



81 Nilgunj Road, Agarpara, Kolkata – 700109

West Bengal, India

# **STUDENT'S RULEBOOK**

## **RULEBOOK:**

The objectives of JIS University include the development of maturity in moral and social behavior as well as the cultivation of intellectual excellence. These attitudes and behavior have a great influence upon the intellectual quality of the University, especially when each and every individual including the students, faculty and administrative personnel of the University shares equal responsibility towards the contribution of campus environment. The University affirms the basic standards of behavior through strict implementation and compliance of rules, regulations, code of conduct to ensure discipline and decorum in the campus. Any behavior which seriously affects the academic performance of the student or of fellow students, which offends the sensibilities of others (whether students, faculty members, or visitors), or which causes damage to the property of the University or of individuals will result in disciplinary action. The students of the University are required at all times to show due respect and courtesy since acceptance of such a code reflects a mature understanding of social freedom.

### **1. ACADEMICS, EXAMINATIONS & EVALUATION POLICIES**

- Students have to abide by all rules and regulations framed by JIS University, regarding academics, syllabus and curricula, which may change from time to time as per the policy of the University.
- The University also reserves the right to assess the students through their own evaluation system and decide on the facilities to be provided to each student.

### **2. PROMOTION POLICY**

The students' are eligible for promotion based on the assessment of attendance record, academic progress (credits obtained) both in the University and internal examinations, code of conduct observed by the student with the fellow students, juniors, administrative officers, faculty members and last but not the least the Head of the Institution.

### **3. TUITION FEES PAYMENT POLICY**

- Every student shall be liable to pay the whole fees for each semester before the commencement of the same during their tenure in the University.
- The fees should be paid on the date indicated in the University Fees Book or in the University Notice Board / Website from time to time.
- If a student leaves the University during the semester he / she shall have no right to claim remission of any portion of the semester fees.

- Students who do not pay the fees on or before the given deadline date, will have to pay fine as may be imposed by the University authorities. The students who do not pay the prescribed fees on or before the last date may not be allowed to appear for the semester/ yearly examinations.

#### **4. LIBRARY RULES**

- Absolute silence must be maintained in and around the library. Loud consultation, animated conversation etc., are strictly prohibited.
- The Library will remain open between 9.30 a.m. and 5.30 p.m in case of any deviation from this schedule there will prior notification by the appropriate authorities. While entering the library, students should show their identity card for borrowing books.
- After borrowing a book, the student is advised to check the book before leaving the counter.
- Drinking water bottles may be brought into the library, but food and any other forms of drinks are not allowed inside the library premises.
- Mobile phones may be used for silent functions, but we ask users to make and receive calls outside the library premises.
- The Library is a shared environment; please treat staff members and fellow users with consideration and respect.

#### **5. ATTENDANCE RULES**

- All the students are expected to attend classes' regularly without fail. However, if there are some important and genuine reasons such as family celebrations, ill-health etc., students can avail of leave after obtaining prior permissions from the respective University Authorities.
- 75% attendance is a pre-requisite for
  - Permission to write the Semester Examinations.
  - Award of Scholarships of any kind.
  - Avail the Campus Placement Services.

No exemption will be granted in this regard. After the final attendance list is put up on the Notice Board at the end of semester, no request for correction of attendance will be entertained.

## **6. CAMPUS CONDUCT RULES**

Ragging within or outside JIS University is strictly prohibited.

Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside the University shall, on conviction, be punished, as per the provision of the Act.

Any student convicted of an offence of ragging will be subject to punishment as per the enactment of Central and the State laws, makes ragging a cognizable offence with identifying the perverse forms of ragging under such law(s), and giving punishments appropriate with the cruelty of the offence.

- A student indulged in the act of ragging his / her juniors may be expelled from University.
- He / she may be banned / debarred from staying in hostel / mess.
- Scholarship / stipend / financial grant can be withdrawn / cancelled by the University.
- He / she may be debarred from appearing at future examinations of University.
- He / she may be debarred from taking admission to any other educational institute in the state or even in the entire country.
- He / she may be charge sheeted and court of law may try the accused student.
- It may, after taking all precautions, give severe punishment to meet the end of justice.

The West Bengal Prohibition of Ragging in Educational Institutions Act, 2000 (W.B. Act XIII of 2000) includes the following provisions “Ragging” means the 'doing of any act which causes, or is likely to cause any physical, psychological or physiological harm of apprehension or shame or embarrassment to a student' and includes:

1. Teasing or abusing of, playing practical jokes on, or causing hurt to any student, or
2. Asking any student to do any act, or perform anything, which he / she would not, in the ordinary course, be willing to do or perform.

## **7. MISCONDUCT**

- If anybody is found in infringement of security guard instructions, misbehaving with the faculty or staff of the University, misbehaving in the hostel premises or University premises, on road and using unfair means, which will damage the image of the University, is liable for the punishment.

- Malpractice such as cheating, bribing, gambling, copying in tests and exams, giving false declarations, spreading rumours / unfounded accusations / writing / printing / distributing / displaying unauthorized notices of any kind, etc., in the campus or anywhere else.
- The students are required to move silently through the corridors without disturbing the nearby classes and practical. Any kind of wild noisy and disturbing behaviour/ celebrations in the campus is strictly prohibited. Nobody should sit on the corridor walls/railings.
- Students studying in the University, if found indulging in anti-national activities contrary to the provisions of Acts and Laws enforced by Government or in any activity contrary to the rules of discipline, is liable to be expelled from the University without any notice by the Vice Chancellor of the University.
- Smoking in the campus (including the University hostel) is strictly prohibited.
- Consumption or possession of alcohol in the campus or in the hostel is strictly prohibited.

## **8. ASSAULT**

- JIS University considers assault a serious offense. Assault generally refers to any wilful attempt or threat to inflict injury or other physical contact upon another person or the actual unwanted physical contact with another person, all without the consent of the alleged victim. Examples of assault include, but are not limited to, punching; beating; kicking; spitting; and any other unwanted physical contact.
- Assault may include the use of force or coercion. Force may involve the use or display of a weapon or other threatening behaviour which causes immediate fear of bodily harm, or involves the physical battering or immobilization of the alleged victim. This may include an attack on someone who is physically helpless (e.g., asleep, unconscious, or otherwise incapable of giving consent). Coercion involves psychological pressurizing or threats that are generally other than physical, including, but not limited to, the abuse of a power relationship (e.g., campus leader to student member of group) and the use of alcohol or other drugs intended to hinder resistance.
- In cases of fighting, all parties may be charged and a thorough investigation will be made. The adjudicating body will determine responsibility in the case.

- When a student is found responsible of violating the Assault policy, the recommended sanction is a minimum of one semester suspension. When a student is found responsible for assault on a staff or faculty member (including student staff members), the recommended sanction is a minimum one year suspension.

## **9. DEMONSTRATIONS/PROTESTS**

JIS University welcomes and encourages serious discussion on any issue from all points of view, but it cannot condone behavior intended to prevent, obstruct, or interfere with any of its activities and programs. Serious disciplinary actions will be taken against students involved in such activities.

## **10. DAMAGE**

Negligent or intentional damage to personal or University property (e.g., kicking or shaking pole lights, damaging floor tiles, railings and furniture) is prohibited, and it will subject an individual to disciplinary action and repair or replacement costs. Acts of intentional damage will result in an additional monetary fine.

## **11. PROHIBITED AREAS FOR STUDENT ACCESS**

The students are strictly prohibited from going to the roofs of University or residences/hostels or any other buildings. Students who allow others to access the roof will also be held accountable. The Authorities assumes no financial or legal responsibility for injury due to this prohibited act.

## **12. FIRE SAFETY**

Fire is a serious and constant threat to people and property. The University takes very seriously issues related to fire safety.

Residences are to be evacuated immediately whenever a fire alarm sounds, day or night. In addition, all living space is inspected by University personnel for issues of maintenance, health, and fire safety throughout the year. Students are expected to cooperate fully in these matters and to be conscious of fire-safety precautions.

The following are important University standards and regulations concerning fire safety:

1. The setting of a fire in University building, whether deliberately or accidentally, will result in dismissal from the University and a minimum fine of Rs. 5000/-. This includes, but is not limited to, setting fire to papers in a student residence, and improperly extinguishing smoking materials such that a fire results.



2. Setting off a false alarm will result in suspension and/or dismissal from the University and a minimum fine of Rs. 2000.
3. Improper use, vandalism, or destruction of fire-safety equipment (e.g., fire extinguishers, fire hoses, exit signs, emergency lights) will be grounds for suspension or dismissal from the University, as well as a minimum fine of Rs. 5000.
4. Any student and/or student group found participating in any of the following will be subject to University discipline, plus a minimum fine of Rs. 2000.
  - a. Failure to evacuate a building during a fire alarm.
  - b. Tampering with wiring, including electrical or cable television wiring.
  - c. Possessing or discharging fireworks.
  - d. Causing or contributing to a fire-safety hazard. This includes, but is not limited to, obstructing exits, stairwells, hallways; careless use of smoking material; and using non-College-issue waste containers.

Where required by the state law, the University authorities will report fire-safety violations to law enforcement authorities for investigation and possible criminal charges.

### **13. VEHICLE USAGE & PARKING**

Students who come to University by a two or a four-wheeler must contact the contractor at the University cycle stand for registration and other details. The vehicles must be parked only in the parking lot. Students are not allowed to stand in parking places and chat during class hours. Racing the vehicles or use of vehicles with defective silencers or parking the vehicles of any description outside the parking area in the campus will be severely reprimanded.

### **14. DECORUM & DISCIPLINE GUIDELINES WHILE AVAILING PUBLIC TRANSPORT**

Any kind of misconduct/misbehavior inside/outside the campus (in public places, buses, trains, etc.) or detection of foot - board travel, blocking the traffic, unruly behavior in buses / trains or any kind of annoyance to the public will also result in the immediate withdrawal / permanent cancellation of all student travel concessions and the scholarships.

## **15. POLICIES AGAINST USE OF DRUGS**

- The sale or possession of drugs can result in substantial fines or prison terms under Government laws. It prohibits the use, possession, sale, manufacture or advertisement of drug paraphernalia and requires its seizure.
- JIS University will not tolerate student involvement with illegal drugs or possession of drug paraphernalia (e.g., bongs, water pipes, roach clips, hookahs). (This includes the illegal possession, use, abuse, or distribution of prescription or non-prescription medications.) Violations of the law will result in disciplinary action; penalties may include suspension or dismissal, depending on the seriousness and extent of the offense. The University will also take disciplinary action against any student who endangers his or her own or another student's health or academic performance through drug abuse or distribution. Students found guilty of violating this policy may also be required to participate in counselling, assessment, and/or treatment; this may need to take place off campus at the expense of the student. If drugs or drug paraphernalia are found in a shared living space, all occupants will be held accountable.
- Students found responsible for manufacture and/or distribution of drugs will be dismissed and referred to appropriate legal authorities.

## **16. WEAPONS**

The following items are strictly prohibited anywhere within the University campus: fireworks, firecrackers, and other incendiary devices; guns, BB guns, air rifles, ammunition, knives, swords, axes, martial arts equipment, and other dangerous instrument. Items that have other purposes (e.g., cricket bats, hockey sticks, laser pointers), but which are used as weapons will be documented as weapons.

## **17. SEXUAL MISCONDUCT**

- Sexual misconduct of any form is a serious violation of University and community standards, and it will not be tolerated at any of our Campuses. Thus the University will not condone any explicit sexual behaviour within its campus or at any other places where the students are representing the University.
- A student charged with sexual misconduct by JIS University can be prosecuted under State criminal statutes and also disciplined under the University's policies, rules, and regulations. These actions are separate, and they are not dependent upon one another. On campus, cases of sexual misconduct are resolved through the JIS University judicial process, and they are normally heard by the Disciplinary Committee. Campus



proceedings will not be unduly delayed even if legal proceedings are also in progress as these are distinct processes.

## **18. COMPUTER & EMAIL RULES and PROTOCOL**

Academic computing at JIS University is a vital tool in the educational experience. Computer access is a privilege extended to all students and members of the administration, faculty, and staff at the University. All students are responsible for knowing Library and Information Services (LBIS) policies on computer use. All students are given computing accounts, including Internet access, which may be used at stipulated time without charge. The following policies are in place to maintain control and availability to the community at large.

- a) Users of JIS University computing systems are not charged for their use of the systems. The University provides reasonable supplies of expendable resources. Charges may be levied for unusual consumption of supplies, such as paper, or for access to commercial services over the network. Students are expected to provide their own USB drive / CD for data storage.
- b) Never lend your account to someone else. You are fully responsible for anything which happens through access to your account.
- c) Do not access files other than your own, unless you have specific permission to do so. This includes any effort to obtain root access to the campus computer network.
- d) Do not use computing resources for any activity which may intimidate, harass or threaten others.
- e) Do not use University-provided computing resources or facilities for profit-making purposes.
- f) Do not use University-provided computing resources to invade or alter private records, data, or communication belonging to individuals, to the University, or to others.
- g) Unauthorized copying of software is illegal. You may not use or store pirated software on any University computing system.
- h) Violation of computer and network use policies may lead to suspension of usage of University computing facilities, accounts, and/or resources. Repetitive or particularly egregious violations will be referred to higher authorities for disciplinary action.

## **19. DISCIPLINE:**

- Discipline is given utmost importance by the University authorities and therefore students who maintain discipline throughout their study, as per the University disciplinary norms set from time to time are only eligible to attend the campus recruitment process.
- Students who indulge in indiscipline activities in the campus or during the campus recruitment programme are not eligible to attend in any campus recruitment process.
- Misbehaviour with any of the University authorities, specifically engaged in Training and Placement Cell disqualifies the students from campus recruitment program.

## **20. FEES**

Defaulters of any University dues including course fees, hostel, or fees/charges notified by the University authorities time to time are not eligible to attend campus recruitment program.

## **21. GENERAL AWARENESS**

- Economic use of water and electricity in the University/hostel to preserve the College as well as natural resources.
- To switch off the light, fan, computers, equipments while going out of the room/ lab.
- To carry the identity card and produce it on demand.
- Not to write on benches, walls or doors.
- To throw the garbage only in the dustbins.
- To keep our campus neat and clean for all of us to stay.

## **22. NON-COMPLIANCE**

- Each student is expected to identify himself or herself to an official of the University, or law enforcement, upon request. Likewise, each student is expected to comply with the requests of such officials.
- Students who are subject to sanctions as part of the University disciplinary system are expected to comply with and complete those sanctions in a timely manner.

***Uphold Values:*** The quality of University life depends largely upon the personal integrity of students. Dishonesty in any form is an extremely serious offense, which may result in



suspension or dismissal from the University. Instances of dishonesty include, but are not limited to, misrepresentation, furnishing false information, cheating, plagiarism, and falsification or forgery of documents. Questions of academic honesty are addressed by procedures established by the faculty.

***Program Regulations:*** All students who enroll into any of the programs will have to strictly abide by the laid down rules, regulations and policies of the University pertaining to the course and the examinations. Failure to adhere to the University policies, rules and regulations may lead to disciplinary action, financial penalty and/or suspension or rustication from the university.

***Right to Amend Rules:*** JIS University reserves the right to amend the rules and regulations wherever considered necessary and appropriate from time to time. Students will be informed of such amendments as and when found necessary by the university authorities. Hence, this publication and the descriptions contained herein are not to be construed as a contract binding the university to any specific policy.

***Jurisdiction:*** All disputes relating to the University program, activities and policies are subject to Kolkata High Court jurisdiction only. The student should strictly obey the rules and regulations given above. Violation of any of the above rules by the students shall be dealt with disciplinary action to the extent of even expelling him from the college and /or hostel. The decision of Disciplinary Committee (DC) shall be final and binding for the student and his parents. In case of severe and serious matters, if required, a separate Disciplinary Committee may be formed by the authorities, depending on the nature of the matter.



### **Declaration by the Student**

This is to confirm that I have received and read the Student Rulebook and also fully understood it. I shall strictly abide by the rules and regulations as contained in this rulebook along with amendments if any, as may be made from time to time. I hereby declare that I will make my copy of this rule book available to my parents/ guardians also.

Date:

Place:

Signature \_\_\_\_\_

Name of the Student \_\_\_\_\_

Course \_\_\_\_\_

Correspondence Address \_\_\_\_\_

\_\_\_\_\_

Mobile \_\_\_\_\_

Alternative Contact Number \_\_\_\_\_

Email \_\_\_\_\_

Date:

Place:

Signature:



**Undertaking from the student as per the provisions of anti-ragging verdict by the verdict by  
the Hon'ble Supreme Court of India**

I, Mr. /Ms \_\_\_\_\_ enrolling for (Course Name), a student of JIS University do hereby undertake on this \_\_\_\_\_ day of \_\_\_\_\_ (month) \_\_\_\_\_ (year) to follow and respect the rules of the institute as contained in the JIS University Rule Book which are stated in the lines below:

- That I have understood the University regulations on curbing the menace of ragging as per the directives of the Honorable Supreme Court of India (writ Petition No.(C) 656/1998), the legal provisions stated in The West Bengal Prohibition of Ragging in Educational Institutions Act, 2000 (W.B. Act XIII of 2000); the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and also as per the notification by All India Council for Technical Education on the prevention and prohibition of Ragging in technical Institutions, Universities including Deemed to be Universities imparting technical education F.No.37-/Legal/AICTE/2009.
- That I will not engage or involve myself in any act, activity directly or indirectly to cause which causes, or is likely to cause any physical, psychological or physiological harm of apprehension or shame or embarrassment to any student and contribute in keeping up the spirit ragging free campus.
- That I understand the meaning of ragging and know that the ragging in any form is punishable offence and the same is banned by the Court of Law.
- That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the Institute if the above statement.
- That I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Courts, Government of India and the Institution authorities for the purpose from time to time.

Date:

Place:

Student's Signature \_\_\_\_\_

I hereby fully endorse the undertaking made by my child/ward

\_\_\_\_\_  
(Signature of Mother/Father and/or Guardian)