

**The Statues relating to constitution, powers and functions of the authorities of  
Haldia Institute of Technology, Haldia  
(An Autonomous Institution)**

(Approved by the Board of Governors in its 41<sup>st</sup> meeting held on 13.11.2019)

By virtue of the autonomous statue granted by the University Grants Commission to Haldia Institute of Technology (HIT), Haldia under Maulana Abul Kalam Azad University of Technology (MAKAUT), West Bengal and in exercise of the powers conferred by Indian Centre for Advancement of Research and Education (ICARE), Haldia, the Board of Governors of Haldia Institute of Technology makes the following statues relating to constitution, powers and functions of the authorities of HIT, Haldia, referred to as the Statue.

## **CHAPTER – I**

### **Preliminary**

#### **Short Title :**

1. These statutes may be called as the statutes relating to the powers and functions of the authorities of Haldia 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) Examination Committee
- (iii) Internal Quality Assurance Cell (IQAC)
- (iv) Grievance Redressal Committee (other than sexual harassment)
- (v) Admission Committee
- (vi) Library Committee
- (vii) Free Studentship Committee
- (viii) Student Welfare Committee
- (ix) Internal Complaints Committee (against sexual harassment).
- (x) Purchase Committee
- (xi) Training & Placement Committee
- (xii) R&D Monitoring Committee
- (xiii) Industry Institute Partnership Cell
- (xiv) Disciplinary Committee
- (xv) Publication Committee

Other various committees constituted earlier will act as per norms of the Institute.

## CHAPTER – II

### Statutory Authorities

#### 2.1 Board of Governors

##### 2.1.1 Composition

Sl.No.	Name of Members	Designation	Category	Nature
1	Dr. Lakshman Chandra Seth	Chairman	Management	Chairman of the Society (ICARE)
2	Sri Sayantan Seth	Vice Chairman	Management	Nominee of Society
3	Sri Asish Lahiri	Secretary	Management	Nominee of Society
4	Sri Sudipton Seth	Member	Management	Nominee of Society
5	Smt. Susmita Sahoo Seth	Member	Management	Nominee of Society
6	Mrs. Sparsita Panda Seth	Member	Management	Nominee of Society
7	Prof. Asit Baran Maity	Member	Teachers of the college	Nominated by the Principal based on seniority by rotation
8	Prof. Tarun Kanti Jana	Member	Teacher of the college	
9	Prof. B. B. Paira	Member	Educationist	Nominated by the Management
10	Dr. D. K. Saikia, Dept. of Computer Sc. & Engg, Tezpur University	Member	UGC Nominee	Nominated by UGC
11	To be nominated	Member	State Government Nominee	Academician not below the rank of Professor or State Government official of Directorate of Higher Education/ State council of Higher Education
12	To be nominated	Member	University Nominee	To be nominated by the University
13	Prof. Asit Kumar Saha	Member	Principal of the college	Ex-Officio

#### **Invitee Members in Governing Body**

1. Prof. M. N. Bandyopadhyay, Director, Haldia Institute of Technology
2. Dr. Anjan Mishra, Registrar, Haldia Institute of Technology
3. Sri Sudipta Kumar Basu, Finance Manager, Haldia Institute of Technology
4. Sri Subhas Roy, Financial Advisor, Haldia Institute of Technology

**Term:** The Governing Body shall normally be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

**Meetings:** Meetings of the Governing Body shall be held at least twice a year.

#### **Functions of the Governing Body:**

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:

- Guide the college while fulfilling the objectives for which the college has been granted autonomous status.

- Approve new programmes of study leading to degree/ diploma/New School/department etc. on recommendation of the Academic Council.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates etc. on the recommendations of the Academic Council.
- 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 Statues, Rules and Regulations of the Institute and the relevant provisions made by other competent authorities like, AICTE, UGC, University etc.
- Approve annual budget of the college on recommendation of the Finance Committee.
- Perform such other functions and Institute committees, as may be necessary and deemed fit for the proper development of the college.

## 2.2 Academic Council

### 2.2.1 Composition

Sl. No.	Name	Designation	Nature
1	Prof. Asit Kumar Saha	Chairman	Principal, Haldia Institute of Technology
2	All Heads of the Departments	Member	All Heads of the Departments
3	Prof. T. K. Jana, Dean, School of Engg	Member	Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college
4	Prof. Radha Das, Dean, School of Chemical, Food & Biotechnology	Member	
5	Prof. Bikash Bepari, Dean, Students Welfare	Member	
6	Sri Susmit Maity, Associate Professor (IT) & Incharge, Training & Placement	Member	
7	Prof. Sarojkrishna Bhattacharyya, Principal, ICARE Institute of Medical Science & Research & Dr. B. C. Roy Hospital.	Member	Four Experts/Academicians from outside the college representing such areas in Industry, Commerce, Law, Education, Medicine, Engineering, Science etc, nominated by the Governing Body
8	Dr. Uttam Kumar Sen, Principal, Haldia Institute of Dental Sciences & Research.	Member	
9	Dr. Arunabha Mishra, Associate Professor [Chemistry], Dept. of Chemistry, Vidyasagar College (Day), 39, Sankar Ghosh Lane, Kol- 700 006.	Member	
10	Dr. Premananda Rana Singh, Dean of Academics, Haldia Law College.	Member	
11	To be nominated	Member	Three members of the University not less than in the rank of Professors
12	To be nominated	Member	
13	To be nominated	Member	
14	Mr. Sayantan Seth	Member	Nominated by the Governing Body
15	Mr. Asish Lahiri	Member	
16	Prof. M. N. Bandyopadhyay, Director	Member	
17	Dr. Anjan Mishra, Registrar	Member	
18	Controller of Examinations	Member	
19	Prof. Asit Baran Maity, Dean, School of Applied Science & Humanities, HIT	Member Secretary	Faculty member nominated by the Principal

**Term:** The term of the nominated members shall be three years.

**Meetings:** Academic Council shall meet at least twice a year. Atleast 10 days notice would be required to call regular meeting of the Academic Council. Agenda Notes would have to be sent to all members along with the Agenda of the time.

Emergency meeting of the Academic Council may be held at 24 hours notice. However, in such case, the Minutes are to be confirmed in the subsequent regular of the Academic Council.

**Functions of the Academic Council:** The Academic Council shall have powers to:

- (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (b) Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- (c) Make regulations for examination, evaluation, result performance, sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) Recommend to the Governing Body for establishment of new departments /programmes proposals and R&D activities.
- (e) Recommend to the Governing Body institutional scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (f) Submit suggestions(s) pertaining to academic affairs made by it.
- (g) Perform such other functions as may be assigned by the Governing Body.

## 2.3 Board of Studies

### 2.3.1 Composition

Sl. No.	Name	Designation	Nature
1	Prof. Asit Kumar Saha	Chairman	Principal, Haldia Institute of Technology
2	All Heads of the Departments	Member	All Heads of the Departments
3	Prof. T. K. Jana, Dean, School of Engg	Member	Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college
4	Prof. Radha Das, Dean, School of Chemical, Food & Biotechnology	Member	
5	Prof. Bikash Bepari, Dean, Students Welfare	Member	
6	Sri Susmit Maity, Associate Professor (IT) & Incharge, Training & Placement	Member	
7	Prof. Sarojkrishna Bhattacharyya, Principal, ICARE Institute of Medical Science & Research & Dr. B. C. Roy Hospital.	Member	Four Experts/Academicians from outside the college representing such areas in Industry, Commerce,
8	Dr. Uttam Kumar Sen, Principal, Haldia Institute of Dental Sciences &	Member	

	Research.		Law, Education, Medicine, Engineering, Science etc, nominated by the Governing Body
9	Dr. Arunabha Mishra, Associate Professor [Chemistry], Dept. of Chemistry, Vidyasagar College (Day), 39, Sankar Ghosh Lane, Kol- 700 006.	Member	
10	Dr. Premananda Rana Singh, Dean of Academics, Haldia Law College.	Member	
11	To be nominated	Member	Three members of the University not less than in the rank of Professors
12	To be nominated	Member	
13	To be nominated	Member	
14	Mr. Sayantan Seth	Member	Nominated by the Governing Body
15	Mr. Asish Lahiri	Member	
16	Prof. M. N. Bandyopadhyay, Director	Member	
17	Dr. Anjan Mishra, Registrar	Member	
18	Controller of Examinations	Member	
19	Prof. Asit Baran Maity, Dean, School of Applied Science & Humanities, HIT	Member Secretary	Faculty member nominated by the Principal

**Term:** The term of the nominated members shall be three years.

**Meetings:** The Board of Studies shall meet at least twice a year.

**Functions:** The Board of Studies of a Department in the college shall:

- Prepare syllabi for various courses keeping in view of present needs of the Industries and Society, interest of the stakeholders and national requirement for consideration and approval of the Academic Council.
- Suggest methodologies for innovative teaching and evaluation techniques.
- Suggest panel of names to the Academic Council for appointment of examiners.
- Coordinate research, teaching, extension and other academic activities in the department/college.

## 2.4 Finance Committee

### 2.4.1 Composition

Sl. No.	Name	Designation	Nature
1	Prof. Asit Kumar Saha	Chairman	Principal of the Institute
2	Sri Asish Lahiri	Member	One person to be nominated by the Governing Body of the College for a period of two years
3	To be nominated	Member	Finance Officer of the Affiliating University
4	Sri Sayantan Seth	Member	Nominated by the Management
5	Dr. Anjan Mishra, Registrar	Member	Nominated by the Management
6	Sri Subhas Roy	Member	Nominated by the Management
7	Prof. M. N. Bandyopadhyay	Member	Nominated by the Management
8	Prof. Asit Baran Maity	Member	One senior most teacher of the College to be nominated in rotation by the Principal for two years
9	Sri Sudipta Kumar Basu	Convener	Nominated by the Management

**Term:** Term of the Finance Committee shall be three years.

**Meetings:** The Finance Committee shall meet at least twice a year.

### **Functions of the Finance Committee:**

The Finance Committee will be an Advisory Body to the Governing Body and will act to:

- (a) Prepare budget estimates before commencement of the financial year.
- (b) Shall maintain a watch over the progress of income and expenditure provided for in the Budget.
- (c) Make necessary arrangement for auditing the accounts at the close of the financial year.

## **2.5 Power and Function of Senior Functionaries**

### **Director / Principal**

Being the academic and administrative head of the Institute, Director / Principal will look after the following activities :-

- To look after the academic programme and standards of the Post Graduate as well as Under Graduate studies in this college, maintenance of law and order of the campus, hostels, execution of the Rules and Regulations etc. for persuasion towards Centre of Excellence of the Institute.
- To coordinate with the AICTE/University/UGC/Dept. of Higher Education /such other Regulatory Bodies, as and when required.
- To look after various consultancy programme/ Research /Sponsored Research project from different funding agencies, faculty development programme, NBA/NAAC Accreditation process, etc.
- To introduce new market driven non-traditional UG and PG courses with advice of Departmental Academic Committee (DAC)/Academic Council / Board of Studies (BOS) etc.
- To look after for proper utilization and maintenance of equipment, instrument and other materials in various laboratories/workshop of the Institute.
- He/She shall be the sanctioning authority of all kinds of leave for the Faculty members and Technical employees.
- Responsible for the controlling of finance related matter in consultation with Finance Manager/Registrar/Secretary/Chairman and he/she shall also be authorized to sanction any expenditures -
  - ✓ upto Rs. 1,00,000/- on a single purchase and all statutory payment etc. For any expenditures more than Rs. 1,00,000/-[except statutory expenditures] with prior approval from the Finance Committee and competent authority.
- To perform any other jobs as may be assigned by the Authority.

### **Deans of various School(s)**

- He/She shall coordinate day to day academic activities in consultation with the HODs/TICs / higher authority, as applicable.
- He/she shall encourage teachers for research and development work, consultancy work, other extension service, student counseling etc.
- He/She shall also be involved in teaching, examination, answer script evaluation & invigilation, as and when required.
- To look after the quality sustaining of the concerned departments / school in respect of course curricula, teaching methodology / introducing new research and consultancy works, etc.

- Arranging additional classes/remedial classes for the students, if required.
- To coordinate activities pertaining to various short term courses, seminar, conference, workshop, mentoring process etc., and to look after the activities of the library, training & placement, hostel administration, students activities, extra-curricular activities and any such related matters of the Institute.
- Academic Audit (Internal / External).
- Any other duty as may be assigned by the Higher Authority.

### **Dean, Students Welfare**

- Responsible for Hostel Administration/ hostel canteen services /amenities of all hostels of the Institute in consultation with Provost (Hostels) / Institute's authority.
- Monitoring/ coordination of various students welfare activities, cultural events, programmes of different Students Chapter (IEEE, IChE, IETE, CSI etc.) and various Clubs.
- Monitoring/ coordination of Students' Games and Sports /Extra-curricular activities / Students' Discipline in the campus.
- Any other activities as may be assigned by the Higher Authorities from time to time.

### **Heads of the Department(s)**

- Responsible for overall general administration & academic administration in the concerned department(s) within framework of Academic Council / BOG resolutions.
- Responsible for implementation of new & ongoing projects, special course / seminar, summer training, industrial visit etc. in his/her department as per resolutions of DAC (Departmental Academic Committee).
- Identification of the Academic areas or research activities which need to be strengthened & recommendation for suitable measures with the guidelines of DAC resolutions.
- Responsible for the class teaching, preparation of class routine, Training & Placement of the students, arrangement for holding class test / examination / evaluation & invigilation, student attendance, etc.
- Monitoring /coordination towards completion of courses on schedule.
- To take necessary follow-up action for publication of research papers, journals, consultancy service, stock verification and records of laboratories etc.
- Authorized to sanction impressed money upto Rs. 5000/- for the urgent needs of the concerned department
- Students counseling, interaction / Alumni Association etc.
- Responsible for Faculty & Staff development programme including assessment / evaluation in his department as advised by DAC.
- To prepare/suggest proposals for the annual budget of concerned department for approval of the Academic Council / higher authority.
- Preparation of departmental proposal towards application for NBA/NAAC or for any such other accreditation bodies/approval authorities, like, AICTE/University /Higher Education Department, etc.
- To arrange meetings with different stakeholders for overall development of the concerned department(s).
- Any other job assigned by Higher Authority.

### **Registrar**

- Custodians & maintenance of personal files, service records, service book, leave records etc. of all employees.
- He shall take necessary steps in respect of all categories of appointment, promotion, resignation, joining procedure & other related matter as advised by the Authority.

- He shall sign papers / vouchers / documents / agreements etc. in connection with the day to day activities of the College and also issue office orders, circulars etc. on behalf of College from time to time.
- Responsible for supervision & control of academic administration, general administration and HR activities.
- Guest entertainment & welfare activities of the Institute.
- Responsible for supervision & control of student admission, registration, examination, and results related matter, and he shall be the sanctioning authority of all kinds of leave for the Administrative employees and Officers.
- Responsible for the liaisoning with the Industries / Govt. Offices / University / AICTE/UGC/ Funding Agencies etc.
- Any other job assigned by the Higher Authority.

### **Finance Manager**

- Responsible for general accounting and preparation of budget in consultation with academic departments/ Academic Council /Director/Principal/Registrar and submission of the same to the Higher Authority for approval.
- Responsible for Tax related matters like IT / ST/ PT/ other statutory liabilities.
- Responsible for audit and assessment of Income Tax.
- Preparation of various MIS reports.
- Responsible for all receipts & disbursement in consultation with the Principal/Director/ Registrar/ Secretary.
- Any other job assigned by Higher Authority.

### **Controller of Examinations**

- The Controller of Examinations shall be the Officer-in-charge of the Examination Cell of the Institute.
- He/she shall discharge his/her functions under the supervision, direction and guidance of the Director/Principal of the Institute.
- The Controller shall be responsible for arranging paper-setters, examiners and moderators in consultation with the guidelines of Academic Council, Board of Studies and Examination Committee.
- He/She shall be responsible for making all arrangements necessary for holding examinations and tests and declaration of results. It shall be his/her responsibility-
  - a) to prepare and announce in advance the calendar of examinations;
  - b) to arrange for printing of question papers;
  - c) to arrange proper execution of all examinations (regular and backlog), answer script evaluation, marks tabulation, award list preparation etc. ;
  - d) to arrange for the timely publication of results of examinations and other tests ;
  - e) to review from time to time, the results of Institute's examinations and forward reports thereon to the Academic Council.
- The Controller shall exercise such other powers and performs such other duties as may be prescribed or assigned to him, from time to time, by the Authority.

### **Librarian**

- Responsible for day to day library administration / overall development of the Central Library.
- Look after for requisition & Cataloguing of books, journals & publications / issue and return of books/journals/magazine and subscription of journal..
- To suggest proposals for inclusion in the annual budget.



- Responsible for selection of books for purchase / Procurement of Journal/E-journal/magazine / Newspaper etc. as advised by Library Committee.
- Responsible for staff development programme for the employees of the library including assessment / evaluation.
- Responsible for arrangement of routine for shift duties in the library.
- Responsible for document preparation for AICTE/University/UGC/NBA/NAAC etc.
- Maintenance of Digital library/Book Bank scheme / proper book arrangement /stock verification, etc.
- Look after for Library attendance / book transaction record /storing of University /Institute question papers.
- Look after for Library membership card / record of lost or replacement books/ long-overdue books etc.
- Any other job assigned by Higher Authority.

## **CHAPTER – III**

### **Non-Statutory Committee**

#### **3.1 Internal Quality Assurance Cell (IQAC)**

Director	-	Chairman
Principal	-	Member
Deans	-	Member
HODs/TICs	-	Member
Registrar	-	Member
Finance Manager	-	Member
Prof. Tarun Kanti Jana, Dean, SE-		Convener

#### **Power and Functions**

Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institute ; Facilitating the creation of a learner-centric environment conducive for quality technical education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process, so as to groom technocrats and entrepreneurs who can apply acquired knowledge for delivering optimum results ; To make technical education application - oriented and purposeful by involving students to work in projects beneficial to the local community ; Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes; Dissemination of information on the various quality parameters of technical education; Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles; Documentation of the various programmes /activities of the Institute, leading to quality improvement ; Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality; Development of Quality Culture in the Institute ; Preparation of the Annual Report of the institution based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, UGC) in the prescribed format ; Any other assignment by the Director / Principal.

### **3.2 Examination Committee**

Principal	-	Chairman
Prof. A.B. Maity, Dean, SASH-Registrar	-	Member
Prof. Subhankar Joardar, CSE	-	Member
Sri Gourab Chatterjee, FT	-	Member
Dr. Arunangshu Giri, MBA	-	Member
Dr. Debasis Das, Sr. Admn. Officer	-	Member
Dr. Soma Mishra, Asst. Prof. & Dy. Controller of Examinations	-	Member
Mrs. Arpita Majumdar, CSE	-	Member
Controller of Examinations	-	Convener

#### **Power and Functions**

To make arrangements for the conduct of examinations in conformity with the Academic Calendar ; Shall prepare Class Test Time Table at least 2 weeks before the Class Tests and shall disseminate to all the stakeholders ; Shall display notice regarding rules and regulations for examination ; Shall display Seating Arrangement and Invigilation Duty List well before examinations ; Shall ensure that adequate stationery (answer sheets, drawing sheets, charts, graph papers, drawing boards, trays, threads etc.) is made available ; The Examination Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of invigilators ; The Examination Committee shall constitute a flying squad in order to maintain proper standards of the examinations. The flying squad should make surprise visits to examination halls to ensure smooth and fair conduction of examinations and report irregularities/ anomalies, if any ; The Examination Committee shall analyze the examination result and after due verification, copies of the result analysis shall be presented to the Academic Council.

### **3.3 Grievance Redressal Committee (Other than Sexual Harassment)**

Principal	-	Chairman
Prof. R. Das, Dean, SCFB	-	Member
HODs/TICs	-	Member
Dr. Mihir Baran Bera, AS	-	Member
Dr. Sumita Das, FT	-	Member
The Provost (Hostels)	-	Member
Sr. Administrative Officer	-	Member
Dr. Tarun Kr. Ghosh, CSE	-	Convener

#### **Power and Functions**

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 interpersonal co-ordination, shall be redressed through the Grievance Redressal Committee.

### **3.4 Admission Committee**

Registrar	-	Chairman
All HODs/TICs	-	Member
Asst. Administrative Officer	-	Member
Sr. Administrative Officer	-	Convener

### **Power and Functions**

The Admissions Committee is responsible for conduct of the student admissions process in the UG and PG programs as per guidelines of the approval authorities.

#### **3.5 Library Committee**

Principal	-	Chairman
All Deans	-	Member
Registrar	-	Member
All HODs/TICs	-	Members
Librarian	-	Convener

### **Power and Functions**

Guide the Librarian in formulating general library policies and regulations which govern the functions of the library ; Provide for proper documentation services and updating the Library collection ; Work towards modernization and improvement of Library and documentation Services ; Formulate policies and procedures for efficient use of Library resources. ; Review Library readership dept-wise ; Adopt measures to enhance readership ; Prepare budget and proposals for the development of the Library ; Collect requisitions for books, journals, LRs from various departments ; Preparation of purchase document in consultation with the purchase committee keeping parity with budget approval ; To invite quotations from enlisted vendors and hand over quotations along with comparative statement to the purchase committee for further action ; To verify physical stock of library holdings periodically ; Arrange for security of library properties ; To prepare and submit to the Academic Council, an Annual Report summarizing the activities and achievements of the library.

#### **3.6 Free Studentship Committee**

Registrar	-	Chairman
HODs/TICs	-	Member
Finance Manager	-	Member
Students Welfare Officer	-	Member
Prof. Partha Pratim Das	-	Convener

### **Power and Functions**

To process and consider applications for providing Half free studentship / full free studentship to the poor and meritorious students in each semester ; to consider the names for free studentship, duly recommended by the affiliating University/higher authority of the Institute from time to time.

#### **3.7 Students Welfare Committee**

Dean, Students Welfare	-	Chairman
Registrar	-	Member
Prof. Sunil Baran Kuila, CHE	-	Member
Dr. Rajib Kumar Dubey, Provost	-	Member
Dr. Subhankar Joardar, CSE	-	Member
Dr. Mihir Baran Bera, AS	-	Member
Dr. Pijus Kanti Khatua, AS	-	Member
Mr. Debadatta Ghosh, Incharge, IIPC-	-	Member
Dr. Shreyashi Santra Mitra, CE	-	Member
Dr. Gourisankar Roymahapatra, AS	-	Member
Ms. Sanchita Saha, CSE	-	Member
Ms. Bipasha Biswas, MCA	-	Member

Ms. Banani Ghose, IT	-	Member
Dr. Jagannath Samanta, ECE	-	Member
Sri Sourav Mondal, CSE	-	Member
Sri Santanu Maity, ECE	-	Member
Mr. Tilak Raj Maity, BT	-	Member
Ms. Sumana Mandal, AS	-	Member
Sri Nayan Manna, EE	-	Member
Sr. Administrative Officer	-	Member
Dr. Soma Mishra, Dy. COE	-	Member
Students Counsellors	-	Member
Students Welfare Officer	-	Member
Programme Officer	-	Member
Mrs. Sanchita Dey, PS to Director	-	Member
Sri Sakti Pada Maity, Accountant	-	Member
Sri Arunava Adhikary, Warden (Hostel)		Member
Sri Amit Chakraborty, Supervisor	-	Member
Sri Chandrakanta Tripathy, Supervisor		Member
Sri Saikat Tiary, Supervisor	-	Member
Sri Dipak Panda, Asst. Supervisor	-	Member
Sri Gurupada Maiti (Coordinator – Centre of Art and Culture)	-	Member
Mr. Bulbul Chowdhury, (Asst. Coordinator)	-	Member
4 senior students from each branch [incl. one girl student]	-	Members
Dr. Somak Jyoti Sahu, CHE	-	Convener

### **Power and Functions**

Responsible for hostel Administration/ hostel canteen services /amenities of all hostels of the Institute in consultation with Provost (Hostels) / Institute’s authority. Monitoring/ coordination of various students welfare activities, including- games & sports, cultural events, programmes of different Students Chapter (IEEE, IChE, IETE, CSI etc.) ; formation and functioning of various Clubs activities, like Photography Club, Cine Club, Aeronautics Club, Coding Club, Music Club, etc,. Monitoring/ coordination of Students’ extra-curricular activities and Students’ Discipline in the campus. Any other activities as may be assigned by the Higher Authorities (beyond normal academic activities) from time to time.

### **3.8 Internal Complaints Committee**

Prof. Suvroma Gupta, BT	-	Chairman
Ms. Subhra Das, Repr. from NGO	-	Member
Mrs. Sarbari Samanta, AS	-	Member
Mrs. Sanchita Saha, CSE	-	Member
Students Counselors	-	Members
Administrative Officer	-	Member
Dr. Meenakshi Dey	-	Convener

### **Power and Functions**

A policy against sexual harassment, as defined under The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

### **3.9 Purchase Committee**

Vice Chairman, HIT	-	Chairman
Secretary, HIT	-	Member
Principal	-	Member
Registrar	-	Member
Finance Manager	-	Member
HODs/TICs [ <i>as and when required</i> ]	-	Member
Sr. Admn. Officer	-	Convener

#### **Power and functions**

Obtain purchase requirement from different departments / sections ; Obtain clearance from Finance committee regarding availability of fund as prescribed in budget ; Prioritize purchase of items in consultation with concerned persons based on the needs and priorities of the indenting departments/sections ; Prepare purchase document after verifying the nonavailability of stock ; Call for tender/quotations in leading newspaper/ institute website / notice boards and process tender papers ; Ensure that the supplies/services quoted for comply with what was requested on the tender and prepare comparative statement from the quotations received ; Seek clarification from suppliers/service providers where necessary ; Obtain feedback from the departments / sections regarding technical appropriateness of the items to be purchased ; Evaluation of the tenders/quotations by the Indenter/Technical & Purchase Committee and recommendations of the indenting department / section for final decision ; Negotiating contracts ; Submission of the papers to the sanctioning authority for financial sanction ; Placement of orders/ Award of contract as per norms ; Physical verification of arrival of item, installation, commissioning and inspection certification by indenter for processing of payment ; Correspondence and dealing with suppliers etc., regarding shortages, rejections etc., reported by the Stores Department ; Ensure proportionality, transparency, accountability and fairness in the procurement process ; Ensure all relevant documentation is prepared prior to PC meeting

### **3.10 Training & Placement Committee**

Principal	-	Chairman
Deans	-	Member
Registrar	-	Member
HODs/TICs	-	Member
Mr. Susmit Maity, Assoc. Prof. (IT) &- Incharge , Training & Placement		Convener

#### **Power and Functions**

Arrange industrial training for students by liaising with various industrial organizations; Arrange placement interviews for students – both in-campus and off-campus Conduct awareness seminars for the preparation of campus placement ; Work in consultation with Coordinator of Industry-Institute Partnership Cell for organizing lectures from the professionals from industry Collect feedback from the companies coming for placement ; Arrange Training programmes for soft skills and for interview facing skills for the students using institutional and external expertise to enhance their employability ; Keep records of placement ; Generate new placement opportunities ; Make database mentioning companies information and contact details branch wise ; Prepare Institute Placement Brochure and circulate amongst the identified industries ; Maintaining student Resume Bank and Database ; Monitoring the progress of Placement activities at regular intervals ; For each campus recruitment activity.

### **3.11 R&D Monitoring Committee**

Director	-	Chairman
Principal	-	Member
Deans	-	Member
Registrar	-	Member
Finance Manager	-	Member
PI/Co-PI of concerned Project	-	Member (Invitee)
Dr. Soumitra Kar, AS	-	Convener

#### **Power and Functions**

The R&D Cell is responsible for promotion of excellence in the Institute's research and development, and academic and research training activities ; This includes the development, review and monitoring of achievements under the Research & Development. Motivate all Faculties to pursue research in their respective areas of expertise ; The protection and commercialization of the Institute's intellectual property ; The provision of research and development opportunities for academic staff to maintain enthusiasm, awareness of current scholarship and relevance in teaching and other Institutional activities ; Promote emerging areas of research and development ; Development of mechanisms conducive to the best possible ways of engaging and motivating research staff ; To monitor and enhance the quality of research programmes, projects and the research infrastructure within Institute, including the training of research scholars.

### **3.12 Industry Institute Partnership Cell**

Director	-	Chairman
Principal	-	Member
Registrar	-	Member
HODs/TICs	-	Member
Mr. Susmit Maity, Assoc. Prof. (IT) &- Incharge , Training & Placement		Member
Mr. Debadatta Ghosh, Assoc.Prof. (AEIE) & Incharge-IIPC	-	Convener

#### **Power and Functions**

To enhance and foster Industry-Institution relationship ; To collaborate with industry houses, other Institutes and universities of national repute ; To encourage entrepreneurial activities among the students. Organizing seminars, symposiums, exhibitions and workshops on latest technological advancements ; To support consultancy/ training services using the institutional expertise to other stakeholders for resource generation ; To explore the industries for support in academic activities through Corporate Social Responsibility programs.

### **3.13 Disciplinary Committee**

Prof. A.B. Maity, Dean, SASH	-	Chairman
All Deans	-	Members
HODs/TICs	-	Members
Dr. R. N. Jana, CHE	-	Member
Dr. Tarun Kr. Ghosh, CSE	-	Member
Sr. Administrative Officer	-	Member
Dr. Rajib Kumar Dubey, Provost	-	Member
Prof. Dilip Kumar Dey, EE	-	Convener

#### **Power and Functions**

To review the institute's rules for student behaviour and its policy and practices in relation to discipline and student behaviour; To ensure that the legal requirements in relation to discipline, suspension and expulsion are adhered to in the Institute; To frame guidelines and agree to what is acceptable and unacceptable student behaviour; To ensure that the behavioural policies are implemented and reviewed; To support the development of strategies designed to promote and encourage good student behaviour; To review and ensure the implementation of the suspension and expulsion policies and procedures; To ensure that proper records in relation to disciplinary matters are maintained in the Institute ; To establish a consultative process for ascertaining the views of the higher management, teachers, students and parents in matters relating to discipline and student behaviour; To investigate any complaints of indiscipline that may be received from students and staff members ; Subject to the outcome of the investigations above, the disciplinary committee will recommend the correction suitable for the perpetrators in consideration of the weight of breach of discipline ; The type of correction recommended by the D.C. shall be intended to help the perpetrator rid the unwanted behaviour in the interest of his or her academic excellence and in general development as a person ; There should not be any bias when dealing with breach of discipline ;

### **3.14 Publication Committee**

Prof. Bikash Bepari, Dean, SW	-	Chairman
Prof. A. B. Maity, SASH	-	Member
Dr. Anjan Mishra, Registrar	-	Member
Dr. Meenakshi Dey, AS	-	Member
Dr. Arunangshu Giri, MBA	-	Member
Mr. Tirthadip Sinha, ECE	-	Member
Dr. Anupam De, AS	-	Member
Dr. Abhisek Santra, CE	-	Member
Dr. Biswajit Mandal, CHE	-	Member
Ms. Jyoti Doley, AS	-	Member
Mrs. Sanchita Saha, CSE	-	Member
Prof. Chanchal Kumar De, ECE	-	Convener

### **Power and Functions**

Responsible for printing of annual magazine of the Institute which shall aim at promoting creative writing and intellectual discussion on ideas and matters of significance ; Responsible for end-to-end collection, compilation and publication of all creative writing magazines ; Reach out to students of all hostels inviting creative pieces of writing including different forms of prose, poetry, book reviews etc, with help from reporters of each hostel ; Responsible for preparation and printing of annual report / Year Book ; for printing of Institute brochure and prospectus / Newsletter / Newsmagazines which shall aim at promoting facilities and achievements of students and staff in each department.

**Besides, the Institute may constitute/re-constitute some other Committees in the Institute as per requirement, for functioning of day to day Institutional activities, smoothly.**

## **CHAPTER - IV**

### **Service Rules and Leave rules**

#### **4. Preliminary**

##### **4.1 Titles**

These rules may be called **Service Rules** for the employees of Haldia Institute of Technology .

##### **4.2 To whom the Rules apply**

These rules shall apply to all the employees of Haldia Institute of Technology and may be amended as and when needed with the approval of the Board of Governors.

##### **4.3. Definitions**

In these bye-laws, unless the context otherwise requires :

- 4.3.1 “Appointing Authority” means and indicate the Member Secretary of the Board of Governors or any other signatory authorized by the Competent Authority.
- 4.3.2 “Competent Authority” means any person empowered with specific powers. If no competent authority is mentioned specifically, the Chairman of the Board of Governors, Vice Chairman or Member Secretary of the Board of Governors or any officer authorised by the Chairman shall act as the competent authority for that specific purpose.
- 4.3.3 “Employee” means a person holding a specified post of the Institute in a substantive, temporary or officiating capacity for which he/she is paid a remuneration by the Institute.
- 4.3.4 “Temporary post” means a post carrying a definite sanctioned pay or monthly honorarium with a limit or period of time.
- 4.3.5 “Appointment on probation” means appointment on trial against a specific post.
- 4.3.6 “Confirmation of appointment” means appointment against confirmation after successful completion of probationary period.
- 4.3.7 “Temporary appointment” means appointment in a temporary post or officiating appointment in or against permanent post.
- 4.3.8 “Officiate”- An employee officiates in a post when he/she performs the duties of a post on which another person holds a lien or when he/she is appointed by the authority competent to make substantive appointment to the post to officiate in a vacant post on which no other person holds lien.
- 4.3.9 “Service” will include the period spent by an employee on actual duty, on leave or on deputation provided that any period of leave without pay or of deputation shall not be treated as service unless specifically ordered by a competent authority for reasons to be recorded.
- 4.3.10 “Pay” means the amount drawn monthly by an employee.



4.3.11 “Basic Pay” means the pay, other than special pay and any other emoluments which may be classed as pay or pay granted in view of personal considerations and qualifications, which has been sanctioned for a post held by an employee substantively or in an officiating/ acting capacity.

4.3.12 “Special Pay” means an addition to the emoluments of an employee granted in consideration of :-

- a) the specially arduous nature of duties, or
- b) specific addition to the work or responsibility.

4.3.13 “Substantive Pay” means the pay other than special pay and other emoluments which an employee is eligible to draw in the post to which he/she has been appointed substantively.

4.3.14 “Personal Pay” means additional pay, not attached to a post, granted to an employee to save him from a loss of pay in respect of a post due to revision of his / her pay prior to joining the services of the Institute.

#### **4.4. Classifications of Employees**

The posts are classified as Group - ‘A’, Group - ‘B’, Group -‘C’ and Group-‘D’ according to scales of pay / Grade Pay in the following manner:

Group ‘A’ : All employees holding the posts with Grade Pay ranging from Rs. 5400 to Rs. 10000.

Group ‘B’ : All employees holding the posts with Grade Pay ranging from Rs. 4100 to below Rs. 5400.

Group ‘C’ : All employees holding the posts with Grade Pay ranging from Rs. 2600 to below Rs. 4100.

Group ‘D’ : All employees holding the posts with Grade Pay ranging from Rs. 1700 to below Rs. 2600.

Subject to the conditions that the limit of pay for different groups shall be amended as may be specified by the Board of Governors, from time to time.

#### **4.5 General Duties And Obligations**

**4.5.1 Duties** - The following shall be the duties of an employee :

- I. Every employee shall faithfully discharge his/her duties ; shall always behave courteously with all persons including his/her colleagues and members of the public with whom he/she has to come in contact in the discharge of his/her duties and shall always try to help them in all possible ways through discharge of the duties assigned to him/her.
- II. Every employee shall discharge of his/her duties rise above all personal, political and other considerations and maintain integrity, impartiality and devotion to duty.

- III. Every employee shall, notwithstanding his/her personal views on any matter relating to policy and programme of the Institute, carry out faithfully the duties and responsibilities entrusted to him/her.
- IV. Every employee shall practice and function in the interest of the administrative efficiency and apply his/her personal initiative to the efficient discharge of his/her duties.
- V. When in the discharge of his/her duties an employee is called upon to decide a matter in which he/she or a relation of his/her is financially or otherwise interested, every such employee shall, at the earliest opportunity, bring this fact in writing to the notice of the authority to whom he/ she is subordinate.

**4.5.2 Obligations-** The following shall be the obligations of an Employee :

- I. No employee shall commit any misconduct or take gratification in any form or agency or be involved in any act of moral turpitude or criminal offence.
- II. An employee shall not, without prior permission of the Authority, engage himself / herself directly or indirectly in any trade or business whatsoever or any consultancy work or part-time teaching or undertake any other work.
- III. No employee shall undertake private tuition.
- IV. For the best interest of the Institute, the Director may in the case of any faculty member and the Registrar in the case of any employee other than faculty members, as the case may be, require such employee to do any additional work commensurate to the status and duties of the employee and the Director or Registrar shall issue office orders, circulars etc. for day to day activities of the Institute.
- V. In addition to the teaching, research, consultancy & project work, a teacher shall perform supervision /evaluation and other works in connection with examinations conducted by the Institute or any other extra curricular works as may be allotted to him/her by the Institute authority. He/She should also take care of the academic, mentoring and hostel related problems / activities of the students.
- VI. No employee shall, while on leave, accept any service or employment.
- VII. No employee shall indulge in misconduct, disorderly conduct and obstruct or hamper work in the office.
- VIII. Any person contravening the provisions made under clauses 4.4, 4.5, shall be liable to disciplinary action, as may be deemed appropriate by the appointing authority.

**4.5.3 Attendance And Working Hours**

- I. Unless otherwise specified, all employees are whole-time staff of the Institute.
- II. All employees including faculty members shall attend the Institute on all working days.

**III.** The working hours for different categories of employees placed in different departments/offices/ sections and rules for attendance shall be announced by the Director/Principal, or Registrar in absence of the Director/Principal, from time to time and the employees concerned shall have to attend to their duties in compliance with the directives in this regard.

## **4.6 Appointment of Employees**

### **4.6.1 Appointing Authorities**

Appointment to the post of Officers, all faculty and other members shall be made by the Member Secretary or any authorized persons with prior approval from the Chairman of Board of Governors on the recommendation of the Selection Committee (s) and in accordance with the approval of the Board of Governors. Appointment for the Director/Principal shall be made by the Chairman / Vice Chairman/Secretary or any authorized persons by the Competent Authority.

On behalf of the above appointing authorities, the Director/Principal or in his/her absence the Registrar shall issue office orders for joining the Institute to all posts except the post of the Registrar. The office order for joining to the post of Registrar shall be issued by the Director/Principal.

### **4.7 Declaration Of Age**

Every applicant for a post in the Institute shall make a declaration of his/her age at the time of his/her entry into service based on his/her Matriculate/Madhyamik or equivalent certificate and in case of non-Matriculantes such other documentary proof as may be acceptable to the appointing authority concerned upon which the age will be admitted. After declaration on age and acceptance of the same by the authority it shall be binding on him/her and no revision of such age shall be allowed to be made by him/her subsequently.

#### **4.7.1 Condonation of Over Age**

The selection Committee may, in exceptional cases, where they are competent to make selection for the appointment and for reasons to be recorded in writing, recommend condonations of an excess in age over the prescribed limit. On receipt of such recommendation, the appointing authority, may condone the excess in age.

#### **4.7.2 Pay And Allowance**

Pay and allowances for all posts shall be in accordance with the orders issued by competent authority from time to time. The principle of fixation of pay for a person appointed to a post, either by recruitment or by promotion, shall be in accordance with the relevant rules, notifications and orders issued by the competent authority from time to time.

#### **4.7.3 Probation & Confirmation :**

A regular employee is due for confirmation after successful completion of one year's probationary period. The probation period may be extended at the discretion of the competent authority. Till an employee is confirmed in writing, he/she will be on probation.

## **4.8 Service Benefits**

### **4.8.1 Career Advancement Scheme (Teaching Employee)**

Guidelines for career upgradation for teaching employees under Career Advancement Scheme (CAS) would be followed by the rules prescribed by the Institute from time to time. Process would be done through interview by the Selection Committee and subsequent well structured evaluation framework where the candidate has to attain minimum API (Academic Performance Indicators) score/benchmark, duly approved by the Board of Governors, and nothing adverse record in ACR (Annual Confidential Report).

### **4.8.2 Career Advancement Scheme (Non Teaching Employee)**

Guidelines for career upgradation for non teaching and technical employees under Career Advancement Scheme (CAS), would be followed by the norms of the Institute, duly approved by the Board of Governors, where an employee will be allowed to move to respective next higher scale (without changing designation) on completion of 8, 16 and 25 years of continuous and satisfactory services (with a minimum of 8 years interval after last promotion date, if any), and nothing adverse record in ACR (Annual Confidential Report).

Note: However, the BOG may reduce and/or increase the time period, if recommended by the Selection Committee in special case.

### **4.8.3 Medical Facilities**

Medical facilities for the permanent employee shall be in accordance with norms of the Institute extended from time to time. Minor medical treatment or ambulance facilities in emergency cases, will be provided to employees or family members of the employees of this Institute subject to availability within the municipal limits of Haldia.

## **4.9 Academic Process / Seminar / Conference /Feedback etc.**

- I. Overall discipline of all Academic Processes (including day-to-day Class monitoring, Student Mentoring Process, Faculty Performance & Involvement in various academic activities, etc.) would strictly be monitored by the Director / Principal / Deans / Registrar / HODs, as the case may be.
- II. For continuous improvement of academic activity, the Annual Performance Based Appraisal Indicators of Faculty members and Feedback Systems (Student Feedback for Teaching Assessment, Student Satisfaction, etc.) would be strictly executed by the Deans/HODs/TICs, and to be monitored by the Director / Principal / Deans and Registrar, as the case may be.
- III. For improvement of Research Capability of Senior Faculty Members, Conditional Research Assistance in terms of basic needs (i.e., chemicals, consumables, repair / maintenance of research equipments, etc.) would be provided/purchased by the Institute on specific requirements, amounting to a maximum of Rs. 10,000/- per annum. Such financial assistance would be provided to Professors & Associate Professors on condition that at least 01 research paper must have to be published in reputed National / International Journals, failing which the allotted research seed-fund would be withdrawn.

Besides, Faculty members have to publish at least 01 research paper per annum involving UG/PG student.

- IV. All Academic Departments must have to arrange at least 01 Departmental Meeting per month involving Director / Principal / Concerned Dean / Registrar.
- V. Faculty member (after confirmation) will be granted maximum of Rs. 10,000/- only for presenting research paper (first author only) in International level Seminar/Conference in India, OR, maximum of Rs. 5,000/- will be granted only for presenting research paper (first author only) in national level seminar/conference in India, once in every academic year.
- VI. In such case, maximum of 05 days On Duty Leave (with pay) including two days for to-and-fro journey would be granted as per existing norms. Maximum two faculty members from a department would be permitted to attend such programme, at a time, provided that normal academic activities in the Institute are not hampered under any circumstances, and subject to prior approval.
- VII. Institute will recognize properly for securing Research Project Grants / Invited Speaker in Seminars / Book Publication / Research Paper publication / Journal or Book Reviewer / Patents, etc. The expenditure (e.g., travel / accommodation / transportation, etc.) regarding defending Research Project Presentation to Funding Authority and any other matters related to MOU/ emergency meeting / liason with UGC/ AICTE/NBA, etc. by faculty members / other Officers would be borne by the Institute.
- VIII. Faculty members would be granted only Outstation Duty (with pay) of maximum 05 days per year for attending the Faculty Development Programme / MOOCS Course/ Workshop/ Summer School/ Winter School etc. recognized by AICTE/ UGC/ University/ DTE/ Govt. etc, once in each academic year. Maximum two faculty members from a department would be permitted to attend such programme, at a time, provided that normal academic activities in the Institute are not hampered under any circumstances.
- IX. Performance appraisal of teaching & non-teaching employees would be implemented & evaluated by the Director / Principal and Registrar, as the case may be. After necessary evaluation, report would be sent to the Higher Authority for taking necessary action.
- X. Caution letter would be issued to the employee(s) for indiscipline or poor performance, and in extreme cases Annual Grade Increment of Poor or Non-Performing employees would be stopped for one year. Outstanding / exceptional achievements of employees (Teaching and Non-teaching) would be honoured properly by the Institute, subject to approval of the competent authority.

#### **4.10 Study Leave For Ph.D.**

- I. Faculty members completed minimum three years of continuous services at HIT, will be considered for availing study leave for only Ph.D. course-work, for a maximum period of six months (only for one time, if required), subject to prior approval of the competent authority and provided that academic activities in this Institute are not hampered under any circumstances. However, period may be extended, if required, subject to the approval of the competent authority.
- II. Only one faculty member will be permitted from a Department once in an academic year.

- III. In case of more than one applicant in the department, permission will be given considering the eligibility and seniority.
- IV. During such study leave period, no financial benefit and other leave facilities will be given to the Aspirant. However, seniority will be maintained as per rules of the Institute.
- V. Minimum three years service bond (after completion of Ph.D. degree) is to be executed on non judicial stamp paper by the concerned employee, as per norms of the Institute.

#### **4.11 Incentives For Higher Qualification**

Employees will be given additional increments for acquiring higher degree as per norms of the Institute, after submission of related documents to the Registrar and after due approval.

#### **4.12 Special Allowances**

The Faculty members / Officers/Employee during extending their services beyond normal duties on regular basis and in the capacity of Provost of Hostel / Hostel Superintendent and other additional responsibilities, duly approved by the competent authority, are entitled to get an additional special allowance, as specified by, the Board of Governors or would be in force from time to time.

#### **4.13 Traveling Allowances**

An employee who travels on official duties with prior approval from the Director ( based on recommendation of the Registrar), shall be eligible to reimbursement of actual expenses on submission of supporting bills, as detailed below:-

##### **4.13.1 Entitlement Of Journey By Rail/Air :**

Group : A Employees	-	AC II/III tier / Flight (Economy Class)
Group : B Employees	-	AC II tier / AC-III Tier
Group : C Employees	-	AC-III tier/ Chair Car
Group : D Employees	-	2 <sup>nd</sup> Class Sleeper

**NOTE :** Employees in Group B & below may be allowed to travel by Air, in case of exigency, only after approval from the competent authority on recommendation of Registrar or Director.

##### **4.13.2 Entitlement Of Journey By The Road:**

- Group A - Car or Taxi . Local travels for official purpose while on tour at actual.
- Group B - Actual AC bus fare or Rs. 250 if travelled by own arrangement and local travel by Taxi, not exceeding Rs. 250/- in a Day, in Metros.
- Group C - Actual AC Bus fare or Rs. 200 if travelled by own arrangement, and local travel by Taxi, not Exceeding Rs. 200/- in a day, in Metros.
- Group D - Actual Non-Ac Bus Fare or Rs. 150 if travelled by own arrangement, and Bus/Auto fare in Metros, not exceeding Rs.150/- per day.

In the case of places of journey other than the metros (i.e Class -1 Cities), local travelling expense shall be at actuals and should not exceed 50% of the above relevant amounts for other than Group – A employees.

**Note :** Employees in Group-A, Group-B & below may be allowed to travel by car/taxi from Haldia to Kolkata if nature of the work so demands or in case of exigency after approval of the Director on recommendation of Registrar. In case of Director, Deans, and Registrar, car / taxi be allowed for official purpose.

#### 4.14 ENTITLEMENT OF DAILY ALLOWANCES

**4.14.1** An employee would be entitled to draw the following Daily Allowance when the employee does not stay in a hotel or makes his/her own arrangement or return on same day after completion of work:

	<b>A-class Cities</b>	<b>Other Cities</b>
	<b><u>Rs./day</u></b>	<b><u>Rs./day</u></b>
Group A	Rs. 250/-	Rs.150/-
Group B	Rs. 200/-	Rs.100/-
Group C	Rs.150/-	Rs. 80/-
Group D	Rs. 100/-	Rs. 60/-

Note : Specifically for the outstation duties of Drivers which includes night-stay, the D.A. will be Rs. 120/ day.

**4.14.2** When the employee stays in a hotel or other establishment of his/her own arrangement on official duties, he / she shall be eligible to maximum reimbursement of expenses (lodging and food) on submission of bills as per following :-

	<b>A-class City</b>		<b>Other Cities</b>	
	<b><u>DA</u></b>	<b><u>DA</u></b>	<b><u>DA</u></b>	<b><u>DA</u></b>
	<b><u>Rs./day</u></b>	<b><u>Rs./day</u></b>	<b><u>Rs./day</u></b>	<b><u>Rs./day</u></b>
Group A :	Rs. 3500/-	Rs.500/-	Rs. 2000/-	250/-
Group B :	Rs. 2400/-	Rs.400/-	Rs. 1500/-	150/-
Group C :	Rs. 1500/-	Rs.300/-	Rs. 1000/-	100/-
Group D :	Rs. 900/-	Rs.200/-	Rs. 600/-	80/-

Note : Clause Nos. 7.8 and 7.9 can not be claimed as a matter of right when the exigency of the Institute is required and would be permitted only after approval of the Director on recommendation of the Registrar.

#### 4.15 Leave Rules

Leave can not be claimed as a matter of right. When the exigencies of the Institute service so require, discretion to refuse or revoke leave of any description is reserved to the authority who is empowered to grant it. The authority competent to grant leave may refuse to grant the full amount of leave applied for.

##### 4.15.1 Unit Of Leave

Subject to the provision of Rule, every permanent employee shall be eligible to the following types of leave , with duration and leave salary as indicated below :

<b><u>Nature of Leave</u></b>	<b><u>Quantum of Leave</u></b>	<b><u>Leave Salary</u></b>
Casual Leave	14 days in a year as on duty.	With pay

<b>Earned Leave</b>	<p><b>a)for non-vacational employees-</b> 30 days in a year in two half-yearly installments of 15 days each, and can be availed only after completion of 1st year service. EL can be availed up to a maximum of four times in a year.</p> <p><b>b)for vocational employees-</b> i) 8 days per year in two half-yearly installments of 4 days each, and can be availed after completion 1st year service.</p> <p>ii) In case of retention by authority during recess, maximum of 7 days may be allowed as Earned Leave @ 1:1 working day in a year, only for official works.</p>	<p>With pay</p> <p>With pay</p>
<b>Medical Leave</b>	10 days full pay as on duty in a year subject to submission of unfitness certificate at the time of being declared unfit by the attending Physician and fit certificate on resumption.	With pay
<b>Extraordinary Leave</b>	Up to 90 days on any one occasion after completion of five years of service. In exceptional cases it may be exceeded only on medical grounds up to such further period as the Board of Governors may decide from time to time.	No Pay
<b>Maternity Leave</b>	<p>a) Up to 180 days from the date of commencement of confinement, as per certificate of the Regd. Physician.</p> <p>b) Shall not be admissible more than twice during the entire service period.</p>	With pay

<u><b>Nature of Leave</b></u>	<u><b>Quantum of Leave</b></u>	<u><b>Leave Salary</b></u>
<b>Leave for employees Engaged on Contractual basis or Adhoc basis / Re-appointment</b>	<p>a) CL - 14 days in a year.</p> <p>b)M.L – 7 days full pay, as on duty in a year, subject to submission of unfitness certificate at the time of being declared unfit by the Physician and fit certificate on resumption.</p> <p>c) Not entitled for Earned Leave . In case of retention during Summer Recess by the Authority for official works, Compensatory Casual Leave (CCL) may be granted @1:1 working day basis.</p>	<p>With pay</p> <p>With pay</p>

#### **4.15.2 Leave Sanctioning Authorities**



Except casual/Extra Ordinary leave, all other leave will be granted by the Director/Principal on the recommendation of the concerned Section Heads/ Head of the Department for all employees. For Officers, Non-teaching and Technical employees, Casual leave shall be granted by the Registrar on recommendation of the respective Head of the Depts. / Officer.

#### **4.15.2 Reckoning Of Leave**

An employee who joins or is relieved from service in the middle of a calendar year, will be entitled to leave on pro-rata basis rounded off to the nearest day. Credit of Earned leave will not be admissible for the period of leave without pay.

#### **4.15.3 Accumulation Of Leave**

Earned Leave may be accumulated up to a maximum of 300 days, Medical Leave may be accumulated with a upper limit of 180 days, subject to change from time to time as per decision of the BOG.

#### **4.15.4 Leave Encashment**

An employee completed minimum five years of continuous service in this Institute, are entitled for leave encashment, maximum upto the period of 300 days Earned leave in credit, at the time of retirement/release.

#### **4.15.5 Casual Leave**

Casual Leave can be availed for a maximum of 7 consecutive days at a time including weekly-off and holidays. However this rule may be relaxed for exceptional / special circumstances by the leave sanctioning authority.

#### **4.15.6 Annexation / Combination of Leave**

Any kind of leave, except casual leave, may be granted in combination with any other kind of leave. Casual leave can be combined only with Compensatory Casual Leave\*, if any. Weekly off and /or holidays preceding or succeeding the period of leave may be annexed with the period of leave without being counted as part of leave if an employee takes leave other than Casual Leave (i.e. holidays other than CL and both the day preceding & succeeding the usually off days & holidays other than another period should be counted as leave.)

Note : Employees in the rank of Officers and Faculty members are not entitled for availing of Compensatory Casual Leave (CCL).

#### **4.15.7 Availing Of Medical Leave**

All leave shall be in units of one day.

An application for leave on grounds of illness or for maternity leave, including extension for more than 1 day shall normally be supported by a medical unfitness certificate given by registered medical practitioner indicating the nature of the illness and the probable period for which leave is required and for resuming duty the employee shall submit fitness certificate before resumption. The cost of such certificates shall be borne by the employee. The authority may, in its discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding three days at a time.

A medical certificate shall not by itself confer upon the employee any right to leave, leave shall be admissible only at the discretion of the sanctioning authority, which may secure a second medical opinion where it is not satisfied about the genuineness of a case or duration of leave recommended, or as regards fitness from resuming duty and the cost of such second medical opinion will be borne by the Institute. An employee not offering himself for medical examination will be liable for appropriate disciplinary action.

#### **4.15.8 Availing Of Earned Leave**

An employee who desires to avail earned leave shall apply in the prescribed form in writing to the authority, not less than 7 days before the date from which leave is to commence. However special consideration may be given depending on the merit of the individual cases in regard to time limit on emergency cases by the discretionary power of the leave sanctioning authority.

#### **4.15.9 Extension Of Leave**

If an employee, after proceeding on leave desires an extension thereof, he shall make an application in writing stating his/her full postal and telegraphic address and well in advance to enable the authority to consider the application and to send a reply to him before the expiry of the leave desired to be extended.

#### **4.15.10 Absence Without Leave Or Overstaying**

An employee shall be liable to disciplinary action if he/she remains absent without leave or in excess of the period of leave originally sanctioned or subsequently extended. Where such period of absence exceeds seven consecutive days, he/she shall not be entitled to any pay and allowance for the period of such absence, unless the authority decides otherwise on the basis of explanation of the employee.

Willful absence from duty not covered by granted leave will be treated as misconduct and break in service for all purposes viz. increment, seniority, etc. unless condoned by the authority. During the service tenure, ordinarily, without pay will lead to break of service and accordingly seniority will be affected.

#### **4.15.11 Outstation Duty [OD]**

- I. An employee may be deputed on duty (out of station) for the following purposes :-
- II. Attending meeting of state level, national and international bodies like - DST, CSIR, University etc. with prior approval of the Director/Principal, on recommendation of the Registrar, as per requirement.
- III. Examination of answer script in the affiliating University [without TA/DA]. Number of days of such a leave will not exceed three days per paper in succession. However, special permission may be granted by the Director under specific circumstances.

- IV. One day each for Pre-registration for Ph.D. work, Ph.D. Course work examination, Pre-submission seminar for Ph.D., and Defence for Ph.D. viva voce, [without TA/DA], with prior permission of the Director/Principal, on recommendation of the Registrar.
- V. Any other matter of importance, decided by the Director/Principal in consultation with the Registrar.

#### **4.15.12 Leave Address**

An employee proceeding on leave shall keep the authority informed of his/her leave address.

#### **4.15.13 Leave Record**

Leave Record of the employees of the Institute shall be kept with the Registrar's Section of the Administrative Department in their respective Leave Account record/Service Book.

#### **4.16 Appointment, Probation And Confirmation**

An employee appointed against a permanent whole-time post or thereof, shall be on probation for a period of one year from the date of his / her appointment and such period of probation, may at discretion of the appointing authority, be extended for a further period of one year. The employee shall be confirmed and made permanent on satisfactory completion of the period of probation.

Where a person deemed to be on probation is at any time during period of probation whether original or extended, found to be unsuitable for the post, the appointing authority may terminate his/her service from the Institute with one month's notice or one month's pay in lieu of the notice period, or as per relevant terms in his/her appointment letter.

On completion of the period of probation the appointing authority shall issue either formal declaration of confirmation, or extension of satisfactory probation, whichever is applicable.

#### **4.17 Annual Grade Increment**

An employee shall be entitled to get an annual grade increment on basic pay on completion of one year of service period and thereafter every year as per the norms of the Institute (other than for any disciplinary ground or any adverse report in the ACR/API-PBAS).

#### **4.18 Superannuation And Retirement**

The age of superannuation of all category of employees shall be 60 years, or as would be in force from time to time by the competent authority.

An employee shall compulsorily retire from service from the afternoon of the last day of the month in which he/she attains the age of superannuation, provided that if his/her birth is as the first day of a month, he/she shall retire from the afternoon of the last day of the preceding month on attaining the age of superannuation.

An employee may seek voluntary retirement or may be retired by the Board of Governors before he/she attains the age of superannuation accordance with the provisions of the relevant rules, notifications and orders issued by the competent authority from time to time.

#### **4.19 Re-Employment :**

The Board of Governors may sanction re-employment to an employee after superannuation for a limited period in accordance with provisions made in relevant rules and orders for re-employment of similar employees.

Pay and allowances during re-employment shall be fixed as per rules applicable to similar employees of the Institute or as may be decided by the competent authority.

Re-employment shall not be given as a matter of right.

#### **4.20 Head Of The Department / Dean Of Schools :**

Only full time faculty members will act as Dean/HOD/TIC of the academic departments. The Institute can appoint any faculty member as HOD/TIC or alter Deans /Headships of an academic department /School, as per exigency of the Institute as and when required.

#### **4.21 Resignation**

4.21.1 No employee shall, unless the Board of Governors otherwise directs, be permitted to resign if he /she fails to serve his /her appointing authority due notice at least for -

- I. One month in the case of an employee placed in probationary period or on temporary basis, as mentioned in appointment letter.
- II. Three months in the case of an employee who has been confirmed and placed in regular post.
- III. However, for faculty members and technical staff , resignation will not be accepted before completion of a semester in all respects.

4.21.2 An employee who tenders resignation and quits without giving the notice, shall be at the discretion of the authority, be liable to forfeiture of his/her salary for the period by which the notice falls short of the requirements as the case may be, of the aforesaid clauses in addition to such disciplinary action as may be taken against him/her for contravention of the provisions under the clause.

4.21.3 Employees who served this Institute more than one year, would be issued with experience certificates, provided he/she has not been involved in any violation or obligations.

#### **4.22 Provident Fund And Gratuity**

All regular employees shall be entitled to enjoy benefits of Provident Fund and Gratuity.

##### **i) Provident Fund**

As per the Employees Provident Fund Scheme 1952 all the employees of the Institute who are eligible for the membership of the scheme have to contribute 12% of their basic pay & DA to the ECPF (Employers' Contribution is 13.61% for each member, out of which 8.33% will be deposited to the Family Pension Fund and the balance 3.67% is the contribution towards the concerned employees ECPF A/c.), or would be in force from time to time, as per rules of Provident Fund Act.

## ii) **Employees Gratuity Scheme**

All the members of the HIT Employees Group Gratuity Scheme are entitled to get the benefits as per the Gratuity Act. 1972 after completion of 5 yrs. continuous service as employee of the Institute, as per the relevant act.

### **4.23 Consultancy Works, Sponsored Research And Testing Works**

#### **4.23.1 Consultancy Works**

Subject to the conditions laid down in sub-clauses (a) , (b) and (c) below, a faculty member may be permitted by the Director to undertake consultancy work outside/ inside the Institute, provided the same is beneficial and creditable to the institute.

- a) 60% of the surplus or internal revenue generated from any consultancy work should be paid to the faculty member(s) and other staff concerned.
- b) Every faculty member permitted to undertake such consultancy work shall submit a report to the Director, by April of every year giving details of consultancy works undertaken by him/her including remuneration received during the last financial year.
- c) Consultancy fee should include the expenses of any consumable or other expenses to be incurred for such consultancy work.

#### **4.23.2 Sponsored Research Project**

An academic department or its faculty members may undertake a research scheme sponsored by an external agency with the approval of the Director subject to the conditions that all the activities, like, recruitment of JRF/SRF, procurement of equipment/instrument/consumable, proper utilization fund, will have to be duly approved by the Project Monitoring Committee or higher authority.

#### **4.23.3 Testing Works**

An academic department may undertake testing works requested by an external agency/Institute with prior permission of the Director, subject to the following conditions :

- a) The testing works shall be done under direct control of a faculty member following procedures laid down for such tests and duly approved by the Director.
- b) The test certificate in prescribed proforma shall be countersigned by the Head of the Department.
- c) The external agency requesting for such testing work shall deposit the entire fee/ charge for the work to the Institute. The Institution shall pay 60% of the amount to the concerned faculty member (s) and the other staff involved in the work.

### **4.24 Service Book**

For every employee there shall be a properly maintained Service Book. The Service Book and all other documents shall be kept in the Administrative Office under the custody of the

Registrar. The entries in the Service Book shall be made by the Administrative Office and attested by Registrar.

#### **4.25 Assessment Report**

- 4.25.1 For the faculty members there shall be a Self Assessment Report (Academic Performance Indicators-API), Students Feedback Report and Annual Confidential Report. For other employees (except faculty members) only Annual Confidential Report will be kept. The Assessment Reports for all employees shall be kept in the custody of the Registrar.
- 4.25.2 The Annual Confidential Report for each employee shall be written by the Head of the Department/Section working under them within two months after completion of each academic year. Head of the Departments / Sections shall forward the Assessment Report to the Director. Director will forward the report with his/her comments to the Registrar for further communication to the employee if required & for record. In case of Deans, Registrar, Professor and Head of a Department or Sectional Head, the Assessment Report shall be written by the Director. In the case of Director, report shall be written by the Secretary.
- 4.25.3 An employee shall have the right to make a representation to the Director against adverse entries in the Assessment Report. The Director after examining relevant papers and in consultation / discussion with reporting authority will record his/her decision in the Assessment Report. The decision shall be communicated to the employee.
- 4.25.4 In case the employee is not satisfied with the decision of the Director, he/she may be permitted to make a representation to the Secretary of the Board through the Registrar and Director.
- 4.25.5 Submission of Assessment report within stipulated date of the calendar year is obligatory.

#### **4.26 Disciplinary Action**

- 4.26.1 Any employee violating the rules and regulations as well as indulge in any activity which is detrimental to the interest of the Institute, will become liable for disciplinary action, based on the report of an enquiry committee to be constituted by the Director, in consultation with the Registrar, duly approved by the competent authority, as and when necessary.
- 4.26.2 All employees shall be required to furnish a declaration, at the time of joining the Institution, as regards any criminal or insolvency proceedings instituted or pending in any court of law, if any ; and he/ she is required to submit the details of the same to the Director or Registrar.
- 4.26.3 An employee remain absent in the Institute for a period more than 20 days without any prior approval in an academic calendar, will attract disciplinary action. Besides, the annual grade increment of the concerned employee will be suspended. For further instance, it may also lead to break of service. For the case of severe medical ground, application supported with proper medical certificate from the attending Doctor may however be considered, subject to approval of the competent authority.
- 4.26.4 The Institution shall reserve the right to initiate any disciplinary action and may also terminate the services of any such person without any prior notice, in the event of any false declaration, inefficiency, disloyalty or misconduct, damage of Institute's property, malfunctioning / negligence of duties, etc.
- 4.26.5 In the event of termination of services of such person, he/she shall have no claim to any salary and/or perquisites, if any.

## **CHAPTER – V**

## Curriculum, Eligibility for Admission & Examination Rules

### 5.1 Curriculum of UG and PG Programmes

#### 5.1.1 Duration of Curriculum

B. Tech. Programme shall be of 4 year duration, MBA shall be of 2 years, 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 twelve / thirteen weeks.

#### 5.1.2 MOOCs for B.Tech. (Hons) as per new guidelines of the affiliating University

All India Council for Technical Education (AICTE) has introduced Model Curriculum for Bachelor of Technology programme with 160 credits in the entire programme of 4 years, and additional 20 credits will be required to be done for the degree of Bachelor of Technology with Honours. These additional 20 credits will have to be acquired with Institute's offered course (MOOC) as per guideline of the Institute/University/AICTE.

This will create an excellent opportunity for students to acquire additional skill set for employability through massive online courses where the rare expertise of world famous experts from academics and industry are available.

The basket for MOOCs (Institute's offered courses) will be a dynamic one, as courses keep on updating with time. The total of 20 credits which is required to be attained for B.Tech Honours degree are distributed over four years in the following way:

For first year	: 8 credits
For second year	: 4 credits
For third year	: 4 credits
For fourth year	: 4 credits

A student of first year has to cover courses from at least three skills, as follows :

1. Computer Programing with Python / R
2. Soft skill
3. Ethics

If a student is unable to cover the credits assigned for the first year, he/she can do these courses in either of the subsequent years, but he/she has to choose the courses from the basket of MOOCs (Institute's offered courses) announced by the Institute/University from time to time. The same rule will be applicable for the other years of the programme.

### 5.2 Eligibility for Admission

5.2.1 Admissions to different UG and PG courses, shall be based on guidelines of AICTE/UGC/ Govt. of West Bengal and MAKAUT, West Bengal, 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 an 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 MAKAUT for fresh registration.

### **5.3 Provisions for Lateral Entry in 2<sup>nd</sup> year of B. Tech. Programme**

Diploma holders in E & T courses and B. Sc. Degree holders shall be eligible for admission to 2<sup>nd</sup> year B. Tech. Course up to a maximum of 10% 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 AICTE/Govt. of West Bengal and MAKAUT, to be issued from time to time.

### **5.4 Examination Rules and Regulations**

5.4.1. The Regulation relating to Constitution, Powers and Functions of the Board of Examinations / Examination Committee.

5.4.2. Subject to any Statutes, Ordinances, Rules or Regulations and General Guidance of the Academic Council, the BOE/Examination Committee 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

#### **5.4.3 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 /Examination Committee, in respect of all such matters. Besides, the employees are to abide by the Institute's existing Service Rules and Leave rules, duly approved by the Board of Governors, related to day to day academic and administrative rules and guidelines, or would be in force from time to time.

#### **5.4.4. 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 Director/Principal and his decision thereon shall be final.



## 5.4.5 Regulations regarding the conduct of Examinations

### 5.4.5.1. Eligibility for appearing in Examinations

A student is liable to be debarred from appearing in an examination if he/she 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/she pays the prescribed fee by the date specified. 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 /she is issued an Admit Card for the relevant examination by the COE, after obtaining the eligibility certificate from the Higher Authority.

### 5.4.5.2. Rules for Examinations

Each discipline of the B.Tech./ MBA/ 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.

Supplementary examinations of each semester of all UG and PG programs shall be held within one month from the date of publication of results (under Autonomy). However, for other semesters (other than Autonomy), rules of the affiliating University will be followed.

## 5.5. Continuous 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, subdivided 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 three sets of question paper and also at least one moderator for each course code. For Supplementary examinations, the same process would be followed.
- ii. The final question paper shall be prepared from amongst the three 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. Faculty members of the Institute /other Institutes will be appointed as Examiner(s) by the COE for evaluation of the answer scripts, duly recommended by the respective BOS and approved by the Academic Council.
- 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 Scrutinizers, as required, with the approval of the Principal. In all the cases (mentioned above), the Dy. Controller of Examinations will assist the COE.
- 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.

It is advised to conduct more tests, if required. If a student does not do well in a test, the student has to be mentored for better performance and additional tests may be conducted, if required. Records of the tests (answer scripts and other relevant documents to be kept in the Department/COE, so that University can cross check.) For internal Tests questions are to be Outcome Based. Avoid questions which involve only memory exercise like stating a law or theorem.

- ii. The COE, in consultation with BOE/Examination Committee, 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:

Assignments are to be given in all of the following forms (each form develops unique skills within the students):

- i. Problem Solving—Numeric and conceptual.
- ii. Term paper – A systematic report on a topic to be submitted under the guidance of a faculty member after doing necessary exploration of knowledge on the topic.
- iii. Mini project – A small project on the topic or problem assigned by the teacher and covered by the course being taught. The duration of the project must not be more than one month.
- iv. Presentation & Seminar – The student will prepare a PPT on a topic relevant to the course and present with PPT for 10 minutes under the guidance of the faculty teaching the course.

Quiz is to be conducted at regular intervals on the syllabus covered at that point of time. Tutorial or Continuous evaluation slots as described in the course structure are to be utilized for discussion of topics covered, Numerical and conceptual problem solving and conduct of Quiz.

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/Dy. 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 / Dy. 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/She 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 15 points  
in submission and content
- 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/ Dy.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, 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 / Dy. COE's office under sealed cover.

### 5.6. Declaration of result, promotions and grading system:

In order to pass the B.Tech. / M.Tech./MBA/ MCA course a candidate must obtain at least D grade in each of the theory, practical and sessional papers and a DGPA of 6.0

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

- a) A student shall 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 as per guidelines of the Institute/University, from time to time.
- b) 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.

### 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 Score</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'	'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 :  $\sum$  CREDIT POINT of course items in a semester
- e. GRADE POINT AVERAGE, in general items, is defined as

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

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

Semester Grade Point Average (SGPA)

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

Yearly Grade Point Average (YGPA)

$$= \frac{\text{CREDIT INDEX of Odd Sem} + \text{CREDIT INDEX of Even Sem}}{\sum \text{CREDIT of Odd Sem} + \sum \text{CREDIT of Even Sem}} \text{ for an academic year}$$

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

$$= \frac{1X \text{ YGPA I Yr} + 1X \text{ YGPA II Yr} + 1.5 X \text{ YGPA III Yr} + 1.5 X \text{ YGPA IV Yr}}{5}$$

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

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

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

<i>GRADE POINT (x)</i>	<i>PERCENTAGE OF MARKS (y)</i>	<i>GRADE POINT (x)</i>	<i>PERCENTAGE OF MARKS (y)</i>
6.25	55	7.75	70
6.75	60	8.25	75
7.25	65	9.25	85

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

### **5.7: 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 (Rs. 500/- per paper) 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 “Haldia Institute of Technology” at any nationalized bank, 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 entertained.*

- vi. All applications for scrutiny/re-evaluation must be routed through the COE's office of the Institute.

### **5.8: 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/She 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/her behalf shall be entitled to be present during scrutiny/re-evaluation, nor shall he/she or his/her 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 reevaluated once shall not be scrutinized /reevaluated again.
- xii. The interpretation of the Principal in respect of the rules, including any issues not specifically mentioned shall be final.

### **5.9 Post Publication Amendment of Result**

If any result found guilty due to insufficient/wrong marks entry by the examiner, he/she should come the matter in to the notice of Controller of Examinations immediately. After that he/she should take the responsibility for the possible correction of the result personally by making an affidavit from the judicial magistrate of Haldia Sub-Divisional Court on a court stamp paper (minimum of Rs. 100/-) within seven (07) working days from the publication of result.

#### **5.8.1: Rules for Self Inspection of Answer Scripts**

If any examinee is not satisfied after re-evaluation of answer scripts in the mode of PPR/PPS, he/she may apply for self-inspection of evaluated answer scripts. The rules for such cases are as under-

- i. Photocopy of evaluated answer scripts may be obtained by an examinee concerned once only for self-inspection on submission of application to the Controller of Examinations of the Institute in prescribed format available in the examination cell and on payment of requisite fees (Rs. 1000/- per paper) only.
- ii. Application for photocopy of evaluated answer script(s) for the purpose of self-inspection is to be submitted within one week from the date of publication of PPR/PPS result of the concerned examination.
- iii. Photocopy of the evaluated answer script(s) will be handed over to the concerned examinee generally within fifteen days from the date of application on submission of original admit card for the concerned examination and to acknowledge receipt of the same.
- iv. After self-inspection [answer script(s) self-inspection must be in the examination cell] , the concerned examinee must have to return the self-inspected answer script within one hour to the hand of the Controller of Examinations personally.
- v. The Institute shall not entertain any claim for redressal of grievance of the concerned examinee arising out of self-inspection relating to evaluation of answer script(s).

### **5.9. 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.

## **5.10 Guiding rules for conduct of Examinations**

4.10.1 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.

4.10.2. 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 COE/Dy. COE, besides carrying the same for appearing at the remaining examinations.

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

4.10.4. 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, in consultation with the Examination Committee. He shall submit a report to the Board of Examinations forthwith.

4.10.5. 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 candidate shall have to bring necessary materials such as bed, pillow etc.

4.10.6. 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.

## **5.11 Rules for Paper setter, Moderator, Answer script Evaluation, and Head Examiners.**

5.11.1 Paper Setter: Faculty members of the Institute are liable to set question papers for end semester examination as per the appointment by the Controller of Examinations. Rs. 100/- per paper will be the honorarium for question paper setting.

5.11.2 Moderator: Faculty members may be appointed as question paper moderator by the Controller of Examinations after consultation with competent authority. Minimum of Rs. 2000/- (Rs. 500/- per paper for additional question paper moderation) will be the honorarium for a moderator.

- 5.11.3 Answer Scripts Evaluation: Faculty members of the Institute are liable to evaluate end semester examination answer scripts as per the appointment by the Controller of Examinations. Rs. 15/- per script will be the honorarium for that purpose.
- 5.11.4 Head Examiner: Controller of Examinations may issue appointment to any faculty member of the Institute to act as Head Examiner for end semester examination after consultation with competent authority. Minimum of Rs. 1000/- & maximum of Rs. 5000/- will be the honorarium for that purpose.
- 5.11.5 Post Publication Amendment of Result:** If any result found guilty due to insufficient/wrong marks entry by the examiner, he/she should come to the notice of Controller of Examinations immediately. After that he/she should take the responsibility for the possible correction of the result personally by making an affidavit from the judicial magistrate of Haldia Sub-Divisional Court on a court stamp paper (minimum of Rs. 100/-) within seven (07) working days from the publication of result.  
Overall the matter should go to the Examination Committee as well as to the Academic Council for further action.

## **5.12 Instructions to Invigilators**

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

5.12.2. 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 10 minutes before the time for commencement of the examination.

5.12.3. 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, he/she may be permitted with prior permission of the OIC/COE.

## **5.13 Misconduct / Malpractice**

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

### **5.13.1. 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, with prior approval of the Authority.

5.13.2. Highest punishment recommended for consideration of the Examination Committee/BOE.

- Category I – Cancellation of Paper/s.
- 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

5.13.3. 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**