

# **HAND BOOK OF RULES & REGULATIONS**

## **JNIT**

JaganNath Gupta Institute of Engineering & Technology

Sitapura, Jaipur

**July 2011**

**Dear Students,**

We welcome you at **JaganNath Gupta Institute of Engineering & Technology, Jaipur (Rajasthan)**. We are happy that you have opted engineering as profession. You should remember that you will have to devote your full energy and time to achieve your goal to become a successful professional. Besides planning your activity at macro and micro levels, you are also required to follow the rules & regulation of the Institute, detailed out in this booklet to maintain proper decorum and discipline.

You should ensure that you are regular at your studies in all aspects, may it be theory classes, tutorials, practical work in laboratories and workshops etc. This Institute belongs to you and you are required to help in its growth and development.

Please note that ragging is a criminal offence according to the **Hon'ble Supreme Court of India** and you are advised not to involve yourself in any act of indiscipline.

**Principal**

## **QUALITY POLICY**

The vision of JNIT is to become one of the leading centers of teaching, research and transfer knowledge of Engineering/Technology & Management for the development of economy through total commitment to excellence and to produce professionals having intrinsic motivation for growth & development with in-built aspects of character building and entrepreneurship development. The Institute is committed to maintain high standards of quality in its resources and systems and continuously strive to promote innovations and developments in all spheres of functioning

## **QUALITY OBJECTIVES**

To produce professionals in Engineering/ Technology as per requirements of industry and other sectors of employment.

To undertake research and consultancy services to help develop the industry and community.

To offer continuing educational programs for working professionals and technical human resource on an ongoing basis so as to keep them aware of current development around the world.

To establish symbiotic linkages with the industrial world and other academic institutions for mutual growth and development.

To promote entrepreneurial skills amongst the students and help in the development of community/society including weaker sections for improving the economy and quality of life of the people

## **Rules & Regulations**

This booklet provides you basic knowledge of rules and regulations pertaining to discipline, Library, and other requirements. You are required to follow these rules and regulations during your stay at this Institute. We hope that your conduct & behavior will be like that of a professional

### **Disciplinary Rules**

1. A student is expected to have high standards of discipline and conduct within and outside the Institute. He/She shall show due courtesy and consideration to the employees of the Institute, good behavior to his/her fellow students, respect to the teachers and courtesy to the visitors.
2. Breach of rules and regulations, lack of decorum or act of indiscipline or ungentlemanly conduct in the Institute premises, or willful damage to the property of the Institute or to the belongings of fellow-students or use of unfair means in tests/examination may entail the student's dismissal from the Institute or debarment from the examination. A student, whose conduct has not been up to the standard expected of a student of this Institute, may be temporarily or permanently debarred from continuing the course of studies.
3. For maintenance of discipline amongst the students of the Institute, a Standing Discipline Committee for students of the Institute, will examine the cases (s) of student (s) involved in breach of rules of conduct and can recommend a suitable disciplinary action or punishment. The Director-Principal in exceptional circumstances/cases may give a hearing to the students reported against and pass orders on the recommendations of the Standing Committee.
4. In case of damage to any building, furniture, apparatus or any other property of the Institute, the damages may be charged from the student or students known to be

directly concerned, but if the student(s) who cause the damage are unknown, the cost of damage may be charged equally from all the students of the Institute/class.

5. Students shall be responsible for upkeep of books, apparatus, tools, instruments, materials etc. issued to them.

6. No society or association or club shall be formed without the prior permission of the Director/Principal.

7. No meeting shall be convened and no person shall be invited to address any meeting or society without the prior permission of the Director/Principal.

8. Ragging, Smoking, Consumption of Drugs, Alcohol, is strictly prohibited in the college campus. Anyone found so indulging anywhere, in the above, would be liable to face disciplinary action including immediate expulsion from the college

9. Perfect silence must be maintained during class hours and functions.

10. Writing on walls, furniture, drawing tables, college buses and bathrooms is strictly prohibited. Students must handle college property with care

11. During sickness period and unexpected event, day scholars have to write leave application to the Tutor -Guardian. The day when they come to class they must bring necessary proof.

12. If anybody is absent, next day morning they have to meet HOD'S and get permission to attend classes. Normal leave sanction will be done by respective Tutor - Guardian

13. Day Scholar students who are resident of private hostels must show their ID card & Lunch Pass to the Security In charge in Lunch hours.

14. College timings are from 8.30 a.m to 3.30 p.m. Students are not permitted to enter in to the campus after 8.30 a.m and are also not allowed to leave the college before 3.30 pm. During the college hours visitors are strictly not allowed to meet students.

15. For medical leave, the Medical Certificate should be enclosed along with the leave application signed by the parent/Local Guardian. The parents, not guardians are requested to meet the Principal/Director immediately as and when they receive any communication from the institute regarding unauthorized absence/leave or other disciplinary issues. Failure to report may result in the removal of student's name from the attendance register.

16. The internal marks will be calculated strictly based on the percentage of marks scored by the students in the tests / examinations.

17. The Discipline marks will be calculated strictly based on the percentage of attendance throughout the semester, students participation in extra curriculum activities like sports, cultural events, workshops etc. through proper channel/proof.

18. Any student found indulging in malpractice in the test would be debarred for the rest of the tests / examinations. Any case of malpractice in the University Examinations will be reported to the University

19. Students are expected to read notices/circulars displayed on the college Notice Board. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse failing to comply with the directions contained in it.

20. All vehicles should be parked in the allotted place. Vehicles found parked in unauthorized places shall be impounded.

21. While attending college functions, the students will conduct themselves in such a way as to bring credit to themselves and to the institution.

22. No notice of any kind shall be circulated among students or displayed on black boards or on notice board without the written permission of the principal. No information or

report should be sent to press or any other agencies without the permission and approval of the principal.

23. For Students participating in Sports / Cultural events during a semester the maximum number of days of absence shall not exceed 8 days. Any waiver in this context shall be on the approval of SDA Cell /Sports Officer/Dean Academics. The SDA Cell /Sports Officer/Dean Academics shall inform the concerned Head of Department in advance with a copy.

24. Midterm and practical examination are conducted as per Academic Calendar of RTU. Students will not be given any other chance for improvement if they fail to appear in Mid-Term Examination.

25. During the examination sessions, all candidates must be present in the assigned room at least 15 minutes before the scheduled start time. The candidate should take a seat and place his or her student card where it is visible to the invigilator.

26. Student must carry only writing material like pen, pencil; drafter, etc. **Cell phones** and other similar devices are **strictly prohibited** in examination rooms. The candidate is not allowed to borrow materials from other candidates during the examination. Programmable calculators are not allowed in examination.

27. Misconduct & Violation shall be severely dealt with and may result in rustication or expulsion from the college.

28. The students are required to move silently through the corridors without disturbing the nearby classes and Laboratories. Behave in such a manner that suits a cultured engineer

29. To switch off the light, fan, computers, equipments while going out of the room/ lab.

30. If anybody is found in infringement of security guard instructions, misbehaving with the faculty or staff of the college, misbehaving in the hostel premises or college premises, on

road and doing unfair means, which will damage the image of the college, is liable for the punishment

31. No political, religious or other activities are permitted in campus of the Institute.

32. Keeping the mobile phone switched on or disturbing the class, clicking pictures or making videos would lead to legal action

33. No student is supposed to participate in any kind of strike or agitation etc. Anybody found guilty of doing so is liable to face strict action including expulsion from the college

34. Students should show due respect to the faculty members. They should be highly dignified in their conduct and behavior. (Students are advised to keep in touch with their tutors and faculty members and seek their guidance whenever needed)

35. The student should strictly obey the rules and regulations given above Violation of any of the above rules by the students shall be dealt with disciplinary action to the extent of expulsion from the college and /or hostel. The decision of Discipline Committee (DC) shall be final and binding for the student and his/her parents.

**9. The following acts/activities on the part of the students shall be considered misconduct and stringent disciplinary action including expulsion in exceptional case (s) from the Institute may be taken besides imposing monetary fine:**

(i) Ragging in any form inside/outside the Institute campus.

(ii) Fighting/quarrelling in the Institute campus.

(iii) Shouting/whistling in the campus.

(iv) Disobedience or misbehavior with teacher (s) & supporting staff.

(v) Noise/shouting in the Library.

(vi) Willful damage to Institute property.

(vii) Mass bunk from the class (s).

(viii) Violation of rules & regulation of the Institute.

(ix) Sitting in the verandah, corridor or on steps.

(x) Use of mobile phones in the class room, corridors, labs. & workshops

(xi) Any other unlawful activity not covered above

### **Leave Of Absence**

a. If the period of leave is for a short duration (less than a week), prior application for leave shall have to be submitted to the Head of the Department concerned, stating fully the reasons for the leave requested for, along with the supporting document(s). Such leave shall be granted by the Head of the Department.

b. Absence for a period not exceeding one week in a semester due to sickness or any other unavoidable reasons for which prior application could not be made may be condoned by the Head of the Department provided he/she is satisfied with the explanation.

c. If the period of absence is likely to exceed one week, a prior application for grant of leave will have to be submitted through the Head of the Department to the Chief Proctor with supporting documents. In each case the decision to grant leave shall be taken by the Chief Proctor on the recommendation of the Head of the Department.

d. The Chief Proctor on receipt of an application may decide whether the student be asked to withdraw from the course for that particular semester because of his long absence.

## **Library Rules**

The following rules & regulations will be strictly adhered to in the Institute Library.

1. The students must carry their Library-cum-Identity card with them while entering the library. No book will be issued without the Library card
  
2. Library cards/tickets are non-transferable.
  
3. Three books will be issued only for 10 days. If the issued books are not returned in specified time, an overdue charge of rupees one per day per book will be charged and after one month an overdue charge @ Rs. 5/- per day per book will be charged.
  
- 4 Even if a student is on leave, it is the responsibility of the student to return the book (s) within the specified period.
  
5. In case of loss of library card/library ticket, students are required to inform the librarian immediately and get duplicate library card/ticket issued on payment of Rs.50/- within 7 days of loss. Also, in case of loss of library book (s), students are required to inform the librarian in writing within 7 days of the loss and get deposit the price of the book in the Accounts/library Section along with overdue fine or replace the book of the same author/title, etc.
  
6. For re-issuing the same book, it is necessary to present the book at the counter. Re-issue is not automatic. If there is a pending demand for the book, the request for re-issuing can be turned down by the library staff.

7. Reference books, magazines, journals and syllabi will not be issued from the library. These are to be consulted in the library only. If reference book is taken Outside the library knowingly, a minimum fine of Rs.500/- will be levied besides disciplinary action.
9. The students are required to replace the book(s), journal(s) and other reading material at the place from where these were taken out.
10. Stealing of books, underlining of book contents, removing pages and defacing/damaging of library books in any form is a serious offence. The defaulters may be asked to replace/to pay the double cost of the book/fined or even debarred from using library facilities.
11. Library users are also required to get their books and other reading material checked by the counter assistant while leaving the library. Misbehavior with the library staff while checking books shall be considered as an act of indiscipline, which will call for strict disciplinary action.
12. Bags/poly-bags and overcoat etc. are not allowed inside the library. These are to be kept at the property counter placed outside the library. Any student found defaulter, his library membership may be cancelled for a specified period or a semester.
13. The students are advised to read the instructions on the Notice Board regularly.
14. The students are required to keep mobile phones switched off in the library.
15. It is mandatory to follow the library rules and maintain silence in the library.
16. Students may contact the librarian regarding any problem/suggestion pertaining to library services.

17. The Librarian has the right to recall any book from any student without assigning any reason.

18. The librarian has the right to withdraw the Library Membership/Library Card from any student violating Library rules.

### **3. Academic Services**

- Institute will ensure that all students have access to library services and computing facilities which will enable students to use above facilities during their course of studies.

- The Institute has established language laboratory for improving communication skills. Students will have to take initiatives for utilizing the services provided by the language laboratory in a phased manner.

- The status of academics services will be monitored by Dean-Academics/Dean Student Welfare and feedback will be obtained for bringing improvements.

Students on the other hand will:

- Use academic services with responsibility and by following all rules and regulations for their use, with due consideration to the needs and rights of other students/users.

- Provide feedback for the betterment of academic services, when requested to do so.

### **4. Change of Home Address/Telephone Number**

At the time of admission in the Institute, the students shall submit details of their home address and telephone no's. Subsequent to admission, if there is any change in their address/telephone nos. the same should be informed in office to incorporate the changes in

the record. For providing wrong address, disciplinary action will be taken against such students.

### **5. Identity Cards**

It is mandatory for all the students to keep their Identity Cards with them in the Institute. The identity cards are issued by the Institute once at the time of admission & will remain valid for the full duration of the course. In case the Identity card is lost/damaged/mutilated by the student that can be renewed/duplicate Identity Card can be issued by depositing prescribed charges & completing other formalities in the office.

### **6. Fee Structure**

The students shall be required to deposit the tuition fee along with other charges as prescribed by the University/Institute well in time for which notice will be displayed on the Institute notice board (s) in advance from time to time. Penalty would be charged from those students who fail to deposit the fees within the prescribed period.

### **7. Falling Short of Attendance**

The students, who fall short of minimum mandatory of 75% attendance prescribed by the University/Institute(RTU,KOTA), shall not be eligible to appear in the Mid-Term Examination and University Semester Examination. The students will contact their teachers to know the position of attendance in each subject at the end of each month.

### **8. Safety Precautions**

The students shall observe all safety precautions. The Institute is not responsible for any accidents of whatever nature in the Institute, hostels, and workshops, Laboratories or Playgrounds and during any industry visit/training.

### **9. Dress Code**

The students will have to wear prescribed dress in the Institute as well as in the laboratories/workshop except for Friday & Saturdays. Students without proper prescribed dress will not be allowed to enter the Institute

## **9. Transportation**

1. Transportation facility pass is not transferable
2. The card must be carefully preserved in case of lost it may be replaced on the payment of Rs 50/-
3. The student should keep this pass with him/her and it should be available with him/her when demanded, otherwise student may not be allowed to travel by bus.
4. The pass is valid only for the session in which him/her deposited the transportation fee.

## **10. Working Days**

The Institute will function from Monday to Saturday starting from 8:30 a.m. onwards daily

### **Note:-**

**Management authorities reserve the right to make amendments/additions and alternations at any time in the above rules & regulation without prior notice.**

\*\*\*\*\*