



SANAKA EDUCATIONAL TRUST'S GROUP OF INSTITUTIONS, DURGAPUR

INSTITUTIONAL MANUAL FOR STUDENT DISCIPLINE, CONDUCT & EXAMINATION PROCEDURES

B. TECH, B. ARCH, B. PHARM



GENERAL RULES AND REGULATIONS



CODE OF CONDUCT



**STANDARD OPERATING PROCEDURES,
EXAMINATIONS**



ANTI - RAGGING



GRIEVANCE REDRESSAL MECHANISM



DISCIPLINARY ACTION

GENERAL RULES AND REGULATIONS

1. Admission to any programme under MAKAUT shall be governed by the eligibility criteria, admission procedures, and regulations prescribed by MAKAUT and the Government of West Bengal from time to time.
2. All admissions are provisional and subject to verification, approval, and confirmation by MAKAUT. The University reserves the right to cancel admission if any discrepancy, false information, or forged document is detected.
3. Students must complete University registration, institutional enrollment, and other academic formalities within the stipulated time as notified by MAKAUT and the affiliated institute.
4. Attendance in lectures, studios, laboratories, tutorials, workshops, practical classes, seminars, and site visits is compulsory as per MAKAUT academic regulations.
5. Students must fulfill the minimum attendance requirement prescribed by MAKAUT to be eligible to appear in semester-end examinations and internal assessments.
6. Submission of assignments, studio work, practical records, sessional work, and internal assessment components within the prescribed deadlines is mandatory.
7. Students shall strictly follow the academic calendar, syllabus structure, credit system, and evaluation scheme notified by MAKAUT.
8. Students must carry and display their Institutional Identity Card within the campus and during all University-related academic activities.
9. Proper use of laboratories, studios, workshops, library resources, and institutional infrastructure is mandatory. Any misuse or damage shall attract penalty and disciplinary action.
10. Students must comply with all examination rules, evaluation procedures, and SOPs issued by MAKAUT and the institute.
11. Any form of examination malpractice shall be dealt with strictly as per MAKAUT examination ordinances and may lead to cancellation of results, suspension, or expulsion.
12. Students are bound to follow all circulars, notices, instructions, and amendments issued by MAKAUT and the affiliated institute from time to time.
13. The University and the Institute shall not be responsible for loss of personal belongings of students.
14. MAKAUT reserves the right to modify, amend, or update rules and regulations whenever necessary, and such changes shall be binding on all students.

CODE OF CONDUCT

- 1) Students should be respectful, use appropriate language and maintain decorum within the campus at all times.
- 2) Students should always wear their identity cards so as to clearly display their identity within the campus and may be required to surrender the cards on demand by authorities.
- 3) Students should always be punctual to the class and refrain from leaving early unless prior permission has been granted. Students who wish to stay back at the campus after 5:30 p.m. should get prior permission for the same from their HoDs. They should also get a signed form from the Faculty-in-charge of the activity for which they are staying back clearly showing the time from and to which they are present in the college for that activity. This certificate has to be produced when demanded.
- 4) Littering or spitting in the classrooms, hallways, playgrounds or the garden area are unacceptable. Students should cooperate in keeping the campus clean and tidy.
- 5) Students are expected to behave respectfully towards members of the faculty, staff and all other students in all their interactions with them.
- 6) Interactions between boys and girls are expected to be within acceptable norms of institute's culture and tradition.
- 7) No food or beverages are allowed inside classrooms, laboratory, library, reading or tutoring room unless prior permission has been granted.
- 8) Smoking is strictly prohibited within the campus premises.
- 9) Consumption of alcoholic beverages and any form of substance abuse is strictly prohibited inside the campus and will be severely dealt with.
- 10) Possessing any content of obscene nature is unacceptable and will be dealt with severely.
- 11) Students should not bring any other devices like stereos, radios, cameras, musical instruments etc., to the campus unless otherwise a written permission has been obtained from the concerned authorities.
- 12) Students shall take responsibility for all their belongings themselves.
- 13) Students are advised to speak in English, without intimidation in order to acquire proficiency in the language.

14) Irrespective of where they go, students shall behave in a manner befitting a student of an educational institution. They shall always remember that the institution would be judged by their conduct.

15) The prescribed dress code for students are:

- Must wear Identity cards.
- Boys and girls must wear formal pant and shirt tucked in, and not fold the shirts at their hands (Jeans, T-Shirts, Pants and Shirts with more packets, designs, embroidery work etc. must not be used)
- Students must wear black or brown shoes.
- In winter season blazer is a must.

16) Students who would like to bring motor vehicles on a regular basis to campus shall register their vehicles with the administrative office within the first week of classes during the semester. To register their vehicles, students must have their identity card, the vehicle registration, and their driving license.

17) Students should maintain discipline and decorum within the campus. Whistling, whooping or shouting that unreasonably disturbs other students will not be tolerated.

18) Threatening or causing physical harm or harassment of another person in any manner is strictly prohibited.

19) Attempted or actual theft of and/or damage to property of the College, or property of a member of the College community, or other personal or public property, on or off campus is barred.

20) Students should not furnish any false information to any College official, faculty member, or office.

21) Forgery, alteration, or misuse of any College document, record, or instrument of identification is not allowed.

22) Ragging or any conduct which threatens or endangers the health or safety of any person including physical abuse, threats, intimidation, and/or coercion whether verbal, written or otherwise is prohibited.

23) Participating in an on-campus or off-campus demonstration, riot or activity that significantly disrupts the normal operations of the Institute and/or unreasonably infringes on the rights of other members of the College community is prohibited.

24) Malpractices committed in Examinations by the students, shall be viewed seriously and attract various penalties which include fine, loss of examination, expulsion from the college etc. All cases of examination malpractices detected by the faculties / squad shall be referred to the Malpractices Enquiry Committee for taking suitable action / punishment and the award of punishment will be binding on the students.

25) Students should not involve in any activities which may affect national security of our country.

- 26) Sexual misconduct by any student will be viewed very seriously and they are punishable under law.
- 27) The student shall always observe the health & safety precautions as may be prescribed/ notified/ displayed in the campus.
- 28) On receipt of complaint from any of the student or public, the same will be first examined by a disciplinary committee constituted by the institute and tentative decision will be taken based on the report of the committee. Thereafter, the matter will be placed before the Head of the Institution for appropriate decision. This will be done after giving opportunity to the accused for explaining his position. Commensurate with the gravity of the offence, the punishment includes reprimand, fine, expulsion from the hostel / college, debarment from examination, suspension from the college and handing over the case to the law enforcing authorities of the Government.
- 29) Organizing any meetings or entertainment programmes or collection of money for any purpose within the college or outside the college without the permission of the Head of the Institution is strictly prohibited.
- 30) Criticizing or abusing the girl students in foul language is strictly prohibited in the campus. If such cases are identified, action will be taken.
- 31) Organizing birthday functions within the campus is strictly prohibited.
- 32) Not at any time must a cell phone be used in class or during exams. Chatting via social media platforms and texting is not allowed during formal college hours. No inappropriate photos/videos should be ever taken or stored. Any such act can render a student liable to the following:
- Confiscation of cell phone/ IPAD/ TABLET
 - Intimation to Parent
 - Warning
 - Possible suspension from the college.

STANDARD OPERATING PROCEDURES, (SOP) EXAMINATIONS

CA 1 Exam Type: - PPT Presentation

University Norms: - Students must present and submit PPT on pre-defined topics. Teachers evaluate based on rubrics and upload the final presentation (PDF format) to the university portal.

Standard operating procedure (sop): -

- 1. Pre-defining the Topics:** - Topics will be communicated to the students within seven days of commencement of the classes to ensure enough review and preparation time. A suggestive PPT template can be shared.
- 2. PPT Presentation:** - Students can opt for online/offline mode of presentation. Presentation can be made by the student on any date but before seven days of the start date of CA 1 marks submission as prescribed in the University calendar.
- 3. Submission (PDF Format):** - Submission can be made by the student on the day of presentation.
- 4. Marks Moderation:** - Before the marks are uploaded, the marks will be moderated by a committee constituted by the Director, Examination.

CA 2 Exam Type: - Report Writing

University Norms: - Students must submit the Report on pre-defined topics in hardcopy as well as in softcopy (PDF format). Teachers evaluate based on rubrics and upload the final PDF format to the university portal.

Standard Operating Procedure (SOP): -

- 1. Pre-defining the Topics:** - Topics will be communicated to the students within seven days of commencement of the classes to ensure enough review and preparation time. A suggestive Report template can be shared.
- 2. Report Submission (Hardcopy and PDF Format):** - Submission can be made by the student on any date but before seven days of the start date of CA 2 marks submission as prescribed in the University calendar.
- 3. Marks Moderation:** - Before the marks are uploaded, the marks will be moderated by a committee constituted by the Director, Examination.

CA 3 Exam Type: - Written Exam (Pen-Paper Mode)

University Norms: - Students must physically attend college and take the CA 3 exam in pen-paper mode.

Standard operating procedure (sop): -

1. Question Bank: - A question bank of sample questions pertaining to the COs to be assessed in CA3 is to be prepared and circulated within fifteen days of commencement of the classes.

2. Question Paper Preparation: - Two sets of question paper will be prepared by the course teacher, and moderated by a committee constituted by the Department.

3. Exam Conduction: -

- The Exam will be conducted two times with different sets of question paper.
- Fixing of the dates (preferably on Fridays and Saturdays) for the two durations as well as conduction of the Exam will be carried out by each Department while taking into account the deadline for marks submission.
- Students must physically attend college and take the CA 3 exam in any one of the durations.
 - However, a student is allowed to take the exam in both the durations in order to compensate for poor performance.

4. Marks Moderation: - Before the marks are uploaded, the marks will be moderated by a committee constituted by the Director, Examination.

CA 4 Exam Type: - Online Test Conduct by The University

University Norms:

Students are required to give online tests from within the college campus.

Standard Operating Procedure (SOP): -

To be conducted by the Exam Cell strictly as per the University calendar and guidelines.

PCA 1 & PCA 2 Exam Type: -

Physical Mode Practical Exam University Norms: Students must physically attend college and appear for the Lab exam of 40 marks.

Standard Operating Procedure (SOP): -

- 1. Exam Conduction:** - To be conducted by each Department strictly as per the University calendar and guidelines.
- 2. Assessment:** - Assessment based on submitted lab copy, and performance in the lab exam.
- 3. Marks Moderation:** - Before the marks are uploaded, the marks will be moderated by a committee constituted by the Director, Examination.

Final theory/practical/sessional exam exam type: -

Physical Mode Exam University Norms: Students must physically attend college and appear for the exams.

Standard Operating Procedure (SOP): -

- 1. Exam Conduction:** - To be conducted by the Exam Cell strictly as per the University calendar and guidelines.
- 2. Examination Ethics:** - No assistance or external help will be allowed during examinations. Malpractice in any form is strictly prohibited.

N.B.: Principals, HODs, Course Teachers, Faculty Mentors are required to be proactive to ensure timely communication to the students, and ensure strict adherence to the above-mentioned SOP.

ANTI-RAGGING

1. The Institution has established Anti-Ragging Committee and Anti-Ragging Squad for Prevention and Prohibition of Ragging.
2. The objectives of the Anti-Ragging Committee are to ensure compliance with the provision of Regulations as well as provision of any law concerning to ragging and also to monitor and oversee the performance of Anti-Ragging Squad in Prevention of ragging in the Institution.
3. The institute follows a Zero-Tolerance Policy towards Ragging.
4. Ragging in any form is strictly prohibited.
5. Offenders will face strict disciplinary and legal action as per UGC norms.
6. Anti-Ragging Committee and Squad function to prevent ragging.
7. Students are encouraged to report incidents without fear.
8. During admission, each and every student is required to submit an undertaking for neither committing nor tolerating any form of ragging

GRIEVANCE REDRESSAL MECHANISM

1. The Grievance Redressal Mechanism of the Institution has been reframed as per the Statutory Regulations.
2. Any aggrieved student of the Institution can file a complaint *online* by accessing the institution website (<https://icampus.setgoi.ac.in/grievance.html>) or can directly submit the complaint addressed to the Chairperson, Student Grievance Redressal Committee (SGRC). The Committee will address the complaints and grievances raised by students in a fair and timely manner.

3. Any complaint received online or directly submitted will be taken up by the SGRC which shall send its report with recommendations, if any, to the Head of the Institution and a copy thereof to the aggrieved member, within a period of 07 days from the date of receipt of the complaint.
4. Any student aggrieved by the decision of the Grievance Redressal Committee may prefer an appeal to the Ombudsperson appointed by the affiliating University, within a period of 15 days from the date of receipt of such decision.

DISCIPLINARY ACTION

1. In cases of involvement of any student in indiscipline or serious misconduct, the matter shall be placed before the Disciplinary Committee constituted as a non-statutory committee to oversee and ensure a disciplined and conducive environment in the Institution.
2. The Head of the Department/ Section and the teacher(s) shall report to the Director of the Institution matters of breach of discipline which have come to his/her notice or knowledge and of the actions taken by him/ her in this regard.
3. Where the Head of the Department/Section is of the view that a punishment which is heavier than he/she is competent to impose is necessary, he/she shall report the case to the Director of the Institution with his/her recommendations in writing and the Director may take appropriate action as deemed necessary or place the matter before the Disciplinary Committee.
4. Any student against whom a charge of misconduct has been made may be suspended from the roll of the Institution by the Director, in consultation with the Competent Authority, pending enquiry or pending trial on a cognizable offence by a Court of Law.
5. No penalty shall be imposed without giving the student a reasonable opportunity of being heard.
6. An appeal against the order of the Disciplinary Committee shall lie to the BOG.
7. Depending on the nature and gravity of the offence, disciplinary action may include:
 - Warning or reprimand
 - Fine or penalty
 - Suspension from classes/examinations
 - Debarment from examinations
 - Expulsion from the institute
 - Initiation of legal action, where applicable