

Heritage Institute of Technology

(A Kalyan Bharti Trust Initiative)

(An Autonomous Institute)



Statutes, Rules & Regulations

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**The Statutes relating to Constitution, Powers and Functions of the authorities
of
Heritage Institute of Technology, Kolkata
(An Autonomous Institute)**

(Approved by the Board of Governors in its 37th meeting held on 05-07-2014)

By virtue of the autonomous status granted by the University Grants Commission to Heritage Institute of Technology, Kolkata (HITK) under West Bengal University of Technology and in exercise of the powers conferred by Kalyan Bharti Trust, the Board of Governors of Heritage Institute of Technology makes the following statutes relating to Constitution, Powers and Functions of the authorities of HITK, hereinafter referred to as the Statute.

CHAPTER – I

Preliminary

Short Title :

1. These statutes may be called as the statutes relating to the powers and functions of the authorities of Heritage Institute of Technology.
2. Unless the context otherwise requires, words and expressions used in this statutes shall be interpreted to have the same meaning as they have in West Bengal University of Technology Act, 2000
3. Authorities

The following shall be Statutory Authorities of the Institute:

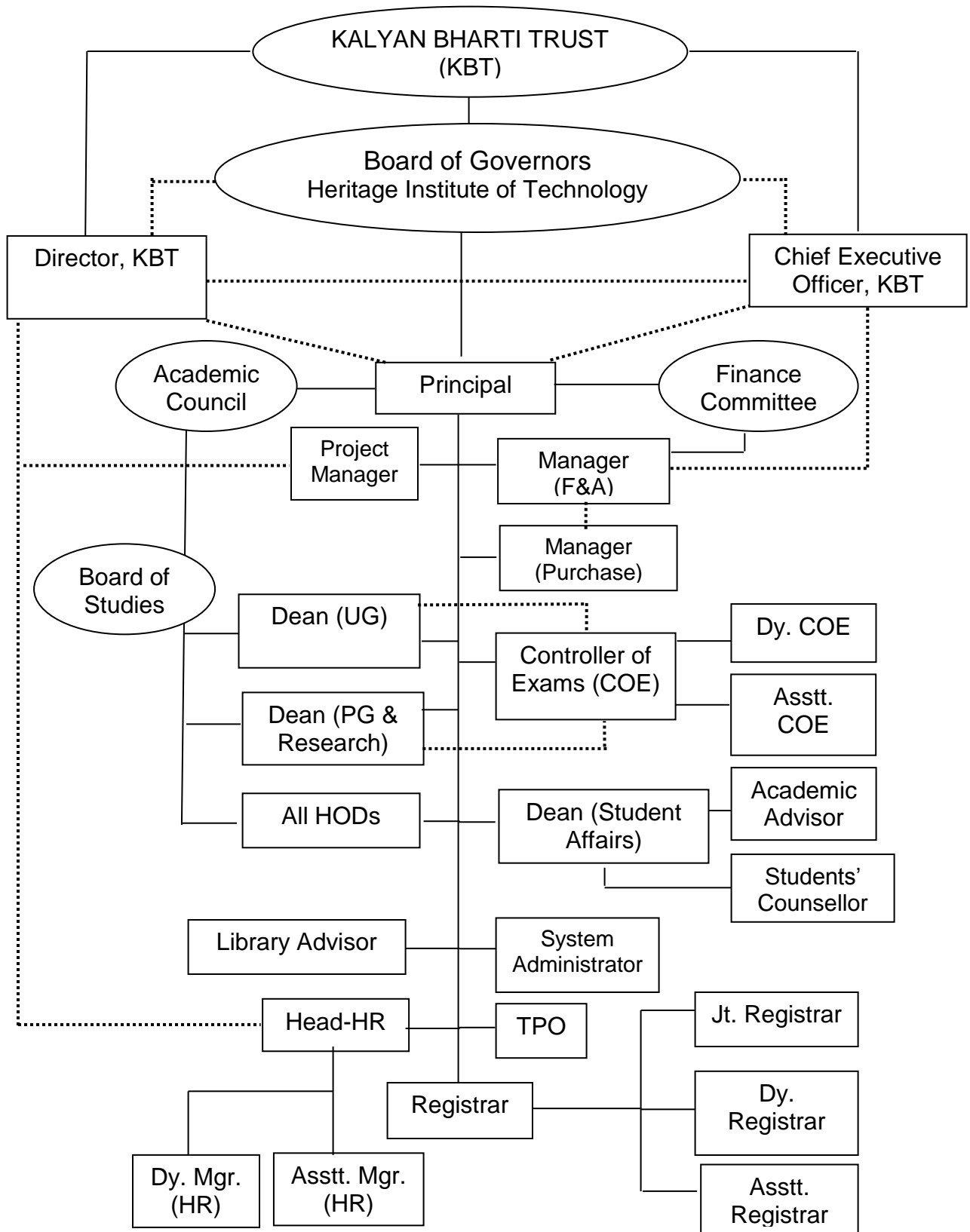
- (i) Board of Governors
- (ii) Academic Council
- (iii) Board of Studies
- (iv) Finance Committee

The following shall be Non-Statutory Authorities of the Institute :

- (i) Planning and Evaluation Committee
- (ii) Grievance Redressal Committee (other than sexual harassment)
- (iii) Examination Committee
- (iv) Library Committee
- (v) Student Welfare Committee
- (vi) Extra Curricular Activities Committee
- (vii) Internal Complaints Committee (against sexual harassment).

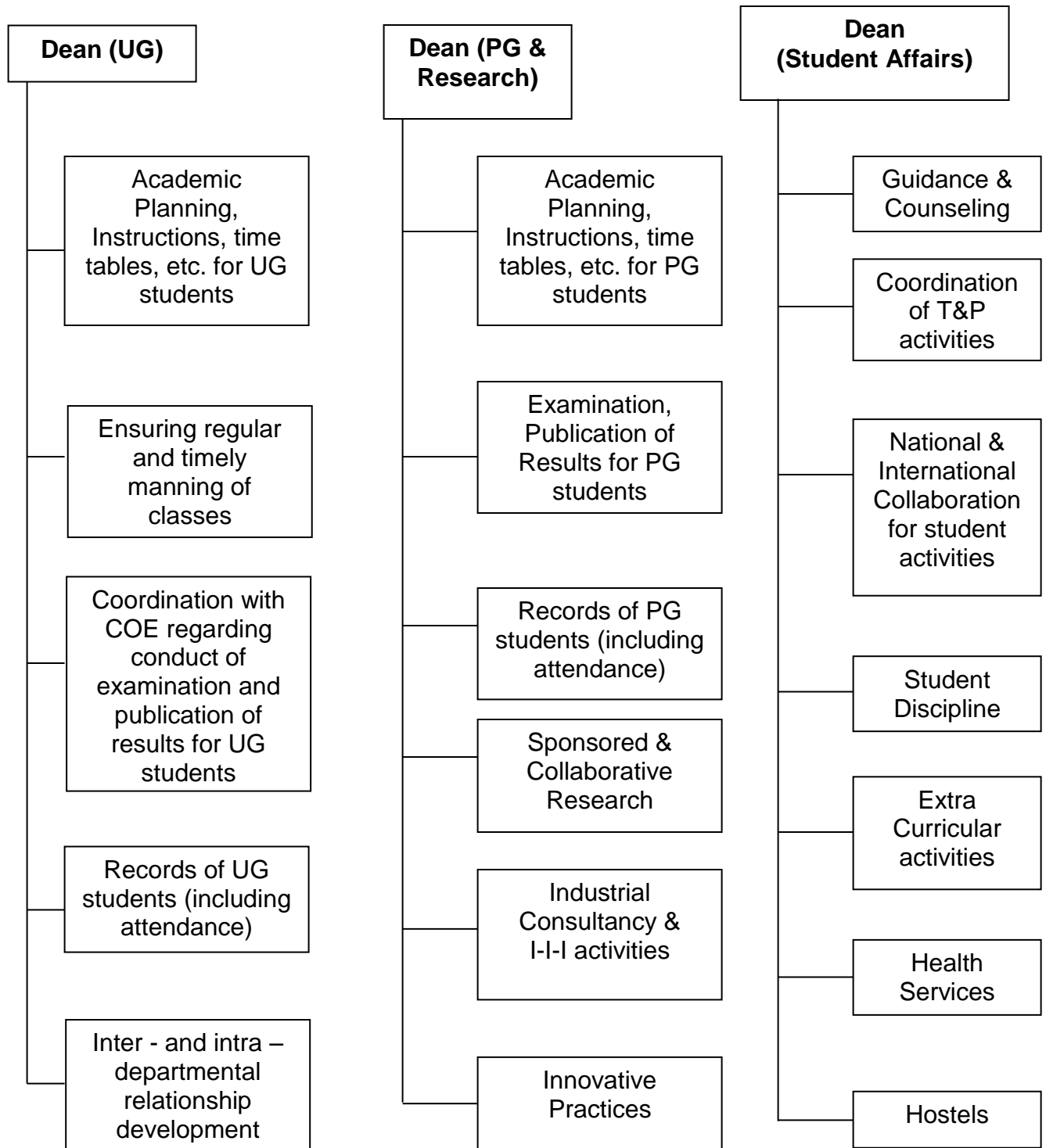
Other bodies will be constituted as and when required.

4. Basic Organizational Structure (Organogram)



NB: Levels do not indicate positional status and hierarchy. Individual designations may change from time to time, with the approval of the competent authority, without disturbing the basic structure.

5. Functional areas of Deans :



CHAPTER – II

Statutory Authorities

2.1 Board of Governors

2.1.1. Composition

Save as otherwise provided by the Resolution of the Kalyan Bharti Trust, the Management of Heritage Institute of Technology shall be vested on the Board of Governors which shall have the following composition:

- (i) Chairman to be nominated by the Kalyan Bharti Trust
- (ii) 4 (four) members, other than Chairman, to be nominated by the Kalyan Bharti Trust, including 1 (one) Vice Chairman
- (iii) 1 (one) Educationist / Industrialist to be nominated by the Kalyan Bharti Trust
- (iv) Nominee of the UGC
- (v) Nominee of the Govt. of West Bengal
- (vi) Nominee of WBUT
- (vii) 2 (two) members of faculty to be nominated by the Principal based on seniority
- (viii) Principal, Heritage Institute of Technology (Ex-Officio)

N.B.:

Term :

- (i) 2 (two) years, except for the UGC nominee whose term will be a full 6 (six) years.
- (ii) Meeting : At least twice a year

2.1.2. Powers and Function of the Board of Governors

2.1.2.1. The Board of Governors shall be responsible for proper management of the affairs of the Institute and may exercise all such powers and discharge all such functions as may be necessary for the purpose.

2.1.2.2. In particular and without prejudice to the generality of the foregoing provision, the Board of Governors, in order to provide the instructional and other services necessary for the efficient and effective functioning, shall exercise the following powers and discharge the following duties :

- (i) to create teaching, administrative, technical and other posts under the Institute and to ratify appointments thereto for the efficient management of the affairs of the Institute and to regulate their recruitment and conditions of service, in accordance with the Statutes, Rules & Regulations of the Institute and the relevant provisions made by other competent authorities like AICTE, UGC, WBUT and the Govt. of West Bengal
- (ii) to provide necessary guidance for effective execution of the instructional programmes and maintenance of proper academic atmosphere and discipline
- (iii) to review the results of examinations and to suggest for academic improvements on the recommendations of the Academic Council
- (iv) to ensure that all information returns, reports and other materials as required by AICTE / UGC / WBUT or the Govt. of West Bengal are made available promptly
- (v) to make sure that directions issued by WBUT are carried out expeditiously
- (vi) to hold, control and administer the properties and funds of the Institute
- (vii) to approve the Annual Budget on the recommendations of the Finance Committee and sanction expenditure as may be required
- (viii) to provide for promotion of welfare of students, their residences, health, recreation and sports and to exercise such supervision and control as will secure discipline, health and well being of the students
- (ix) to enter into agreements for and on behalf of the Institute which will be signed by the Principal as the Member Secretary of the Board of Governors
- (x) to appoint Committee(s) or Sub-Committee(s) for disposal of any business of the Institute or for rendering advice in any matter pertaining to the Institute
- (xi) to delegate to such extent, as it may deem necessary, any of its powers to any senior member of faculty or Committee or Sub-committee constituted by the Board of Governors

(xii) to perform such other additional functions and to carry such duties as may, from time to time, be assigned to it by the Kalyan Bharti Trust.

2.1.3. Transaction of the Business

(i) The Board of Governors shall ordinarily meet once in every three months provided that the Chairman may, whenever he deems fit, and shall, on the written requisition of not less than 5 (five) members, call an Emergency Meeting.

(ii) Clear 7 days' notice for an Ordinary Meeting of the Board of Governors shall be required. The notice shall be accompanied by the agenda of the meeting and minutes of the proceedings of the previous meeting.

(iii) 2 (two) days' notice shall be required for an Emergency Meeting of the Board of Governors and the agenda of such meetings shall not contain more than one item.

(iv) The accidental omission to give notice to or the non-receipt of any notice by any member shall not invalidate the proceedings of the meeting.

(v) The Chairman shall ordinarily preside over all the meetings of the Board of Governors. In his absence, the meeting shall be presided over by the Vice Chairman. In case both of them are absent, the meeting shall elect a Chairman from amongst the members present provided that no faculty representative shall be elected for this purpose.

(vi) 1/3rd members of the Board including the Chairman of the meeting shall constitute a quorum for any meeting of the Board.

(vii) Any resolution except such as may be placed before the meetings of the Board, may be adopted by circulation among all its members and any resolution so circulated and adopted by a majority of 3/5th of the members who have approved such resolution shall be as valid and effectual as if such resolution had been passed in a meeting of the Board duly convened and held.

2.1.4. Function of the Member Secretary

The Member Secretary of the Board of Governors shall :

(i) implement the decisions of the Board of Governors ensuring that these are implemented through the relevant part of the Institution's Management Structures

(ii) maintain records, conduct official correspondence and keep the minutes of the proceedings of the meetings of the BOG

(iii) present budget estimate on the recommendations of the Finance Committee before the Board of Governors for approval.

(iv) initiate discussion including, wherever appropriate, consultations with the Academic Council and the members of staff on proposals concerning the Institution's future development, ensuring that such proposals are presented to the Board of Governors

2.2 Academic Council

2.2.1. Composition

There shall be an Academic Council consisting of the following members :

Principal	Chairman
Dean(UG) and Dean (PG & Research)	Members
All HODs	Members
4 teachers of the Institute representing different categories of teaching staff by rotation on the basis of seniority of service in the Institute	Members
Not less than 4 experts from outside the Institute representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering etc., to be nominated by the BOG	Members
3 nominees of the University	Members
A faculty member nominated by the Principal	Member Secretary

N.B.:

The term of nominated members shall be 2 (two) years.

2.2.2. Powers and Functions

The Academic Council has powers to :

- (i) scrutinise and approve the proposals of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, panel of examiners etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Boards of Studies or reject it, after giving reasons to do so
- (ii) make regulations regarding the admission of students to different programmes of study in the Institute
- (iii) make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels
- (iv) make proposals to the Board of Governors for establishment of a new department / centre for study and research

(v) recommend to the Board of Governors proposals for institution of new programmes of study

(vi) recommend to the Board of Governors institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same

(vii) submit each year its Annual Report to the Board of Governors

(viii) perform such other functions as may be assigned by the Board of Governors.

2.2.3. Meeting and quorum

(i) The Academic Council should meet at least four times a year.

(ii) 3/5th of the members including any two of the Chairman, Dean (UG) and Dean (PG & Research) shall form the quorum for a meeting.

(iii) In absence of the Chairman, Dean (UG) shall preside over the meeting.

2.3 Boards of Studies

2.3.1 Composition

Department-wise **Boards of Studies (BOS)** will have the following **composition** :

HOD concerned Chairman

All regular members of faculty of the department..... Members

Two experts in the subject from outside the Institute Members
to be nominated by the Academic Council

One expert to be nominated by the Vice Chancellor Member
from a panel of six recommended by the Institute Principal

One representative from industry / corporate sector / allied..... Member
area relating to placement

One meritorious alumnus to be nominated by the Principal..... Member

The term of nominated members shall be 2 (two) years

N.B.:

The Chairman, Boards of Studies may, with the approval of the Principal, specially invite:

- a. Experts from outside the Institute whenever special courses of study are to be formulated
- b. One Member of Faculty from each of the supporting departments
- c. Other member(s) of staff of the same department.

2.3.2 Functions

The Boards of Studies have the following functions to perform :

- (i) prepare syllabi for various courses keeping in view the objectives of the Institute, interest of the stakeholders and national requirement for consideration and approval of the Academic Council
- (ii) suggest methodologies for innovative teaching and evaluation techniques
- (iii) suggest panel of names to the Academic Council for appointment of examiners
- (iv) coordinate research, teaching, extension and other academic activities in the department / Institute.

2.3.3. Meeting and quorum

- (i) The Boards of Studies should meet at least twice a year
- (ii) 3/5th of the members shall form the quorum for a meeting
- (iii) In absence of the HOD in any meeting of BOS, a senior member of faculty, duly nominated by the HOD, shall preside over the meeting.

2.4 Finance Committee

2.4.1. Composition

The Finance Committee shall have the following composition:

- Principal Chairman
- A person nominated by the Board of Governors for a period of 2 years Member
- A senior teacher of the Institute to be nominated in rotation
by the Principal for 2 years..... Member

2.4.2. Functions

The Finance Committee will be an Advisory Body to the Board of Governors and will meet at least twice a year to:

- (i) prepare budget estimates before the commencement of the financial year
- (ii) shall maintain a watch over the progress of income and expenditure provided for in the Budget
- (iii) prepare revised estimate after the 2nd quarter of a financial year
- (iv) make necessary arrangement for auditing the accounts at the close of a financial year.

N.B.: No expenditure which is not covered by the budget grants or which is in excess of the budget provisions may be incurred without consideration of the Finance Committee and prior approval of the Board of Governors.

CHAPTER – III

Non-Statutory Authorities

3.1 Planning and Evaluation Committee

Planning and Evaluation Committee shall be the principal planning body of the Institute and shall be responsible for monitoring of its development and preparing the Road Map. Recommendations of the Planning and Evaluation Committee shall be placed before the Board of Governors for consideration and approval. Proposals relating to academic matters shall be processed through the Academic Council.

Planning and Evaluation Committee shall comprise of the following members:

- (i) Executive Director, Kalyan Bharti Trust Chairman
- (ii) Chief Executive Officer, Kalyan Bharti Trust Member
- (iii) Advisor, HE, Kalyan Bharti Trust Member
- (iv) Two senior members of faculty to be nominated by the Chairman..Member
- (v) Registrar, HIT Member
- (vi) Principal, HIT Member Secretary

3.2 Grievance Redressal Committee (other than sexual harassment)

All complaints arising out of employment including those relating to unfair treatment, wrongful application of the terms and conditions of the service, harassment (other than sexual) and inter-personal co-ordination, shall be redressed through the Grievance Redressal Committee having the following composition:

- (i) Principal, HIT Chairman
- (ii) Four senior members of faculty Member
- (iii) Registrar, HIT Member
- (iv) Deputy Registrar, HIT Member Secretary

3.3 Library Committee

There shall be a Library Committee for the purpose of maintenance and management of the Institute Central Library and Departmental Libraries. The Library Committee shall function under the control of the Board of Governors and shall consist of the following members:

- (i) Principal Chairman
- (ii) Dean (UG) Member
- (iii) Dean (PG & Research)..... Member
- (iv) A faculty representative from each department to be nominated by the HOD Member
- (v) 1 (one) expert in Information Service to be nominated by the Academic Council Member
- (vi) Library Advisor / Librarian Member Secretary

3.3.1. Powers & Functions

The Library Committee shall be responsible for maintenance and management of the Institute Libraries. The Departmental Libraries shall function under the supervision and control of the Central Library.

The duties and responsibilities of the Library Committee shall be to:

- (i) make recommendations for general policies, guiding and governing the purchase of books, journals, manuscripts and other related library materials within the budgetary provisions and also the receipt of gifts of books, manuscripts and other library materials
- (ii) advise on plans and procedure for the purchase, management and cataloguing of books, manuscripts and other library materials
- (iii) consider and advise with respect to the procedure and periodical physical inspection (stock verification) of the library
- (iv) advise the Library Advisor / Librarian regarding the functioning of libraries.

3.4 Student Welfare Committee

3.4.1. There shall be a Student Welfare Committee consisting of the following members:

(i)	Principal	Chairman
(ii)	Dean (UG)	Member
(iii)	Dean (PG & Research)	Member
(iv)	Registrar	Member
(v)	Academic Advisor, KBT	Member
(vi)	One senior member of faculty to be nominated by the Chairman ...	Member
(vii)	Training & Placement Officer	Member
(viii)	Dy. Registrar	Member
(ix)	Students' Counsellor	Member
(x)	President, Students' Council	Member
(xi)	Dean (Student Affairs)	Member Secretary

3.4.2. Meeting and Quorum

- (i) in absence of the Principal, Dean (UG) shall preside over the meeting
- (ii) 5 (five) members shall form the quorum for a meeting
- (iii) the Committee shall meet at least 4 (four) times a year or more often, if necessary.

3.4.3. Powers and Functions

The Committee shall be competent to :

- (i) formulate and make recommendations on matters of policy concerning all aspects of student welfare

- (ii) implement the policy of the Institute in respect of welfare of students
- (iii) make recommendations to the Board of Governors on all matters relating to discipline amongst students
- (iv) provide for the promotion of health and welfare of students and to exercise such supervision and control as will secure their well being
- (v) advise the Board of Governors on all matters relating to financial assistance to students
- (vi) frame and amend rules for Hostels
- (vii) exercise supervision of all activities of the Students' Council
- (viii) provide guidance to students regarding avenues of higher education and opportunities for employment
- (ix) advise on such other matter as may be referred to it by any competent authority of the Institute

3.5 Sports & Extra Curricular Activities Committee

There shall be a Sports & Extra Curricular Activities Committee consisting of the following members :

- (i) Principal Chairman
- (ii) Dean (UG) Member
- (iii) Dean (PG & Research) Member
- (iv) Dean (Student Affairs) Member
- (v) Registrar Member
- (vi) Dy. Registrar Member
- (vii) President, Students' Council Member
- (viii) Sports Officer Member Secretary

3.5.1. Powers and Functions

The Committee shall have the powers to :

- (i) formulate and decide matters of policy concerning Games & Sports and other extra curricular activities of students, in particular, and of the institute community, in general
- (ii) provide general guidelines regarding issuance of sports equipment to hostels, common rooms etc.
- (iii) decide policy regarding representation of the Institute in outside sports bodies or any representation concerning sports and other extra curricular activities
- (iv) fix up dates for Annual Sports Meet, important sports events and other extra curricular events like ECLECIA and DAKSHH.

3.5.2. Meetings

The Committee shall meet as and when necessary. Ordinarily, there shall at least be a meeting at the beginning of each semester.

3.5.3. Quorum

1/3rd of the total number of members shall constitute the quorum for a meeting provided that no quorum shall be required in an adjourned meeting or in a meeting convened for the second time after being postponed earlier for want of quorum.

3.6 Internal Complaints Committee (against sexual harassment)

A policy against sexual harassment, as defined under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, has been framed and duly approved by the Board of Governors, in terms of which there shall be an Internal Complaints Committee with at least 4 (four) lady members as under:

1. A senior lady member of faculty Chairperson
2. 4 senior members of faculty including one lady Members
3. A lady representing administration Member
4. A lady NGO representative Member

CHAPTER – IV

Leave Rules

4.1 Preamble

For proper utilization of Human Resources, the Institute decided on a broad classification of two categories of full time employee.

(a) **Vacational Staff** : All members of faculty and all technical assistants will be considered as vacational staff. Vacational staff would be entitled to leave during Summer, Puja and Winter holidays to be announced by the Institute amounting to about 60 days more or less, and an earned leave of 10 days in a year. The exact days of holidays would be notified to the staff before the vacation starts. Provided further that the vacational staff would be entitled to one day's earned leave for a retention in writing of 3 days and that this leave may accumulate as per provision of the Service Rules of the Institute.

(b) **Non-vacational staff** : All officers and member of staff of the central administration, library, accounts, projects etc, all heads of academic departments, deans would be considered as Non-vacational staff. Non-vacational staff would be entitled to get earned leave of 24 days in a year but would not be entitled to enjoy vacation during recess. They would also be able to get one day of earned leave for every three-days of retention in writing and may accumulate upto a maximum limit as per provision of the Service Rules of the Institute

4.2. Casual Leave (CL)

4.2.1 All employees other than those who are on probation will get 12 days' Casual Leave for short periods not exceeding 4 days at a time during an academic year(July to June). It can be combined with weekly off days (i.e., Sundays & Saturdays) and other holidays, but not with Puja holidays and any other holidays. When so combined, the total period of absence at any one time will be subject to a maximum of 07 days including 4 days of CL and such off days/holidays pre-fixed / suffixed and falling in between.

4.2.2 Probationary and ad-hoc employees will be given Casual Leave at the rate of 3 days per quarter.

4.2.3 Casual Leave cannot be availed of for less than half a day.

4.2.4 Casual Leave cannot be carried forward to the next academic year.

4.3. Earned Leave (EL)

4.3.1 EL means Leave earned in respect of completed years of service spent on duty including that as probationer / Trainee and will be granted to a person at the discretion of the authority granting such leave.

4.3.2

(a) The leave account of every employee shall be credited with EL twice a year, on 1st January and on 1st July of every calendar year, at the rate of 5 days for every completed half year of service for vocational staff & 12 days for Non-vocational staff.

(b) Leave at credit of the employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for that half year do not exceed the maximum limit of 300 days.

4.3.3

(a) Maximum period of EL that can be granted at a time to an employee shall not normally exceed 60 days, subject to Institute's work permitting grant of such leave.

(b) Unless otherwise compelled by exigencies of circumstances, in all cases, applications for EL shall be made at least 7 days prior to the date on which an employee proposes to proceed on leave for 20 days or more. Prior sanction should be obtained before leaving the station and / or proceeding as well as for extension of leave.

4.3.4 EL for less than a day will not be allowed.

4.3.5

(a) During the half yearly period in which an employee is appointed, credit of EL will be at the rate of 2¹/₂ days for every three months in case of vocational staff and @ 2 days for each completed calendar month of service for Non-vocational staff

(b) (i) The credit for the half year in which an employee is due to retire or resign from service shall be afforded only at the rate as specified under 4.3.5(a) up to the date of retirement or resignation/ termination in case of Non-vocational staff and up to the last quarter preceding the date of retirement/resignation/termination unless end of a quarter coincides with such date in case of Vocational staff.

(ii) When an employee is removed or dismissed from service or dies while in service, credit of EL shall be allowed at the same rate as specified under 4.3.5(b)(i) calculated up to the last date of the preceding month in which he is removed or dismissed from service or dies in service.

4.3.6 First credit of EL will accrue to an employee after completion of one-year service. However, under compelling circumstances, during first year of service, EL may be granted on medical grounds and at the sole discretion of the Competent Authority - to be adjusted later when it would be due.

4.4 Encashment of Leave

4.4.1 EL can be encashed by an employee at the time of retirement, end of contractual period and death in harness.

4.4.2 Encashment will consist of Basic pay and Dearness Allowance in case of regular employees and 70% of the consolidated amount in case of contractual employees admissible at the time of such separation. Manner of computation will be determined on the basis of 30 days a month irrespective of the number of days constituting the month in which it is encashed.

4.4.3 An employee who has completed 07 years of service in the Institute will also be entitled to encashment of leave at the time of separation, provided he has not violated the provision of the Service Rules such as the procedure and notice for separation or has not been found guilty of any misconduct in terms of the Service Rules of the Institute.

4.5. Special Types of Leave

4.5.1 Special Compensatory Leave (SCL)

(a) If the service of a non-vacational employee is requisitioned by the Competent Authority on a holiday (including weekly off days), he would be granted one SCL for each day of extra work, provided that he renders at least 4 hours of service on that day.

(b) For this purpose, a SCL account will be opened for every non-vacational member of staff of the Institute and, during submission of application, the date of presence against which SCL is sought should be clearly indicated.

(c) SCL earned in a year from 1st July to 30st June, should be availed of during this period and cannot be carried forward.

(d) The following shall not be eligible for grant of SCL :

(i) Intervening weekly off-days and holidays while on tour.

(ii) University work on a weekly off-day or holiday in connection with holding of examination / invigilation duty / assessment of answer sheets.

(iii) Attending Seminars / Workshops on a weekly off-day or holiday.

(e) Maximum SCL admissible at a time is for 4 days. It can be combined with weekly off days (i.e., Sundays & Saturdays), other holidays and CL, but not with any other kind of leave or Puja holidays. When so combined, the total period of absence at any one time will be subject to a maximum of 07 days including such off days/holidays pre-fixed, suffixed and falling in between.

(f) SCL cannot be availed of for less than half a day.

(g) SCL cannot be carried forward to the next academic year.

(h) A vacation staff, detained during vacation, would not be entitled to any SCL but have to avail of only Earned Leave in lieu of extra work @ 1 day EL for every 3 days of such detention. However, he will be entitled to one SCL for each day of extra work, if retained during any time other than the vacation.

4.5.2 Sick Leave (SL)

(a) Half-Pay Leave :

i) An employee may be granted leave on half-pay for 20 days for each completed year of service subject to a maximum period of two years during the whole period of service on medical ground on production of certificate from a medical practitioner.

Provided that the authority granting leave may ask the employee to appear for an examination by a medical practitioner / Medical Board appointed by the same authority before granting him leave.

Provided further that all employees on half-pay leave will be required to produce a certificate of fitness for resumption of duty from a qualified registered medical practitioner.

ii) Half-Pay leave may be combined with any other kind of leave except casual leave and quarantine leave.

(b) Commutated Leave :

i) An employee will be entitled to commute the half pay leave that he has earned to full pay leave for half that period on medical ground subject to production of a certificate from a registered medical practitioner and such commuted full pay leave shall not exceed six months in the whole period of service.

Provided further that when commuted leave is granted, twice the number of days of actual leave of absence on half pay shall be debited against the leave account.

Provided further that commutation of Sick Leave against leave of absence on medical grounds for a period exceeding 4 (four) days shall be allowed

ii) Commuted leave may be combined with any other kind of leave except casual and quarantine leave.

(c) Quarantine Leave :

i) Quarantine leave is leave of absence from duty necessitated by order not to attend office due to suffering from infectious diseases as mentioned below by a member of the family of the employee concerned. Such leave may be granted on the basis of a certificate of a public or municipal health officer for a period not exceeding 21 days or, in exceptional circumstances, for a period not exceeding 30 days. Quarantine leave will not be debited to leave account. An employee on quarantine leave will not be treated as absent from duty.

ii) For the above purpose, small pox may be considered as infectious disease; chicken pox shall not, however, be considered as infectious disease unless the Medical Officer or Public Health Officer considers that because of doubt as to the true nature of disease, i.e., small pox, there is reason for the grant of such leave.

iii) The following diseases shall also be treated as infectious for the purpose of grant of quarantine leave :

- a) Scarlet Fever
- b) Plague (Pneumonic or Bubonic)
- c) Cerebro-spinal meningitis.

4.5.3 Maternity Leave (ML)

(a) ML is admissible to female employees of the Institute on full pay for a period of continuous 120 days from the date the staff desires to proceed on maternity leave or from the date of actual confinement, whichever is earlier. Any long vacation will also be covered within this ML, if it coincides with the same.

(b) ML for a period not exceeding 6 weeks may also be granted in case of exigencies during confinement provided that the application for leave is supported by a certificate from an authorized medical practitioner.

(c) ML will not be debitable to the leave account. The leave can be granted only twice during the service period of an employee and there must be a gap of at least 2 (two) years between the two periods of ML.

4.5.4 Study Leave / Permission for higher studies on lien

4.5.4.1.

(i) Study leave for acquiring higher qualifications like M.E./ M.Tech./ Ph.D. from a University / an Institute of higher learning located outside Kolkata will be admissible only to a confirmed member of faculty.

(ii) Study Leave may be granted initially for a period of not more than 2 (two) years which can be extended by a further period of one year when the circumstances justify such extension.

(iii) Study Leave can be granted twice during the entire period of service life maintaining a gap of 5 (five) years in between two Study Leaves. Total duration of Study Leaves during the Service Period shall not exceed 3 (three) years.

(iv) The seniority of the employee would be maintained during the period of such leave.

(v) The Institute shall not be liable for any financial liability whatsoever during his study leave or for the purpose of study leave.

(vi) Keeping in view the overall interest of the Institute, not more than 10% of existing members of faculty of a department applying for study leave would be allowed to avail of the same, on the basis of seniority, at any point of time. If necessary, such vacancies may be filled up on an adhoc basis.

4.5.4.2. Policy for sponsoring Members of Faculty for pursuing Ph.D. under QIP

Eligibility Criteria for sponsorship:

A confirmed Member of Faculty with at least 3 years of service in the Institute who has got admission to pursue a Ph.D programme in one of the following major QIP centers as approved by the AICTE : :

- (1) IISc, Bangalore
- (2) IIT, Bombay
- (3) IIT, Delhi
- (4) IIT, Kanpur
- (5) IIT, Kharagpur
- (6) IIT, Guwahati
- (7) IIT, Madras
- (8) IIT, Roorkee

& the Ph.D programme in which he/she is to be admitted should be in the discipline of which he/she is a Member of Faculty and the topic of research should be of relevance to the department concerned, to be approved by the Principal.

Leave & Salary :

A Member of Faculty who is eligible, as above, will be granted leave with full pay to pursue Ph.D in any of the above QIP centers, for a maximum period of 36 months. Full pay means the Basic Pay, AGP & DA, which the incumbent has been drawing immediately prior to his/her going on leave on sponsorship.

The Member of Faculty on expiry of leave or earlier will rejoin in the same position which he/she was occupying before proceeding on leave. There would be no break in service for purposes of retirement benefits.

Number of such sponsorship:

Not more than 10% of the total strength of Faculty in any Department, subject to a maximum of 2, would be allowed to go on QIP programme at any point of time. The applications for QIP would be considered on a first-come-first-served basis.

Bond :

A Member of Faculty availing himself / herself of the benefit under 'QIP' would be required to execute a bond with the Institute agreeing to serve the Institute for a minimum period of 3 years after his/her return on completion of 'QIP', against which he/she would be required to provide a bank guarantee of Rs. 6 lacs.

Replacement :

During the period when a Member of Faculty is attending a QIP, appointment may be made *only* on an ad-hoc basis to carry out the load.

Discontinuance:

If a QIP scholar discontinues the Ph.D. program midway, the scholar would have to refund to the Institute such salary and allowances paid to him / her for the period he /she attended the program.

Pre-Ph.D :

If a candidate is required to undergo a pre-Ph.D programme & the candidate is required to visit the QIP center, as per QIP rules, such periods of absence, should be during semester break only. However, if additional period of absence is required for the purpose, such periods of absence, not exceeding 30 days in a year, is to be treated as period of deputation. The Institute's travel rules will apply in all such cases.

4.6. Extra Ordinary Leave

Any type of leave not covered by the classifications mentioned herein shall be considered as extra ordinary leave and cannot be availed without prior written approval of the Principal.

CHAPTER – V

Duration of Curriculum, Eligibility for Admission & Examination Rules

5.1 Duration of Curriculum

B.Tech. programme shall be of 4 year duration, MCA shall be of 3 year duration and M.Tech. shall be of 2 year duration. Each year shall be divided into two semester – Odd Semester (July to December) and Even Semester (January to June). The Odd semester shall ordinarily begin in July for students already on rolls and the Even semester shall ordinarily begin in January. However, the first semester may begin a little later depending on completion of admission formalities. The number of teaching weeks in each semester shall be minimum fifteen.

5.2 Eligibility for Admission

5.2.1. Admissions to different courses, shall be based on guidelines of the Govt. of West Bengal and WBUT, to be issued from time to time.

5.2.2. Change of Branch:

A student may be allowed a change of branch in B.Tech. after completion of course requirements for the first and second semesters of the first year programme. The selection shall be on the basis of merit assessed through the combined results of the first and second semester examinations declared in the form of YGPA at the end of the first year. This is an incentive to meritorious students securing a YGPA of 8.5 or more. The change of branch shall be accorded to only such students who have cleared all examination items of both semesters in first attempt, in examinations held during academic session of his first admission to the course. Change of branch may be accorded subject to the condition that the consequent total student strength in the 'gainer' programme shall not exceed by 10% of the approved seats and the net student strength in the 'loser' programme shall not deplete by more than 10% of the actual student strength existing on the rolls prior to the change during the process. Institutional decision on the matter shall be final. However, the matter has to be reported to WBUT for fresh registration.

5.3 Provisions for Lateral Entry in 2nd year of B.Tech. programme

Diploma holders in E&T courses and B.Sc. Degree holders shall be eligible for admission to 2nd year B.Tech. course up to a maximum of 20% of sanctioned intake, and this will be over and above the approved intake, i.e., as supernumerary seats. Their admission shall be governed by guidelines of the Govt. of West Bengal and WBUT, to be issued from time to time.

5.4 Examination Rules

5.4.1. *The Regulation relating to Constitution, Powers and Functions of the Board of Examinations*

5.4.1.1. There shall be one Board of Examinations (BOE) for all the UG and PG courses of the Institution. BOE will be responsible to the Academic Council.

5.4.1.2. BOE shall consist of the following members:

- (i) Principal Chairman
- (ii) Dean (UG) Member
- (iii) Dean (PG & Research)..... Member
- (iv) Registrar Member
- (v) 4 (four) HODs to be nominated by the Chairman,
Academic Council for a 3-year term on rotation Members
- (vi) Controller of Examinations Member Secretary

5.4.1.3. Subject to any Statutes, Ordinances, Rules or Regulations and General Guidance of the Academic Council, the BOE shall have the following Powers and Functions :

- (i) to conduct the various examinations of the Institute
- (ii) to review the results of examinations before publication, and take appropriate measures, if considered necessary
- (iii) to report to the Academic Council the results of various examinations with necessary comments for approval and publication

5.4.1.4. Meeting and Quorum

- (i) in absence of the Principal, Dean (UG) shall preside over the meeting
- (ii) 5 (five) members shall form the quorum for a meeting
- (iii) the Committee shall meet at least 4 (four) times a year or more often, if necessary.

5.4.1.5. Obligations of Officers and Staff

It shall be incumbent on the Controller of Examinations and any other Officer or member of staff of the Institute, directly or indirectly concerned with examination matters, to abide by the directions of BOE in respect of all such matters.

5.4.1.6. Removal of doubts

In case of any doubt or difficulty as to interpretations of these Regulations regarding conduct of examinations, the matter shall be referred to the Principal and his decision thereon shall be final.

5.4.2 Regulations regarding the conduct of examinations

5.4.2.1. Eligibility for appearing in Examinations

A student is liable to be debarred from appearing in an examination if he has not attended at least 75% of theoretical, practical and sessional classes on an average, held during the semester. The attendance shall be considered from the date of admission of the candidate in the institute in case of first semester and the date of commencement of semester classes for all other semesters.

A student shall be allowed to appear to any examination of the Institute only if he pays the prescribed fee by the date specified by the Controller of Examinations (COE). A student may,

however, deposit the examination fee with prescribed additional fee for late submission of application after the expiry of the specified date, but at least 3 (three) days before the commencement of that examination, provided that no such period of grace shall apply to a candidate for an examination for clearing his supplementary or special examinations, if any.

A candidate is allowed to appear in an examination only after he is issued an Admit Card for the relevant examination by the COE, after obtaining the eligibility certificate from the Principal.

5.4.2.2. Rules for Examinations

Each discipline of the B.Tech / MCA / M.Tech. programme consists of the following three components:

- (a) Theory papers
- (b) Practical papers
- (c) Sessionals

The schedule of these components along with their credit points for each semester is as per the curriculum and syllabus in force.

At the end of each semester, there will be an examination (here-in-after called end-semester examination) conducted by the Institution as per programme announced by the Controller of Examinations.

Back paper examinations, if any, shall be held with the normal end semester examinations.

There shall be no separate Supplementary Examinations for 2nd & 3rd year B.Tech, 1st year M.Tech and 1st & 2nd year MCA. However, Supplementary Examinations only in respect of 1st & 2nd semester for 1st year B.Tech, 3rd & 4th semester for final year M.Tech, and 7th & 8th semester of final year B.Tech and 5th & 6th semester of final year MCA shall be held within one month from the date of publication of results.

5.4.2.3. Evaluation of course papers

The evaluation of course papers will be done as per the following guidelines:

Theory papers

Each item under this classification is evaluated on the basis of 100 percentage points, sub-divided into the following four categories:

- a) End-semester examination: 70 points

Operational Guidelines

- i. Based on the recommendations of the respective HOD's and approved by the Principal, the COE will appoint two paper setters for independently framing two sets of question paper and also at least one moderator, who should be an external subject expert, for each course code. However, for Supplementary examinations, the moderator may be an internal subject expert.

- ii. The final question paper shall be prepared from amongst the two above sets by the moderator in presence of COE. The moderator will also have the right to change / modify / add questions; he should ensure that questions have been set from different modules of the syllabus, and have proper grading for students of high merits as well as students of average merit.
- iii. Examiner(s), duly recommended by the respective BOS and approved by the Academic Council, shall be appointed by the COE for evaluation of the answer scripts.
- iv. In case number of candidates in a course code exceeds 200, the COE may appoint a Head Examiner with the approval of the Principal.
- v. The COE shall also appoint Scrutineers, as required, with the approval of the Principal.
- vi. The results will be published normally within 30 days from date of completion of end semester examination.

b) Course tests/class tests: 15 points

Operational Guidelines

- i. At least two tests are to be conducted at near-identical intervals. The best performance is to be considered for the final reckoning.
- ii. The COE, in consultation with Dean (UG) and Dean (PG), will set the test schedule and announce test dates as per Institution calendar with the prior approval of the Principal.
- iii. Test scripts are to be corrected / evaluated within ten days of actual conduct of test and the solutions are to be discussed in the class. During the discussions the students can have access to the corrected scripts. The final award of marks list for each test is to be put on the notice board within next two days and copies of the same along with evaluated answer scripts communicated to the COE for record.
- iv. The process is repeated for each test.

c) Quizzes and assignments: 10 points

Operational Guidelines:

The course teachers will conduct at least 2 unannounced quizzes during the lecture/tutorial class and suitable number of home assignments are to be cleared by the student within stipulated time. The course teacher is solely responsible for final award under this category.

d) Attendance regularity and participation in the class: 5 points

Operational Guidelines:

The award under this category is the sole prerogative of the course teacher. Whereas attendance/regularity in a class is factual, assessment about participation is subjective.

The idea is to encourage teacher/student interaction in conduct of courses and discourage one-way communication.

The course teacher, in consultation with respective HOD, shall finalize the award of a student [out of 30, comprising b), c) and d)] and communicate the award list to the COE's office under sealed cover.

Practical papers

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

a. End semester examination: 60 percentage points

Operational Guidelines

i. There shall be an End Semester Examination in each laboratory item. The evaluation may be done based on:

- Organization of the experiment
- Actual data generated and the actual conduct of the experiment assigned.
- Data analysis/Synthesis and Conclusions etc.
- A comprehensive Viva-Voce seeking general awareness of the lab subject.

The relative emphasis shall be left to the HOD and the course teacher.

ii. The award shall be finalized immediately by the course teacher and submitted in sealed cover to the COE's office. All materials used by students during examination, is to be preserved for spot checking by HOD / COE, if desired.

b. Laboratory Sessionals: 40 percentages points.

Operational Guidelines

i. The course teacher shall be the sole authority for finalizing award under this item.

ii. He shall divide the points under the following guidelines:

- | | |
|--|-----------|
| • Attendance and regularity | 05 points |
| • Preparedness for conduct of experiment | 10 points |
| • Initiative to learn and interact | 10 points |
| • Presentation of lab report, its regularity in submission and content | 15 points |

iii. The course teachers finalize the award (out of 40 points) before the end – semester examination and communicate the same under sealed cover to the COE's office.

Sessionals (out of 100 percentage points)

Explanation & Operational Guidelines

Sessionals are those where, either the formal institutional contact hours are not specified, (viz., Practical Training, Extra/Co-curricular participation), or there are no formal End Semester examination of the written kind, (viz., Comprehensive Viva-Voce, Seminar, Industrial Training, etc.). For all items under these categories, the evaluation will be done internally through a Departmental Committee, appointed by the Departmental Head and duly endorsed by the Principal.

The norms for assessment may vary from item to item. A broad guideline is suggested below:

- i. For items which are conducted outside the institution viz., Industrial training, Co-curricular/Extra-curricular participation etc. – assessment may be made on the basis of Supervisor's assessment, report submitted by the student, if any, participation & attendance, and Viva-Voce conducted by a Departmental Committee, constituted by the Departmental Head and duly ratified by the Principal.
- ii. Items conducted in the Department / Institution viz., Seminar, Comprehensive Viva-Voce – are evaluated by the Departmental Academic Committee(s) constituted by the Department(s) and ratified by the Principal, based on participation and attendance in this course, comprehension of seminars by fellow students, presentation and content of seminar presented, capability to address to questions by participants.

The award list for this paper is finalized by all the members of the Departmental Academic Committee before the starting of the end-semester theory/practical examinations, and shall be communicated to the COE's office under sealed cover.

5.4.2.4. Declaration of result, promotions and grading system:

In order to pass the B.Tech / MCA course a candidate must obtain at least D grade in each of the theory, practical and sessional papers.

The promotional status in respect of B.Tech. / MCA course is indicated on the even semester credit card/sheet as per details below:

- a. A student shall be eligible for promotion to the next higher level if he has cleared ALL course papers of earlier semesters individually.
- b. A student shall also be eligible for promotion to the next higher level / year with backlogs but those backlogs are to be cleared within the time limit specified for the completion of the course which is 7 years for B.Tech. and 5 years for MCA from the year of admission.

- c. A student shall be eligible for promotion only if he has not been involved any breach of discipline or has not been time barred due to non-completion of the course within the time limit fixed for the purpose.

In order to pass the M.Tech., a candidate must obtain at least D grade in each of the theory, practical and sessional items and a DGPA of 6.0.

The promotional status in respect of M.Tech. students shall be indicated on the even semester credit card / sheet as per details below:

- a. Passed and Promoted (denoted by P) and indicating that
- i. the candidate has cleared every course paper of both odd and even semester of the academic year
 - ii. he has no backlogs from the lower levels
- b. Eligible for promotion with backlogs (denoted by XP) indicating that
- i. the candidate is eligible for promotion with backlog of maximum one course paper for the just completed lower level even after the supplementary examination, subject to his applying for the same to the Principal of the Institute
 - ii. he is not carrying any backlog from other lower levels.

The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of all the semesters.

Grading system

A seven point grading system on a base of 10 shall be followed in the Institute. Categorization of these grades and their correlation shall be as under:

<i>Qualification</i>	<i>Grade</i>	<i>Score on 100 percentage points</i>	<i>Point</i>
Outstanding	'O'	100 to 90	10
Excellent	'E'	89 to 80	9
Very good	'A'	79 to 70	8
Good	'B'	69 to 60	7
Fair	'C'	59 to 50	6
Below average	'D'	49 to 40	5
Failed	'F'	Below 40	2

A transitory letter grade I (carrying points 2) shall be introduced for cases where the candidate fails to appear in end semester examination(s) and where the results are incomplete. This grade shall automatically be converted into appropriate grade(s) as and when results are complete.

No student shall be allowed to receive/complete the final degree with any I or F grade.

A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as :

SGPA – Semester Grade Point Average

YGPA – Yearly Grade Point Average

DGPA – Degree Grade Point Average

Definition of terms:

a. POINT : Integer(s) qualifying each letter grade(s) in the seven point system, earned in each item in a semester by a candidate.

b. CREDIT : Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the course structure and syllabus

c. CREDIT POINT : (b) X (a) for each course item

d. CREDIT INDEX : Σ CREDIT POINT of course items in a semester

e. GRADE POINT AVERAGE, in general items, is defined as

$$= \frac{\text{CREDIT INDEX}}{\Sigma \text{ CREDITS}}$$

but it is always qualified by the specified period reference, as detailed below.

Semester Grade Point Average (SGPA)

$$= \frac{\text{CREDIT INDEX}}{\Sigma \text{ CREDIT}} \quad \text{for a Semester}$$

Yearly Grade Point Average (YGPA)

$$= \frac{\text{CREDIT INDEX of Odd Sem} + \text{CREDIT INDEX of Even Sem}}{\Sigma \text{ CREDIT of Odd Sem} + \Sigma \text{ CREDIT of Even Sem}}$$

for an academic year.

Degree Grade Point Average (DGPA) for 4-year B.Tech Course

$$= \frac{1 \times \text{YGPA IYr} + 1 \times \text{YGPA IIFYr} + 1.5 \times \text{YGPA IIIFYr} + 1.5 \times \text{YGPA IVYr}}{5}$$

Degree Grade Point Average (DGPA) for 3-year MCA Course

$$= \frac{1}{3} \sum_{\text{Year1}}^{\text{Year3}} \text{YGPA}$$

Degree Grade Point Average (DGPA) for 2-year M.Tech. programme

$$= \frac{1}{2} \sum_{Year1}^{Year2} YGPA$$

For percentage equivalence, the following table, as notified by the AICTE, may be referred to:

GRADE POINT (x)	PERCENTAGE OF MARKS (y)	GRADE POINT (x)	PERCENTAGE OF MARKS (y)
6.25	55	7.75	70
6.75	60	8.25	75
7.25	65		

N.B.: $y = 10x - 7.5$

5.4.2.5. Post publication scrutiny & re-evaluation

Preamble

i. The Institute shall have provision for scrutiny of answer scripts, re-evaluation following declaration of results, for students not convinced that proper justice has been done in subjective evaluation of their answer scripts in just concluded end-semester examination.

ii. Re-examination of the scripts shall be of two categories only :

a. Scrutiny – the activity under this category shall ordinarily be confined to checking :

i. correctness of the total marks awarded and its conversion into appropriate letter grading.

ii. whether any part/whole of a question(s) has/have been left uncorrected/unevaluated inadvertently.

iii. correctness of transcription of marks in respect of the course item under scrutiny

OR

b. Re-evaluation – re-examination of the script by independent experts in the concerned subject(s).

Application for Scrutiny/Re-evaluation

(i) A candidate may apply for scrutiny or re-evaluation within 7 (seven) days from (but excluding) the date of publication of result, for one or more subject items of the just concluded end-semester examination on payment of a prescribed fee to the Institute as per details indicated from time to time through notification. The prescribed application form for the purpose shall be collected from the office of the Controller of Examinations or downloaded, if so instructed.

- (ii) The Institute may extend the date of submission of application, if any.
- (iii) Incomplete and erroneous applications shall be rejected and no further correspondence in respect of such applications shall be entertained.
- (iv) A student applying for scrutiny/re-evaluation shall expressly state on the application form, whether the application made is for scrutiny or for re-evaluation. Only one option shall be permitted
- (v) Candidate shall enclose a bank draft for the requisite amount of application fees, payable to the “Heritage Institute of Technology” at any nationalized bank in Kolkata, and make appropriate entry on the application form. An application not accompanied by the application fee or accompanied by inadequate application fee shall be rejected and no further correspondence shall be entered
- (vi) All applications for scrutiny/re-evaluation must be routed through the COE’s office of the Institute.

Rules for Scrutiny/Re-evaluation

- (i) It shall be obligatory on the part of a candidate applying for post-publication scrutiny/re-evaluation to accept the alternation in marks/grade, if any, after scrutiny/re-evaluation.
- (ii) He shall enclose the original grade sheet issued to him, along with the application
- (iii) Scrutiny shall confine itself to re-totalling of credits, checking for missed out corrections of questions and correctness of transcription of award and its final conversion into letter grades and consequent evaluation of SGPA/ YGPA/ DGPA, as the case may be
- (iv) “Re-evaluation” shall entail re-examination of the answer script(s), for which re-evaluation is applied for, by an acknowledged external subject expert
- (v) Neither the candidate nor any one on his behalf shall be entitled to be present during scrutiny/re-evaluation, nor shall he or his representative will have any right to inspect the answer script(s) after publication of scrutiny/re-evaluation results
- (vi) After the result of post-publication scrutiny/re-evaluation is declared, a fresh grade sheet shall be issued to the candidate incorporating changes. In such a case the original grade sheet submitted by the student along with the application shall be cancelled by the Institute and use of copies of the same in future shall amount to concealment of facts, punishable by law. The new grades shall replace the grades declared earlier, whether the grade(s) and/or result indicate improvement or otherwise. Requests for ignoring deterioration of performance, if any, including failure in course items, consequent upon scrutiny/re-evaluation, shall not be possible under any circumstance. In case there are no changes, the original grade sheet shall be returned to the student
- (vii) Post publication scrutiny/re-evaluation shall be allowed for the theory course-items only, and shall not be possible for practical and sessional items

(viii) The result of scrutiny/re-evaluation shall be intimated to the candidate(s) by the Institute.

(ix) Application for scrutiny/re-evaluation shall not ensure that the result for such scrutiny/re-evaluation shall be declared before the date fixed for submitting application for next examination. Failed candidates shall, in their own interest, submit applications for enrolment for appearing in the next examination of concerned items when the same is held, within the dates specified

(x) If the result of scrutiny/re-evaluation is not available at the time when a failed candidate (who applied for scrutiny/re-evaluation) appears in the examinations of his arrear items subsequently he shall have the option to choose between the result of scrutiny/re-evaluation and the result of the exam as his final grade in arrear items. In such an event, if the candidate chooses to opt for the result of the subsequent examination in respect of the arrear item(s), his original grade sheet, kept with the Institute shall be returned.

(xi) A script which has been scrutinized once or revaluated once shall not be scrutinized /revaluated again

(xii) The interpretation of the Principal in respect of the rules, including any issues not specifically mentioned shall be final

5.4.2.6. Scope for Grade Improvement

A candidate may apply to re-appear in a regular examination of an already passed paper to improve the grade by depositing the requisite fees. Maximum number of such attempts will be two (2) in the entire degree program. The internal assessment marks of the paper(s) will however be carried forward. If the grade obtained in the repeat examination is lower than his / her original grade, the original grade shall prevail.

5.4.3. Eligibility of a member of faculty to be involved in the evaluation process

Any member of faculty having his ward / near relation in his subject(s) must declare in writing to the respective HOD at the beginning of the semester indicating conflict of interest. Such a member of faculty shall not be allowed to get involved in the evaluation process for that particular subject.

5.4.4 Guiding rules for conduct of Examinations

5.4.4.1. The Controller of Examinations shall be responsible for strict supervision and efficient conduct of the examinations in accordance with the rules laid down for the purpose.

5.4.4.2. A candidate who fails to produce the Registration Certificate and / or Admit Card may be provisionally permitted to sit for the examination for the day provided he submits an undertaking in writing to produce the same on the very next day, failing which he shall be debarred from appearing in the following examinations. Such cases should be reported to the Controller of Examinations. However, in case any of the above is lost, the matter should be reported to Police and a copy of GD has to be submitted to the Office of the Controller of Examinations, besides carrying the same for appearing at the remaining examinations

5.4.4.3. No candidate will be admitted after the expiry of half an hour from the commencement of the examination

5.4.4.4. If circumstances so demand, the Controller of Examinations may expel a candidate from the Examination Hall and debar him or her for appearing at the examination for the paper. He shall submit a report to the Board of Examinations forthwith.

5.4.4.5. Candidates suffering from any form of contagious or infectious diseases, or from any illness or diseases considered to be prejudicial to the general body of students under examination, will not be admitted into or allowed to remain in the Examination Hall.

Special arrangements may, however, be made for candidates who are suffering from certain categories of diseases, if application is made to the Controller of Examinations well in advance. Such a candidates shall have to bring necessary materials such as bed, pillow etc.

5.4.4.6. After the completion of the examination, the Controller of Examinations shall arrange to keep the records of following documents for future purpose, if necessary:

- (i) Attendance sheets with signature of candidates appearing in each paper
- (ii) Absentee statement.

5.4.5 Instructions to Invigilators

5.4.5.1. For every 20 students or part thereof, there shall be one invigilator in a room. The invigilator(s) shall be overall in-charge of the room assigned to him / them.

5.4.5.2. All invigilators shall report to the Controller of Examinations at least half an hour before the commencement of examination for collecting question papers and other examination materials after which they shall directly go to the halls allotted to them. The distribution of question papers to candidates may start 5 minutes before the time for commencement of the examination.

5.4.5.3. Invigilators should examine the Admit Cards and Registration Certificates of all the candidates to see that their admission to the examination hall is regular. If a candidate fails to bring his Admit Card and / or Registration Certificate, the rule under Section 5.4.4.2 shall apply

5.4.6 Misconduct / Malpractice

An invigilator is required to be alert at every moment so that no student can adopt malpractice during the examination.

5.4.6.1. Nature of malpractices

Category I:

- (A) Writing erratic / irrelevant matters
- (B) Writing obscene language / sketches
- (C) Disclosing the identity in the answer script and / or requesting for specific marks
- (D) Writing wrong Roll No.
- (E) Leaving the examination hall without permission / not signing in the attendance sheet

Category II:

- (A) Possessing printed / handwritten notes
- (B) Copying or helping in copying
- (C) Manual / group copying
- (D) Possessing text book / sizeable handwritten / printed text
- (E) Attempting to bribing / writing letter hinting at illegal gratification
- (F) Mutilating the answer book issued

Category III:

- (A) Misbehaving / threatening examination official or other examinees / smuggling out question paper
- (B) Receiving outside help
- (C) Assaulting examination officials
- (D) Indulging in / inciting anything other than normal
- (E) Smuggling in / out answer script or attempting to do so
- (F) Tampering with answer book issued and replacement of pages
- (G) Impersonation or helping others to impersonate

N.B.: The Controller of Examinations shall use his discretion in respect of the steps to be taken in case of any other type of malpractice not mentioned above.

5.4.6.2. Board of Discipline :

- There shall be a Board of Discipline with the following composition to which all cases of breach of discipline in connection with examinations shall be reported with relevant documents and details :
 - A. Principal – Chairman, Ex-Officio
 - B. Dean (UG), Ex-Officio, Member
 - C. Dean (PG & Research), Ex-Officio, Member
 - D. Registrar, Ex-Officio, Member
 - E. Controller of Examinations, Ex-Officio, Member Secretary
- Meeting of the Board of Discipline shall be convened by the Member Secretary on such dates as may be fixed by the Chairman for which at least 3 (three) days' notice shall be given. The Member Secretary shall keep a record of the proceedings of the meeting of the Board.

5.4.6.3. Highest punishment recommended for consideration of the Board of Discipline

- Category I – Cancellation of Paper
- Category II – Cancellation of Paper in case of (A) to (D)
Cancellation of entire examination of the semester
in case of (E) and (F)

- Category III – Cancellation of entire semester examination with debarment from appearing in any examination for one year or two years excluding the current examination

5.4.6.4. Steps to be followed for a student who is detected while indulging in malpractice

- The answer script, together with support material(s) used in the act of malpractice, if any, be ceased by the invigilator / supervisor
- The student should be asked to fill in the unfair practice form and sign the same before the invigilator / supervisor. No verbal argument etc., shall be entered into
- A fresh answer script be issued to the student after writing on the first inside page, the time of issuance of the said answer scripts by the invigilator(s). No signature on the page shall be made. The student shall be allowed to continue with the examination.
- The first answer book, along with the answer practice form duly completed by the invigilator / supervisor and the offending material(s) ceased at the centre, be packed in sealed envelope and conveyed to the Controller's Office separately.

Note: Unless otherwise specified, any expression in these rules denoting masculine gender includes feminine gender also and a singular noun includes plural noun and vice-versa if the context so requires