examinations because of not paying the Institute fees including any unpaid dues by the specified date,
 - (c) was compelled to discontinue his/her studies in a semester of previous academic year due to genuine reasons like prolonged illness, critical operation, calamity in family, natural disaster, or other unavoidable exigencies.
 - (d) was rusticated for some definite period in a semester of previous academic year on disciplinary grounds, provided that the period of punishment is over by the time of seeking readmission.
 4. When a student is readmitted to a semester (other than 1st semester) at a later academic year, s/he has to prosecute the study according to the new curriculum in effect (if any) from that semester onwards. However, they shall appear the examinations of back papers of the previous semesters (if any) according to the old curriculum when they attended the classes.
 5. If one/more course(s) that the student has already passed is/are repeated in the new curriculum in the semester/year in which the student is readmitted, the student need not register for that course to appear examinations, and the grade awarded earlier in that course shall remain same.
 6. In the process of dropping off from the admitted batch due to year back, and rejoining with a new batch in a later academic year, there is a possibility that the total credits earned by the student may fall short from the total credits required for completion of the program due to revisions in the curriculum.
 7. In case the total credits earned by the student fall short of the specified total credits of the program as per the new curriculum applicable to the batch with which the student shall complete the program, then s/he shall have to study and appear examinations in one/more additional courses to fulfill the credit requirements of the degree. Such additional course(s), if any, shall be recommended by the concerned HoD and shall be allocated in the final year only. These course(s) shall be of self-study nature, however necessary mentoring facility may be provided by the department for this purpose.

8. On the other hand, if the total credits earned by the student exceed the specified total credits of the program as per the new curriculum applicable to the batch with which the student shall complete the program, there shall be no provision to skip any course in the final year.

25. Award of Degree

A student shall be awarded with the Degree provided that s/he has:

1. Successfully completed the prescribed credit requirements of the degree by scoring the specified pass grades in all the courses of that program within the maximum duration,
2. Obtained a final CGPA of
 - (a) **5.50** or more in a UG Engineering program, or
 - (b) **6.00** or more in a PG program.
3. Cleared all the fees and dues of the University,
4. No disciplinary action pending against the him/her whatsoever, and
5. Not been convicted for any criminal action by the Law.

A student shall be awarded with the Degree qualified with “Distinction” if the final CGPA obtained from the prescribed credit requirements of the degree is **8.50** or more. A student who has successfully completed the additional courses of Honours/Minor scheme with a GPA of **6.00** or more, shall be awarded with the Degree qualified with “Honours” or “Minor” as applicable.

In addition, if their final CGPA is **8.50** or more from the prescribed total credits of the degree (without the Honours/Minor courses), then the degree shall be further qualified with “Distinction”.

After the publication of results of the final semester, as soon as possible, the CoE shall take necessary steps to issue the yearly Grade Sheets along with Provisional Certificate etc., to enable the student to join an employment or pursue higher studies. The list of students for the award of degree along with further qualifications like Distinction, Honours, or Minor, shall be duly approved by the Academic Council. The Final Degree Certificates shall be given away during the Convocation only.

26. Multiple Exit Policy

In case a student decides to exit before completion of the program due to any unavoidable situation or as a matter of personal choice, then the student may apply

to the Dean (Instruction) through the HoD before the completion of the ongoing even semester. The minimum credits that must be successfully completed by the student to avail the exit option with a certification in the branch or discipline of study shall be as under:

(i) Certificate	:	40 Credits
(ii) PG Diploma (for PG programs only)	:	40 Credits
(iii) Diploma	:	80 Credits
(iv) Advanced Diploma/B.Sc./BCA	:	120 Credits

Additionally, the student may need to successfully complete the required number of credits in skill-based courses during the summer break as prescribed by the Board of Studies. The CGPA up to the even semester completed (excluding the skill-based courses, if any) must be **5.25** or more to be granted an exit with certification. If a student opts to exit during an ongoing odd semester, then the credits completed and CGPA secured up to the previous even semester shall only be considered.

A committee comprising of the Registrar, Dean (Instruction), Controller of Examinations, Dean (Student Affairs), and the respective HoD(s) shall examine the applications and place their report to the Vice-Chancellor for consideration. The student shall be permitted to exit with an appropriate certification after approval of the Vice-Chancellor. The Controller of Examinations shall take necessary steps to issue the Grade Sheet(s) and Certificate to the student as soon as possible.

The names of the students who have exited before completion of the program with a certification, shall be stuck off from the register by the Registrar of the University.

27. University Rules & Regulations

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

Nothing in these rules and regulations shall be construed to limit or abridge the power of the Vice-Chancellor, Registrar, Deans, HOD 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 University reserves the right to change or add such rules from time to time for smooth

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

The Authorities, Officers, and Staff members of the University charged with the administration of these rules shall at all times seek to implement the rules.

28. 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 University is strictly prohibited.
2. Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside the University 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 University 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 Adviser.
3. If the incident occurs outside the residence but within the campus, it should be reported to the Faculty Adviser, Administrative Officer, HOD, Chairperson of Anti-Ragging Committee, and Dean (Student Affairs).
4. If the incident occurs outside the campus, then the same should be reported to Faculty Adviser 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 Dean (Student Affairs).

29. University General Rules

Students are expected to act in ways that are consistent with the role and guiding values of the University. 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 University'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 University 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 University, shall always behave with dignity and courtesy.
 3. The students will be accountable for their behavior in the University premises. Proper actions will be taken against the students violating the rules and regulations of the University or behaving in absurd manner and will be rusticated from the University. 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 University.
 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 University 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 University.
 7. Any disfigurement or damage to the University's buildings, 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 University Rules, by any student will be dealt with severely. Students should report such instances immediately to the Administrative Officer, HOD (Administration), Dean (Student Affairs), or the Vice-Chancellor.
 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 University or to collect money for any purpose without the prior permission of the competent authority.
 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 University for any injury, loss or damage to the personal articles of students.
14. The students at the University 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 University.
15. It is compulsory for the students to attend functions /activities organized by the University 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 Adviser, 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 University for outside participation.
17. Students shall observe all safety precautions. The University is not responsible for any accident, of whatever nature, in the University, 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 University 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 competent authority.
22. The Vice-Chancellor reserves the right to modify any of the University rules as and when necessary. The decision of the Vice-Chancellor in all matters shall be final.

30. Mass Boycott / Absence

1. Remaining absent from the University 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 University 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 University during working hours without the written permission of the Dean (Student Affairs).
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 University after recovery from illness. However in such cases there will not be any relaxation in the minimum attendance requirement to appear in the examinations.

31. Conduct & Behavior

1. Each student shall conduct herself/himself, both within and outside the campus of the University in a manner befitting a student of a prestigious University. Each student shall show due respect and courtesy to the teachers, administrators, staff of the University, and to the visitors and residents of the University, and good behavior to fellow students.
2. Lack of courtesy and decorum; unbecoming conduct within and outside the University; willful damage to University property, removal of any property belonging to the University, fellow students or other personnel and residents of the University; use of abusive and offensive language: disturbing fellow students in their studies; breach of rules and regulations of the University;

- 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 University.
 9. Behave in such a manner that suits a cultured engineer.

32. 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 University, you must be properly dressed with a proper professional attire to maintain the academic ambiance and reputation of the University.

All students are required to be properly dressed while attending the University 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 University.

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/hairstyling, 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 University shall not be permitted.

With regards to any question, doubt or concern about whether a particular dress violates the dress code or not and/or whether an item carried/worn by a student should be included in the list of prohibited items, the decision of the authorities shall be final.

33. Personal Hygiene

All students are required to maintain adequate personal hygiene to protect themselves from infectious diseases, such as but not limited to, 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 at all times 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 marks 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 University 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.

34. Substance Abuse Policy

Smoking or using tobacco products (such as pan masala, gutkha etc., containing tobacco) anywhere in the University 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 University outside the campus. Any student found smoking or using tobacco products is liable to strict disciplinary action up to expulsion from the University.

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

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 University or in the Silicon Residence is liable to strict disciplinary action which may be up to expulsion from the University.

35. 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 University.

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 silent or 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 the 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 semester.

It is solely the responsibility of the students for safe-keeping of their mobile phones. The University 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”.

36. 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 University. 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 University 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 University, this card must be returned to the University's office.

37. 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 may also be notified through WhatsApp by the Faculty Adviser through their WhatsApp FA Group.

Students are advised to check the notice boards regularly, read various notices displayed on the University/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 notice that has been communicated through notice boards will not entitle any student for excuse or consideration.

38. 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 University dues against him/her.
6. Provide his/her feedback on the subjects and teachers of that semester.
7. Faculty Adviser 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 Adviser of their ward or contact Information Cell (infocell@silicon.ac.in) to get their login id and password.

39. 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.

40. 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 Adviser about the possible symptoms and immediate assistance required.

41. 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 University.

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 University 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 University 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 Deans, Registrar, or Vice-Chancellor at their sole discretion may debar any student from appearing for campus interviews without necessity of showing any reason thereof to whomsoever.

42. 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 University's academic and student activities. The SSC actively works with every academic and student body of the University to promote a better learning environment. It promotes a sense of personal responsibility to uphold the values of the Council and the University at large. The SSC forms a bridge between the University 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, brainstorm 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

43. Student Discipline and University's Committee

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

The Vice-Chancellor, 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 Vice-Chancellor on the recommendations of the committee are final and binding. The Vice-Chancellor at his discretion has powers to alter, amend or modify the recommendations of the Committee.

Students must adhere to the University 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 University regularly to monitor the progress of their wards.

44. Maintenance of Discipline

1. All powers relating to discipline and disciplinary action are vested with the authorities and officers of the University.
2. The authorities and officers may delegate all or such powers, as he deems proper, to any of the official of the University. Every member of the staff has authority to forbid disorderly behavior within the University.
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 University, public transport, or surrounding of the University. 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 University and against any student within premises of the University, public transport, surrounding of the University.

- 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 University 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 University.
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 authorities may, in the exercise of the 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 University for a stated period.
 - iv. Be fined heavily as per discretion of the authorities
 - 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 University till completion of pending enquiry.
5. The University shall have authority to exercise all such disciplinary powers over students as they may find necessary for proper conduct of the University and the students have to abide by them at all times.
6. Without prejudice to the powers of the authorities, detailed rules of discipline and proper conduct in class rooms/laboratories/University 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 University, 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.

45. Faculty Adviser

An important aspect of the mission of the Silicon University 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 University is assigned a Faculty Adviser who assists the student in the induction process and monitors the student's progress during his/her tenure at the University. Students are advised to discuss their problems and difficulties with their respective faculty advisers.

Student Roles, Responsibilities and Expectations

1. Build a genuine relationship. Let the Faculty Adviser know who you are, your hobbies and interests and how you are doing in the Institution.
2. Be open and honest with your Faculty Adviser. 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 Adviser 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 Adviser'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 Adviser is donating valuable time to help you. Respect his deadlines or work schedules.
9. Engage your Faculty Adviser in discussions about your career goals and the best way for you to reach them.
10. Enjoy the mentoring experience and all its opportunities.

46. 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 University.

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.

47. 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.

48. Library

Library Hours

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

Library Resources Borrowing Eligibility

Book Issue Type	Times	Eligibility	Issue Duration	Return Time
Fortnight	Library Periods	2	14 Days	On 13th day of issue
Achievers' Club	Library Periods	2	14 Days	On 13th day of issue
GATE/CAT 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 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 University from 8:00 am to 5:30 pm.
- Personal books/printed reading materials, issued books, notes and other study materials are only allowed inside 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 University 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 concerned Officer or Authority.

Conduct of Library Users

- Students must record their login and logout in the ERP while entering and leaving the library by scanning their ID Card.
- 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.
- Users can bring their mobile phones into the library but talking on phone, listening to songs or watching videos etc. is not permitted. If any user is found

using a mobile inside the library causing disturbance to others, then the mobile shall be confiscated, and shall be returned only after payment of fine.

- 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.

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 University holidays

will be excluded. If the due date falls on an University 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.

Printing & Photocopy Facility

Printing and 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.

49. Transport Facility & Rules

Transport is an integral facility for all students. The University 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 University are advised to use the University 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, alcoholetc., 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.

50. 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 four halls of residence inside the campus. One is meant for girls and other three 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 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 University.
3. In case, number of applicants for the residence accommodation is more than the available seats in the halls of residence, the University 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 residence admission fees 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 rental charges for availing the residence facilities includes electricity, water, cleaning of common areas, security services and other maintenance costs. The rental charges are subject to change as and when decided by the University.

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 University 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 University 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 Registrar, Dean (Student Affairs), FIC, Administrative Officer, and Warden.
2. The Officers, Deans, FIC, or any other delegated Staff of the University 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 Dean (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 University and the University 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 University facilities and shall be liable to compensate the University in full for any damage or loss caused to

University 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 University 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 University 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 authority.
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 University rules. Involvement in any incident of ragging shall entail heavy fines and/or suspension/expulsion from the halls of residence and/or University.

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 Dean (Student Affairs), shall be treated as a case of ragging. The decision of the authorities 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 (Student Affairs), Registrar, or Vice-Chancellor 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 University 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 University, s/he may appeal to the authorities 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 University 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. Every 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 University 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 University 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 Adviser.
 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 University 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 authorities. The University will neither be responsible for nor assume any liability of any kind of involvement of the residents outside the University 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 University 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 University 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 University 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 University. Further disciplinary action leading to expulsion from the University 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.

51. 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 5 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:
 - i) Lunch : 11:00 AM to 2:00 PM
 - ii) Dinner : 8:30 PM to 9:50 PM

Dining Hall II

- Provides both vegetarian and non-vegetarian food to students only.
- Times:
 - i) Breakfast : 7.30AM to 9.45 AM
 - ii) Lunch : 11:00 AM to 2:00 PM
 - iii) Dinner : 8:30 PM to 9:50 PM

Dining Hall III

- Provides both vegetarian and non-vegetarian food to students only.
- Times:
 - i) Lunch : 12:00 AM to 2:00 PM
 - ii) Dinner : 9:00 PM to 10:00 PM

Dining Hall-IV (Guest Canteen)

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

Dining Hall V (Staff Canteen)

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

Cafeteria

- Provides tea, coffee, snacks, and beverages to all
- Times: 11:00 AM to 2:00 PM and 3:00 PM 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 food court & residence committee.

Students and Staff are required to come to the food court 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. 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.
3. 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.
4. 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.
5. 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. Food Court operations are carried out by a dedicated canteen committee composed of student representatives, supervisors, faculties headed by a Faculty in Charge (FIC).
2. The food court 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 students' choice and requirements.
3. Dining hall times and regulations are subject to change from time to time as decided by food court committee or University 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 University Food Court is in operation.
3. Misbehavior to employees of food courts will be seriously viewed and liable for punishment.
4. Shouting and creating noise/disturbances otherwise in the food courts is strictly prohibited.
5. Ragging in any manner in the food court 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 University.
6. Students are required to come to the food court 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. 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 Food Court upon recommendation by the warden. Sick Diet shall not ordinarily carry any additional cost.
8. No student can enter the kitchen to collect food or to communicate any grievances regarding food with kitchen staff.
9. Wastage of food is strictly prohibited, if any student is found to leave food in her / his plate, she / he shall be fined suitably.
10. 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.
11. Sharing of a meal is strictly prohibited. Also the food must be consumed within the dining hall and cannot be taken outside.

12. The menu offered in the food courts is intended to provide variety, balance and user satisfaction. Student representatives in Food Court Committee may suggest provision of specific dishes or recipes by collecting preferences from all other students. The Menu is finally approved by the Food Court Committee.
13. Individual requests for change of menu may be made to the Food Court Student Representative/Supervisor in writing and the Food Court Committee may decide on the same. The decision of the Food Court Committee shall be final and binding for all.
14. Student representatives of food court 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 and not applied any leave in the ERP.
2. For regular members, the minimum consumption of meal is 70% for Residents if s/he has applied for leave and 60% for Day Scholars and Staff. Newly enrolled members on any day 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 University 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 the dues will be shown in ERP on or before the 12th day of the succeeding month.
 8. A student can apply for meal cancellation under some special cases like going for Internship or Practice School during his/her semester or likely to remain absent for a longer period due to medical treatment etc. For this, the student needs to inform FIC Food Court or the Billing Supervisor before availing the leave days with valid documents through a written application or by email. A student claiming for meal cancellation after the leave without any prior information will not be accepted.
 9. Once the dues are calculated, finalized and displayed in the ERP, it cannot be changed under any circumstances.

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 University. The Guest Meal cost for the day shall be defined by the FIC depending on the menu.

52. Payment of Fees

From the 2024 admission batch onwards, every student is required to pay the full semester fees at the time of admission or during semester registration. All fees must

be paid on or before the due date specified by the University prior to the start of each semester. Late fee shall be charged after the due date as given below:

- i) Rs. 50/- per day for dues less than 1 Lakh, and
- ii) Rs. 100/- per day for dues 1 Lakh or more.

Payments after due date (with late fee) shall be accepted until 7-days before the commencement of the Mid-Term Examination. If the payments are not cleared by this time, then the student shall be debarred from the examinations.

Incentive for Early Payment:

Instead of paying semester-wise, if a student opts to pay the annual fee in full at the commencement of the academic session and before the due date, a 5% reduction in the total annual fee will be applicable, subject to clearing all other dues (if any) along with the annual fee.

Payment Modes:

Payments of fees should be made via Demand Draft or Pay Order drawn in favor of "SILICON UNIVERSITY" payable at Bhubaneswar. Cash or Cheque payments are not accepted for annual dues.

Fees can also be paid online using the University's ERP payment gateway or through NEFT. However, payments will only be considered complete once the funds are credited to the University's account. The University is not responsible for any issues arising from failed online transactions.

Withdrawal and Refund Policies:

- In case a student withdraws during the 1st year, AICTE/UGC/Silicon University norms will apply. Other than 1st year, if a student leaves in the middle of a semester in any other year, the fees paid for that semester will be forfeited.
- No requests for extension of time for payment of fees, due to any reasons like delay in scholarships or education loan etc., will not be entertained. Scholarship recipients are advised to open their own bank account for direct remittance of their scholarships.
- Refund of caution deposits (if applicable) will be made after deducting any outstanding dues, such as library or laboratory fees. The adjusted amount can be collected at the time of receiving University Certificates or within three years after course completion. Any claim for refunds after this period will not be accepted.

Clearance of Dues before Examinations:

All dues payable by a student must be cleared before issue of admit cards for the Mid-Term, End-Term, or Supplementary Examinations. Defaulters shall not be permitted to sit for writing the examinations.

Payment Timings:

- Offline payments can be made at the designated accounts counter from 10:00 AM to 1:30 PM and from 2:00 PM to 4:00 PM on working days.
- Online payments can be made during any time of the day through the online payment gateways provided in the ERP system or through NEFT.
- Receipts or due clearance slips will be provided for all payments by the Accounts Section. Students must verify the receipt before leaving the counter. These receipts or clearance slips are required for obtaining admit cards and other certificates. Bank transaction slips or other payment confirmations will not be accepted as valid proofs of payment.

53. Revision of Rules

The University reserves the right to revise, change, or amend the rules and regulations from time to time as deemed necessary. If any specific condition which has not been covered in the handbook or if it is silent on any particular issue or case, the same may be referred to the appropriate authority for a decision.

54. 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, Deans, Controller of Examinations, Registrar, and Vice-Chancellor will address such issues on a case-by-case basis. The decision taken by the competent authority of the University shall be final and binding.



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