

## 1. Academic Calendar-2017-18

S. No.	Event List	Tentative Dates
1	Commencement of Odd Semester Classes	01 <sup>st</sup> August 2017
2	Submission of Enrollment Details Online	As per AKTU
3	Submission of Examination Form	As per AKTU
4	1 <sup>st</sup> Sessional Exam	04 <sup>th</sup> Week of September 2017
5	Pre-University Exam (Odd Semester)	02 <sup>nd</sup> Week of November, 2017
6	Internal Practical Exam (Odd Semester)	Last Week of November, 2017
7	Preparation Leave	01 <sup>st</sup> week of Dec. 2017
8	End Semester Exam (Odd Semester)	As per AKTU
9	External Practical Exam (Odd Semester)	As per AKTU
10	Winter Break	01 <sup>st</sup> & 02 <sup>nd</sup> week of January' 2018
11	Commencement of Even Semester classes	15 <sup>th</sup> Jan' 2018
12	1 <sup>st</sup> Sessional exam (Even Semester)	03 <sup>rd</sup> & 04 <sup>th</sup> Week of March, 2018
13	Pre-university Exam(Even Semester)	03 <sup>rd</sup> week of April 2018
14	Internal Practical Exam(Even Semester)	Last week of April 2018
15	Preparation Leave	1 <sup>st</sup> week of May 2018 (Tentative)
16	End Semester Exam(Even Semester)	As per AKTU
17	External Practical Exam(Even Semester)	As per AKTU
18	Summer Training	June to July 2018
19	Summer Break	June to July 2018

**Beside above other important events dates are given below:**

- i) Fresher Party – 2<sup>nd</sup> week of Sept 2017
- ii) Sports Meet – 2<sup>nd</sup> week of October, 2017
- iii) Farewell party – 2<sup>nd</sup> week of May 2018

## 2. List of Holidays for Academic Session 2017-18

S. No.	List of Holidays	Date
1	Raksha Bandan	07 Aug' 2017
2	Independence Day	15 Aug' 2017
3	Id-UI-Zuha (Bakrid)	02* Sept' 2017
4	Dussehra	30 Sept' 2017
5	Mahatma Gandhi Birthday	02 Oct' 2017
6	Dipawali	16 to 20 Oct'' 2017
7	Guru Nanak's Birthday	04 Nov' 2017
8	Christmas Day	25 Dec' 2017
9	Republic Day	26 Jan' 2018
10	Maha Shivratri	14 Feb' 2018
11	Holi	01 -02 March 2018

\* Depending on sighting of moon

### NOTE:

- List of Holiday is Tentative and based on Gazette Notification of Government. The decision on change in the same is purely the right of Management of the College.
- Students must return after the holidays on the opening day and be present on the closing day of each term. In case of Sickness or other Emergency College authorities must be notified.

### 3. Sessional Examination Schedule (2017-18)

#### 3.1 Tentative Schedule of Sessional Examination for B.Tech Odd Semester

- **Mid Term Test:** 04<sup>th</sup> Week of September 2017
- **Pre University Test:** 02<sup>nd</sup> Week of November, 2017
- **Internal Practical Examination:** Last Week of November, 2017

#### 3.2 Tentative Schedule of Sessional Examination for B.Tech Even Semester

- **Mid Term Test:** 1<sup>st</sup> Week of March, 2018
- **Pre University Test:** 03<sup>rd</sup> week of April 2018
- **Internal Practical Examination:** Last week of April 2018

#### NOTE:

1. The minimum passing marks in each theory subject in External Examination is 30% and in internal assessment the minimum passing marks is 50%.
2. The Midterm Tests, PUT and Internal Practical Examinations are compulsory for each student, in case of absence, strict action will be taken against the students.
3. As per University ordinance 75% of attendance in all subjects is the minimum requirement to appear in the mid semester examination as well as end semester examination, failing which the student can be debarred to appear in the examination.

## 4. Details of Fee Structure - B. Tech. Programmes

### 4.1 Fee Structure:

[http://www.nitra.ac.in/Content.aspx?Page=Fee\\_Structure](http://www.nitra.ac.in/Content.aspx?Page=Fee_Structure)

#### NOTE:

1. The Institute has the facility of Book Bank. Interested students may avail this facility by depositing Rs.5,000/- (refundable). It is one time security deposit and would be refunded after completion of the program.

### 4.2 Fee Rules

1. The payment of the fees at the time of registration does not in any way confirm the registration.
2. The amount of fees received along with application form is not refundable except mentioned.
3. The entire amount towards the fees must be paid before the commencement of the semester.
4. In case the full fees is not paid by the due date, the amount paid towards the provisional admission shall stand forfeited and College shall not be held responsible.
5. Fees is payable in advance for all courses. Any amount paid is not refundable for any reason whatsoever unless specifically mentioned in fee structure.
6. Fee shall be payable for such period, for which the student is absent/on leave from the institute.
7. The name of the student shall be liable to be struck off the rolls due to non-payment of fee on the due date. He /She shall have to pay fresh admission fee for seeking readmission.
8. Fee shall be payable for the full session, even if the student leaves the institute prior to expiry of the mid Session.
9. Normally no extension in terms of fees would be allowed within the prescribed time limit; in special circumstances the extension to deposit the fees is allowed subject to approval of the Director of the College in writing, failing to pay even after the extension a fine of Rs.50/- per day will be imposed, till actual date of payment.

## 5. General Rules

1. College works from 09.30 a.m. to 05.30 p.m.
2. All students must observe discipline in the College and hostels. They must maintain punctuality and regularity in the classes.
3. No student is allowed to leave the College premises except on the strength of a letter of request from his/her guardian and sanctioned by the Director.
4. The student will observe strict discipline and decorum in the College. In case of any indiscipline- or misconduct, student will be penalized by appropriate fine.
5. Violation of discipline may also cause general fine which is to be paid by the students.
6. In case of major incidence, the student may be expelled from the College without any notice and no fee will be refunded. In such cases, the matter will be referred to disciplinary committee. The findings/decisions taken by the committee duly approved by the Director/DG will be implemented.
7. Cell phones, Pagers & other such electronic gadgets must strictly be switched off inside the classrooms /lecture hall /labs /library.
8. Students should be seated at the classrooms /lecture halls 5 minutes before the commencement of classes.
9. Students should maintain perfect order and strict silence inside lecture halls, laboratories and workshops.
10. Students are responsible and answerable to the College authorities for their conduct in and out of the College. Students are to address faculty and all members of the staff with due respect and politeness. On their way to and from the College, they are expected to behave in a courteous manner.
11. All students are expected to wear college uniform. Jeans, T-Shirts and casual wears are strictly avoided inside the college campus. They should wear shoes only.
12. Each student will be provided with an identity card. They should wear college ID daily inside the campus as well as attending any meetings outside the campus.
13. If an Identity card is lost, duplicate card may be issued on payment of Rs.200/-.
14. The student should attend the laboratory classes with the specified laboratory coats/apron/ uniforms.
15. Each student will be attached to the mentor/counselor. The mentor/counselor will advise the student on academic and other activities.
16. The College shall have right to change the time schedule of the course at any time.
17. The student must affix passport size photographs to the Admission Form. The College shall be entitled to use such photographs for publication in any journal, book, brochure, newspaper & other media.

18. The College will provide job assistance to the students on successful completion of the course but does not stand guarantee for job.
19. The parents/local guardians of all the students are advised to visit their sons/daughters/wards to obtain first hand knowledge about their progress, activities, attendance and company. They are also advised to ensure that their sons/daughter/wards are utilizing their time and money properly.
20. Use or possession of tobacco/cigarette/alcohol or drugs, by any student is strictly prohibited. Any student violating this rule is liable to be summarily expelled from the collage as well as hostel and be subjected for action as per law applicable.
21. *Ragging is totally prohibited either physically or mentally in NTC. So-called introduction by individual and by group is banned. Only in presence of faculty or in Fresher Party, simple introduction is allowed. The defaulter will be suspended with pending enquiry and will be expelled from the Institute. FIR will be lodged with Police. Imprisonment up to two years with or without fine may be awarded by the court as per the U.P. State Govt. Bill.*
22. The Institute has appointed Anti Ragging Squad consisting of senior members and faculty who will be on duty during day and night to ensure that no ragging incident happens in the college premises as well as in the hostel.
23. The management shall have the right to review & revise Rules and Regulations of the College from time to time as they think fit. The decision of the management in all matters shall be final.

## 6. Attendance Rules

1. It is desirable that students should attend all the classes to excel in academics. However, as per University ordinance 75% of attendance in all the subjects is the minimum requirement to appear in the mid semester examination as well as end semester examination, failing which the student can be debarred to appear in the examination.
2. Students should take prior written permission before absenting for the classes. Failure in this respect will be informed to the parents.
3. Students must return after the holidays on the opening day and be present on the closing day of each term. In case of sickness the College authorities must be notified.
4. Students remaining continuously absent for more than a month without permission is liable to be excluded from the rolls and re-admission may be refused.
5. Practical notebooks should be brought to the laboratory classes. Record of experiments done in a particular class should be submitted in the next laboratory class.
6. Assignments given to the students should be submitted before the due date for consideration of internal assessment marks.

7. The internal marks will be calculated based on the percentage of marks scored by the students in the tests / examinations/Assignments/Attendance.
8. Institute reserves the right to detain student from Exams or take any other action as considered necessary, for non payment of fee dues or because of short attendance.

## 7. Library Rules

1. The library shall remain open as per following schedule:
  - i. Monday to Friday - 9.30 am – 5.30pm
  - ii. 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> Saturdays - 9.30 am - 5.30 pm
2. Students of NTC are eligible for free membership.
3. The users have the privilege of direct access to the shelves in the library stack. It is important to retain the order of books on the shelves for the convenience of the member, users should not replace the books by themselves.
4. An Identity Card is required before a user may borrow or use library/books.
5. Users are responsible for material borrowed on their cards and will be required to pay for any damage or loss of material borrowed at replacement cost. Mutilations, markings, or removing Pages from books will be considered as damage. Such documents as also the lost one will have to be replaced or paid three times the cost of the book.
6. In case of rare and out-of-print books, price assessment made by the Librarian in consultation with the director will be final and binding.
7. Maximum of two documents will be issued at a time for fifteen days only.
8. Students must check the books for damage of any kind; they should bring in to the notice of the library staff before they get it issued. At any time Library staff may ask a student to produce his/her card for verification.
9. Books should not be kept beyond the due date, as stipulated on the due date slip. An overdue charge of Rs 5/- per day per volume will be charged for each day the book is kept over time.
10. Student must ensure to get the receipt for overdue payment from the library staff. User's borrowing privileges may be blocked until all overdue books are returned.
11. All students who are availing the book bank facility must ensure to return the entire set of books provided to them within two days of completion of their final examination in the concerned Semester.
12. If any student availing the facility loses the book / damages the book / disfigures the book, he / she shall replace the Volume(s) with new book (or pay the current cost of the book plus fine, if any, as may be directed by authority).

13. In case the borrowing exceeds four weeks, the library membership shall be cancelled and an amount of Rs.500/- will be forfeited from the caution money of the student. An extra amount of Rs.200/- has to be deposited for renewal of library membership.
14. The library will issue a "No Dues" certificate, when the student settles all the dues to library.
15. After the end term exams, the student must return all the library holdings and get a "Certificate" from the library, failing which disciplinary action will be taken against the defaulter.
16. Reference and rare books will not be issued. They should be referred in the library only. Issued documents should not be allowed for reading within the library.
17. Damage or unauthorized removal of library books constitutes a serious offence and may lead to disciplinary action.
18. Silence must be observed and maintained inside the library premises. Group discussion/ group readings are strictly prohibited.
19. Any disruptive behaviour such as making excessive noise and / or talking loudly, display of offensive images on internet terminals etc from the library users will not be encouraged inside the library. If the library user continues to display same after being warned by the library staff, the user shall be debarred from the use of library services for the remaining period of the term.
20. Personal belongings including bags, books and folders are not permitted inside the library. Every member is required to deposit his/her personal belongings at the Property Counter.
21. However, valuables like purse etc should not be kept in the property counter. The safety of the same is not Library's responsibility. Only loose sheets or a notebook may be taken inside the Library.
22. The mobile phones must be switched off/silent mode in the library.
23. The library reserves the right to recall any document held by student at any time without assigning any reason.
24. Renewals may be done on presentation of books provided there is no previous request. If a book is in a considerable demand, the Librarian will regulate the loan period. The Library does not renew materials on telephone or e-mail.
25. If a library card is lost, duplicate card may be issued on payment of Rs.200/-.
26. Illegal websites and other website which are prohibited by the librarian are completely banned inside the library.
27. Data retrieved from the Library's electronic resources *may not be used* for purposes other than teaching, research and other personal educational development. Passwords of on-line resources must never be revealed to others.
28. Violation of any norms of the library will result in withdrawal of membership.



## 8. Computer Lab Rules

1. The Computer centre/lab will remain open from 9.30 AM to 5.30 PM on all the working days of the Institute. However, these timing might be changed as required.
2. Students are required to fill necessary details in Sign-in- Students log book as and when he/she enters or exits the Lab.
3. Students are not allowed to enter the Lab when their classes are in progress.
4. It is essential to take permission from the Lab Staff before using a computer.
5. Use of CD's and Pen Drive without the prior permission of System Administrator or the concerned faculty is strictly prohibited.
6. Students are allowed to use only those software packages that are part of their course curriculum or with the prior permission of System Administrator.
7. The students are required to log out of system as per the instructions and shut off the power as soon the work is finished.
8. Students are required to maintain discipline in the Lab.
  - a. Group Discussion is not allowed
  - b. Changing system properties is not permitted.
  - c. Food items are not allowed inside the Lab
  - d. To maintain dignity of Lab, proper behavior with the Lab Staff as well as with colleagues is expected.
9. Friends & visitors are not allowed inside the Lab
10. Playing games or accessing Internet to view improper or non-educational sites, images and video clips is strictly banned.
11. Bringing personal laptops / tablets are not permitted inside the computer lab.
12. Students are expected to be properly dressed inside the Lab to maintain the dignity of the Lab. Shorts, pajamas and slippers are not included in proper dress.
13. Students should not resolve any hardware and software problems on their own. Any problems with the system should be promptly reported to the System Administrator.
14. Use of mobile phone, audio and video devices is strictly prohibited inside the Lab.
15. The entire group present in the Lab at that time will compensate any loss of property during a time damage is caused to the Lab. A student who is identified for any damage caused in the Lab will be made to compensate for it.
16. Any users found violating the above rules will be penalized & will be fined starting with Rs 500/- onwards or banned to access Computer Lab. The user must keep the lab neat & clean without creating any mess.

## 9. College Uniform:

	<b>Boys</b>	<b>Girls</b>
<b>Summer</b>	Sky Blue Shirt Navy Blue Trouser Black Leather Shoes Dark Blue Socks College Tie	Sky Blue Shirt Navy Blue Trouser Black Leather Shoes Dark Blue Socks College Tie
<b>Winter</b>	Sky Blue Shirt Navy Blue Trouser Black Leather Shoes Dark Blue Socks Gray Blazer Sweater Black College Tie	Sky Blue Shirt Navy Blue Trouser Black Leather Shoes Dark Blue Socks Gray Blazer Sweater Black College Tie

## 10. Anti Ragging Rules

### **Ragging is Totally Prohibited**

Anyone found guilty of ragging and/or abetting ragging, whether actively or passively is liable to be punished in accordance with UGC Regulations and directions of Hon'ble Supreme Court of India.

### **What Constitutes Ragging?**

Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.

1. Indulging in rowdy or indiscipline activities which causes annoyance, hardship, physical or psychological harm;
2. asking any student to do any act which has the effect of causing or generating sense of shame;
3. any act by a senior student that prevents, disrupts or disturbs the regular academic activity;
4. exploiting the services of a fresher or any other student for completing the academic tasks assigned to any individual or a group of students;
5. any act of financial extortion or forceful expenditure burden put on a fresher or any other student;
6. any act of physical abuse including all variants of its; sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm etc;
7. any act or abuse by spoken words, email, post, public insults or sadistic thrill;



