## ABOUT THE INSTITUTE

## INTRODUCTION

Ghani Khan Choudhury Institute of Engineering & Technology (GKCIET), Malda, West Bengal was established in 2010 by Ministry of Human Resource Development, Govt. of India in the memory of Sri A.B.A. Ghani Khan Choudhury who had contributed immensely to societal development of the region. The Institute is located at Malda, West Bengal with the bordering districts of Bihar, Jharkhand and North Eastern states. Ghani Khan Choudhury Institute of Engineering & Technology (GKCIET), Malda was established with the objective to create a multi-layered inter disciplinary and inter-sectorial efficient professional technical manpower to act as an international podium for the development and transfer of technical competence in academics. It is committed to provide best possible technical education from grass route level to higher level and to cater to the specific needs of women, school dropouts and other disadvantaged sections of society by organizing a large no of short/long term skills orientation programmes for economic upliftment and inclusive growth of society. It was formulated that the institute, besides catering to the needs of formal education would undertake the non-formal education to prepare the skilled and qualified manpower for self-employment. Further, the institute would take up a strategic research and development activities, which along with entrepreneurship will help in extending the efforts of the institute in imparting education to the unemployed and working population by updating and upgrading their technical skills. GKCIET is devoted to provide leadership, organizational expertise, technical assistance and the other resources required to meet the demand.

For more information, please visit to the website [www.gkciet.ac.in](www.gkciet.ac.in) and or contact at the following telephone/fax number:

Phone: 03512-268780
Fax : 03512-268455

## VISION

GKCIET envision to be a lead Technical-Vocational University for inclusive growth and development of technical manpower through formal and non-formal mode mitigating the skilled manpower requirement of the nation.

## MISSION

➢ Technical education and training in formal and non-formal sectors.

➢ Development of competency based curriculum and ICT based course ware for professional courses.

➢ Research & Development in the sphere of Science, Technology & Pedagogy.

➢ Emphasizing to build institute Industry-entrepreneurship and Institute-community

interface.

➢ Building collaboration with National and International Centres of Excellence and partnership with stake holders.

## OBJECTIVES

### Education and Training:

➢ To offer flexible, modular, multi-point entry and exit programs in engineering and technology.

➢ To promote self-employment in all programmes by introducing an element of entrepreneurship, providing guidance and counseling services to help students to take up self-employment ventures.

➢ To develop enabling frame work to implement national policy on skilled development.

➢ To offer Non-formal skilled development programmes in the areas of Engineering & Technology, Agriculture, Sericulture & Textile, Health care and Service sector to strengthen the scope of employment and self-employment.

➢ To provide technical education facilities for women, school dropouts and other backward sections of society through specially designed courses.

➢ To offer continuing education programme for working personnel from industries at different levels to meet the requirements of the industry/trade.

➢ To offer bridge courses for lateral entry in relevant programme and for moving from one level of course to another level.

### Research & Development:

➢ To conduct action research in TVET sector and Science & Technology.

➢ To prepare the students in capable of initiating & managing development activities in the region, hence the programmes will lay emphasis on developing relevant & appropriate technical & vocational skills.

➢ To promote institute-Institute and Institute-Industries interactions by sharing resources for sustainable development of the region in particular and India as a whole.

## EXTENSION SERVICES

### To offer services to:

➢ Industries in the neighborhood and in the region

➢ Working personnel

➢ Passed out students

➢ I.T.I.s and Polytechnics

➢ Research and other institutes of higher learning

## STATUS

The Institute is an autonomous body and fully funded by the Ministry of Human Resource and Development (MHRD), Government of India.

## GOALS

### Short Term Goal

Dissemination of technical knowledge and skill, inculcate entrepreneurship trait among rural youths using both formal as well as non-formal mode so that they could contribute in the sustainable development of the region in particular and nation as general.

### Long Term Goal

Institute is to become fountain-head in providing technological excellence in academics through formal/non-formal Technical Education, Entrepreneurship & Research to meet the changing global needs of the society by transforming itself into Technical Vocational University.

## LOCATION

The institute is temporarily located at Power Grid Corporation's Training Institute, Malda and the permanent location is developing in a sprawling area of 101 acres of land, at a distance of 7 km from Malda central railway station and 0.7 km from 34 No. National Highway. It is surrounded by lush green land and mango trees with beautiful landscapes.

## ACADEMIC STRUCTURE
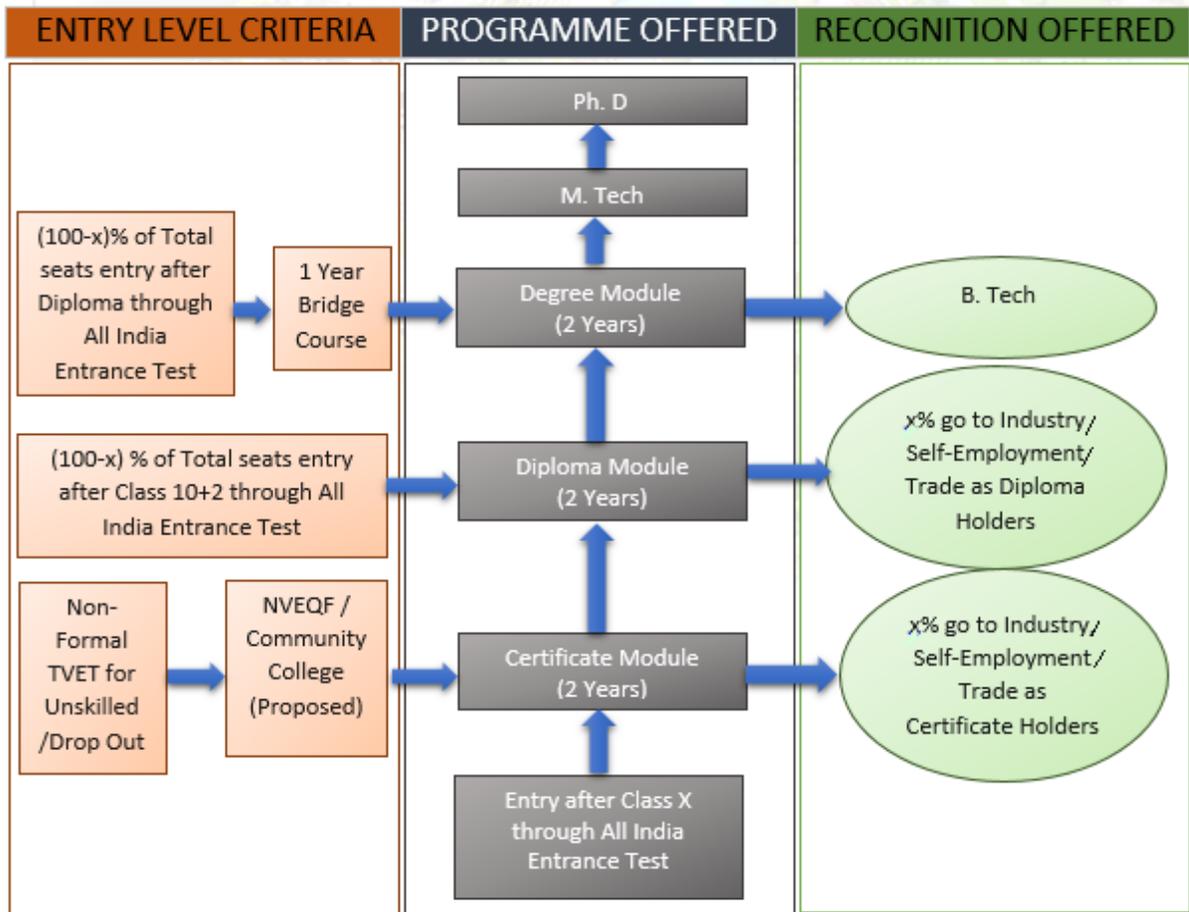


### 1.1     ACADEMIC DISCIPLINES (In 2014-2015 Academic Session)

1. Food Technology
2. Electrical Engineering
3. Mechanical Engineering
4. Civil Engineering
5. Computer Science & Engineering
6. Sericulture & Textile Technology
7. Chemical Technology

## 1.2 COURSES OF STUDY & AWARD OF DEGREES, DIPLOMAS AND CERTIFICATES

### 1.2.1 Certificate Programmes:

| Sl. No. | Certificate Programmes | Intake Capacity | Qualification | Duration |
|---------|------------------------|-----------------|---------------|----------|
| 1 | Food Processing and Preservation. | 30 | 10th Std. Pass | 2 Years |
| 2 | Servicing and Maintenance of Electrical Appliances | 30 | 10th Std. Pass | 2 Years |
| 3 | Repairing and Maintenance of Auto and Farm Machineries | 30 | 10th Std. Pass | 2 Years |
| 4 | Construction Technology | 30 | 10th Std. Pass | 2 Years |
| 5 | Computer Applications | 30 | 10th Std. Pass | 2 Years |
| 6 | Sericulture & Textile Technology | 30 | 10th Std. Pass | 2 Years |
| 7 | Chemical Technology | 30 | 10th Std. Pass | 2 Years |

### 1.2.2 DIPLOMA PROGRAMMES:

| Sl. No. | Diploma Programmes | Intake | | Qualification | | Duration |
|---------|--------------------|--------|--------|----------------|--------------------------------|----------|
| | | For Vertical Entry | For Direct Entry | For Direct Entry | Vertical Entry of GKCIET Student | |
| 1 | Food Processing Technology | 15 | 15 | 10 +2 Pass (with PCM) | Certificate Course pass | 2 Years |
| 2 | Electrical Engineering | 15 | 15 | 10 +2 Pass (with PCM) | Certificate Course pass | 2 Years |
| 3 | Mechanical Engineering | 15 | 15 | 10 +2 Pass (with PCM) | Certificate Course pass | 2 Years |

### 1.2.3    DEGREE PROGRAMMES (B.Tech.)

| Sl. No. | Degree Programmes | Intake | | Qualification | Duration | |
|---|---|---|---|---|---|---|
| | | For vertical entry | For Direct Entry | | For GKCIET Diploma Student | For the Diploma holders of Other Institutions |
| 1 | Food Processing Technology | 15 | 15 | Diploma Pass | 2 Years | 3 Years |
| 2 | Electrical Engineering | 15 | 15 | Diploma Pass | 2 Years | 3 Years |
| 3 | Mechanical Engineering | 15 | 15 | Diploma Pass | 2 Years | 3 Years |

## 1.3   RESIDENCE

The Institute is envisaged to be fully residential. In the present campus (temporary) only few students can be accommodated. However, every student will be accommodated in the Institute hostel when such infrastructures will be ready in the permanent Campus at Narayanpur.  Then every student is required to reside in the hostel unless otherwise permitted to reside outside. Each and every student has to abide by the rules and regulation of the respective hostel as well as the general rules of the Institute.

## 1.4    ADMISSION  AND ENROLMENT OF STUDENTS TO THE INSTITUTE

**1.4.1**   Details of admission notification with intake capacity, reservation of seats etc. in any of the programme viz. Certificate, Diploma, Degree Programmes, is published in the newspapers as well as Institute's website (www.gkciet.ac.in) in the month of March/April every year in the form of "Information Brochure". However, summery of admission procedure is given in respective sub-head of different programmes.

**1.4.2**   Seats are reserved for candidate belonging to OBC, SC, ST and Persons with Disabilities (PWD) candidates as per the guidelines issued by MHRD, Govt. of India and as Institute adopt it. Institute also follows the territorial based reservation policy as per guidelines issued by MHRD, Govt. of India.

**1.4.3**   The candidates have to fulfill the medical standards required for admission as set out by the Institute.

**1.4.4**    Notwithstanding anything aforesaid, the admission of a candidate shall be subject to
   i.    Submission of a migration/school leaving certificate from the concerned Board or University (within three (3) months from the date of admission)

ii.   Good conduct certificate from the Head of the Institute last studied.

iii.  Medical fitness certificate.

**1.4.5**  If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the head of the Institute may revoke the admission of the candidate.

**1.4.6**  The Institute reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his/her career on the grounds of unsatisfactory academic performance or on disciplinary grounds. The criteria for academic performance will be governed by the Academic Rules and Regulations, while the criteria for disciplinary grounds will be governed by the Rules and Regulations stipulated for Conduct of Students as adopted by the Institute.

## 1.5   FEE STRUCTURE

i)    The payment of fees in a semester is compulsory to continue the studentship.

ii)   The fee structure shall be as approved by the Academic Council and/or Board of Governors of the Institute and shall be notified from time to time.

iii)  Registration for the first semester of all programmes is a part of the admission procedure; fee for subsequence semesters shall deposited by the student as per notification.

iv)   The fee shall be deposited by the students on the day(s) of Registration as per notification issued by the Institute.

v)    If a student does not register for admission on the specified/notified date and time, he/she shall be charged a fine as described in the clause no. 2.2.5.

vi)   In case the last day falls on holiday the next working day will be treated as last day.

vii)  After completion of a course of study or withdrawal from the Institute, security deposits or caution money shall be refunded to a student subject to submission of application in prescribed format by the student, after deduction of all dues, fines and other claims against him.

viii) If a student does not claim the refund of Security deposit/Caution money within one year (reckoning with date of result/withdrawal) of passing or withdrawing from the Institute, the money will be treated as donated to the Institute.

## 1.6    CO-ORDINATOR OF EXAMINATIONS (CoE)

The Co-coordinator of Examinations shall be a faculty member of the Institute. The Coordinator of Examination may engage other staffs also. He/she shall exercise his/her powers and duties under the immediate directions of the Head of the Institute.

**1.7     APPOINTMENT OF QUESTION PAPER SETTERS, EXAMINERS, CONDUCT OF EXAMINATION, APPROVAL & PUBLICATION OF RESULTS**

**1.7.1**    The **Course Coordinators** (Ref. clause no. 1.8.1) act as the Question Paper-setters and Examiners.  Other faculty members involved in handling the course are also associated with the evaluation process.

**1.7.2**    The question paper for the End Semester Examination will be set by the Course Co-coordinator. The End Semester Examination question papers shall be moderated by the **Question-paper Moderation Board (QMB)** of the concerned Department.

The required number of Question papers after moderation shall be submitted by the Course Coordinators to Coordinators of Examinations (CoE) in strictly confidential sealed envelopes within a specified date.

**1.7.3**    **Question-Paper Moderation Board (QMB) shall comprise of**:

|      |                              |   |             |
|------|------------------------------|---|-------------|
| i.   | Head of the Department        | - | Chairperson |
| ii.  | One Internal Subject expert   | - | Member      |
| iii. | One External Subject expert   | - | Member      |
| iv.  | Course Co-ordinator           | - | Member      |

1.7.3.1  **Functions of the Question-Paper Moderation Board**

The Board shall ensure that the question paper has been set strictly in accordance with the syllabus, and the Academic Regulations of the Institute. The Board may,

(i)     Delete question(s) set from outside the syllabus and make necessary corrections and substitutions, if required.

(ii)    Remove ambiguity in the language of a question, if any.

(iii)   Moderate some or all questions giving ample opportunity to candidates with average and exceptional capabilities.

(iv)    Ensure proper distribution of marks to each question or part(s) thereof, modify the questions and correct errors, in this regard.

(v)     The decision of the QMB will be final and binding on the question setter.

**1.7.4**    Ordinarily Course Co-ordinator, who is the Paper-setter, shall act as an Examiner. In case, the Course Co-ordinator is not available due to unavoidable reasons, a Course Instructor or a faculty member having expertise in the subject may be appointed as an Examiner by the HoD. The Examiner/Evaluator of the Answer-Scripts shall ensure the correct entries of Marks obtained by students in Mid-Semester examination, tests/quizzes/assignments etc.

and End Semester Examination in the format for the break-up of marks provided for the purpose. He/she shall round off a fraction equal to half or more to the next higher figure in the total marks. A fraction less than one-half will be neglected.

The Marks-list/Grade-sheet duly signed by the Course Co-ordinator and Head of the concerned Department shall be sent to the Co-ordinator of Examinations within the stipulated date in strict confidence.

**1.7.5** All examinations of the Institute shall be conducted in accordance with the Academic Regulations framed for the purpose and modified from time to time by the Institute Authority.

**1.7.6** Subject to the Rules and Regulations framed and approved by Academic Council and BoG, the Co-ordinator of Examinations shall be responsible for all arrangements for the smooth conduct of examinations and all matters connected therewith.

**1.7.7** The Centre Superintendent of an examination centre shall have the disciplinary control over candidates appearing in the examination at the centre. He/she shall have the power to expel and refuse to allow a candidate from taking the examination for reasons to be recorded in the presence of Invigilator(s). Any such action taken shall be immediately reported to the Co-ordinator of Examinations. The Co-ordinator of Examinations shall place all such cases to the Examination Board of the Institute.

All cases of malpractice and indiscipline in the examination shall be reported to the Examination Board of the Institute (EBI).

1.7.7.1 **Composition of EBI**:

| | | |
|---|---|---|
| (i) | Dean (Academic) | - Chairman |
| (ii) | All Heads of the Departments   or their nominees | - Members |
| (iii) | Co-ordinator of Examinations | - Member Secretary |

Centre Superintendent/Invigilators or any other official may be invited to the meeting of the Board, on the approval of Chairman, EBI.

1.7.7.2 **Functions of EBI**:

(i) To award punishment for malpractices during the examination.

(ii) To recommend the cases of gross indiscipline and misbehavior during the examination to the Institute's Disciplinary Committee.

(iii) To suggest measures for improvement in discipline/conducting examination.

(iv) To consider request(s) for showing of End Semester Examination or Supplementary Examination answer script of aggrieved students.

(v) To show the evaluated answer scripts to the students in the presence of the Course Co-ordinator and make necessary changes, if any, in marks, grades and examination result.

1.7.7.3 **Powers of EBI:**

The EBI shall be empowered to:

(i) award F grade for malpractices and IA grade on valid ground(s).

(ii) recommend issue of warning to a student for improvement in his/her behavior.

(iii) arrange scrutiny for marking of unchecked questions or part(s) thereof and totaling of marks in an answer script.

**1.7.8** On approval of the Head of the Institute, the Co-ordinator of Examinations shall notify the name(s) of Centre Superintendents for different days and time of the examination who shall be responsible for overall discipline and smooth conduct of examination.

**1.7.9** The Co-ordinator of Examinations may engage other staff required to conduct the examinations. He/she shall arrange the handing over of Examination Answer-scripts in sealed envelopes to Examiners/Evaluators immediately after the examination.

**1.7.10** If a candidate falls sick or is suffering from a contagious disease and wishes to appear at the Examination on notified date and time, special arrangement may be made by the Co-ordinator of Examinations at the request of the candidate subject to the production of evidence in support of such illness, duly certified by Medical officer in-charge (MO) of the Institute/other recognized Hospitals and countersigned by the MO, GKCIET, provided that for such special arrangement, the candidate shall pay additional fee per paper fixed by the Institute from time to time.

**1.7.11** The End Semester Practical Examination shall be conducted by the Course Co-ordinators.

**1.7.12** The Project work evaluation, viva-voce examination for Project Work/field report in subjects where applicable, shall be conducted as per provisions in the Academic Regulation of the Institute.

**1.7.13** The Centre Superintendent, Question Paper Setters, Invigilators, Examiners/Evaluators, Tabulators and Assistants shall be paid honorarium as decided by the Institute from time to time, for the End Semester/supplementary/"I" grade/Practical examinations and project evaluation as may be applicable.

A person shall not accept any of the above examination related works of a question paper in which his/her relative is appearing. An invigilator will not perform invigilation duty in the room/hall/laboratory etc. where his/her relative is writing the examination.

1.7.14   Not with standing anything contrary to the provisions contained herein above, the Head of the Institute shall have the power to order such actions, as he/she may consider necessary in order to ensure fair and smooth conduct of the Institute examinations.

1.7.15   The grades/marks from the grade-sheet/marks-list shall be tabulated by Tabulators appointed for the purpose. They shall be primarily responsible for correct entries in the tabulation sheets of grades /marks and calculation of grade point average (GPA/CGPA) in accordance with the Academic regulations of the Institute. They shall be assisted by Assistants in tabulation work and preparation of Result.

**1.7.16**   The Result prepared by the Tabulators and Co-ordinator of Examinations shall be presented to the **Result Moderation Board (RMB)** of the Institute. The RMB shall comprise of:

|      |                              |                    |
|------|------------------------------|--------------------|
| i)   | Head of the Institute        | - Chairman         |
| ii)  | Dean (Academic)              | - Member           |
| iii) | All Heads                    | - Member           |
| iv)  | Dy. Registrar (Academic)     | - Member           |
| v)   | Co-ordinator of Examinations | - Member Secretary |
| vi)  | Respective Course Co-ordinator | - Member         |

**1.7.17**   **Power & Functions of the Result Moderation Board (RMB):**

(i)   The Result Moderation Board may moderate the result of a student submitted by the Co-ordinator of Examinations.

(ii)   The RMB may award a grace marks to a student for passing the Semester or upgrading the Semester grades.

**1.7.18**   On the approval of the Head of the Institute, the moderated result shall be published by the Co-ordinator of Examinations on a specified date in the Academic Calendar.

**1.7.19**   Notwithstanding anything above, the Head of the Institute may quash the result of a candidate, if

i.   he/she has used unfair means in the examination.

ii.   a mistake is found in the result of the candidate.

iii.   he/she has willfully suppressed any important information pertaining to his/her admission in the Institute.

**1.7.20**   In view of the provision at 1.7.7.2 (iv) and (v), no evaluated answer script of the End Semester Examinations shall be given out on RTI request.

**1.7.21**   All evaluated answer script of the End Semester Examinations will be destroyed/disposed off after six months from the date of publication of the result.

**1.8    COURSE CO-ORDINATOR**

**1.8.1**    Each course has a **Course Co-ordinator** who has full responsibility for conducting the course, coordinating the work of the other teachers involved in teaching that course, holding the test, quizzes etc., practical examination and evaluating the answer-scripts. In case of any difficulty, the students should approach the Course Co-ordinator for advice and clarification.

**1.8.2**    A teacher of a course other than the Course Co-ordinator is called a Course Instructor. He/she will assist the Course Co-ordinator in teaching, holding test, quizzes, practical examination etc. and evaluating the answer-scripts.

**1.9    ACADEMIC CALENDAR**

1.9.1    Each academic session is divided into two semesters having at least 90 working days each. There is also an Industrial Training Term commence normally after Even Semester in every academic year.  The academic session shall commence from a date in the first week of August and end in the last week of June. The tentative duration of semesters is given bellow

Odd Semester        : August to December
Even Semester       : January to June

Apart from the above two regular Semesters, a Summer Term will be conducted for the students having shortfall in their attendance. The Summer Term will commence in the month of July in every academic year.

**1.9.2**    The Academic Council/Board of Governors  of the Institute will approve the comprehensive Academic Calendar consisting of schedules of activities for a session inclusive of dates for Registration, Mid Semester, End Semesters, Summer Terms, Supplementary Examination, Inter-semester breaks etc. well in advance of start of the Academic Session.

**1.10    STUDENTS FEEDBACK**

Students' feedback will be taken by the Heads of all Departments, course wise and teacher wise, from each semester for helping improvement in the teaching learning process.

# ACADEMIC RULES, REGULATIONS & STUDY SCHEME FOR UG PROGRAMMES

## ACADEMIC RULES, REGULATIONS AND STUDY SCHEME FOR UG COURSES

### INTRODUCTION

The Govt. of India in order No F25-1/2009-TS-IV dated 18-2-2010 established Ghani Khan Choudhury Institute of Engineering & Technology (GKCIET), Malda (WB) to promote higher technical education and offer Academic programmes i.e; Certificate, Diploma, Degree courses leading to B.Tech.

The provision contained in this Regulation will govern the conditions for imparting courses of instruction, conducting examinations and evaluation of students' performance leading to the Certificate, Diploma and Degree programmes in different discipline.

These Regulations are effective for the batches of Students who will be admitted in the Academic Session 2014-2015, onwards. The provisions of this regulation shall also be applicable to any new discipline that are introduced from time to time and added to the list in the respective section.

The Board of Governors (BoG) may, on the recommendation of Academic Council, change any or all parts of this Regulation at any time considered appropriate.

## 2.0 GENERAL RULES & REGULATIONS COMMON FOR ALL THE PROGRAMMES

### 2.1.0 ADMISSION

The modular structure of UG curriculum at GKCIET, Malda consists of three independent modules in Engineering & Technology stream as given below:

(i)     Certificate Module
(ii)    Diploma Module
(iii)   Degree Module (B.Tech.)

### 2.1.1 Duration of a Module

Under normal circumstances, a student is expected to complete the requirements of a module in two (2) academic years for Certificate and Diploma Module.  It is two (2) years for the vertical entrants, and three (3) years for the lateral entrants including one (1) year bridge course, in Degree Module of Technology. However, academically weak and deficient students, who are unable to pass in the required number of courses in normal duration, may be allowed a maximum of additional two (2) years including the withdrawal period.

### 2.1.2 Reservation of seats*

2.1.2.1   Reservation for SC, ST, OBC & PWD: *Reservation will be as per latest guidelines issued by the Government of India from time to time.

### 2.1.2.2 **Territorial Quota:**

Territorial Reservation Seats meant for Certificate Courses and Diploma Courses are bifurcated for the candidates of the State of West Bengal and for the candidates belonging to other States, respectively in the following proportion:

#### *Certificate Programmes*

Quota for West Bengal           - 75%
Quota for Other States and U.T   - 25%

#### *Diploma Programmes*

Quota for West Bengal           - 50%
Quota for Other States and U.T   - 50%

#### *For Degree Programmes, there is no such territorial quota.*

If the seat under quota for West Bengal/Other States and U.T remained vacant during counseling, the same shall be filled-up from the quota for Other States and U.T/West Bengal. If the seats remained vacant after counseling, the same shall be filled-up through spot counseling on first come and first service basis from the candidates who full fill minimum eligibility criteria, however Govt. of India reservation rules shall be followed in all such cases.

### 2.1.2.3 **Rules for Operating Reservation:**

i) To avail the reservations under Territorial quota candidate have to produce a domicile certificate from competent authority at the time of admission.

ii) Seats remaining vacant in OBC category will be offered to general category, as per instructions of Govt. of India as may be applicable from time to time. For applying to avail reservation under OBC category, the candidates will be required to submit adequate proof/certificate, issued by the competent authority as may be prescribed from time to time in evidence of his/her not belonging to creamy layer. The criteria of creamy layer will be applied as may be prescribed by the Govt. of India from time to time. **The above proof/certificate should pertain to the year just preceding the year of GKCIET Entrance Test (GKCIET-ET) Examination.**

iii) For claiming seats reserved for Person with Disability candidates, the minimum degree of disability should be 40%. Seats falling to the share of Person with Disability candidates in various branches are inter changeable depending upon the availability/suitability of candidates. However, in any branch (as well as in the total seats meant for direct entry) number of seats will not exceed the prescribed quota of 3%. To claim reservation under Person with Disability candidate's category, the candidate is required to submit a certificate from the Chief Medical Officer of the district concerned clearly mentioning about the extent/degree of disability. The admission to this category will be governed by the rules of Govt. of India as may be applicable from time to time. The decision of admission committee, regarding the suitability of a candidate for a particular branch for claiming reservation under this category, shall be final and binding on the candidates.

iv) The seats remaining vacant in any branch due to non-availability/suitability of eligible candidates belonging to Person with Disability category will be shifted to general category in that branch.

v) There shall not be any reservation for GKCIET students promoted from Certificate module to Diploma module and from Diploma module to Degree module through vertical mobility.

**2.2.0    CONDUCT AND DISCIPLINE**

**2.2.1**   Students shall conduct themselves within and outside the precincts/campus of the Institute in a manner befitting the students of a renowned institution.

**2.2.2**   Every student has to abide by the general rules and regulations of conduct issued by the Institute for its students.

**2.2.3**   The student shall show due respect to the teachers of the Institute, The wardens of the Halls of Residence and other official and non-official staffs. They shall also pay due attention and courtesy to visitors.

**2.2.4**   Students are required to develop a friendly relation with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year.

**2.2.5**   As per order of the **Hon'ble Supreme Court of India**, ragging in any form is banned. Acts of ragging will be considered as gross indiscipline and will severely dealt with.

**2.2.6**   The students shall not indulge in such activities amounting to acts of indiscipline and misbehavior such as:

   I.    Taking procession and holding demonstration in the campus.

   II.   Gearing, intimidating and threatening the staff.

   III.  Interfering with the functions of various committees.

   IV.   Defacing the building by writing slogans pasting bills and damaging the property of the institute.

   V.    Disturbing the classes in session, assaulting teachers/students/other employees of Institute.

   VI.   Keeping in possession of any lethal weapon will liable for severe disciplinary action.

   VII.  Keeping in Possession and/or consuming alcohol liquor.

   VIII. Any other acts of indiscipline decided by competent authority. If the students involved in any in-disciplinary activity, the disciplinary committee shall decide the amount of punishment.

   IX.   Students involved in drugs and narcotics in any form shall be expelled from the institute. Students placed on conduct probation shall not represent the institute and shall lose any office that he/she may hold any organization functioning in the institute.

**2.3.0    ELIGIBILITY OF REGISTRATION**

**2.3.1**    A student will be automatically registered to the first semester at the time of admission. Every student in any programme is required to register themselves for every semester (2nd semester and onward) in person with the Academic Office on the date of registration as per Academic Calendar. A student will be eligible for enrolment only if he/she has deposited semester fees and pending dues and is not debarred from enrolment by a disciplinary action of the Institute and cleared the minimum academic requirement.

**2.3.2**    In order to continue students in upcoming higher semesters, the student must have attended the immediate previous semesters respectively. A student is eligible for registration for higher semester provided he/she clears the previous semester by regular/supplementary examination.

**2.3.3**    Only those students will be permitted to register who have:

a.    Cleared all Institute and Hall dues of the previous semesters.
b.    Paid all required prescribed fees for the current semester, and
c.    Not been debarred from registering for a specified period on disciplinary or any other ground.

**2.3.4**    A student who has been debarred from appearing at an examination either a) as per recommendation of the subject teacher for unsatisfactory attendance or b) by the Institute as a measure of disciplinary action or c) for adopting malpractice at an examination and consequently awarded X grade may register for the subject(s) after the term of debarment expires, provided that provisions of the regulation do not prevent him/her.

**2.3.5**    A student who does not register on the day announced for the purpose may be permitted, in consideration of any compelling reason, late registration within next 10 working days on payment of an additional late fee of ₹200.00 per day as prescribed by the Institute. However Head of the Institute may permit a student up to 21 days after expiry of scheduled date. In this case fine mentioned above will be applicable.

**2.3.6    Cancellation of Registration**

The registration and studentship of a student will be cancelled if the student is involved in any unlawful activities, in-disciplinary activity or involvement in any police case or fails to deposit the semester Fees.

**2.3.7    Registration for summer term**

I.    Students who have failed due to lack of attendance (obtained grade 'FA' in four or less subjects) in any compulsory subject in any semester   must have to register for summer term course.

II.    In case of failure in Laboratory/Practical subject the student will have to register for it in the summer term course.

**2.3.8    Procedure of Registration**

(a)    A set of course registration sheets for each student is issued by the Academic Cell.

(b)    The course registration sheets signed by the student along with the "No Dues" Certificates and after payment of fees, must be submitted to the Academic Section on the day of registration by the student himself/herself.

**2.3.9    In-absentia registration**

2.3.9.1    In exceptional case, when a student is not able to present himself/herself for registration due to serious illness leading to hospitalization or due to other extra-ordinary circumstances, the registration may be done in absentia by parents/guardians along with proof with the explicit approval of the Head of the Institute.

2.3.9.2    A student who has been debarred from appearing at an examination either a) by the Institute as a measure of disciplinary action or b) for adopting malpractice at an examination and consequently awarded X grade may register for the subject(s) after the term of debarment expires, provided that provisions of the regulation do not prevent him/her.

**2.4.0    WITHDRAWAL OF STUDENTSHIP**

A student may withdraw from the institute at any time on his / her request. Such student has to deposit Rs.10 in accounts branch as withdrawal charges to obtain the Studentship Withdrawal Form (SWF). The institute leaving certificate will be issued and caution money will be refunded to the student on submission of duly completed no dues form. If a student once withdrawn from the institute wants to get admission again he/ she may do so by appearing as a fresh candidate.

**2.5.0    CHANGE OF BRANCH**

Change of trade/ branch shall not be allowed after the close of admission process in any programme.

**2.6.0    ATTENDANCE**

2.6.1    Ideally, every student is expected to attend all the classes (Lectures, Tutorials, Laboratories, Workshops, etc.) and earn 100% attendance. Students are also required to attend all the classes of Extra Academic Activities. He/she shall secure not less than 75% attendance on each subject. However, in order to allow provision of unavoidable reasons such as medical exigencies/family calamity or activities like representing Institute in district/State/National level Sports & Cultural meet, Science Exhibition, NCC/NSS Camp or such other activities as decided by the Institute with prior approval by the Head of the Institute, the student is expected to earn a minimum of 65% attendance in each subject.

2.6.2    A student will be debarred from appearing in the end semester examination in a subject(s) in which his/her attendance falls short as per clause no. 2. 6.1 above and will be awarded FA grade in that subject(s).

**2.6.3**    Absence from classes without prior permission will be considered as an act of indiscipline and will be dealt as per rules and regulations.

**2.7.0    LEAVE OF ABSENCE**

**2.7.1**    If the period of leave is for a short duration (less than 2 weeks), prior application for the leave shall have to be submitted to the Head of the Department concerned stating fully the reason for the leave along with supporting documents and such leave may be granted by the Head of the Department Concerned.

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

**2.7.3**    If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted through the Head of the Department to the Head of the Institute with supporting documents in each case, the decision to grant leave shall be taken by the Head of the Institute on the recommendation of the Head of the Department. The Head of the Institute may, on receipt of an application also decide whether the student be asked to withdraw from the course for that particular semester because of long absence.

**2.7.4**    If the period of absence is more than 35% of total scheduled classes, the student will be debarred from appearing in the end semester examination and will be under the provision of year lapse.

**2.8.0    TEMPORARY WITHDRAWAL FROM THE INSTITUTE**

**2.8.1**    A student who has been admitted to undergraduate programmes may be permitted to discontinue temporarily from the programme on the grounds of prolonged illness or grave calamity in the family for a period of one semester or more provided,

   I.   he/she applies to the Institute within 6 weeks of the commencement of the semester or from the date he/she last attended whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of his/her guardian;

  II.   The Institute is satisfied that, counting the period of withdrawal, the student is likely to complete his/her requirements of the programme within the maximum time limits for the course.

 III.   There are no outstanding dues or demands in the Institute/ Hostel /Department/ Library.

**2.8.2**    A student who has been granted temporary withdrawal from the Institute under the provisions of Clause 2.8.1 will be required to pay fees/charges (except tuition fees) till such time as his/her name is on the Roll List. However, fees once paid will not be refunded.

**2.8.3**    Normally, a student will be permitted only one such temporary withdrawal during his/her tenure as a student of the undergraduate programme.

**2.9.0    COUNSELLING SYSTEM**

Each class after admission to the institute shall be assigned to a faculty counselor. The counselor shall help each student in planning the academic programme of his / her studies and expected to keep constantly in touch with their counselor so that he / she may evaluate their progress and guide them accordingly. Counselor will meet students once in a week for which a slot in timetable is provided.

**2.10.0    INDUSTRIAL TRAINING AND FIELD WORK**

**2.10.1**    The curricula for all the Programmes would include compulsory Industrial Training for about 4 weeks to be carried out in the summer vacation at the end of the 2nd semester of Certificate, Diploma and Degree semester II.

**2.10.2**    Those who will be not able to undergo Industrial Training may be permitted to do so during the semester break after 3rd semester (4th week of Dec to 3rd Week of Jan) in special cases.

**2.10.3**    Any arrangement of training in industry or academia has to be routed through Training and Placement cell via the Departmental Training Coordinator.

**2.10.4**    The allotment of training programmes of all the students by Training and Placement Cell will be frozen by a suitable and fixed deadline each year. No further change will be allowed.

**2.10.5**    A student is required to score minimum passmark/pass grade to pass the industrial training, failing which he/she has to repeat the industrial training and appear again in the viva voce examination.

**2.11.0    EXAMINATION AND EVALUATION PROCESS**

**2.11.1**    The Evaluation process is based on absolute marking system for Certificate and Diploma Programmes while absolute grading system for Degree Programme.

**2.11.2**    Performance in each course of study shall be evaluated based on (i) **Continuous Internal Assessment** including mid semester examinations throughout the semester and (ii) **End Semester Examination** at the end of the semester.

**2.11.3    Distribution of marks**

The distribution of marks for Sessional/Continuous Evaluation and End Semester Examination shall be as under

<u>**Theory:**</u>
**Continuous Internal Assessment**        :   25-50 %
End Semester Examination                  :   50-75 %
<u>**Practical:**</u>
**Continuous Internal Assessment**        :   50 %
End Semester Examination                  :   50 %

Further distribution of **Continuous Internal Assessment** Evaluation marks in Theory/Practical Subject is as follows

**Theory:**
Attendance      : 10 %
Assignment/Quiz    : 30 %
Mid Semester     : 60 %
**Practical:**
Viva- Voce      : 50 %
Punctuality/Report etc.   : 50 %

**2.11.4 Mid semester examination/end semester examinations**

The Mid Semester Examination and End Semester Examination will be conducted centrally by the Examination Section of the Institute every semester. Every theory subject must have one Mid Semester and an End Semester Examination. The durations of the examinations will be 2 hours and 3 hours respectively. No course can have an examination of shorter durations. The class-tests or quizzes will be organized by the instructor concerned and the duration will be decided accordingly.

## 2.12.0 QUALIFYING CRITERIA AND GRADES

**2.12.1** A candidate who secures not less than 40% of total marks prescribed for the subjects (**Continuous Internal Assessment** + End Semester Examination) with a minimum of 40% of the marks prescribed for the End Semester Examination in theory and 40% of total marks allotted for the subject (**Continuous Internal Assessment** + End Semester Examination) with a minimum of 40% of the marks allotted for the End Semester Examination in practical subject (including Project work), shall be declared to have passed in the Examination. Minimum passing marks & **grades** in different examination is tabulated below:

| Examination | Pass mark | | Over-all passing Criteria | | |
|:---:|:---:|:---:|:---:|:---:|:---:|
| | Continuous assessment | End Semester | % of Marks | | Grade |
| | | | Certificate | Diploma | Degree |
| Theory | Nil | 40 % | 40% | 40% | 5 |
| Practical | Nil | 40 % | 40% | 40% | 5 |

**2.12.2** A student will have supplementary in an examination paper if he/she fails to secure the marks/grades prescribed in the above clause in the particular subject.

## 2.13.0 PROMOTION AND SUPPLEMENTARY EXAMINATION

**2.13.1** A student obtained **F/IA** grade in any course may appear for Supplementary examination held during Summer Term examination as per Academic Calendar and

notified by Examination Cell. For that purpose, he/she has to apply for the same as per academic calendar when notified by the examination cell.

**2.13.2** A student willing to appear in supplementary examination will have to submit Supplementary Examination Form (SEF) to Academic Section with prescribed fee of ₹ 300.00 per subject. He/she has to attach the Xerox copy (attested) of Mark sheet concerned to that semester with Supplementary Examination Form on the dates notified by the Academic Section.

**2.13.3** The syllabus of supplementary examination and Summer Term Course will be same for which he/she had originally registered for the course and had obtained F/IA grade.

**2.13.4** Even if a student gets 'F' grade in in four or less subjects in two consecutive semesters of a particular year of study even after appearing in the supplementary examination (F grade) promoted to the next higher year of study, provided that he/she fulfills the other necessary conditions. In this case he/she has to appear for supplementary examination in next year.

**2.13.5** Those who have obtained FA grade in four or less subjects in two cumulative semesters of a particular year of study due to lack of attendance are bound to register for the summer term course as per schedule given in the Academic Calendar and notified by Examination Cell. And has to fulfill the attendance and other academic requirement.

## 2.14.0  FAILURE TO GET PROMOTION

**2.14.1** A student will be retained in the same year of study if he/she gets five or more supplementary in two semesters of an academic year even after appearing in the. Supplementary examination held during summer term.

**2.14.2** A student will be retained in the same year of study if he/she gets FA grade in five or more subject in a semester. He/she will also not be promoted to the next higher semester.

**2.14.3** A student will also be retained in the same year of study if he/she gets FA grade in five or more subject in two consecutive semesters of a particular year of study.

**2.14.4** A student will be retained in the same year of study if he/she carry FA grade even in one subject after summer term examination.

**2.14.5** A student retained in a particular year of study (eg. 1st year) as per Cl 2.14.1, will be a casual student in that particular year of study (i.e. 1st year) during the next academic year and will need to clear the relevant examination papers of particular semesters only. Such a student may also attend the classes with junior batch.

**2.14.6** A student retained in a particular year of study as per Cl 2.14.2, will have to register in relevant semester/s of particular year of study with his/her junior batch and has to fulfill the attendance criteria in the subjects in which he/she has obtained FA grade and has to clear all the subjects of relevant semester of particular year of study.

**2.14.7** A student retained in a particular year of study as per Cl 2.14.3, will have to register in relevant semesters of particular year of study with his/her junior batch and has to fulfill the attendance criteria and has to clear the subjects in which he/she has obtained FA grade of relevant semester/s of particular year of study

## 2.15.0  IMPROVEMENT OF MARKS/GRADE

A candidate who has already appeared for any subject in a semester and passed the examination is not entitled to reappear in the same subject for improvement of marks/Grade.

**2.16.0 REVALUATION OF ANSWER SCRIPT**

**2.16.1** A candidate can apply for revaluation of his/her end semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee along with prescribed application to the Coordinator of Examinations through the Head of Departments. The Coordinator of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Department. Revaluation is not permitted for project work. The prescribed fee for the re-evaluation is Rs. 250.00 per subjects.

**2.16.2** Mid Semester Examination Answer Scripts will be shown to the students by the Course instructors as per academic calendar.

**2.16.3** Re-evaluation for project work is not permitted.

**2.16.4** Answer Script will be stored in Examination cell for Six month from the last date of Examination of Particular Semester. After that these may be destroyed.

**2.17.0 ASSESSMENT OF PROJECT WORK**

**2.17.1** The evaluation of the project work will be based on sessional work assigned by the supervisor, seminar, project report and project evaluation committees' assessment. Supervisor will assign individual project work to a student or a group of students.The Institute examination for project work will be evaluated by an evaluation committee followed by a viva-voce examination conducted separately for each student by a committee consisting of the guide of the project group and an internal examiner.

**2.17.2** Performance in the various activities involved in the project would be assessed individually at the end of each semester in which it is being carried out as per the curriculum. The student is required to submit a written report at the end of the semester.

**2.17.3** The Head of the Department would appoint a project evaluation board for the purpose of assessment. The different components of evaluation and the weights assigned to these components are   depicted below

| Subcomponent | Weight |
|---|---|
| Supervisor's assessment | 40% |
| Project Report/Thesis (to be assessed by the board) | 20% |
| Evaluation Board's assessment | 40% |

**2.17.4** If a student due to non-completion of the project work cannot submit the final project report at the end of final semester for **Diploma and Degree** programme and does not appear before the evaluation board for the viva-voce on the date fixed by the Head of the may be granted extension of time not exceeding two months on the following conditions:

(i)     he/she would be deemed to have completed the requirements for the degree if applicable in the succeeding session.

### 2.18.0 MAKE-UP FOR MID SEMESTER EXAMINATION

Students missing Mid Semester Examination in any of the courses during regular semester on valid grounds may apply for make-up in those courses to the Course Co-ordinator. The Course Co-ordinator may consider all such applications and conduct the examination/assign assignment of all such students for make-up.

### 2.19.0 AWARD AND CONVERSION OF 'IA' & 'I' GRADE:

(a)  If a student fails to appear at the centrally conducted End Semester Examination in a particular subject (theory or practice or both). For this, the student will be awarded **'IA' grade**. For theory component, he/she has to appear for supplementary examination. For practice components, the course coordinator will conduct the practical examination before supplementary examination at his/her discretion.

(b)  If a student's Project work/Seminar/Industrial Training is found unsatisfactory by the department and the student is asked to repeat or improve upon it. In such cases, 'I" grade shall be awarded by the Course/Project/Departmental training coordinator. For the same, the Course/Project/Departmental Training coordinator will conduct the Evaluation process of Project work/Seminar/Industrial Training before supplementary examination at his/her discretion.

(c)  A candidate will be required to fill-up an application form for conversion of 'IA' and 'I' grade as per notification with the prescribed examination fee of Rs.300/- (Rupees three hundred) per subject for theory as well as practice courses or practice component of a paper.

### 2.20.0 SUMMER TERM COURSE/SUPPLEMENTARY EXAMINATION

**2.20.1**  Those who have obtained FA grade in four or less subjects due to lack of attendance have to register for the summer term course as per schedule given in the Academic Calendar and notified by Examination Cell.

**2.20.2**  The assessment procedure in a summer term course will also be similar to the procedure for a regular course or there will be assignment, quiz whichever is applicable and course coordinator will be responsible for the conduct of summer term course.

**2.20.3**  A student can however register himself for a maximum number of four subjects in summer course. Head of the department in consultation with course coordinator will finalize the timetable and other requirement of teaching learning process.

**2.20.4**  Regular classes may be held in case of Summer Term course if the no. of students is five or more. Otherwise the course may be offered as self-study course.

**2.20.5**  The student has to secure attendance requirement in every registered course failing which he/she will not be allowed to appear for the examination.

**2.20.6**  The students who have obtained F grade have to apply for **supplementary examination** held during summer term Course with required fees.

**2.20.7**  The student who has obtained F grade need not fulfill attendance requirement. However, if he/she wants to attend classes he/she may do the same.

## 2.21.0 GRADING SYSTEM

**2.21.1** As a measure of students' performance a 7-scale absolute grading system using the following letter grades and corresponding grade points per credit, shall be followed:

| Performance | Percentage Marks obtained in subjects | Grade point per credit | Letter Grade |
|---|---|---|---|
| **Out Standing** | 90-100 | **10** | **O** |
| Excellent | 80-89 | **9** | **E** |
| Very good | 70-79 | **8** | **A** |
| Good | 60-69 | **7** | **B** |
| Fair | 50-59 | **6** | **C** |
| Pass | 40-49 | **5** | **P** |
| Fail | <40 | **0** | **F** |
| Fail due to lack of attendance | - | **0** | **FA** |
| Incomplete in project, Seminar etc. | - | **0** | **I** |
| Incomplete due to Absence in End Term Exam | - | **0** | **IA** |
| Debarred | - | **0** | **X** |

**2.21.2** **A Semester Grade Point Average** (SGPA) will be computed for each semester. The SGPA will be calculated as follows:

$$SGPA = \frac{\sum_{i-1}^{n} c_i g_i}{\sum_{i-1}^{n} c_i}$$

Where 'n' is the number of subjects registered for the semester, '$c_i$' is the number of Credits allotted to a particular subject, and '$g_i$' is the grade-points carried by the letter corresponding to the grade awarded to the student for the subject. SGPA will be rounded off to the second place of decimal and recorded as such. The SGPA would indicate the performance of the student in the semester to which it refers.

**2.21.3** Starting from the second semester at the end of each semester S, a **Cumulative Grade Point Average** (CGPA) will be computed for every student as follows:

$$CGPA = \frac{\sum_{i-1}^{m} c_i g_i}{\sum_{i-1}^{m} c_i}$$

Where 'm' is the total number of subjects the student has registered from the first semester onwards up to and including the semester S, ''$c_i$' is the number of Credits allotted to a particular subject '$s_i$' and '$g_i$' is the grade-point carried by the letter

corresponding to the grade awarded to the student for the subject '$S_i$'. CGPA will be rounded off to the second place of decimal and recorded as such.

The SGPA and CGPA are calculated in consideration of only the credits cleared, i.e. Grade F credits are not included for the calculation. The CGPA would indicate the cumulative performance of the student from the first semester up to the end of the semester to which it refers. The CGPA, SGPA and the grades obtained in all the subjects in a semester will be communicated to every student at the end of every semester.

When a student gets the grade 'IA' /'I' for any subject(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated ignoring this (these) subjects.

After the 'IA' /'I' grade(s) has (have) been converted to appropriate grades, the SGPA and CGPA for that semester will finally be recalculated after taking into account this (these) grade(s).

### 2.21.4  Yearly Grade Point Average

Yearly Grade Point Average will be mentioned in the every even semester grade card.
It is calculated by

$$YGPA=   (SGPA_1 + SGPA_2)/2$$

Where,

$SGPA_1$= SGPA of odd semester of particular year of study
$SGPA_2$= SGPA of even semester of particular year of study

When a student gets the grade 'F' in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only 'zero point' for each such 'F' grade. After the 'F' grade(s) has/have been substituted by better grades during a subsequent semester, the SGPA and the CGPA of all the semesters, starting from the earliest semester in which the 'F' grade has been updated, will be recomputed and recorded to take this change of grade into account.

### 2.21.5  Conversion of Grade to percentage

Conversion of Grade to percentage is done by following:
                Percent marks= (CGPA-0.75) x 10

### 2.22.0 UNFAIR-MEANS CASES

It is expected that a student shall maintain decorum while "appearing in a tests/ examination. However, following is the procedure for dealing with the unfair means cases / impersonation.

a)  A student who refuses to obey the invigilator or changes seat with other student or deliberately writes other student's Roll No in his/ her answer booklet or creates disturbance of any kind during examination / impersonation, possession of copying material, will be treated as unfair means cases.

b)  The center superintendent shall report to Academic section the day of occurrence of any case of unfair means with details of evidence(s) and report of invigilator.

c) The committee constituted by competent authority shall responsible for dealing with all the cases of use of unfair means in any test. The committee will thoroughly investigate the case and will give a chance to student to explain his/ her position before taking the decision. The committee may call superintendent and /or invigilator of examination or any other person for determining the facts of the case.

d) A student found guilty of  unfair means as explained above , can be awarded zero marks in that papers can be debarred  to appear  in that subject  examination  for one year / monetary fine depending upon the recommendation of committee. This recommendation will be placed before Head of the Institute for approval.

e) A person caught impersonating in the examination shall be handed over to the police.

## 2.23.0  DIEFFERENT CRITERIA FOR CERTIFICATE PROGRAMME

### 2.23.1  General introduction and trade:

 2 Years courses in Engineering/Technology leading to the award of certificate is currently offered in following disciplines-
   a. Food Processing & Preservation
   b. Servicing and Maintenance of Electrical Appliances
   c. Repairing and Maintenance of Farm and Auto Machineries
   d. Construction Technology
   e. Computer Applications
   f. Sericulture and Textile Technology
   g. Chemical Technology

### 2.23.2  Admission procedure

#### 2.23.2.1  General:

Admission to Ghani Khan Choudhury Institute of Engineering & Technology (GKCIET), Malda (WB) for all the courses will be made in accordance with the instruction received from Ministry of Human Resource Development and as per Institute norms from time to time.

#### 2.23.2.2  Admission test

The admission to certificate program is made through an All India Level Entrance test known as GKCIET-ET conducted by GKCIET on a date notified from time to time which shall normally be conducted in May/ June every year.

#### 2.23.2.2  Eligibility

The minimum qualification for admission to certificate program is 10th pass along with English, Mathematics and Science from a State Secondary Education Board/CBSE/ICSE or equivalent.

### 2.23.3 Duration

The duration for Certificate Course is two years. The maximum duration for the course is 4 years.

### 2.23.4 Award of division

The division of pass student shall be determined as follows:

| Marks Percentage | Division |
|---|---|
| ≥40% but < 50 % | Third Division |
| ≥ 50% but < 60% | Second Division |
| ≥ 60% | First Division |

### 2.23.5 Qualifying criteria for award of certificate
a. A student has cleared all the subjects offered by the Institute in concerned course and has successfully completed industrial training within permissible maximum course duration.
b. They should maintain all decorum of Institute and not debarred from the Institute under any circumstances.
c. They have to clear all dues to the Institute, Hall of residence, Library dues and the Department.

## 2.24.0 DIEFFERENT CRITERIA FOR DIPLOMA COURSE

### 2.24.1 General introduction and trade:
2 Years courses in Engineering/Technology leading to the award of Diploma is currently offered in following discipline-
      a) Food Processing Technology
      b) Electrical Engineering
      c) Mechanical Engineering

### 2.24.2 Admission test for diploma course
There are two categories of Admission test in Diploma Program
**a. Admission through vertical Entry scheme only for GKCIET students of lower module**
For vertical promotion from certificate to diploma course against the reserved seats, the certificate course students shall appear in a Special Entrance Test designed for them in order to enter into the diploma stream. Merit of such candidate shall be based upon 50 % weightage of the score in the entrance test and 50 % weightage of their marks obtained in the qualifying certificate program.

**b. Admission through Direct Entry scheme**
The Institute reserves 50 % of total intake in diploma course for students other than GKCIET students. For admission to these seats the Institute conducts National Level

GKCIET Entrance Test. Non GKCIET and GKCIET students who have passed certificate course in previous session are eligible to get admission against these seats. GKCIET students competing for direct entry seats shall have to appear in GKCIET Entrance Test and shall be treated as per with the outside candidates for admission to this category without any weightage to their score in the qualifying certificate course.

### 2.24.3 Eligibility

The minimum qualification for admission to the Diploma program is 10+2 pass with physics, chemistry and mathematics from a recognized State board/ University or a certificate holder from GKCIET in any trade.

### 2.24.4 Duration

The duration for Diploma program is two years. Maximum duration for the diploma course is 4 (four) years from the date of admission into 1st semester.

### 2.24.5 Award of division

The division of pass student shall be determined as follows:

| Marks Percentage | Division |
|---|---|
| ≥40% but < 50 % | Third Division |
| ≥ 50% but < 60% | Second Division |
| ≥ 60% | First Division |

### 2.24.6 Qualifying criteria for award of diploma

a. A student has cleared all the subjects offered by the Institute in concerned course and has successfully completed industrial training within permissible maximum course duration.
b. They should maintain all decorum of Institute and not debarred from the Institute under any circumstances.
c. They have to clear all dues to the Institute, Hall of residence, Library dues and the Department

### 2.25.0 DIEFFERENT CRITERIA FOR B.TECH PROGRAMME

### 2.25.1. General

2 Years (For Vertical entry)/ 3 years (for Direct entry) courses in Engineering/Technology leading to the award of B. Tech is currently offered in following discipline-
    a) Food Processing Technology
    b) Electrical Engineering
    c) Mechanical Engineering

### 2.25.2 Admission to degree program

There are two categories of seats in Degree program

**a. Vertical Entry seats only for GKCIET Students**

50 % of total sanctioned strength will be filled up through vertical mobility scheme of the Institute by promotion of the lower module (Diploma) based on combined

merit of entrance test and their score in the diploma program. The merit of such candidates shall be based on 50% weightage of their score in the special entrance test designed for them and 50% weightage of their score in the qualifying Diploma course.

**b. Direct Entry seats**

The Institute reserves 50 % of total intake in degree course for students other than GKCIET students. For admission to these seats the Institute conducts National Level GKCIET Entrance Test. Non GKCIET and GKCIET students who have passed Diploma course in relevant discipline in previous session are eligible to get admission against these seats. GKCIET students competing for direct entry seats shall have to appear in GKCIET Entrance Test and shall be treated as per with the outside candidates for admission to this category without any weightage to their score in the qualifying certificate course.

**2.25.3 Eligibility**

All the candidates who have passed the Diploma Course offered by Ghani Khan Choudhury Institute of Engineering & Technology or from any other Institute/Polytechnic affiliated to any State Board of Technical Education and approved by All India Council for Technical Education (AICTE) are eligible to apply for the B.Tech program.

**2.25.4 Duration**

The Duration of B.Tech program is 3 years for the students admitted through Direct Entry Scheme and 2 years for the students admitted by promotion of the diploma passed student of GKCIET through vertical mobility scheme. However the maximum duration for Completion of the program is 5 years for direct entry students and 4 years for vertical entry students.

**2.25.5 Qualifying criteria for award of degree**
   a. A student has cleared all the subjects offered by the Institute in concerned course and has successfully completed industrial training within permissible maximum course duration.
   b. They should maintain all decorum of Institute and not debarred from the Institute under any circumstances.
   c. They have to clear all dues to the Institute, Hall of residence, Library dues and the Department

**Annexure- I**

## RULES RELATING TO RESIDENCE REQUIREMENTS

Following are the detailed rules governing residence requirements of students:

1. The mess of residences shall function as a single integrated unit and shall not, under any circumstances be subdivided into any kind of groups or subgroups.
2. No student shall come into or give up the assigned accommodation in any Hall of residence without the prior permission of the Warden.
3. No married accommodation shall be provided to any student of the any courses.
4. A student shall reside in a room allotted to him/her and may shift to any other room only under the direction/permission of the warden of the respective hostel.
5. Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfecting.
6. Students shall be responsible for the proper care of the furniture, fan and other fittings in the rooms allotted to them and shall generally assist the wardens in ensuring proper use, care and security of those provided in the hall of common use of all students.
7. Loss or damage of furniture, fans, or other fitting in room will dealt with severe punishment as will be suggested by warden and Hostel Management Committee.
8. Students will be responsible for safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause the institute shall accept no responsibility and shall not be liable for payment of any compensation.
9. Engaging personal attendants, keeping pets and use of appliances like electrical heater, refrigerator etc. by a student in the hall of residence are prohibited.
10. All students must abide by the rules and regulations of the Hall of Residence as may be framed from time to time.

**Annexure-II**

## RULES REGARDING CONDUCT AND DISCIPLINE

Following rules shall be in force to govern the conduct and discipline of all students:

1. Students shall show due respect to the teachers of the Institute, the Wardens of the Halls of Residence, the Sports Officers of the Athletics and the Officers of the National Cadet Corps; proper courtesy and consideration should be extended to the employees of the Institute and of the Halls of Residence. They shall also pay due attention and courtesy to visitors.

2. Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year. Law bans ragging in any form. Any act of ragging will be considered as gross indiscipline and will be severely dealt with.

3. The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:

   - His/her absence to the warden of the hall before availing any leave. Furnishing false statement of any kind in the form of application for admission or for award of scholarship etc.
   - Displaying lack of courtesy and decorum; resorting to indecent behaviour anywhere within or outside the campus.
   - Willfully damaging or stealthily removing any property/belongings of the Institute, Hall or fellow students.
   - Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
   - Adoption of unfair means in the examinations.
   - Organizing or participating in any group activity in company with others in or
   - Outside the campus without prior permission of the Dean of Students' Affairs.
   - Mutilation or unauthorized possession of library books.
   - Restoring to noisy and unseemly behaviour, disturbing studies of fellow students.
   - Not intimating Commensurate with the gravity of the offence, the punishment may be reprimand, fine, and expulsion from the hall, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.