

# **ASANSOL ENGINEERING COLLEGE**



Vivekananda Sarani, Asansol,

West Bengal, 713305

## **GENERAL RULES FOR THE STUDENTS**

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## **General Rules for the Students:**

The objectives of Asansol Engineering College include the development of maturity in moral and social behavior as well as the cultivation of intellectual excellence. Social and moral attitudes and behavior have a great influence upon the intellectual quality of the College; most especially, the patterns set by the students as a group create a major portion of the environment within which each as an individual, as well as each member of the faculty and administration, lives and works.

Restrictions and regulations have been kept at a minimum consistent for the welfare of individuals and of the community. Responsible behavior is set forth as a challenge and as an opportunity. That is, while the College does not force students into conformity, it does not believe that students should be left entirely on their own to set standards of behavior and to develop self-discipline.

At college, a student is in transition from the relative rigidity of home or preparatory school to the independence and responsibility of adulthood. To leave the moral and social standards of college life entirely to the influence of student peer groups is to insure the danger that adult standards will be unrepresented. Too frequently it is immature and antisocial acts that are the most visible to impressionable students seeking models and standards, however atypical such acts may be.

It is with this latter point in mind that Asansol Engineering College affirms basic standards of behavior that cannot be disregarded with impunity. 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 College or of individuals will result in disciplinary action. Asansol Engineering College students are required at all times to show due respect and courtesy; and vulgar behavior, obscene language, or disorderly conduct are not tolerated. Acceptance of such a code reflects a mature understanding of social freedom.

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

As mentioned in the Academic Regulations.

## **2. PROMOTION POLICY**

As mentioned in the Academic Regulations.

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

The academic year for the purpose of fees shall be divided into two semesters. The first semester commences from the re-opening of the college after the summer vacation and continues till about the middle of November and the second semester starts in the month of January after the examination usually in the month of December.

Every student shall be liable to pay the whole fees for each semester as long as his/her name is on the rolls of the college, before the commencement of the semester/year.

The fees should be paid on the date indicated in the College Fees Book and may time to time be mentioned at College/Institute Notice Board.

If a student leaves the college 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 last date indicated shall pay a fine as may be imposed by the College authorities. The names of students who do not pay the prescribed fees on or before the last date may not be eligible for semester/yearly examinations.

#### **4. CLASS ATTENDANCE:**

As mentioned in the Academic regulation.

In addition, students involved in Co & Extra - Curricular activities and hence missing regular classes, should contact the respective authorities (HODs, Faculty Advisors of various groups, Teacher-in- Charge, Registrar) who will recommend the case to the Principal for attendance within five working days.

N.B: Submission of application for absence with/without medical certificates does not entitle a student to earn attendance for the days of his/her absence.

#### **5. Misconduct**

As mentioned in the Student Conduct Rule.

In addition to

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

5.2 Malpractice such as cheating, bribing, gambling, copying in tests and exams, giving false declarations, spreading rumors / unfounded accusations / writing / printing/ distributing/ displaying unauthorized notices of any kind, etc., in the campus or anywhere else.

5.3 Possession / use of camera cellular phones are strictly prohibited within college campuses. Use of cellular phones inside buildings / corridors which may lead to disturbance in any academic activity is strictly prohibited.

5.4 The students are required to move silently through the corridors without disturbing the nearby classes and practicals. Any kind of wild noisy and disturbing behaviour/ celebrations in the campus is strictly prohibited. Nobody should sit on the corridor walls/railings.

5.5 Students studying in institute/college, 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 college without any notice by the Principal of the college.

5.6 Smoking in the campus (including the college hostel) is strictly prohibited.

5.7 Consumption or possession of alcohol in the campus or in the hostel is strictly prohibited.

## **6. Assault**

6.1 Asansol Engineering College considers assault a serious offense. Assault generally refers to any willful 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.

6.2 Assault may include the use of force or coercion. Force may involve the use or display of a weapon or other threatening behavior 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.

6.3 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.

6.4 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.

## **7 Demonstrations/Protests**

Asansol Engineering College 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 programmes. Serious disciplinary actions will be taken against students involved in such activities.

## **8 Damage**

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

## **9 Roofs**

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

## **10 Fire Safety**

Fire is a serious and constant threat to people and property. The College 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 Institute/College 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 College standards and regulations concerning fire safety:

1. The setting of a fire in a Institute/College building, whether deliberately or accidentally, will result in dismissal from the College 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 College 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 College, 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 College 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.

e. All decorations must be fireproof. Decorative holiday lights must be of "mini-light" specifications. Decorations or lights may not be placed on the exterior of buildings or windows, and they may not block entrances, exits, hallways, room doors, or stairwells.

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

## **11. Vehicle Usage & Parking**

Students who come to Institute/College by a two or a four-wheeler must park their vehicles in the parking lot only. 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.

## **12 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.

### **13 Drug Policy**

13.1 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.

13.2 Asansol Engineering College will not tolerate student involvement with illegal drugs or possession of drug paraphernalia (e.g., bongos, 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 College 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 counseling, 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.

13.3 Students found responsible for manufacture and/or distribution of drugs will be dismissed and referred to appropriate legal authorities.

### **14 Dress Code/Uniform/Grooming**

Every student is required to be in College/Institute's Uniform on all working days. Every student should be very well groomed according to the check list given to them.

### **15 Sexual Misconduct**

Sexual misconduct of any form is a serious violation of Institute/College and community standards, and it will not be tolerated at any of our Campuses. Thus Asansol Engineering College will not condone any explicit sexual behavior within its college campuses or at any other places where the students are representing the institutions.

A student charged with sexual misconduct by Asansol Engineering College can be prosecuted under State criminal statutes and also disciplined under the Institute/College'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 ICC (AEC). Campus proceedings will not be unduly delayed even if legal proceedings are also in progress as these are distinct processes.

### **16 Training & Placement Policy:**

As per the Institute Training and Placement Policy

### **17 RAGGING**

Ragging within or outside of any educational institution is strictly prohibited.

Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished, as per the provision of the Act. Any student convicted of an offence of ragging may be dismissed from the educational institution. All ragging incidents have to be reported through FIR, and subsequent punishment would be meted out as per Indian Constitution, and further Supreme Court Rulings.

The Supreme Court of India appointed a High Powered Committee headed by Shri R. K. Raghavan (Ex-CBI Chief) to look into ragging issues in details by holding detailed enquiry. The report submitted by Raghavan Committee has been accepted by the Govt. of India. The Committee came across a variety of aspects of the menace of ragging which are as follows:

#### **OBSERVATIONS OF RAGHVAN COMMITTEE**

Ragging has several aspects with among others psychological, social, political, economic, cultural, and academic dimensions.

Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered within the academics related aspect of ragging.

Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered as an aspect of ragging of economic

dimensions.

Any act of physical abuse including sexual abuse, homosexual assaults and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.

Any act or abuse by spoken words, e-mails, snail-mails, public insults should be considered within the psychological aspects of ragging. Any act that affects mental health and self-confidence of students also can be described in terms of psychological aspect of ragging.

Human rights perspective of ragging involves injury caused to fundamental right to human dignity through humiliation heaped on junior students by seniors.

### **RAGGING AND THE LEGAL PROVISIONS**

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 college. He / she may be banned / debarred from staying in hostel / mess.

Scholarship / stipend / financial grant can be withdrawn / cancelled by the college / university.

He / she may be debarred from appearing at future examinations of the College.

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. Specific Sections to Deal with Ragging Cases and Ensuring Justice under the Indian Penal Code (IPC) Minor Complaints Against Ragging:

Sections

339	Wrongful restraint
340	Wrongful confinement
341	Punishment for wrongful restraint
342	Punishment for wrongful confinement

- 294            Obscene acts and songs
- 506            Punishment for criminal intimidation

**Major Complaint Against Ragging:**

Sections

- 323    Punishment for voluntarily causing hurt
  - 324    Voluntarily causing hurt by dangerous weapons or means
  - 325    Punishment for voluntarily causing grievous hurt
    - 326    Voluntarily causing grievous hurt by dangerous weapons or means
- Death or loss of life:

Sections

- 304    Punishment for culpable homicide not amounting to murder
- 306    Abetment of suicide
- 307    Attempt to murder

Extracts from the Code of Criminal Procedure 1973 Information to the Police and Their Powers to Investigate

Section 154: Information in cognizable cases

Note: FIR is the earliest report made to the police officer with a view to his taking action in the matter. (Soma Bhai v. state of Gujarat AIR 1975 SC 1453)

Section 155: Information as to non-cognizable cases and investigation of such cases

Section 156: Police officer's power to investigate cognizable

Section 157: Procedure of investigation Section 158: Report submission

Section 159: Power to hold investigation or preliminary Section 164: Recording of confessions and statements

The West Bengal Prohibition of Ragging in Educational Institutions Act, 2000

The state of West Bengal is the only state in India where the Indian Penal Code has been amended to make ragging an offence.

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:

- a) Teasing or abusing of, playing practical jokes on, or causing hurt to any student, or
- b) 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.

**Proviso for Prohibition of Ragging**

- a) Ragging within an educational institution is hereby prohibited.
- b) No person shall participate in, abet, or propagate, ragging in any educational institution.

**Stipulated Penalty for Ragging**

- a) Expulsion from the educational institution, if found guilty on enquiry by the institution against a complaint lodged by any other student.
- b) Imprisonment of either description up to two years or fine up to five thousand rupees or both.
- c) Any student convicted under 3(b) shall be dismissed from the educational institution in which he / she has been prosecuting his / her studies for the time being, and shall not be re- admitted to that educational institution.

Source: [www.stopragging.org](http://www.stopragging.org)

NOTIFICATION by ALL INDIA COUNCIL FOR TECHNICAL EDUCATION, New Delhi, Dated 01-07-2009

Sub: Prevention and prohibition of Ragging in technical Institutions, Universities including Deemed to be Universities imparting technical education.

F.No.37-3/Legal/AICTE/2009 – In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education, hereby makes the following Regulations:-

Short title and commencement:-

- (i) These Regulations may be called the All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009.
- (ii) They shall come into force on the date of the notification.

The All India Council for technical Education shall take the following regulatory steps, namely;

- a) The All India Council for technical Education shall make it mandatory for the institutions to incorporate in their prospectus, the directions of the Central Government or the State Level Monitoring Committee with regard to prohibition and consequences of ragging, and that non-compliance with these Regulations and directions so provided, shall be considered as lowering of academic standards by the institution, therefore making it liable for appropriate action.
- b) The All India Council for technical Education shall verify that the institutions strictly comply with the requirement of getting the affidavits from the students and their parents/guardians as envisaged under these Regulations.
- c) The All India Council for technical Education shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the All India Council for technical Education that the institution has complied with the anti-ragging measures.
- d) Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by National Board of Accreditation or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- e) The All India Council for technical Education shall constitute an Inter-Council Committee, consisting of representatives of the various Councils, the

Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education/Central Government and such other bodies in higher education, to coordinate and monitor the anti-ragging measures in institutions across the country and to make recommendations from time to time; and shall meet at least once in six months each year.

f) The All India Council for technical Education shall institute an Anti-Ragging Cell within the AICTE as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State Level Monitoring Cells and University Level Committees for effective implementation of anti-ragging measures, and the Cell shall also coordinate with the Non-Governmental agency responsible for monitoring the database maintained by the All India Council for technical Education/central Government.

#### **11.1 General Awareness All are required -**

1. To use water and electricity economically in the institute/hostel.
2. To switch off the light, fan, computers, equipment while going out of the room/lab.
3. To carry the identity card and produce it on demand.
4. Not to use vehicles to move within the campus as it creates sound and air pollution. It is very simple and possible to avoid this pollution by not using the vehicles to move from one building to another.
5. Not to write on benches, walls or doors.
6. To throw the garbage only in the dustbins.
7. To keep our campus neat and clean for all of us to stay.

**Failure to comply these rules:**

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

**11.2 Honesty**

The quality of College 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 Institute/College. 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.

**11.3 Programme Regulations:**

All students who enroll into any of the programme will have to strictly abide by the laid down rules, regulations and policies of the Institute/College pertaining to the course and the examinations. Failure to adhere to the Institute/College policies, rules and regulations may lead to disciplinary action, financial penalty and/or suspension or rustication from the college.

**11.4 Right to Amend Rules:**

Asansol Engineering College 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 college authorities. Hence, this publication and the descriptions contained herein are not to be construed as a contract binding the college to any specific policy.

**11.5 Jurisdiction**

All disputes relating to the college programme, 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