College of Engineering & Management, Kolaghat

STUDENTS' MANUAL

Affiliated to Maulana Abul Kalam Azad University of Technology, WB &
approved by AICTE
P.O. - KTPP Township, Dist- Purba Medinipur, West Bengal, PIN-721 171, Rly. Stn: Mecheda
☎ : (03228) 250660, 250971,250972,249444,250394,
Fax: (03228) 250880
Website: https://www.cemkolaghat.in, E-mail: director@cemk.ac.in

This Students' Manual is made with the objective and purpose of sensitizing ab-initio students about integrity, benefits, extra-curricular, co-curricular and academic activities, existing control, governance, discipline and administration of the affairs, conduct of students of College of Engineering & Management, Kolaghat.

Vision

Pursuing outcome-based education to produce transformative engineering professionals.

Mission

- To impart high-quality engineering education to meet the industry requirements.
- To Provide an ambiance of overall development including R&D and innovation.
- To inculcate the habit of life-long learning to contribute for a sustainable society.

Contents

1. Academic and Intellectual Integrity

Policy for Students2019 1
CEMK's Academic and Intellectual Integrity Policy for Students 3
Academic and Intellectual Integrity Policies of CEMK 4
Conclusion 5

2. Rules and Regulations Governing the Conduct And Discipline of Students of the College 7

Preamble 9
The Conduct of Students 9
Punishment 12
Interpretation Clause 16

Notification: All India Council for Technical Education 17

Annexure-I: Undertaking by the Student 27

Annexure-II: Undertaking by the Parent/Guardian 28

Annexure-III: Undertaking by the Student (Student's Copy) 29

Annexure-III: Undertaking by the Student (College Copy) 30

3. Constitution of The General Council (Student Affairs Council) 31

Chapter I Introduction 34

Chapter II Composition and Tenure of the Council Membership 35

Chapter III Constituent Bodies of the GC & Rules Regarding Them 38

Chapter IV Functions and Working of the GC 39

Chapter V Responsibilities Vis-à-Vis the Council 42

Chapter VI Election of Student Representatives 51

Chapter VII Amending the Constitution 53

4. Awareness Booklet For Massive Open Online Courses (MOOCs) 55

Preamble 57

The 3 Primary Characteristics of MOOCs 58

Benefits from MOOCs 59

Steps to Taking A MOOC 60

MOOC Technology 61

MOOCs for B. Tech Honours 63

5. Mandatory Additional Requirement (MAR) 69

1

Academic and Intellectual Integrity Policy for Students

These regulations are made by the competent authority with the purpose of providing ethical guidelines regarding 'Academic Integrity' to the students of 'College of Engineering & Management, Kolaghat'

CEMK's Academic and Intellectual Integrity Policy for Students

Preamble

College of Engineering and Management, Kolaghat (CEMK) has framed its 'Academic and Intellectual Integrity Policy' with a view to fostering values within the student community, so that they realize that academic integrity is an integral part of their academic life.

AICTE Circular on Academic Integrity

AICTE Circular: F.No. AICTE/P&AP/Misc./2017 Date: 30.11.2017 from POLICY & ACADEMIC PLANNING BUREAU CIRCULAR regarding:-'Promotion of academic integrity and excellence and prevention of plagiarism'

"You are aware that plagiarism has become a serious issue for students, academicians and researchers which affect the overall credibility of the academic institution and the nation.

It is needless to mention that any academic and R&D work undertaken in any form by a student, faculty and researcher or a staff reflect the extent to which elements of academic integrity, originality and innovation has been injected in various processes of education adopted by educational institutions.

In order to develop a robust innovation ecosystem in technical institutions and to prevent the menace of plagiarism, it is advised that all AICTE approved institutions should create awareness about academic integrity and use the credible anti-plagiarism software for all their academic and R&D related activities such as M.Tech/B.Tech project reports, Ph.D thesis and research publications etc. in this regard.

Awareness workshops are conducted by the colleges for promoting integrity and preventing plagiarism. Institutes should warn the stakeholders about penal action in case of detection of plagiarism"(emphasis added)

What is 'Academic Integrity'

Academic Integrity is a way of life. As stated in the Massachusetts Institute of Technology (MIT) Handbook-1 on 'Academic Integrity": it is an approach to doing anything honestly "whether solving a Maths problem, writing a research or critical paper, or taking an examination".

Objectives of Academic Integrity Policy of CEMK

In keeping with the avowed principles of world-renowned institutions, as well as in keeping with the AICTE guidelines, CEMK too affirms 'Academic

and Intellectual Integrity' as a core institutional value.

CEMK has framed its Academic Integrity Policy with a view to fostering values within our student community , so that they realize that Academic and intellectual Integrity is an integral part of their academic life.

The overall objective of framing such Academic Integrity policies would be to maintain high standards of professional competence, conduct, and ethical practices.

The following policies are therefore being stated with the purpose of creating campus-wide academic integrity programmes.

Academic and Intellectual Integrity Policies of CEMK

Just as the 'ACM Code of Ethics and Professional Conduct' states that its policies are to "inspire and guide the ethical conduct"(Preamble of ACM Code of Conduct) the following policies of CEMK too might serve similar functions

All students of CEMK would need to uphold, and respect the policy of academic honesty. Cheating or copying cannot be allowed. So whether the student is solving an assignment sheet or handing in a term paper or taking an examination or even citing an article, or making a power- point presentation either solo or in a group , he or she needs to do her own thinking and put in his or her hard work to really imbibe knowledge.

Students are also being warned not to indulge in Plagiarism. Plagiarism occurs "when you use another's words, ideas, assertions, data, or figures and do not acknowledge that you have done so"(MIT Handbook 5)

So like other renowned educational institutes, CEMK too wants to encourage students to use the intellectual learning resources responsibly, in the following manner:

- When one is writing a paper one should provide complete information about the source (author, title, name of publication, date etc) and at the end of the paper give proper bibliography.
- In a presentation the student should acknowledge on the slide where the graph and chart came from.
- Wikipedia should not really be used as a source in an academic paper.

When citing Electronic sources

It is important to check the link; the reliability; the date on which it was retrieved.

Writing Code

For Academic writing generally the URL and the date of retrieval has to be given.

Open Source Software

Again when using Open Source Software one needs to attribute both the source and follow the terms of any Open Source License, that applies to the Code being used.

All these practices of academic integrity would inculcate the need to "respect the work required to produce new ideas, inventions, creative works, .."(ACM Code of Ethics 1.5)

How to foster Academic Integrity for Students

Often students are under pressure to perform well. If under undue stress he or she should talk to the faculty members, regarding the problems he is facing.

Other Guidelines for students

i. Prepare himself/herself for his/her academic life.
ii. Study hard and be prepared to work independently.
iii. If working in a team, students should contribute well and acknowledge all sources, citations and partners who helped to collaborate.
iv. Give credit where it is due, but not to allow any intellectual contributions/ creations to be wrongly used.
v. Whether in the classroom, laboratory, hostel or Library while writing a term paper, or completing an assignment or project work students have to work honestly. Cut, copy and paste cannot be a way of life.

Conclusion

Academic Integrity would help our students to reinforce both their character and learning. Students need to realize that in their future professional lives as professionals, and as leaders they need to participate in "ethical decision –making. " They also have to use their knowledge for the benefit of society.

Honesty would lead to value addition of the degree. Successful implementation of our 'Academic and Intellectual Integrity Policy' would lead to successful fulfillment of the Institutional Mission of encouraging "Academic Excellence".

Our students would be valued members of the Academia, and the Industry, as well as become valued members of society.

References

1. AICTE Notification F.No. AICTE /P&AP /Misc./2017 Date: 30.11.2017
2. Academic Integrity at MIT: A Handbook for students, by Gary Pavela, Donald L. McCabe and De Forest MCDuff 2018(integrity.mit.edu).
3. ACM Code of Ethics and Professional Conduct https://www.acm.org/ code-of-ethics.

2

RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS OF THE COLLEGE

These regulations are made by the Governing Body with the objective and purpose of providing the control, governance, discipline and administration of the affairs and conduct of students of College of Engineering & Management, Kolaghat

Rules and Regulations Governing The Conduct And Discipline of Students of The College

Preamble

1. These regulations are made by the Governing Body with the objective and purpose of providing the control, governance, discipline and administration of the affairs and conduct of students of College of Engineering & Management, Kolaghat.
2. These regulations shall be binding upon every student of the College of Engineering & Management, Kolaghat upon registration and so long as such a student remains registered.
3. (a) Every student shall, before he/she is registered, be required to read these regulations and to sign a declaration as per Annexure III that he/she has read and understood the contents and meaning hereof and that he/she undertakes to be bound thereby.

   (b) Failure or refusal to comply with clause (a) herein above may constitute a ground for denial of registration.
4. (a) Nothing in these regulations shall preclude the College from requiring any student to execute any bond, assurance undertaking to be of good conduct throughout his/her stay at the College.

   (b) Such bond, assurance or undertaking when required and executed shall have the same effect and it were incorporated herein.
5. For purpose of these regulations the term "student" means and includes:

   (a) Any person who has been formally admitted to a course of study.

THE CONDUCT OF STUDENTS

The following provisions shall apply with respect to the conduct of students within and so far as is applicable, outside the College premises and violation of any of the provisions enumerated below may attract disciplinary action:

a) General Conduct

All the students of the College shall conduct themselves with the highest standard of integrity, personal discipline and morality and, in particular, shall:

i) Respect and adhere to the administrative and academic procedures and structures established by the College of Engineering & Management, Kolaghat for the control, governance and operations of the College.

ii) Respect the rights and privileges of the members of the College Community at all times.

iii) Not interfere in the College administration and/or policy decision.

iv) Refrain from any conduct that might bring the College or any section or programme thereof to disrepute, ridicule or public odium.

v) Carry themselves in all public fora or places with such humility and dignity as befits their status as mature and responsible citizens.

vi) Refrain from all acts of violence, hooliganism, unruly or rowdy behavior, or any conduct likely to cause a breach of peace and disturbance to others within or outside the College campus.

vii) Wear acceptable and appropriate attire at all times and in particular while attending lecturers, tutorials, special classes, laboratory, workshop, during meal times, in the Dining Hall or at any College functions.

viii) Not keep motor vehicles on the College premises without prior written permission of the Registrar. Such permission will not be given without proof of a current driving license, Vehicle registration certificate and a valid certificate of insurance. Such permission may be refused or withdrawn without assigning any reasons thereof.

ix) Desist from tampering with fire fighting appliances whenever installed and shall use such appliances for firefighting purposes only.

x) Desist from misuse or wilful damage to or destruction of College property in default of which such student of group of students shall bear full responsibility thereof.

xi) Refrain from/and or avoid drunkenness or drunken behaviour as would constitute a disturbance to other students and staff of the College.

xii) Refrain from creating noise that may cause disturbance or annoyance to the College community.

xiii) Desist from abuse of drugs and totally refrain from the use of drugs, the possession and use of which is prohibited by law.

xiv) Not possess keys to rooms or buildings on the campus other than those obtained through the official channel.

xv) Avoid and/or desist from tampering with official documents that may come into their possessions by any means whatsoever.

xvi) Not engage in fundraising activities.

xvii) Shall not engage themselves in any form of canvassing, representation, advertising, persuasion on behalf of any private organizations/ tutorials/ training programs or enticing other students to join such

private organizations/ tutorials/ training programs through verbal, printed or electronic medium or through social media forum.

xviii) Not engage in/or use College facilities for political purposes.

xix) Not either as an individual or through the students' societies use College telephone, printing or mailing facilities for unauthorized purposes.

xx) Not remove furniture or equipment from rooms/buildings in which it is meant to be used, without written permission from the relevant authorities.

xxi) Not tamper Electrical or Internetwork switches/wiring/other fittings.

xxii) Not use the name "College of Engineering & Management, Kolaghat," either as an individual, club, society without prior written approval from the Director.

xxiii) Not engage any activity of personal gain such as but not restricted to canvassing promoting, trading any product or organisation or its interest without prior written approval from the Director.

xxiv) Not resort to any type of malicious, obscene, pornographic comments or display of such materials on social media, group chat etc.

xxv) All crimes and other offences under Laws of India.

xxvi) Without prejudice to the generality of the above provisions, the following conduct shall constitute specific disciplinary offences under these regulations:-

a) Boycott of scheduled lectures, tutorials, field trips and other courses of instruction and assault of or issuance of threats to other students or staff in contemplation or furtherance of any such boycotts. Students who have wilfully missed more than 25% of scheduled lectures, tutorials, seminars, practicals and other instruction shall be barred from sitting end of semester examinations.

b) Assault of members of staff while discharging official duties.

c) Possession of knives, swords, sticks, metal bars or any other items or articles which might endanger the lives of members of staff or students or any other persons except the religious sect.

d) Any form of politicking or organized obstruction of students and staff in any manner whatever.

e) Writing, publishing and/or distributing anonymous literature of a malicious or rebellious nature including placards.

f) Any attempt to conceive, design or effect any scheme or strategy of

whatever nature whose object or logical consequence is to disrupt the due operation of academic or other programmes of the College.

g) Disorderly conduct and molestation of other members of the College and/ or interference with or obstruction of motor vehicles within or outside the College precincts.

h) Use of profane or foul language against any members of the College community or the general public.

i) Any attempt to convene or organize or any participation or involvement in demonstrations, gathering, processions or public/religion ceremonies for which permission is required but has not been obtained from the College authorities or the Government authorities.

j) Involvement in cheating in academic matters, examination leakages or impersonation in any examinations.

k) Cohabiting with another student of the opposite gender or with any other unauthorised person whilst in the Hostel.

l) Leaving Hostel Room for others or keeping guests without permission.

m) Conviction in a Court of Law for commission of a criminal offence of such nature as should, in the opinion of the Disciplinary Committee, warrant expulsion from the College.

n) Notwithstanding any action that may be taken by the Police or Law Courts under the foregoing paragraph, the College may take independent action against any affected student.

o) Accessing pornographic sites.

b) Conduct with the Public

In addition to any other liability that may be attached thereto, students remain accountable to the College in respect of their relationship with members of the general public and of conduct and utterance in matters that lie in the public domain:-

i) All correspondence to the press or other mass media by students in their individual capacities shall bear their names and private addresses.

ii) All public statements affecting the College which are intended to be issued to students must receive prior written approval of the Director.

iii) Invitation to Government Minister, representative of Foreign Government or other Public Personalities to visit the College in their official capacity shall be channeled through the Head of Department of students to the relevant College authorities.

iv) Calling Vender for serving food or other items, Religious Teacher requires permission from the Director.

Academic Conduct

All students shall apply themselves diligently to the courses of study approved by the competent authority and for which they are registered and, in particular shall:-

i) Except for good cause, attend all lectures, tutorials, seminars, practicals and other scheduled courses for instructions.

ii) In case of absence from class for good cause e.g., on account of illness, such absence must be authorized by the HoD of the relevant Department on production of certified evidence e.g., a medical certificate.

iii) Refrain from any conduct whose object or logical consequence is to disrupt the operation of academic programmes of the College.

iv) Abide by all other regulations made by the department and faculties for the proper conduct of specific programmes.

v) Not engage in plagiarism, cheating or any other academic irregularity which may undermine the academic standing of the College.

vi) Use of Made-easy books is completely banned on campus. Possession/ distribution of such book(s) within campus shall invite disciplinary action including suspension from academic activities.

vii) In case of any academic irregularities, the same shall be referred to the Disciplinary Committee for appropriate action.

Conduct while in Hostel

All students shall conduct themselves with responsibility and maturity while in residence at the College and, in particular, shall strictly observe the following:-

i) Adhere to the list of allocation of rooms determined by the Wardens. For allotment of rooms, discretion of college authority will be treated as final. Change of rooms, hostels once allocation has been made will not be allowed except with the written permission of the Wardens/ Director. All applications for change of rooms, hostels shall be made through the Wardens before the commencement of the Academic year for which the change is sought. No student shall be alloted a room except upon production of evidence that he/she has made prior payment for the same to the appropriate authority.

ii) Admit visitors to their rooms only between the hours of 10.00 am. and 07.00 p.m with permission of Wardens. Any extension of these times will be made with the approval of the Wardens and Hostel doors will be closed at 10.00 p.m. Men are not permitted in Girls' hostel except on duty.

iii) Remove no furniture or equipment from their rooms or any other part of the halls or from other premises within the halls and catering services except by permission from the Wardens concerned.

iv) Take reasonable care of furniture, fittings and any other items in the Rooms. Any replacement or repair due to loss or damage to any of these items deemed to have been caused by the negligence of a student or persons connected with him shall be made good at the student's expense.

v) Surrender all keys issued in respect of the rooms to the Estate Office before proceeding for vacation. Loss of any key or keys so issued shall be replaced at the student's expense.

vi) Use video players, radios or any musical instruments or any instrument capable of playing audio-visual items in the Room of Residence only on conditions that the sound does not cause any disturbance to the other residents.

vii) Except with the written permission of the Director, vacate all rooms during vacation. Such permission will only be granted on advice from College authorities and vocational residence and board will be in specified Hostel.

viii) Report all absence from residence in the Rooms to the Wardens. Any student absent from residence for a continuous period of one week without prior permission from the Wardens shall be deemed to have forfeited his/her residence.

ix) A student who intends to be absent from the Rooms of Residence for more than seven days shall obtain written permission from the Wardens and leave his/her contact address.

x) Pets are not permitted to be kept.

xi) Junior Hostellers are not permitted to enter seniors rooms and vice versa.

Conduct in Relations to the Mess

To facilitate satisfactory and efficient services in the catering department students are required to conduct themselves in an orderly manner and be courteous to the mess staff.

In addition, all students shall observe the following:-

i) Appear for meals at the prescribed times only. The said meals time shall be as follows:

Lunch 12 Noon	–	1:30 PM
Dinner 7:45 PM	–	9:15 PM

or at such times as shall be notified to the students by the College Authority from time to time. The meal times must be adhered to strictly.

ii) All meals shall be served in the dining halls only.

iii) No crockery, cutlery or other utensils shall be removed from the dining halls.

iv) No student shall enter the server, kitchen or stores without prior permission from the Mess Authority.

v) All students shall be required to produce his/her identification before they are allowed entry into the dining halls. Each student shall be restricted to a particular dining hall.

vi) No visitors, either of the students or others shall be allowed to dine in the dining halls except with prior permission and payment of meal charges for the visitor(s). Meals are served in the said dining halls for students only. A student who is not a resident of the hostel can have a meal in the hostel with prior permission and payment of fees. In this connection separate guidelines shall be issued by the Chairman, Mess Committee.

vii) Students will be required to stand in queue and observe a civil and orderly manner for all services in the dining hall at all times.

viii) Students are warned not to indulge in altercate with the staff. They may lodge complaints with warden.

ix) All students must ensure that there is no wastage of food.

Any conduct that is unbecoming of a student is a punishable offence.

PUNISHMENT

Any student who violates any provision as listed under 3.2 above can be subjected to disciplinary proceedings by the Disciplinary Committee of the College and can be subjected to any of the following punishment depending on the gravity of the offence:

i) Issuance a letter of warning or reprimand and such letter shall form part of the student's personal record and a copy thereof shall be sent to the parent or guardian of the affected student.

ii) Requiring the student to make good any loss or damage to College property and/or pay damages commensurate with the nature and gravity of the offence.

iii) Imposition of fine

iv) Compulsory community service of a specified nature for a specified period.

v) Suspension of the student from the College for a specific period.

vi) Expulsion of the student from the Hostel.

vii) Any combination of any two or more of the above.

viii) Expulsion from College.

For purposes of these regulations, the Director, acting on behalf of the Disciplinary Committee, is the disciplinary authority of the College and may in that capacity:-

i) Vary or add to the list of disciplinary offences specified herein but such action shall cease to have effect unless approved at the next meeting of the Governing Body.

ii) Suspend any student suspected of committing any disciplinary offence under this regulation from the College pending appropriate disciplinary action.

iii) Take any other measures or actions necessary for the proper operation of disciplinary procedures set out herein.

Interpretation clause

In the event of conflict of opinion with regard to interpretation of these regulations the opinion of the Governing Body shall prevail.

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

New Delhi

NOTIFICATION

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:-

1. 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.

2. Objectives:-

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including 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, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education,(AICTE) brings forth these Regulations.

3. Definitions:-

(a) "Act" means the All India Council for Technical Education Act 1987 (52 of 1987);

(b) "Technical Institution" means an institution of Government, Government Aided and Private (self financing) conducting the courses/programmes in the field of technical education, training and research in Engineering, Technology including MCA, Architecture, Town Planning, Management, Pharmacy, Hotel Management & Catering Technology, Applied Arts & Crafts and such other programmes and areas as notified by the Council from time to time;

(c) University" means a University defined under clause (f) of section 2 of the University Grants Commission Act, 1956 and includes an institution deemed to be a University under section 3 of that Act.

(d) "Academic year" means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.

(e) "Head of the institution" means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred to.

(f) "Fresher" means a student who has been admitted to an institution and who is undergoing his/ her first year of study in such institution.

(g) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1887, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1887, as the case may be. And

(h) All other words and expressions used herein and not defined but defined in the All India Council for Technical Education Act, 1987 (52 of 1987), shall have the meanings respectively assigned to them in the said Act;

4 What constitutes Ragging: - Ragging constitutes one or more of any of the following acts:

a. 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;

b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

h. any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

5. Measures for prevention of ragging:-

It shall be mandatory for every technical Institution, University, deemed to be University imparting technical education to take following measures for prevention of ragging at such institutions.

1. The advertisement issued for admission by a technical institution, University including Deemed to be University concerned and/or the admission authority/ affiliating University/State Govt./ UT/Central Govt. as the case may be, shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
2. The 'Prospectus' and other admission related documents shall contain directions of the Supreme Court Affiliating University/admission Authority/State Govt/Central Govt. shall make it mandatory for the institutions under their jurisdiction to compulsorily incorporate such information in their 'Prospectus'. These Regulations shall be printed in the brochure of admission/instruction booklet for candidates.
3. The application form for admission/enrolment shall have a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
4. The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should be signed by the parent/ guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.
5. The application for admission shall be accompanied by a document along with the School Leaving Certificate/Character Certificate which shall include a report on the behavioral patter of the applicant, so that the institution can thereafter keep intense watch upon the student who has a negative entry in this regard.
6. A student seeking admission to the hostel shall have to submit another affidavit along with his/ her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.
7. Every technical institution, University including Deemed to be University imparting technical education shall maintain a proper record of the affidavits obtained to ensure its safe up keep thereof,including digital copies of the affidavits and such digital copy should be made available to the AICTE or to an Agency identified/nominated by AICTE.
8. The AICTE or an Agency identified/nominated for the purpose and affiliating Universities and Directorate of Technical Education of the concerned State Govt./UT shall maintain an appropriate data base of the affidavits in the digital form obtained from every student at the time of admission to the technical institutions, Universities including Deemed to be Universities imparting technical education.
9. Each batch of freshers should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each

member of the group on daily basis to ascertain the problems/difficulties, if any faced by the freshers in the Institution and extend necessary help.

10. Incase of freshers admitted to a Hostel it shall be the responsibility of the teacher incharge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Freshers should be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/ institution shall ensure that seniors' access to freshers' accommodation is strictly monitored by wardens, Security Guards and Staff.
11. Every institution should engage or seek the assistance of professional counselors at the time of admissions to counsel 'freshers' in order to prepare them for the life ahead, particularly for adjusting to the life in hostels. At the commencement of the academic session the Head of the technical Institution, University including Deemed to be University imparting technical education shall convene and address a meeting of various functionaries/agencies, like Wardens, representatives of students, parents/guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging and steps to be taken to identify the offenders and punish them suitably.
12. Every fresher admitted to the technical Institution, University including Deemed to be University imparting technical education shall be given a printed information booklet detailing when and whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti–ragging committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc.
13. The technical institutions, University including Deemed to be University imparting technical education through the information booklet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
14. The information booklet mentioned above shall also tell the freshers about their rights as bona fide students and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
15. The information booklet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of juniors with the academic environment of the institution.
16. To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably with different colors for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places Some of such posters shall be of permanent nature in certain vulnerable places.
17. The technical Institution, University including Deemed to be University imparting technical education shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institutions 's resolve to ban ragging and punish those found guilty without fear or favor.

18. The technical Institution, University including Deemed to be University imparting technical education shall identify, properly illuminate and man all vulnerable locations.
19. The technical Institution, University including Deemed to be University imparting technical education shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.
20. The Technical Institution, University including Deemed to be University imparting technical education shall utilize the vacation period before the start of the new academic year to launch a wide publicity campaign against ragging through posters, information booklets, seminars, street plays, etc.
21. The faculties/departments/units of the technical Institution, University including Deemed to be University imparting technical education shall have induction arrangements (including those which anticipate, identify and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.
22. Mobile Phones and other communication devices may be permitted in residential areas including hostels to provide access to the students, particularly freshers, to reach out for help from teachers, parents and Institution authorities.

6. Monitoring mechanism in technical institution, University including Deemed to be University imparting technical education:-

a) Anti-ragging Committee: Every institution University including Deemed to be University imparting technical education shall constitute a Committee to be known as the Anti-ragging Committee to be nominated and headed by the Head of the Institution, and consisting of representatives of civil and police administration, local media, Non Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the freshers' category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of level as well as gender.

b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

c) Anti-Ragging Squad: Every institution University including Deemed to be University imparting technical education shall also constitute a smaller body to be known as the Anti-Ragging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times. Provided that the Anti-Ragging Squad shall have representation of various members of the campus community and shall have no outside representation.

d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

f) Mentoring Cell: Every institution shall, at the end of each academic year, in order to promote the objectives of these Regulations, constitute a Mentoring Cell consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.

g) Monitoring Cell on Ragging:- The State Govt./UT and the affiliating University shall set up a Monitoring Cell on Ragging to coordinate with the institutions to monitor the activities of the Anti-Ragging Committees, Squads , and Mentoring Cells, regarding compliance with the instructions on conducting orientation programmes, counseling sessions, etc., and regarding the incidents of ragging, the problem faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of affidavits from candidates/students and their parents/guardians every year, and shall be the prime mover for initiating action by the University authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.

h) The Monitoring Cell shall coordinate with the the institutions, universities including deemed to be universities imparting technical education to achieve the objectives of these Regulations; and the Monitoring Cell shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti-Ragging Squads, and the Mentoring Cells at the institutions, and it shall also keep itself abreast of the decisions of the Anti-Ragging Committees etc.

i) The Monitoring Cell shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violation; and shall function as the prime mover for initiating action for amending the Statues or Ordinances or Bye- laws to facilitate the implementation of anti-ragging measures at the level of the institution.

7. Action to be taken against the Principal or the Head of the Institution/Faculty Members/ Non-Teaching staff of technical institution, Universities including Deemed to be Universities imparting technical education.

1. The Head of the Institution along with other administrative authorities should take adequate measures for prevention of ragging. Any lapse on the part of these authorities

shall make them liable for criminal action for negligence of duty. The technical Institution, University including Deemed to be University imparting technical education should incorporate a clause in their letter of appointment that the Director, Faculty and other administrative Heads should ensure all possible steps for prevention of ragging in the premises of the educational institutions, and that they are liable for action, in case of non-compliance.

2. The Principal or Head of the Institution/Department shall obtain an affidavit from every employee of the Institution including teaching/non-teaching staff, contract labor employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service records.
3. Departmental enquiries shall be initiated, in addition to penal consequences against such heads of the Institution/Faculty members/non-teaching staff who display an apathetic or insensitive attitude towards complaints of ragging and would not take timely steps in the prevention of ragging and punishing those who rag.
4. The Principal or the Head of the Institution/Faculty Members/Non-Teaching staff, if found negligent in taking necessary measures for ensuring safety of students and preventing the ragging would be declared unfit for holding any post in any technical institution, University including Deemed to be University imparting technical education.

8. Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:-

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. a) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-
    (i) Cancellation of admission
    (ii) Suspension from attending classes
    (iii) Withholding/withdrawing scholarship/fellowship and other benefits
    (iv) Debarring from appearing in any test/examination or other evaluation process
    (v) Withholding results
    (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
    (vii) Suspension/expulsion from the hostel

(viii) Rustication from the institution for period ranging from 1 to 4 semesters

(ix) Expulsion from the institution and consequent debarring from admission to any other institution.

(x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

b) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

i) In case of an order of an institution, affiliated to or constituent part, of the University, to the Vice-Chancellor of the University;

ii) In case of an order of a University, to its Chancellor.

iii) In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

5. The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council form time to time.

9. Action to be taken against the technical Institution, University including Deemed to be University imparting technical education which fail to take measures for prevention of ragging:-

1. Role of theconcerned technical institutions, Universities including Deemed to be Universities imparting technical education shall be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging and action taken against provision indulged and/or abetting ragging. The Council shall constitute Committees to inspect technical institutions, Universities including Deemed to be Universities imparting technical education to verify the status of anti ragging measures and to investigate specific instances of ragging and take appropriate action.

2. The technical Institution, University including Deemed to be University imparting technical education should submit an affidavit along with its compliance report submitted to AICTE annually with details of measures taken for prevention of ragging in technical institutions. The Compliance Report should also contain the details of the instances of ragging and action taken against students, and others for indulging and abetting ragging.

3. All Letters of Approval issued by AICTE such as extension of approval letters, letters issued for additional courses/increase in intake and letters issued for new technical institutions, release of grants, letters of approval issued to integrated campus, second shift etc. shall contain a specific clause of prevention of ragging.

4. The AICTE shall, in respect of any institution that fails to take adequate steps to prevent ragging or fails to act in accordance with these Regulations or fails to punish perpetrators or incidents of ragging suitably, take one of more of the following measures, namely;

i) No admission/Withdrawal of approval granted under section 10(k) of AICTE Act.

ii) Withholding any grant allocated.

iii) Declaring the institution ineligible for consideration for any assistance under any of

the general or special assistance programmes of the AICTE.

iv) Informing the general public, including potential candidates for admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the AICTE, declaring that the institution does not possess the minimum academic standards.

v) Taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the Act for such duration of time as the institution complies with the provisions of these Regulations.

vi)

5. As regards the Universities including Deemed to be Universities imparting technical education the actions proposed to be taken such as stopping release of grants, withdrawal of approval/recognition will be sent to University Grants Commission (UGC), Ministry of Human Resource Development (MHRD), Govt. of India and the concerned State Govt./UT. The UGC, MHRD Govt. of India, and the State Govt./UT concerned shall initiate immediate action on the recommendations of the Council.

10. Duties and Responsibilities of the All India Council for technical Education:-

a) All India Council for technical Education, or the Central Government or the agency authorized for the purpose shall establish, fund and operate, a toll-free Anti-Ragging Helpline, operational round the clock, which could be accessed by students in distress owing to ragging related incidents.

b) Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.

c) The Head of the institution shall be obliged to act immediately in response to the information received from the Anti-Ragging Helpline as at sub-clause (b) of this clause.

d) The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in every institution, Heads of institutions, faculty members, members of the anti-ragging committees and anti- ragging squads, district and sub-divisional authorities and state authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be widely disseminated for access or to seek help in emergencies.

f) The All India Council for technical Education, the Central Government or the agency authorized for the purpose shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.

g) The All India Council for technical Education, the Central Government or the agency authorized for the purpose shall make available the database to a non-governmental agency to be nominated by the Central Government, to build confidence in the public and also to

provide information of non compliance with these Regulations to the Councils and to such bodies as may be authorized by the All India Council for technical Education/Central Government.

11. 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.

(Member Secretary)

Annexure-I

UNDERTAKING BY THE STUDENT

I,.....(full name of student with admission/registration/enrolment number).....

s/o/d/o ..... Mr./Mrs./Ms. Having

been admitted to.....

(name of the institution, have received a copy of the AICTE Regulation dated 1.7.2009 on Curbing the Menace of Ragging in Higher Educational Institutions, (hereinafter called the "Regulation") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused Clause 4 of the Regulation and am aware as to what constitutes ragging.

3) I have also, in particular, perused Clause 5(3) and Clause 8(4)(a) of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

   a) I will not indulge in any behaviour or act that may be constituted as ragging under Clause 4 of the Regulations.

   b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under Clause 4 of the Regulations.

5) I hereby solemnly affirm that, if found guilty of ragging, I am liable for punishment according to clause 8(4)(a) of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this …… day of …… month of year.

Signature of Student

Name :

Annexure-II

UNDERTAKING BY THE PARENT/GUARDIAN

I, Mr./Mrs./Ms.,
(full name of student with admission/registration/enrolment number)
father/mother/guardian of Mr./Mrs./Ms. .....

Having been admitted to .....

(name of the institution) , have received a copy of the AICTE Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulation") carefully read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused **Clause 4** of the Regulation and am aware as to what constitutes ragging.

3) I have also, in particular, perused Clause 5(4) and Clause 8(4)(a) of the Regulation and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that -
   a) My ward will not indulge in any behaviour or act that may be constituted as ragging under Clause 4 of the Regulations.
   b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under Clause 4 of the Regulations.

5) I hereby solemnly affirm that, if found guilty of ragging, my ward is liable for punishment according to **clause 8(4)(a)** of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that the admission of my ward is liable to be cancelled.

Declared this …… day of …… month of year.

Signature of Parent/Guardian

Name:

Address

Mobile/Telephone No:.

Annexure-III

UNDERTAKING BY THE STUDENT

(Student's Copy)

I,.....(full name of student with admission/registration/enrolment number)

s/o/d/o Mr./Mrs./Ms.....

Having been admitted to

..... C ..... E ..... M ..... K .....

have received a copy of The **RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS OF THE COLLEGE** carefully read and fully understood the provisions contained in the said Regulations.

2) I hereby solemnly aver and undertake that

   a) I will not indulge in any behavior or act that may be considered unbecoming of a student in the Regulations.

   b) I will not participate in or abet or propagate through any act of commission or omission that may be considered as act of indiscipline.

3) I hereby solemnly affirm that, if found guilty of violating code of conduct as stipulated in the Regulation I am liable for punishment according to provisions of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

4) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging or any act of indiscipline; and further affirm that, in case the declaration is found to be untrue/concealed, I am aware that my admission is liable to be cancelled.

5) I shall appear in GATE and UPSC Exam (for IES) in my final year of the course, which has been made compulsory for all students of the College by the Competent Authority of the College.

Declared this …… day of …… month of year.

Signature of Student

Name :

College Roll No:

Countersigned by Guardian

Annexure-III

UNDERTAKING BY THE STUDENT

(College Copy)

I,.....(full name of student with admission/registration/enrolment number)

s/o/d/o Mr./Mrs./Ms.....

having been admitted to

..... C ..... E ..... M ..... K .....

have received a copy of The **RULES AND REGULATIONS GOVERNING THE CONDUCT AND DISCIPLINE OF STUDENTS OF THE COLLEGE** carefully read and fully understood the provisions contained in the said Regulations.

2) I hereby solemnly aver and undertake that

   a) I will not indulge in any behavior or act that may be considered unbecoming of a student in the Regulations.

   b) I will not participate in or abet or propagate through any act of commission or omission that may be considered as act of indiscipline.

3) I hereby solemnly affirm that, if found guilty of violating code of conduct as stipulated in the Regulation I am liable for punishment according to provisions of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

4) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging or any act of indiscipline; and further affirm that, in case the declaration is found to be untrue/concealed, I am aware that my admission is liable to be cancelled.

5) I shall appear in GATE and UPSC Exam (for IES) in my final year of the course, which has been made compulsory for all students of the College by the Competent Authority of the College.

Declared this …… day of …… month of year.

Signature of Student

Name :

College Roll No:

Countersigned by Guardian

3

Constitution of the General Council

(Student Affairs Council)

Constitution of the General Council (Student Affairs Council)

College of Engineering & Management, Kolaghat

(as approved on Monday, the First Day of October, in the year Two thousand and Eighteen at 49th Governing Body Meeting)

PREAMBLE TO THE CONSTITUTION

The General Council (GC) shall derive all its powers from the relevant authorities of the College, as defined in the Bye-Laws of the College, and shall be subject to all rules and regulations laid down by these authorities.

CHAPTER I

INTRODUCTION

I-A.1 TERMS OF REFERENCE

(i) The college shall have a General Council to organize and co-ordinate various sport, cultural and technical activities which involve the student community. The Students of the college shall form the General Body of the Council.

(ii) The General Council is managed by the students, for the students, under the guidance and active participation of the faculty and staff members. It has a student body, consisting of members normally from third years students selected through annual campus elections and each member of the student body takes care of a particular aspect related to the student's life.

I-A.2 AIM

(i) It aims at promoting a culture of sportsmanship and teamwork in the students by providing them with the necessary platform in promoting their culture and nurturing the extra academic interest of the students and encouraging their sporting activities.

(ii) There is a host of wide variety of Committees to promote the various hobbies and interests of the students through different clubs.

Different students' clubs functional at Sec III-A,1 include :

a) Dramatics
b) Science & Robotics club,
c) Filmmaking and Photography Club,
d) Business Club,
e) Debating Society,
f) Music club ,
g) Soft skills and Programming club
h) Quiz Club,
i) Fine arts,
j) Dance Society,
k) Literary Society.

CHAPTER II

Composition and Tenure of the Council Membership

II-A.1 Composition

i)	Director.	Patron
ii)	All Heads of the Departments -	Members of Advisory Board
iii)	All Hostel Wardens	Members of Advisory Board
iv)	Registrar	Member of Advisory Board

II-A.2 ELIGIBILITY OF MEMBERSHIP

Membership under Chapter II.A-l, sub-clauses (i), (ii), (iii), and (iv) is ex- officio.

II-B.1 EXECUTIVE COUNCIL

There shall be an executive council. The members of the Executive Council will be the office bearers for the General Council.

II-B.2. FUNCTIONS OF THE EXECUTIVE COUNCIL

The functions of the Executive Council are:

i) Coordinating all extra-curricular activities of the students.

ii) Ensuring Students' participation in events,

iii) Monitoring composition of teams,

iv) Framing and proposing annual budget,

v) Instituting and declaring extra-curricular awards

vi) Looking after the overall development of the student community.

vii) The Annual Budget proposed by the Executive Council shall have to be approved by the Director. For any monetary transaction, signatures of any two members from amongst the President, Honorary Treasurer and Joint Treasurer shall be mandatory. The student office bearers of the Executive Council will represent the student community for any discussion with the administration on any matter of interest to the college. The executive council shall frame rules of conduct for the business of the General Council.

II-B.3 OFFICE BEARERS

a) The Executive Council shall consist of the following members as office bearers:

TABLE- I

Sl. No.	Designation	Eligibility
1	**President**	a) Faculty member b) Having not less than 5 years of length of service in CEMK c) Having good rapport with student community d) To be nominated by the Director and the same to be ratified by 2/3rd majority in Directors Council (DC).
2	**Treasurer**	a) Faculty member, b) To be nominated by the Director and the same to be ratified by 2/3rd majority in Directors Council (DC).
3	**Faculty/staff Advisors 4 Posts** i) For Games & sports ii) For cultural Activities iii) For Technical Festival iv) Publications	(Academic and Administrative Staff, members nominated by the Director)
4	**Vice President**	(4th year Bona-fide Student, elected by the students)
5	**General Secretaries: 4 Posts** i) Games & Sports ii) Cultural iii) Technical iv) Publications	(3rd year Bona-fide Students, elected by the students)
6.	**Asst. Gen. Secretaries: 5 Posts** i) Games & Sports a) one boy b) one girl ii) Cultural iii) Technical iv) Publications	(3rd year Bona-fide Student, elected by the students)
7.	**Jt. Treasurer**	(3rd year Bona-fide Student, elected by the students)
8.	**Sports Officer**	(Ex-officio)

b) One of the General Secretaries will act as the Secretary of the Council.

c) Recommendations for the Games & Sports Committee and the sub- committees thereof, the Cultural Committee and the sub-committees thereof, Technical Committee and sub-committees thereof and the

Publication Committee and sub-committees thereof shall be submitted to the executive council for ratification.

d) The President has discretionary power to request any member of the faculty or staff, and/or external expert, he may deem fit to attend the meeting of the Council by special invitation.

II-C.l TERM OF OFFICE

i) The term of office of the elected members of the Council, shall normally be one year, expiring the day the new Council is elected. In case no elections have been held, the same Council shall continue.

ii) The term of office of members shall normally be one year expiring at the end of an academic session.

iii) The term of office of a member as per Article II-B-3 (a) (4), (5) and (6), shall terminate if he/she ceases to be a bona-fide member of the Council.

CHAPTER III

CONSTITUENT BODIES OF THE GC & RULES REGARDING THEM

The General Council shall have as its constituent bodies, Committees and Sub-committees, as recognized under III-A-1.

III-A,1 COMMITTEES UNDER THE COUNCIL

The Committees are as under:

(i) Finance Committee

(ii) Games & Sports Committee

(iii) Cultural Committee

(iv) Technical Committee

(v) Publication committee

a) Different Committees shall function under the guidance of the President, who shall be a faculty member of the College, and is normally nominated by the Director in consultation with the members of the Directors Council (DC) as elaborated in Sec II-B.3 of this Constitution.

b) Each Committee shall have a faculty/staff Advisor, who shall be a faculty/staff member of the College, appointed by the Director, and a General Secretary, who shall be a 3rd year student, elected by the students.

c) The Waiver form for any College position of Secretary or General Secretary will be handled and scrutinized only by the Faculty/Staff Advisor (or the returning officer deputed for the elections). The outgoing General Secretary or Secretary may assist the returning officer in verification of eligibility requirements & credentials as claimed in the application form.

III-A.2 DISCIPLINARY ACTION

If any Asst. Secretary or Secretary or General Secretary or co-coordinator of a constituent Committee or Sub-committee of GC is alleged (with proof) to be engaged in unfair conduct in the discharge of his duties, an enquiry panel (as agreed upon by the Council for Committees and Sub-committees) will evaluate the allegations. If proved guilty, the member must be removed from his position of responsibility and/or recommended to Disciplinary Committee by the President.

CHAPTER IV

FUNCTIONS AND WORKING OF THE GC

IV-A-l FUNCTIONS

The Council shall make all policy decisions involving more than one constituent body of the Council.

i) The Council shall consider and ratify the Constitutions of its constituent bodies and any subsequent amendment by a 2/3rd majority of the "Effective Strength" which means the strength of the entire Council, less the staff members who are present but voluntarily abstain from voting.

ii) If no ratification is accorded, the matter will be sent back to the constituent bodies for reconsideration in the light of comments of the Council.

iii) Rejection by the Council after resubmission will automatically invalidate the amendment of the portion of the Constitution under consideration.

iv) The Council shall have the authority to institute and recognize a new Committee and /or sub-committee or to reorganize an existing one. This shall require a 2/3rd majority vote from among the Council members present at the Council meeting.

IV-A.2 FINANCIAL ACCOUNTING AND BUDGET

i) The Council shall consider and approve the distribution of student funds, in the form of annual budgetary allocation to various constituent Committees, sub-committees etc., for each academic year. This shall be provisionally done by the Executive Committee before the end of the previous academic year.

ii) These allocations must be considered, if deemed necessary, altered, and approved within twenty-one days of the commencement of the new session.

iii) Whenever deemed necessary, the Council may audit the accounts of any or all of its constituent bodies, Committees and Sub-committees.

IV-A.3 DELEGATION OF AUTHORITY

i) The Council shall, ordinarily, refrain from interfering with the affairs of its constituent Committees. However, if it is felt by the Council that

some policy or decision of a particular Committee/ Sub-committee is detrimental to the interests of the student community as a whole, the Council may ask the Body to reconsider these policies/ decisions in the light of the comments of the Council.

ii) Such policies/decisions should only be implemented on ratification by the Council.

iii) The Council may also consider matters concerning individual Committees directly on reference by any student/faculty. However, such matters must first be referred to the individual Committee concerned and should be considered by the Council along with the views or the Committee concerned.

iv) If the concerned Committee does not send up its views to the Council within a period of a week of being notified or by the time the Council meets, whichever is later, the Council may consider the matter without its views.

IV-B.1 HOLDING GC MEETING

i) The Executive Council shall meet as often as is necessary. Items for the agenda shall necessarily be invited by the General Secretary at least once a month. If, however, no items are received then the Committee may not meet. Agenda for a meeting shall be prepared by the General Secretary.

ii) Meeting of the Executive Committee are to be convened by the President, GC in consultation with the Director. In the event the President is absent from the College for more than five days, the Treasurer may convene a meeting of the Executive Council.

iii) In an emergency a meeting of the Executive Council may be convened by its Faculty/ Staff advisor under intimation to the President, GC.

iv) One of the General Secretaries, to prepare the minutes of the meetings of the Executive Council in consultation with the President.

v) Minutes of the meetings of the Council after being approved shall be placed before the BOG for its information. Points requiring approval of the BOG shall be sent separately so that they can be highlighted in the agenda of the BOG for its consideration.

vi) The Director shall normally chair the Executive Council Meeting as and when it is held.

vii) In the absence of the Director, the President, GC shall chair the meeting and also assume all powers of the Chairman (say Director) for that particular meeting

IV-B.2 TAKING DECISION

i) The Council should attempt to take decisions by consensus. A simple majority of the effective Council strength present shall, however, suffice for a motion to be carried except where indicated otherwise.

ii) A secret ballot may be held on any issue, if requested by a member, or at the discretion of the President.

iii) No member shall have more than one vote, even if he is in the Council in more than one capacity.

IV-B.3 ABSENT FROM COUNCIL MEETING

i) If a member fails to attend two meetings of the Council, he shall cease to be a member of the Council, with the provision that the Director may in extraordinary circumstances grant a reprieve to the absentee member on the advice of its Executive Committee.

ii) This applies to all members of the Council other than those present in an ex officio capacity.

iii) The vacancy resulting from the application of the above sub-clause will be filled within 15 working days by the same procedure according to which the original incumbent was selected.

iv) The absentee member will, however, not be eligible for membership again during the session he was removed for continued absenteeism.

IV-B.4 CONDUCT & DISCIPLINE DURING ONGOING MEETING

Accepted parliamentary conduct and discipline shall govern all meetings of the Council and its committees.

CHAPTER V

Responsibilities vis-à-vis the Council

V-A.1 PATRON OF THE COUNCIL

i) The Director shall normally be the Patron of the Council and preside over the meetings of the Council and its Co-ordinating Committee. In his absence, Articles IV-B.1 (vii) shall apply.

ii) The Director is not normally a part of the Electoral College. However, he/she shall exercise casting a vote for breaking the tie in any matter before the Council including the election for any post.

V-A.2 PRESIDENT OF THE COUNCIL

i) The President shall preside over the meetings of the General body and the Executive Council in absence of the Director.

ii) He shall have full administrative power over the affairs of the General Council and shall control and operate all the funds.

iii) He will be one of the signatories for any monetary transactions.

iv) The President shall ensure the implementation of the decisions of the Council on matters within the purview of the Council.

v) It shall be the responsibility of the President of the Council to involve the council in the making of the decisions that are likely to affect the student community on matters within the purview of the Council.

vi) In emergent cases, the President shall take decision(s) on the recommendations of the Vice-President and / or the Secretary concerned and these shall be ratified by the concerned Committee post facto.

vii) In case no member of the Council is elected to an office, and in case an elected office falls vacant due to the resignation or absence of an office- bearer, the President shall nominate a member to the post concerned or he may assign the responsibility to any elected office-bearer.

viii) In the temporary absence of the President, one of the senior members of the Executive Council shall, with the approval of the Director, officiate for the President.

ix) The President may be removed if two-third of his electorate in the Advisory Board votes for his removal in a vote of no confidence. The resulting vacancy from a vote of no confidence shall be filled as per Article II-B.3(a).

x) A vote of no confidence may take place only once during a Council session.

V-A.3 HONORARY TREASURER OF THE COUNCIL

i) The Hony. Treasurer shall be a faculty member and will be nominated by the Director.

ii) He/She will look after the proper maintenance of the account and be the custodian of funds and records of the General Council.

iii) He/She shall also hold the Imprest Fund for meeting the day-to-day expenses.

iv) He/She shall be one of the signatories for any monetary transactions.

v) He/She shall prepare annual budget for all activities.

V-A.4 DIRECTOR'S NOMINEES

i) The Director will nominate four Faculty/staff Advisors who will assist the President in the smooth functioning and organization of various activities.

ii) They shall chair the meetings of the

a) Sports & Games Committee

b) Cultural Committee

c) Technical Committee

d) Publication Committee

V-B.1 SPORTS AND GAMES COMMITTEE

i) There shall be a Sports & Games Committee to coordinate the activities of all the subcommittees under this group and draw up the programme of activities for the academic year on the basis of proposals submitted by its subcommittees.

ii) The Committee shall recommend to the executive council, external participation and composition of teams for the events and the various awards in the sphere of sports and games.

iii) It will be the responsibility of the Sports Committee to organize the Annual Sports Day of the college.

iv) The Committee will organize and manage Inter-college, Inter-University and similar sporting events.

v) The Sports Committee shall consist of the following members:

TABLE- II COMPOSITION OF SPORTS AND GAMES COMMITTEE

Sl. No.	Designation	Eligibility
1	Staff Advisor-Chairman	Sl. No. 3(i) of Executive Council
2.	Treasure	Sl. No. 2 of of Executive Council
3	Vice President	Sl. No 4 of Executive Council
4	General Secretary	Sl. No 5 (i) of Executive Council
5	Asst. Gen. Secretary	Sl. No 6 (i)nof Executive Council
6	Jt. Treasurer	Sl. No 7 of Executive Council
7	Secretary (Football sub-committee)	Student, elected by students
8	Secretary (Cricket sub-committee)	Student, elected by students
9	Secretary (Volleyball, Basket Ball, Badminton sub-committee)	Student, elected by students
10	Secretary (Indoor Games sub-committee)	Student, elected by students
11	Sports Officer	Sl. No 8 of Executive Council

vi) The General Secretary (Sports) will be the Secretary of the Committee

vii) The Sports and Games Committee shall have Four subcommittees for the discharge of specific functions:

a) Football subcommittee

b) Cricket Subcommittee

c) Volleyball, Basket ball, Badminton sub-committee

d) Indoor Games,

viii) Football subcommittee, for example, shall organize football competitions both intra colleges, as well as inter colleges and will be responsible for recommending the College Football Team to the Executive council, recommending the jersey etc. Similar functions are to be executed by other respective Committees also.

ix) Each Subcommittee shall consist of the following members:

TABLE- III COMPOSITION OF SPORTS SUB-COMMITTEE

Sl. No.	Designation	Eligibility
1	General Secretary (Sports) Chairman	Sl No. 4 of Sports Committee
2	Asst. Gen. Secretary (Sports)	Sl No. 5 of Sports Committee
3	Secretary of the concerned subcommittee – convenor	(elected by students)
4	Student representative of each Hostel	elected by students of that respective hostel
5	One staff advisor	Sl No. 3(i) of Executive Council
6	Sports Officer	Sl. No. 8 of Executive Council
7	Captain of the concerned activity	

x) The subcommittee has the discretion to include more members from the faculties and staff, as well as from the students, upon approval of the Executive council.

V-B.2 CULTURAL COMMITTEE

i) There shall be a Cultural committee to co-ordinate the activities of all the sub committees under this group and to draw up the program of activities for the year on the basis of proposals submitted by its sub- committees.

ii) The Committee shall recommend to the executive council, external participation and composition of teams for the events and the various awards in the sphere of cultural activities.

iii) The Cultural Committee shall consist of the following members:

TABLE – IV Composition of Cultural Committee

Sl. No.	Designation	Eligibility
1	The staff advisor –Chairman	Sl. No. 3 of Executive Council
2	Treasure	Sl. No. 2 of Executive Council
3	Vice President	Sl. No. 4 of Executive Council
4	General Secretary (Cultural)	Sl. No. 5(ii) of Executive Council
5	Asst. Gen. Secretary Cultural	Sl. No. 6(ii) of Executive Council
6	Joint Treasurer	Sl. No. 7 of Executive Council
7	Secretary (Dramatics & Music Sub-committees)	(Student, elected by the students)
8	Secretary (Dance Sub-committee)	(Student, elected by the students
9	Secretaries a) Literary, b) Debates & Quiz Sub-committee	(Student, elected by the students
10	Secretary (Photography, Fine Arts, Film making Sub-committee)	(Student, elected by the students
11	Sports Officer	Sl. No. 8 of Executive Council

iv) The General Secretary (Cultural) will be the Secretary of the Committee

v) The Cultural and Literary Committee shall have five sub-committees for the discharge of specific functions:

a) Dramatics & Music Subcommittee

b) Dance Subcommittee

c) Literary Subcommittee

d) Debate and Quiz Subcommittee

e) Photography, Fine arts and Film making Subcommittee

vi) Each Subcommittee shall consist of the following members.

TABLE- V Composition of Cultural Sub-Committee

Sl. No.	Designation	Eligibility
1	The General Secretary (Cultural) –Chairman	Sl. No. 4 of Sports Committee
2	Asst. Gen. Secretary Cultural	Sl. No. 5 of Sports Committee
3	Secretary of the concerned Subcommittee-convenor	Elected by the students
4	Students representatives of each hostel	Elected by the students of that hostel
5	One staff advisor	Sl. No. 3 of Executive Council
6	Sports Officer	Sl. No. 8 of Executive Council
7	Group Leader of the concerned activity	

vii) The Subcommittee has the discretion to include more members from the faculties and staff, as well as from the students upon approval of the executive council.

viii) Different cultural activities shall normally be organized by the students under the active guidance of respective faculty advisers in the manner as follows:

TABLE-VI CULTURAL EVENTS AND ITS MANAGEMENT

Sl. No	Event	Managed by	Duration
1	Annual Sports and other sporting events	3rd year students	a) Annual Sports- one day. b) Others – as required
2	Saraswati Puja	1st year Students	One day
3	Fresher's Welcome	2nd year Students	One day
4	Viswakarma Puja	4th year Students	One day

V-B.3 TECHNICAL COMMITTEE

CEMK conducts Annual Techno-Management events: RESONANCE. The entire community is dedicated to this. Several different techno-management events namely: B-Plan, Tech Quiz, Maths Olympiad, Chem quest, Case Study, Open soft, Product Design, Ad-Design , Technical presentation and Hardware Modelling are the main attractions of RESONANCE. These events provide a CEMKian a good exposure and a taste of competitiveness especially in the technical field. Several leading Technical Institutions across the country take part in this event.

i) There shall be a Technical Committee to co-ordinate the activities of all the sub committees under this group and draw up the program of activities for the year on the basis of proposals submitted by its sub- committees.

ii) The Committee shall recommend to the Executive council, external participation and composition of teams for the events and the various awards in the sphere of Technical activities.

iii) It will be the responsibility of the Technical Committee to organize RESONANCE, the annual Technical festival of the college.

The Technical Committee shall consist of the following members:

TABLE- VII Composition of Technical Committee

Sl. No.	Designation	Eligibility
1	The staff advisor --Chairman	Sl. No. 3 of Executive Council
2	Treasurer	Sl. No. 2 of Executive Council
3	Vice President	Sl. No. 4 of Executive Council
4	General Secretary (Tech)	Sl. No. 5(ii) of Executive Council
5	Asst. Gen. Secretary -Tech	Sl. No. 6(ii) of Executive Council
6	Joint Treasurer	Sl. No. 7 of Executive Council
7	Secretary (B-plan)	(Student, elected by the students)
8	Secretary (Tech quiz)	(Student, elected by the students
9	Secretary (Debate)	(Student, elected by the students
10	Secretary (Photography, Fine Arts, Film making Sub-committee)	(Student, elected by the students

V-B.4 PUBLICATION COMMITTEE

The Publication Committee is a constituent body of the General Council (GC.), as recognized under Article V-A.4 GC Constitution.

It shall be subject to all decisions, rules and regulations that may be laid down from time to time by the General Council.

The Committee shall be responsible for:

i) Disseminating information so as to develop well informed, articulate and participant community life and furthermore increasing the social awareness of the community/ through responsible and constructive journalistic practice;

ii) Providing an outlet for and cultivating literary talent; and

iii) Highlighting matters of professional interest within and for the CEMK community.

iv) Using print media, online media and physical meet-ups in student interest to fulfill the above roles.

v) Newsletters/Newsmagazines which shall aim at promoting journalistic talent and shall be journalism oriented in the best traditions of constructive, responsible journalism; (At least 1 such publications, of at least 6 pages each, must be released each semester, containing relevant news and the views of the student community within CEMK. Its end-to-end publication process would be the primary responsibility of the Secretary, Journal (Technical) subcommittee.

vi) The annual Tech-cultural Magazine, 'CORONA' which shall aim at promoting creative writing and intellectual discussion on ideas and matters of significance; Its end-to-end publication process would be the primary responsibility of the Creative Writing and Outreach Secretary, Magazine Subcommittee.

vii) Any other type of publication may be taken up, if so decided by the GC.

viii) The Publications Committee shall, at the beginning of the academic session, decide the schedule for publications, and also allocate the funds available for use on various types of publications. This schedule and allocation shall be reviewed at the end of the first semester and adjusted, if necessary so as to attempt to stay within budget.

TABLE- VIII Composition of Publication Committee

Sl. No.	Designation	Eligibility
1	The Chief Editor --Convener	Sl. No. 3 of Executive Council
2	Editors	Sl. No. 3 of Executive Council
3	Treasure	Sl. No. 2 of Executive Council
4	Vice President	Sl. No. 4 of Executive Council
5	General Secretary (Publication)	Sl. No. 5(ii) of Executive Council
6	Asst. Gen. Secretary -Publication	Sl. No. 6(ii) of Executive Council
7	Joint Treasurer	Sl. No. 7 of Executive Council
8	Secretary (Tech journal)	(Student, elected by the students)
9	Secretary (Magazine)	(Student, elected by the students

ix) The Executive Committee shall also award students :

(a) Who have contributed significantly or outstandingly to the GC over multiple years in any technical, writing or organizational capacity.

(b) Who have contributed an article that is adjudged the 'Best Article', one each in all different publication formats.

(c) Who have contributed multiple articles across any publication format

(d) Who are in the first year of study at CEMK and have contributed as per (b) or (c) (i.e. Fresher awards).

(e) The prizes shall be awarded before the end of each academic year.

(x) The Editorial Board shall:

(a) Formulate and execute editorial policies and generate all the content published by the committee both digitally and in print.

(b) Look after the day-to-day work in so far as the actual matter for publication is concerned.

(c) Organize at least one writers' meets per semester wherein the writing and journalism community i.e. contributors or students interested in contributing to the Committees's publications, may discuss events that can be covered, surveys that can be conducted, issues that can be debated in print or online, themes for creative writing or even, various literary works of prose or poetry. Essentially, this will act as a brainstorming session. This responsibility includes publicity and co-ordination of discussions for this event.

(d) The technical sub-committee shall provide necessary technical assistance to the Publication Committee , with respect to design and formatting of publications (both in print and digitally), web support for digital publication & outreach and how different forms of graphical or videographic media can be used in executing the Committee's publication and outreach responsibilities.

(e) Decide and execute the Committees's digital policy for development, maintenance and regular updation of website and blog.

DUTIES OF SUBCOMMITTEE

Each subcommittee shall draw up the detailed program of activities under its purview, frame proposals and recommend awards. The subcommittee shall recommend a panel of participants for representing the institute. The budget and other important decisions of the committee shall have the approval of staff advisors. The secretary of the committee in consultation with the General Secretary shall call the meeting with at least two days; notice and 60% of the members shall form the quorum for the meeting.

STANDING APPEALS COMMITTEE

Appeals arising out of any technical dispute during any of the competitions shall be referred to the standing appeals committee. The committee shall consist of the following members

1. Vice President
2. General Secretary Concerned
3. Assistant General Secretary concerned
4. Secretary Concerned
5. Staff advisors
6. Sports Officer

The decision of the appeals committee shall be final and shall be reported to the president. A member, who is party to the dispute, may attend the meeting only as an observer.

DISSOLUTION OF THE GENERAL COUNCIL

The Director reserves the right to dissolve the Council in an extra ordinary situation for the greater interest of the College and, if necessary may ask for formation of a new Council. During the interim period, the Director will nominate a group to look after the functions of the General Council. The senior most member of the Group will officiate as President.

CHAPTER VI

ELECTION OF STUDENT REPRESENTATIVES

The general body (the entire 3rd year student community) shall elect representatives for the following offices for one academic year. The President, GC shall serve as the Election Commissioner who may appoint/depute anyone from the faculty/students to successful conduct the election.

ELIGIBILITY REQUIREMENTS: GENERAL CONDITIONS

The following eligibility requirements would apply for all the positions listed in TABLE IX:

i) Student should be boarder of the College Hostel.

ii) CGPA of the student should be 7.2 and above upto 4th Semester without any backlog.

iii) No gross disciplinary action has been taken against him/her ever by the College Authority.

iv) He/ She should not be defaulter so far as Tuition fees/Mess Charges/ Fines are concerned at the time of filing the nomination paper.

TABLE IX: COMPOSITION AND ELIGIBILITY FOR SELECTION

Sl. No.	Designation	No of office bearer	Eligibility criteria
1	Vice President	1	4th year Student
2	General Secretaries a) Sports: Girl-1, Boy-1 b) Cultural: 1 c) Tech: 1	4	3rd year student
3	Assistant General Secretaries a) Sports:1 b) Cultural:1 c) Tech:1	3	3rd year student
4	Joint Treasurer	1	3rd year student
5	Secretaries for Subcommittees (a) Sports: Football-1 Cricket -1 Volleyball, Basket ball, Badminton -1 Indoor Games-1	4 3	3rd year student
	(b) Cultural: Dramatics & Music-1 Dance-1 Literary, Debate, Quiz-1 (c) Technical : B-plan-1 Tech quiz, Debate-1 Photography, Fine Arts, Film-1 (d) Publication: Journal-1 Magazine- 1	3 2	
6	Student Representatives of each Hostel	5	Student Managers of each Hostel Mess.

VOTE OF NO CONFIDENCE

A vote of no-confidence shall be considered against all members elected under Table-IX, except the member holding the office of Vice-President if at least one-third of the electorate petition in writing to the President of the General Council to do so and two-thirds of the electorate vote to remove him in a vote of no-confidence. The resulting vacancy shall be filled as following similar procedure as General election. Each electorate has the right of recall of their representative only once during a Council session.

TIMING OF ELECTIONS

i) Normally all student elections shall be held during the 1st Semester of an academic session and completed at least 4 weeks before the end of the classes for the semester.

ii) Any by-election necessitated on account of Chapter VI-B shall be held during the first two weeks of the 2ndsemester of an academic year.

iii) The exact schedule to be followed in each case shall be announced by the President, GC discussion with the Vice President of the Council.

CHAPTER VII

AMENDING THE CONSTITUTION

AMENDMENT OF CONSTITUTION

i) Any part of this Constitution except the parts specified in clause VII- A-2 can be amended.

ii) The proposed amendment should have been circulated amongst the members at least seven working days in advance of the meeting called for such a purpose.

iii) The quorum for a meeting of the Council called to consider an amendment shall be two-third of the Council membership. In case the quorum is not fulfilled, the quorum for a second and subsequent meeting called to consider the same amendment shall be one-half the total membership of the Council.

iv) In order for an amendment to be carried out it would be necessary to obtain a favourable vote of two-third of the effective Council strength present at the meeting when the amendment is being considered.

EXCEPTION TO AMENDMENT

The preamble and the terms of reference of this Constitution as well as the provisions of Chapter VII are subject to amendment only on advice by the authorities of the College in the light of any modifications in the Acts, Statutes and Bye-laws of the College.

VALIDITY OF AMENDMENT

i) All amendments and additions to this Constitution shall remain invalid unless ratified by the concerned authorities of the College.

ii) In the event there is a dispute in the interpretation of the provisions of any chapter of the Constitution, which concerns the relationship of the Council vis-à-vis the authorities of the Institute, the interpretation given by the Director of the College shall be final and binding on all concerned.

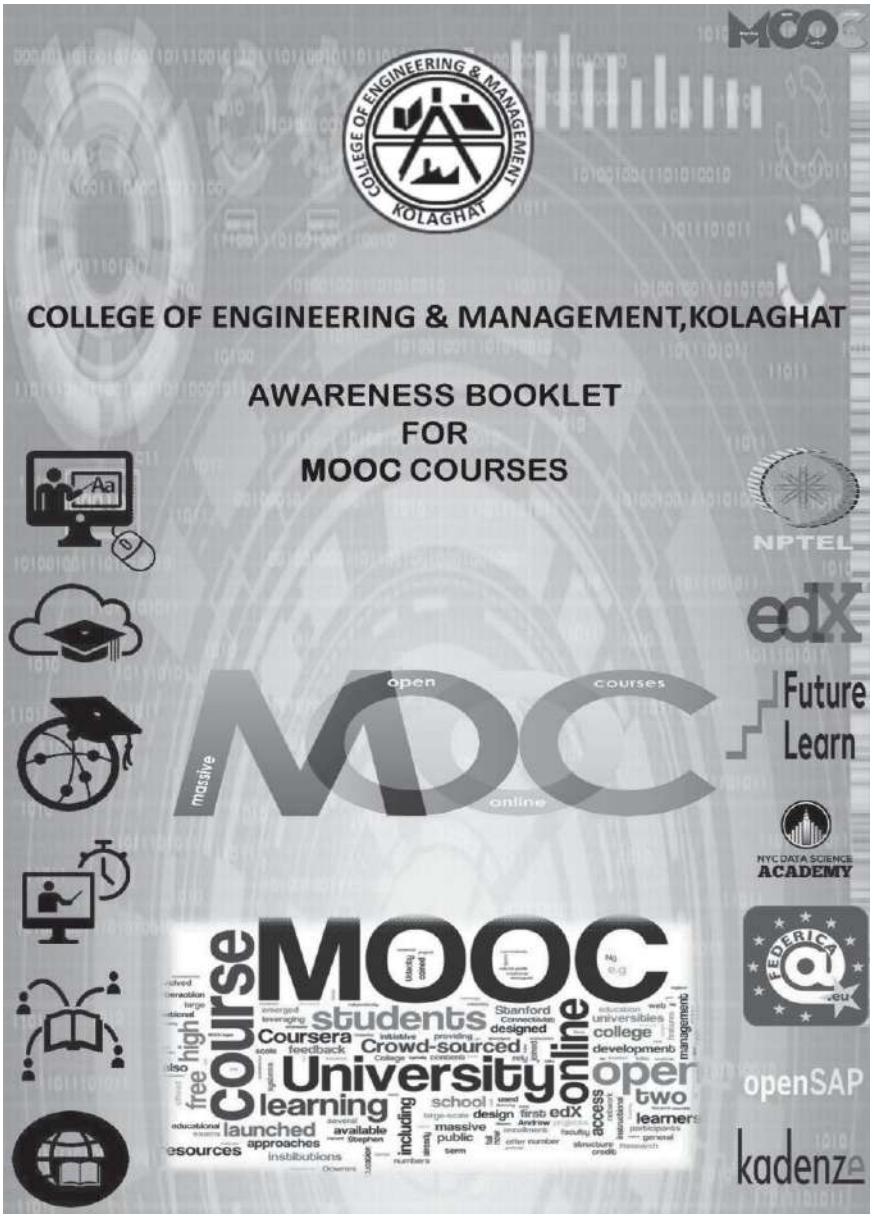
iii) The particular chapter of the Constitution would be reworded to remove the ambiguity in the light of the interpretation given as per the procedure of chapter VII-A-4, sub-clause (ii).

APPENDIX-I

Amendment Sheet

Sl. No.	Amendment No. With date	Clause amended	New wording of amendment	Endorsed by

4



AWARENESS BOOKLET FOR MASSIVE OPEN ONLINE COURSES (MOOCs)

PREAMBLE

SWAYAM is a programme initiated by the Government of India under MOOCs (Massive Online Open Courses). SWAYAM is designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. The objective of this effort is to take the best teaching learning resources to all, including the most disadvantaged. SWAYAM seeks to bridge the digital divide for students who have hitherto remained untouched by the digital revolution and have not been able to join the mainstream of the knowledge economy. This is done through a platform that facilitates hosting of all the courses, taught in classrooms from Class 9 till post-graduation to be accessed by anyone, anywhere at any time. All the courses are interactive, prepared by the best teachers in the country and are available, free of cost to any learner. More than 1,000 specially chosen faculty and teachers from across the country have participated in preparing these courses.

The courses hosted on SWAYAM are in 4 quadrants – (1) video lecture, (2) specially prepared reading material that can be downloaded/printed (3) self-assessment tests through tests and quizzes and (4) an online discussion forum for clearing the doubts. Steps have been taken to enrich the learning experience by using audio-video and multi-media and state of the art pedagogy / technology.

In order to ensure that best quality content is produced and delivered, nine National Coordinators have been appointed. They are:

1. AICTE (All India Council for Technical Education) for self-paced and international courses
2. NPTEL (National Programme on Technology Enhanced Learning) for Engineering
3. UGC (University Grants Commission) for non technical post-graduation education
4. CEC (Consortium for Educational Communication) for under-graduate education
5. NCERT (National Council of Educational Research and Training) for school education
6. NIOS (National Institute of Open Schooling) for school education
7. IGNOU (Indira Gandhi National Open University) for out-of-school students
8. IIMB (Indian Institute of Management, Bangalore) for management studies

9. NITTTR (National Institute of Technical Teachers Training and Research) for Teacher Training programme

Courses delivered through SWAYAM are available free of cost to the learners, however learners wanting a SWAYAM certificate should register for the final proctored exams that come at a fee and attend in-person at designated centres on specified dates. Eligibility for the certificate will be announced on the course page and learners will get certificates only if this criterion is matched. Universities/colleges approving credit transfer for these courses can use the marks/certificate obtained in these courses for the same.

MOOCs are online courses available to anyone with a computer and Internet connection. They offer students a way to learn in a setting similar to an online class, but are usually structured and can be accessed without paying tuition or committing to an academic program. Whether a student should sign up for a MOOC will depend on his or her academic and professional goals. To learn just for fun or to get a certificate for a small fee, MOOCs are ideal.

The 3 Primary Characteristics of MOOCs

- Open to Everyone

  If an individual wants to learn, has access to the Web and a computer that meets the hardware requirements for the MOOC, then they can enroll. Because the class information and materials are available electronically, and there is no physical classroom, there are usually no limits to the number of students who can enroll in a MOOC.

- Free

  In most cases, MOOCs are entirely free. While some MOOC providers do charge a fee, it's usually a small fee in exchange for a certificate of completion or some other non-degree credential earned upon successful MOOC completion. Some MOOCs do result in academic course credit; however, these are usually offered only to students who are already formally enrolled in an academic institution.

- Flexible Course Structure

  Given the online class format and the fact that anyone can sign up to take a MOOC, the coursework is generally self-paced. Students can dive into learning at their own pace and on their own time. When a student is enrolled in a MOOC to obtain a certificate or academic credit, there will be more structure, such as grading and a rough schedule for class progression.

While most MOOCs are offered for free, some do require a fee – and that's why sometimes MOOCs are confused with online college classes or online academic programs. It's important to remember that paid MOOCs offer a tangible or formally recognized credential, while free MOOCs do not. Free MOOCs don't offer anything more than the joy of learning something new.

Benefits from MOOCs

While MOOCs are not a total replacement for traditional education or even online college programs, they serve a much-needed demand for convenient, quality education. Depending on an individual's academic needs, MOOCs can be the perfect learning delivery method. The following groups of individuals benefit from MOOCs in their own, unique ways.

Teachers

Teachers can obtain a tremendous amount of professional development through MOOCs. Benefits of taking MOOCs include learning new teaching styles and methods, completing continuing education requirements, collaborating with fellow teachers and obtaining additional knowledge and training to supplement the teacher's current lesson plan. Then there's also the interesting feeling of being a student again.

Students

With almost nonexistent class limits and self-paced learning options, MOOCs make learning convenient for students. Students benefit from MOOCs in a wide variety of ways, whether it's getting extra instruction on a class project, having access to self-tutoring materials for a difficult subject or obtaining course credit for a graduate degree. And since MOOCs are almost always free, students can take classes purely for learning enjoyment without using up semester course limits or paying tuition.

Working Professionals

Working professionals are most able to benefit from MOOC's self-paced and customizable curriculum features without the cost of formally enrolling in an online academic program. For those who need additional training to get that promotion or be better prepared for working in a different field, MOOCs offer a free way for working professionals to learn on their own time. MOOCs also offer special certificates that provide evidence of completion and mastery of a given subject, which can be nice to include with a resume.

Lifelong Learners

With MOOCs, lifelong learners have a plethora of classes to choose from and the ability to learn only what they want to learn, on their own schedule. Since lifelong learners learn for the sake of learning, they don't need a

degree, diploma or certificate. This means all they need is time and can save their money for tuition on other things in their lives.

Hobbyists

With more advanced technology becoming available to the public, many hobbyists see the benefit of technical training to take full advantage of leisure activities. For example, with 3D printing and drones becoming ubiquitous, many individuals who do not have a manufacturing, engineering or scientific background can benefit from taking these types of courses for free, on their own time.

Steps to taking a MOOC

Student can usually get started within minutes as long as they have an e-mail address. But to get the most out of your time and ensure your academic and professional goals are met, you may need to take additional steps.

Figure out your reason for taking a MOOC

If you're taking a MOOC because you're interested in writing your own apps for smart phones as a hobby, that's one thing. On the other hand, if you're taking a MOOC to get a certificate of completion or obtain academic credit, that's a different.

Determine if a prerequisite is required

Because even the most advanced MOOCs are available to anyone, it may not seem like prerequisites should matter. But to make the most of what the course has to offer, it will help to have an understanding of the foundational concepts before taking the MOOC.

Confirm technical requirements

If a student has an Internet connection with a Laptop/Computer, they can take a MOOC.

Register with the MOOC provider

Registration usually consists of just providing a name, e-mail address and other basic information. After that, individuals can immediately start taking their MOOC.

Pay the fee

Most MOOCs are free and those that aren't often provide some form of recognition upon completion of the MOOC, such as academic credit or a certificate. Depending on the MOOC, fees may be paid online.

Final examination

For getting certificates, students must sit in the final examination of MOOC in the schedule time given at the time of registration.

MOOC Technology

MOOC course materials are often delivered in multiple formats, such as video lecture recordings, written text and academic exercises. Few lectures will be offered live, but this is occasionally available. Some MOOCs consist mostly of written text, including lecture slides, quizzes and worksheets requiring students to read the material and engage in written exercises. Others will have a stronger emphasis on video lectures.

Most MOOCs can be taken at any time with no set schedule whatsoever. However, some MOOCs, such as those offered with a certificate or for academic credit, must be taken during a certain time period, usually lasting several weeks to several months. There are also MOOCs that are completely self-paced, yet have a particular starting date. Some special programs consisting of multiple MOOCs will strongly recommend courses be taken in a particular order.

Activity under MOOCs

SWAYAM

SWAYAM is a programme initiated by the Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. The objective of this effort is to take the best teaching learning resources to all, including the most disadvantaged. SWAYAM seeks to bridge the digital divide for students who have hitherto remained untouched by the digital revolution and have not been able to join the mainstream of the knowledge economy.

This is done through an indigenous developed IT platform that facilitates hosting of all the courses, taught in classrooms from 9th class till post- graduation to be accessed by anyone, anywhere at any time. All the courses are interactive, prepared by the best teachers in the country and are available, free of cost to the residents in India. More than 1,000 specially chosen faculty and teachers from across the Country have participated in preparing these courses.

The courses hosted on SWAYAM are in 4 quadrants – (1) video lecture, (2) specially prepared reading material that can be downloaded/printed (3) self- assessment tests through tests and quizzes and (4) an online discussion forum for clearing the doubts

. For more information on courses, please visit: https://swayam.gov.in

NPTEL

The National Programme on Technology Enhanced Learning (NPTEL) was initiated by seven Indian Institutes of Technology (Bombay, Delhi, Kanpur, Kharagpur, Madras, Guwahati and Roorkee) along with the Indian Institute of Science, Bangalore in 2003. Five core disciplines were identified, namely, civil engineering, computer science and engineering, electrical engineering, electronics and communication engineering and mechanical engineering and 235 courses in web/video format were developed in this phase.

NPTEL MOOCs

NPTEL began offering open online courses in March 2014 along with certificates from the IITs/IISc for those who completed the courses successfully.

It is now possible for ANYONE outside the IIT System to be able to do an online certification course from NPTEL and get a certificate from the IITs. IITs are reaching out and taking education to the homes of people through this initiative.

SPOKEN TUTORIAL

Spoken Tutorial is a multi-award winning educational content portal. Here one can learn various Free and Open Source Software all by oneself. Its self-paced, multi-lingual courses ensure that anybody with a computer and a desire for learning, can learn from any place, at any time and in a language of their choice. All the content published on this website is shared under the CC BY SA license.

visit https://process.spoken-tutorial.org

EdX

EdX is a massive open online course (MOOC) provider. It hosts online university-level courses in a wide range of disciplines to a worldwide student body, including some courses at no charge. visit: https://www.edx.org

Coursera

Coursera was founded in 2012 by two Stanford Computer Science professors who wanted to share their knowledge and skills with the world. Professors Daphne Koller and Andrew Ng put their courses online for anyone to take - and taught more learners in a few months than they could have in an entire lifetime in the classroom.For more information on courses, please visit: https://www.coursera.org

So far (MAKAUT) is concerned it has laid a great deal of stress on MOOC's.

Reference can be made to the MAKAUT Notification for MOOC dt 05th of August, 2021 :- Maulana Abul Kalam Azad University Of Technology, West Bengal.

MOOCs for B.Tech Honours

MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(Formerly Known as WEST BENGAL UNIVERSITY OF TECHNOLOGY)

Date: 05.08.2021

Massive Open Online Courses (MOOCs) scheme at MAKAUT, WB
(Applicable from the session 2020-21)

(Updated on 05.08.21)

All India Council for Technical Education (AICTE) has introduced Model Curriculum for Bachelor of Technology programme with 160 credits in the entire programme of 4 years, and additional 20 credits will be required to be achieved through Massive Open Online Courses (MOOCs) from different platform for the degree of Bachelor of Technology with Honours. These additional 20 credits will have to be acquired with online courses (MOOCs) as per AICTE. Students of B Tech program will have to complete additional 20 credits through MOOCs within 4 years of time. 16 credit points is applicable for 3 year UG programs. This creates an excellent opportunity for students to acquire the necessary additional skill set for employability through massive open online courses where the rare expertise of world famous experts from academics and industry are available. Maulana Abul Kalam Azad University of Technology, West Bengal (MAKAUT,WB) has thus decided to introduce AICTE model curriculum for its B.Tech Programmes and allow students to choose courses from any established online platform as per following revised guidelines from academic year 2020-21.

GUIDELINES FOR MOOCs

MOOCs (Massive Open Online Courses) have been inducted in University curriculum and academic activities in the following ways:

1. MOOCs for Honours Degree at Undergraduate Level
2. MOOCs for mandatory Coursework of Research Scholars for Ph.D. degree
3. MOOCs are also used for credit transfer as equivalent to theory courses of Curriculum under recommendation of BoS.
4. MOOCs for Mandatory Additional Requirements (MAR)

1 (A) MOOCs for B.Tech Honours Degree

For B.Tech Honours Degree, a B.Tech student will have to earn 20 credits from MOOCs from any established MOOCs platform addition to 160 credits for B.Tech degree.

The total of 20 credits that is required to attain eligibility for B.Tech Honours degree is distributed over four years in the following way:

1st year: 4-8 credits **2nd year: 4-8 credits**
3rd year: 4-8 credits **4th year: 4 credits**

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

1. Computer Programing with Python /R
2. Soft skills
3. values and Ethics

Updated on Aug 05, '21

Students of all streams are to be equipped with Programming skill in the language that is in high demand worldwide in the first year itself so that they can apply this skill in the subsequent semesters in their different areas including their core area of study.

Soft skill is very essential for grooming of the student and student must be exposed to it in the very beginning of the 4 year long program.

Ethics is something that one should practice. Students are to be made aware of the ethics right in the beginning of the 4 year long program so that they can practice at least some of the ethical norms as applicable to Institutional environment and society, and be prepared to practice ethics in their working life.

All of the MOOCs courses are to be taken any MOOCs platform as per following scheme of credit points. There would not be any concept of fixed basket anymore. However, during choosing courses in the online platform students would essentially avoid the courses taught/offered through the curriculum in the offline / class room mode.

For NPTEL/Swayam platform: Credit points as specified in the platform
For other MOOCs platforms like Coursera, edX, Udemy, Simpilearn etc
Courses of 4 weeks to 7 weeks: 1 credit point
Courses of 8 weeks to 11 weeks: 2 credit point
Courses of 12 weeks to 15 weeks: 3 credit point
Courses of 16 weeks or more: 4 credit point

Where duration of MOOCs courses are available in hours

For every 8 hours of course: 1 credit point

However, for the courses with duration less than 8 hours, multiple courses could be taken together (preferably in the same area) to consider 1 credit point. But where duration is available in week, count of hours will not be applicable.

The above structure is indicative only. And BoS/DC concerned may propose credit points of the courses offered through MOOCs platform based on the content and level beginner/ intermediate/ advanced) of the courses.

1 (B) MOOCs for B. Pharm Program

For B. Pharm Honours degree, **8 credits** will have to be obtained by students in addition to the credits specified for B.Pharm degree curriculum during entire period of 4 years. These credits have to be obtained through the MOOCs platforms.

1 (C) MOOCS for UG Architecture Degree

For B. Arch Honours degree, **8 credits** will have to be obtained by the students in addition to B. Arch Curriculum during entire period of 5 years from MOOCs platform.

Updated on Aug 05, '21

1 (D) MOOCs for Non-AICTE UG Programs (Non CBCS curriculums)

For Non-AICTE programs, a student will have to earn 16 credits from MOOCS in addition to 120 credits for UG degree.

The total of 16 credits that is required to attain eligibility for Honours degree is distributed over four years in the following way:

1st year: 4-8 credits **2ndyear: 4-8 credits** **3rdyear: 4 credits**

As mentioned earlier, Student has to cover courses in the first year:
MOOCs on R or Python Programming Language, MOOCs on Soft skill and MOOCs on Values & Ethics for the reason already mentioned.

The scheme of credit calculation would be same as mentioned above for different MOOCs platforms.

2. MOOCs for Research Scholars for Ph.D. degree

Research scholars have to take MOOCs as mandatory as a part of coursework for Ph.D. degree as per advice of the Research Supervisor. The credits for the course will be as per the assignment of credit for the course in the University website according to the length (in weeks) of the course, even if there is different credit assignment in the MOOCs platforms.

3. MOOCs for Credit Transfer

University had already introduced provision of credit transfer through MOOCs courses. Therefore, different courses of curriculum could be taken from MOOCs platform and credits could be transferred, if offered through online and credits are earned. However, to offer courses of curriculum through MOOCs platform like NETEL/SWAYAM/ Coursera/edX/Simplilearn etc, offering institute must get the course mapping (Mapping between the University course and that offered from the online platform) approved from the University for appropriate Credit Transfer Scheme.
If a student of the university is unable to attend a theory course due to attending internship or any other justified reason, the student may be allowed with special permission of the University to pursue equivalent MOOCs for against the theory course. However, content mapping to be completed preferably by BoS or appropriate authority is essential before opting the courses in MOOCs platform. More than one MOOCs courses may be necessary to be mapped to cover the syllabus of the theory course and the student has to complete all the MOOCs to cover the course. Credits earned in total in all the courses will be considered for equivalence and credit transfer.

Evaluation of the MOOCs course

Evaluation of the MOOCs courses would be done by the organization by whom it is being offered. In extraordinary circumstances, the modality of evaluation through certified personnel, online or offline, will be decided by the appropriate authority.

Updated on Aug 05, '21

Uploading of MOOCs Data

Every Affiliated Institution has to upload the details of MOOCs data in respect of each student time to time in University's examinations portal and/or hard/soft copy as per instruction of the Controller of Examinations of the University. This is applicable for University's In-House Programs also.

4, MOOCs for Mandatory Additional Requirements (MAR)

MOOCs in MAR is provided for encouraging every student to enter in Digital Content form of Education from well-known Universities or organizations.
Students can choose any MOOCs course as per their interest area. There is no credit system for MOOCs in MAR as points could be earned as specified in the scheme and the MOOCs courses which are taken for earning credits for Honours degree will not be considered in MAR purpose.

The validity of uploaded certificates in the University portal is subject to acceptance of appropriate committee/expert review.

Colleges interested to deliver any course(s) online through MOOCs platform, should get vetted from the University regarding mapping of course for credit transfer/assessment process.

This notification supersedes all earlier instructions regarding MOOCs courses.

Credit Transfer

B. Tech 8th semester students opting fully for MOOCs courses will not have to appear for any internal examination of the 8th semester theory papers but have to submit the MOOCs assignment completion documents.

They will also not have to appear for the end semester examinations of the B. Tech 8th Semester Theory papers but have to submit the final result obtained from MOOCs.

Students will have to submit to their respective colleges the certificates obtained from NPTEL after completion of continuous assessments and end course evaluation. For practical papers the students have to submit the certification obtained from http://spoken-tutorial.org

For other streams the university may issue similar notices in subsequent semesters

Students should look up the website and register for the courses and sit for the requisite examinations after doing the needful. Instructions which are issued from time to time by the NPTEL can be followed and it can help link the NPTEL Certificates with AICTE ones since a MOU has been signed between the two.

Benefits to the College

- NPTEL website mentions the college as partner
- Anytime updation of NPTEL contents
- Regular updates provided to the college on new initiatives
- Can provide feedback about the running courses
- Request for tailor made new courses
- Customized courses aligned with the college semester
- Faculty can act as Mentor and monitor progress of students
- Can recommend for scholarship

Benefits to the Students

- Have access to all video lectures of NPTEL locally to view and copy
- Get information about all upcoming courses from SPOC
- Get help of Mentor, if available
- Use college infrastructure for course access
- Be motivated by fellow students, group work

Students are therefore advised to go in for the suggested requisite NPTEL Courses which might:

1. Enhance one's knowledge.
2. Obtain B.Tech (Hons) degree with the credits earned from NPTEL-AICTE Certificate courses
3. Earn points for Mandatory Additional Requirement (MAR).
4. Students who register and give the exam are being asked for their consent to allow NPTEL to share their details with potential interested employers.
5. Such courses and certificates can be quoted while applying for internship at Companies. IIT Faculty also sometimes invites the toppers to interact with them.
6. Strengthens the fundamentals of the student
7. Opportunities to explore new areas of interest – which are not possible in a regular college environment.
8. Self-learning initiative of the students
9. The certificates issued bear the stamp of CCE, IIT and hence are valuable additions when the student is applying for jobs.
10. Companies can also dig into this pool of candidates with specialized skills – in case they wish to recruit.

All students of all years are therefore being urged to look up the websites themselves and read the notifications, and look up the NPTEL and other courses offered, talk to their HOD's, subject teachers or mentors and register for requisite courses.

5

Mandatory Additional Requirement (MAR)

After completing higher studies, a student is expected to address societal issues. They should be capable of identifying current and future problems facing society and finding solutions to these challenges. They will also be able to work effectively in a team. The world around us is changing rapidly, and when students graduate after four years, they will undoubtedly encounter new challenges. They should be able to transform these challenges into opportunities. Therefore, students must develop holistically, beyond just their own subject areas.

In this regard, a student must earn some mandatory extra points to obtain a B.Tech. degree under MAKAUT. This requirement falls under the Mandatory Additional Requirements (MAR). A table listing the activities and the corresponding points that a student can achieve over the four-year course duration is illustrated in the subsequent pages.

Minimum Activity Points to be collected:

- For Regular Students – 100 points
- For Lateral Entry Students – 75 points
- **Minimum 25 points to be earned every Year**

Notes:

1) Every student shall participate in the co-curricular and extra-curricular activities and produce documentary proof to the designated Faculty Members appointed by the Head of the Department/Principal/Director in the respective college. Thereby the student should earn the required points before he/she appears for the Final Examinations.

2) A student's result of his/her Final Examinations will be withheld until he/ she completes the minimum activity points by the end of his/her Degree Programme.

3) In every semester, every student is required to prepare a file containing documentary proofs of activities, done by him/her. This file will be duly verified and activity points will be assigned by the mentors, at the end of every semester.

4) Each institution will form a three members committee, the composition of which is to be notified to the University. The committee will finalize the activity points for each student before entering them into the Online Point Entry System (at the URL, as specified by the COE of the University).

5) Every student has to earn at least 75, 100 or 125 activity points for 3, 4 or 5 year courses respectively. The points earned by the students will be reflected in their mark sheets.

MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL
(FORMERLY KNOWN AS WEST BENGAL UNIVERSITY OF TECHNOLOGY)
Main Campus : Haringhata, Nadia, Pin-741249
Kolkata Campus : BF-142, SECTOR-I, SALTLAKE CITY, KOLKATA-700 064, (INDIA)
Website : www.wbut.ac.in

Ref. No. :

Date :

Mandatory Additional Requirements (MAR)

Activity List w.e.f. 2023-2024

	Activity	Points per Activity	Permissible Points (max)
	1. *MOOCS (SWAYAM/NPTEL/Spoken Tutorial/any technical, non-technical course) (per course)*		
a)	For 12 weeks duration/40 Hours	20	40
b)	For 8 weeks duration/30 Hours	15	
c)	For 4 weeks duration/20 Hours	10	
d)	For 2 weeks duration/10 Hours	5	
	2. Tech Fest/Fest/Teachers Day/Fresher's Welcome		
a)	Organizer	5	10
b)	Participant	3	6
	3. Rural Reporting	5	10
	4. Tree plantation and Up-keeping (per tree)	1	10
	5. Relief/Charitable Activities		
a)	Collection of fund/ materials for the Relief Camp or Charitable Trusts	5	40
b)	To be a part of the Relief Work Team	20	
	6. Participation in Debate/Group Discussion/Workshop/Tech quiz /Music/Dance/Drama/Elocution/Quiz/Seminar/Painting/ any Performing Arts/Photography/Film Making/	10	20
	7. Publication in News Paper, Magazine, Wall Magazine & Blogs	10	20
	8. Research Publication (per publication)	15	30
	9. Innovative Projects (other than course curriculum)	30	60
10	Blood donation	8	16
	Blood Donation Camp Organization	10	20
	11. Sports/Games/Adventure Sports/Trekking/Yoga Camp		
a)	Personal Level	10	20
b)	College level	5	10
c)	University Level	10	20
c)	District Level	12	24
e)	State Level	15	30
f)	National/International Level	20	20
	12. Activities in a Professional Society/Student Chapter	10	20
	13. Relevant Industry Visit & Report/Hotel-Event Management Training & Report (Minimum 3 days with submitted report)	10	20
	14. Community Service & Allied Activities like: Caring for the Senior Citizens, Under-privileged/Street Children/ Animal Care etc/ Training to Differently Able	10	20
	15. Self-Entrepreneurship Programme		
a)	To organise entrepreneurship programmes and workshops	10	20
b)	To take part in entrepreneurship workshop and get certificate	5	10
c)	Video film making on entrepreneurship	10	20
d)	Submit business plan on any project	10	20
e)	To work for start-up/as entrepreneur	20	40

Date: 04.12.23