

HANDBOOK FOR STUDENTS



BALAJI INSTITUTE OF TECHNOLOGY AND SCIENCE

(Affiliated to JNTU Hyderabad and approved by AICTE)

Laknepally, Narsampet, Warangal, Telangana-506331

STUDENT CODE OF CONDUCT

GENERAL DISCIPLINARY RULES:

1. To maintain dignity, decency, order, calmness both in the campus and outside the campus.
2. To be regular and punctual to the classes, and to be in the class at least 5 minutes before the commencement of the period. Everyday's cumulative attendance of the student will be sent to their parent's mobile as SMS. So, the students should update his/her mobile no. and parent/guardian's mobile number, if changed.
3. To obey the instructions of the teacher in the class rooms.
4. To maintain perfect order and strict silence inside the lecture hall / drawing hall / laboratories.
5. To be attentive in the class to bring calculators, drafter, charts and data hand books as per the schedule of the classes.
6. To note that the cell phone is strictly prohibited in the campus.
7. To wear identity card inside the campus.
8. To cultivate the habit of looking at notice boards of the institute / department every day.
9. To attend all counseling sessions convened by their mentors and to feel free to explain their academic/ personal / career difficulties and seek solutions.
10. To note that in all discipline matters, the decision taken by the Principal is final and will be a binding on all the students involved.
11. To note that the scholarship amount will be released only when all the scholarship holders put in 75% attendance every month / in the academic year.
12. To furnish, in their own interest, the change in the address of father/guardian, if any, to the office / department as soon as they return from summer vacation.
13. To maintain silence in the library.
14. To submit to the disciplinary jurisdiction of the authorities, and obey the rules and regulations made by the institution from time to time.
15. Not to form any formal and informal groups on the basis of caste, community and religion.
16. Not to be in the canteen or at any public place during working hours of the institute.

17. To note that any violence on the campus, destruction of institute's property, manhandling of teachers or administrative staff or any other person in the institute campus or the authorities of the institute, and misbehavior with girl students will be viewed seriously. Erring persons will be liable for disciplinary action such as suspension or rustication for specific period etc.
18. To note that defacing of the campus buildings and walls by writing on them or sticking bills, posters is prohibited.
19. To note that all types of malpractices and unfair means in the examination hall including assault on invigilators, misbehaving in the examination hall, and impersonation are punishable offences.
20. The students and parents must regularly browse the institute website **www.bitswgl.ac.in** to know the academic information such as student's attendance, midterm / end exam marks, examination schedules, examination results etc.

ATTENDANCE AND PROMOTION POLICY:

Attendance of the students for theory and practical classes as mentioned by the affiliating University should be minimum of 75%.

1. Students are expected to attend all the classes for which they have registered.
2. Disciplinary measures are imposed for violation of the attendance policy.
3. When a student returns after any absence, the class teacher will remind the student of the attendance Policy and the serious consequences of poor attendance.
4. When a student is absent for more than one week to a course, the department will issue either a verbal warning to the students or a written information to their parents regarding poor attendance.
5. When a student is absent even after receiving the first warning and absence is more than 10% of the time allotted to the course, the college will issue a final warning indicating that further absence will result in the detention of the student from the Course. A copy of the letter will also be placed in the student's file.
6. As per the JNTU University guidelines the Promotion Policy is:
7. Students are promoted to next semester or entertained for writing the examinations if he secures more than 75% attendance during the semester.

8. If he/she secures between 65% and 75% he can be promoted to next semester or entertained to write the examination on medical grounds by paying condonation fee as per the rules of JNTU University, Hyderabad.
9. Incompletion of the term work and attendance less than 65% leads to detention.

IDENTITY CARD:

An identity card issued at the time of admission is mandatory for the students to carry while in the campus.

DRESS CODE:

A decent dress code is implemented for Girls and Boys students while on campus.

RESPONSIBILITIES OF STUDENTS:

Students are members of the community and citizens of the state. As citizens, students are responsible to the community of which they are a part , and , as students, they are responsible to the academic community of the College.

Admission to the college holds with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrollment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic community and the Society. They should refrain from any conduct that would interfere with college functions or endanger the health, welfare, or safety of other persons.

As a citizen of State, a student should not discriminate on the basis of race, color, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.

GRIEVANCE CELLS:

The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Students' Grievance Cell. In case the person is unwilling to appear in self, grievances

may be dropped in writing at the letterbox/ suggestion box of the Grievance Cell at Administrative Block.

The Grievance cell uploads the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial student-student relationship and student-teacher relationship and by encouraging the students to express their grievances / problems freely and frankly, without any fear of being victimized.

PUNISHMENT AND PENALTIES:

One or more of the following programmes of action may be taken when a student is found to have violated the student code of conduct:

1. Warning: A written letter of reprimand resulting from a student's misconduct.
2. Suspension: Suspension is a sanction that terminates the student's enrollment at the college for a specified period of time.
3. Monetary Fines: Monetary Fines is a sanction in which a student is required to deposit amount as penalty or any amount deposited by him is forfeited or adjusted, resulting from misconduct. It also includes Restitution which means making compensation for loss, injury, or damage.
4. Confiscation: Confiscation means confiscation of goods used or possessed in violation of College regulations.
5. Restriction of Privileges: Restriction of privileges means the denial or restriction of specified Privileges, including, but not limited to, access to a student facilities, placement programmes, College events for a defined period of time.
6. Withholding of Diploma or Degree. Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.
7. Dismissal: Dismissal is a sanction which permanently separates a student from the College Without opportunity to re-enroll in the future.

RAGGING:

The management is committed to make BITS a ragging free campus. Ragging is strictly prohibited as per the Ragging Act. Those involved shall be penalized accordingly. Nature of ragging and punishments according to the act are as follows:

Nature of Ragging	Punishment
Teasing, Embarrassing and Humiliating	Imprisonment up to 6 months or fine up to Rs.1,000/- or both
Assaulting or using criminal force or Criminal intimidation.	Imprisonment up to 1 year or fine up to Rs.2,000/- or both
Wrongfully restraining or confining or Causing hurt.	Imprisonment up to 2 years or fine up to Rs.5,000/- or both
Causing grievous hurt, kidnapping or Rape or committing unnatural offence.	Imprisonment up to 5 years or fine up to Rs.10,000/- or both
Causing death or abetting suicide.	Imprisonment up to 10 years or fine up to Rs.50,000/- or both

Note:

1. A student convicted of any or the above offences will be expelled from the college.
2. A student imprisoned for more than six months for any of the above offences will not be admitted in any other colleges.
3. A student against whom there is prima facie evidence of ragging in any form will be suspended from the college immediately.

The college has constituted an Anti-Ragging Committee which looks after the ragging cases and gives solace to the victims and sees that such cases will not be repeated in future. The students are advised to take this opportunity and bring any ragging cases to college authorities without any fear or prejudice to make our college a free ragging campus.

MEDICAL FACILITIES

Balaji Institute of Technology & Science takes utmost care of students and their health. The state of the art medical facilities coupled with a comprehensive insurance scheme ensure the safety and well being of all students, whether they are on or off campus.