

The **STUDENT'S HANDBOOK**

A Short Information Guide For Students.



SRINIX COLLEGE OF ENGINEERING, BALASORE

Approved By AICTE, New Delhi & Affiliated To BPUT, Rourkela

Darjipokhari/Chunvati, Balasore, Odisha, India-756001

<https://www.srinix.org>

PREFACE

Srinix College of Engineering (SCE) is an upgraded wing of Balasore School of Engineering (BSE) established in 1998 by the Balasore Technical Education Society with the approval of AICTE, New Delhi and affiliated to Biju Patnaik University of Technology, Orissa to create technical manpower and enhance the standard of technical education in Orissa. The college not only imparts technical education but looks into the moral discipline of the students. The institution has all facilities to develop the student technically so that they would be able to compete in the global economy and find a better position.

Srinix College of Engineering(SCE), a premier technical institute backed by a team with commitment, dedication and futuristic vision, the institute places several challenges before the students, and expects them to brace themselves for the impending responsibilities when they face them in the future.

Becoming a student at SCE is the first step to enter into a meaningful academic environment. Besides quality teaching, the institute provides a wholesome educational experience for an all-round development of personality. It equips the students with right technical skills, human values and social behavior.

This student handbook is designed with an intention to provide the students with essential information on the operational features, course curriculum, academic and other regulations. This will help them to have a satisfying educational experience and to achieve their academic goal smoothly. Students are required to go through the handbook and to follow the rules and regulations during the stay at SRINIX, Balasore. In addition to this, the students are required to go through the Academic Regulations of the Institute available to them in their ERP page and Institute website.

VISION

The vision of the Institute is to impart national standard technical Education at an affordable price through highly qualified and experienced faculties providing of academic conducive environment & making employable through various means to its student, who can be ultimately technically superior, ethically strong so as to place its position safe in the society.

MISSION

The mission of the institute is to implement and achieve the goal projected in the vision of the Institution in a time frame manner through meticulous effort using best available Technology & continuous assessment with stringent measure.

1.0 **INTRODUCTION:**

Srinix College of Engineering (SCE), Balasore is one of the premier Technical Institutions of Eastern India. Our Institute boasts of four undergraduate courses. With a total sanctioned intake of 330 students. SCE, Balasore is one of the Institutes under Balasore Technical Education Society (BTES), Balasore.

Quality is never an accident; it is a relentless pursuit of excellence. Our Endeavour is to offer quality education at affordable cost to all those who aspire for it and to the economically weaker sections of the society.

SCE, Balasore has been empowered to offer the following degrees to its students:

- B.Tech: Mechanical Engineering, Computer Science & Engineering, Electrical Engineering & Civil Engineering.

A sprawling lush green campus with adequate infrastructure for both curricular as well as co-curricular activities is the special attraction of the Institution. A Library with a large number of books and journals, wi-fi campus, huge array of softwares are ready for the relentless pursuit of academic excellence by our students and faculty members.

SCE, Balasore is approved by All India Council for Technical Education (AICTE), New Delhi and affiliated to Biju Patnaik University of Technology (BPUT), Rourkela from academic session 2009-10.

2.0 ACADEMIC MATTERS

2.1 B.TECH ADMISSION PROCEDURE:-

As per the instruction of AICTE, New Delhi, Govt. of Odisha and Biju Patnaik University of Technology (BPUT), admission will be done to all the seats as per OJEE guidelines. Eligibility for admission into B.Tech. is a pass in +2 Science with Mathematics, Physics as compulsory subjects & any one from the given list, i.e., Chemistry / Biology / Biotechnology / Computer Science/IT having 45% marks in aggregate for general category of students and 40% for SC & ST category of students.

2.2 RULES REGARDING ATTENDANCE IN CLASSES:-

- A student needs to attend a minimum of 75% of the classes held in Theory and Practical separately to be eligible for appearing the examination.
- Attendance of a particular student will be counted from the date of commencement of classes of the respective courses irrespective of the reporting date of the individual students. Provision of extra class to make up the required attendance is mandatory for all the students.
- The rule is irrevocable and under no circumstance a student can claim exemption from attending classes. In case of certain emergencies, a student has to take prior permission from the concerned authority for remaining absent from the class. The decision of the authority is final and binding on these matters.

2.3 EXAMINATION SYSTEM:

- The end semester examinations are conducted by BPUT for six/five theory papers (F.M-100 each). Two Mid-semester/Internal examinations are conducted by the college. The grade point is calculated for each subject from the total mark (internal, external and practical/sessional) obtained by the student.
- Practical exams are conducted by the college and grades are prepared according to the performance, viva etc. of the student and sent to BPUT.

2.4 GRADING SYSTEM

A letter grading system shall be followed in the University. The uniform Grading System to be followed for all Academic Programmes shall be as described below: A Nine-Point grading system on base of 10 shall be followed in the University. Categorization of these grades and their correlation shall be given below:

Qualifications	Grade	Score on 100 Percentage Points	Point
Outstanding	‘O’	91 & above up to 100	10
Excellent	‘E’	81 & above but less than 90	9
Very good	‘A’	71 & above but less than 80	8
Good	‘B’	61 & above but less than 70	7
Fair	‘C’	51 & above but less than 60	6
Below Average	‘D’	41 & above but less than 50	5
Failed	‘F’	Below 37	2
Malpractice	‘M’	--	0
Absent	‘S’	--	0

Grade- sheet would be issued year-wise to students who have cleared all the subjects as per syllabus of the lower semesters.

N.B. : Grade C shall be considered as average, Grade D shall be pass Grade for theory and Grade C shall be pass Grade for Practical / Sessional / Project/ Seminar/ Viva- voce.

- A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:

SGPA - Semester grade point average.

CGPA - Cumulative grade point average.

It shall be the basis of judging his / her overall competence in the course

2.4.1 DEFINITION OF TERMS:

- a) **POINT** - Integer equivalent each letter grade
- b) **CREDIT** - Integer signifying the relative emphasis of I individual course item (s) in a semester as indicated by the course structure and syllabus.
- c) **CREDIT POINT** - (b) x (a) for each course item.
- d) **CREDIT INDEX** - $\sum \text{CREDIT POINT}$ of course items in a semester
- e) **GRADE POINT** - $\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$

2.4.2. SEMESTER GRADE POINT AVERAGE (SGPA):

$$\text{SGPA} - \frac{\text{CREDIT INDEX}}{\sum \text{CREDITS for a semester}}$$

CUMULATIVE GRADE POINT AVERAGE (CGPA)

$$\text{CGPA} = \frac{\sum \text{CREDIT INDEX of all previous semester}}{\sum \text{CREDITS of all previous semester}} \text{ upto a semester}$$

2.5 CODE OF CONDUCT FOR EXAMINATION:

Examination forms an integral component of our academic life. A student must observe the sanctity of the examination and appear them following all the rules set by the University/Institute in letter and spirit. In case of any violation of the rules may invite the following disciplinary actions:

- A student found resorting to malpractice (copying etc.) in the examination hall during University Examination as reported by the invigilator / supervisor / squad member
 - Will be awarded “M” grade having 0 (zero) grade point in that paper and he/she will be warned by the university with a copy to the parents / guardians.
- A student adopting malpractice and showing an indiscipline behaviour in the examination hall
 - Will be awarded “M” grade having 0 (zero) grade point in that paper and he/she will be warned by the university with a copy to the parents / guardians.
- A student found adopting malpractice in more than one papers in a semester / trimester / special examination
 - Will be awarded “M” grade with 0 (zero) grade point in all the papers of that semester / trimester / special examination; he / she will be warned by the university with a copy to the parents / guardians.
- A student adopting malpractice (as defined in earlier clauses) once again in the subsequent semester examinations in spite of the warning issued previously

- Will be awarded “M” grade having o (zero) grade point in all the papers of that examination and will be expelled from the college for one year.
- A student found violating the examination code of conduct

[Which includes:

- *Use of programmable calculators, mobile phones (even in switch off mode), document or any electronic devices having memory chips.*
- *Leaving the Examination Hall within the first hour from the commencement of the examination.*
- *Talking to other examinees in the Examination Hall.*
- *Trying to give any help to others or trying to seek and help from others inside or outside the Examination Hall.]*
- Will be expelled from the Examination in that paper and will be awarded “M” grade having o (zero) grade point in that paper; he/she will be warned by the university with a copy to the parents / guardians.
 - A student found repeating the “Violation of Code of Conduct” will be awarded “M” grade with o (zero) grade point in all the papers of that semester and will not be permitted to appear at the subsequent examinations of that semester.

- A student indulging in the misconduct in the Examination Hall

[Which includes:

- *Using question papers and / or answer scripts for communicating with fellow examinee.*
- *Exchange of question papers and answer scripts (with other examinees / outsiders).*
- *Writing answers in question papers.*
- *Writing obscene or filthy languages in answer scripts*
- *Writing derogatory remarks*
- *Any remarks, requests or irrelevant issues in answer scripts.]*

- Will be awarded “M” grade having o (zero) grade point in all the papers of that Examination and will be expelled from the college for one year.
- Any student found mal-handling / threatening the officers / staff connected with the examinations (Invigilator, Center superintendent, Supervisors, Principal, Members of flying squad, etc.)
 - Will be awarded “M” grade having o (zero) grade point in all the papers of the Examination and will be expelled from the college for one year.
 - Other disciplinary actions as deemed fit (including FIR to police) would be initiated by the University / college
- Any student found damaging the property of the staff / officers / institution connected with the examinations
 - Will be awarded “M” grade having o (zero) grade point in all the paper of that Examination and will be expelled from the college for one year.
 - Will be obliged to provide compensation for the damage as assessed by the college / university or individual as the case may be.

2.6 DRESS CODE FOR THE STUDENTS:-

For creating a feeling of identity and dignity and promoting fellow feeling among the students, SCE, Balasore prescribes dress code for all its students keeping in view the standard practice in all the educational institutions and as per the prescribed code of conduct.

As per the dress code, the institute provides dresses of specific colors to the students of a particular batch. They have to wear the prescribed uniform from the beginning to the end of their respective courses.

2.6.1. DRESS CODE FOR MALE STUDENTS:

- Wear formal full pants and full sleeve shirts along with ties, badges, and identify cards while attending classes and on other formal occasions.
- Wear formal shoes and avoid hawai / bathroom Chappal while attending classes or any official functions.
- Piercing of nose, ears or eyebrows and using of ornaments like earrings etc. are strictly prohibited.

2.6.2 DRESS CODE FOR FEMALE STUDENTS:

- Wear formal salwar suits along with badges, and identity cards while attending classes and other formal occasions.
- No one will be allowed to attend classes or any official functions wearing Jeans, T-Shirts, or sleeveless dresses.
- Avoid using costly ornaments made of gold, diamond etc. for security reason. The institute will not take responsibility in case of loss or theft of the said items.

2.6.3. DRESS CODE IN WINTER:-

Both the male and female students can use blazers with the institute logo on it. All the students are required to attend classes as well as other formal occasions in winter wearing the blazer. No one is allowed to use any other fancy winter clothes for this purpose under any circumstance.

2.7 CLASS TEACHERS AND PROCTORS:-

“Quality is never an accident; it’s always the result of high intention, sincere effort, intelligent direction and skillful execution; it represents the wise choice of many alternatives” (William A Foster). We at SCE, Balasore fully comprehend the implication of this statement and believe that quality control needs two pronged strategy: supervision and support. Our class teachers and proctors work closely with the students providing support and supervision as necessary.

2.7.1 THE ROLE OF THE PROCTOR:-

One another faculty member will be designated as the proctor. She/he will be assigned the responsibility of the certain number of students. The proctor meet the students of his/her group at least once in a month as per the time and place specified by the institute. The students can discuss their difficulties in respect to both academic as well as non academic matters with the proctor and seek his/her advice.

2.8 PROCEDURES TO PROCURE CERTIFICATES AND OTHER DOCUMENTS:

Students have to follow the following set procedures to procure their certificates and other relevant documents.

- For obtaining Conduct certificate and College Leaving Certificate a student has to submit an application along with a NO DUES certificate in the prescribed format in the establishment section.
- For obtaining Mark Sheet the student has to apply in the prescribed format giving details as required by the examination section.

If there is any discrepancy in the mark sheet, the candidate is advised to immediately bring it to the notice of the concerned authority in writing. One can obtain duplicate Mark Sheet by applying in the prescribed format and paying the amount as prescribed by the university.

2.9 SCHOLARSHIP FOR MERITORIOUS STUDENTS:-

The institute always takes care to provide maximum support to the students of the disadvantaged section of the society. All the bonafide students of SCE, Balasore belonging to SC/ST category are eligible for the Post Matric scholarship under the centrally sponsored scheme of the Ministry of Tribal Affairs.

Eligibility Criteria:

- Must belong to SC/ST category
- Parents' annual income must not exceed the specified limit.

Eligible students may contact the Coordinator of Scholarship Section for detailed information in this regard.

3.0 GUIDELINES FOR ON/OFF CAMPUS BEHAVIOUR:-

3.1 DISCIPLINE:-

Discipline is the bridge between the goals and accomplishments. SCE gives as much importance to the means as to the goals and never absolves unsavory conduct of any student on the ground that he has achieved the highest goal. On the other hand, it believes that the one who reaches the highest observes strict discipline in every step and leaves behind a legacy to be emulated. This belief drives the institute to enforce strict discipline to produce highly successful sons and daughters for their parents and ethical citizens for mother India.

SCE, Balasore expects its students to go through the following rules and regulations regarding discipline and follow them with letter and spirit.

- Be courteous to the members of the faculty, employees of the institution and fellow students.
- Take care of the institutional property like furniture, laboratory equipment, electrical fitting, transport, etc. and do not cause damage to them.
- Follow the rules framed by the institution regarding the use of the library, laboratory, transport, hostel etc.
- Do not try to adopt unfair means in the examination.
- Preserve the beauty and sanctity of the institution by maintaining cleanliness of the class rooms, laboratory etc. Do not ever desecrate the walls, furniture etc by writing or spitting them.
- **DO NOT USE ADDICTIVE SUBSTANCES AT SCE, Balasore.** Use of tobacco, alcohol, chewing of betel leaves, and chewing gums etc are strictly prohibited.
- Do not organize or take membership of any union or association without prior permission from the institution.

- Do not organize or attend any unauthorized meeting on the campus or in the hostels.
- **Do not use mobile phones in the academic area or during study hours in the hostels.**
- **Ragging of any sort is strictly prohibited on and off the campus**

NB: Violation of any of the above mentioned rules shall be treated as an act of indiscipline and such act will invite strict disciplinary action.

3.1.1 DISCIPLINARY COMMITTEE:-

As the institution gives utmost importance to discipline, it has instituted a five member disciplinary committee to look into any act of indiscipline committed on and off the campus.

In case of any breach of discipline reported by a student, faculty member, hostel staff, student welfare officer, or HOD etc. the committee investigates the matter and decides corrective measures. The decision of the Disciplinary Committee is final and binding.

3.2 RAGGING FREE CAMPUS

The ugly monster of RAGGING is a nightmare for all the students and their parents. We at SCE, Balasore fully understand the gravity of the situation and have ensured an absolute RAGGING FREE CAMPUS. We are proud to announce that not a single incident of ragging has occurred in SCE, Balasore and assure to maintain this impeccable record in the times to come.

3.2.1 RAGGING IS DEFINED AS:

- Forcing a student to perform some action against his/her will.
- Physical violence of any kind against a student.
- Any act of mental harassment or intimidation of any students.

Realizing the seriousness and sensitivity of the situation, the institution has taken certain positive steps to avoid any kind of ragging. They are:

- Senior students are not allowed to enter the academic block meant for junior students during their (juniors') class hours.
- Senior students are prohibited to intimidate any juniors while in the library, laboratory or any other place on/off the campus.
- Senior students are not allowed to enter in to the rooms meant for the juniors in the hostel under any pretext. Nor any senior student is permitted to invite/ask for discussion any junior student to his/her hostel.
- Junior students are not allowed to enter in to the room of the senior students under any pretext.
- Junior students are to make proper behaviour to all the senior students in all occasions.

In case any student is subjected to ragging, the incident must be reported to the concerned authority such as the Warden, Superintendent, Procter, Coordinator, HOD and Principal without delay.

3.2.2 RAGGING PREVENTION COMMITTEE:

A high level ragging prevention committee has been constituted with senior faculty members to look into any ragging related complaint and award speedy justice to the aggrieved students/students after thorough enquiry into the matter.

NB: Students found indulging in ragging may face expulsion from the institution and face criminal procedure in the court of law.

3.3 STUDENT GRIEVANCE REDRESSAL CELL:

The objective of the Grievance Redressal Cell (GRC) is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institution.

The GRC deals with grievances put forth by the students concerning Academics, discipline or any other relevant matters. Hence, any student facing difficulties concerning any of these matters may intimate the same to the Grievance Redressal Cell so that appropriate steps can be taken to alleviate the problem.

Modus Operandi:

Students have to take a note of the following points while applying to the GRC.

- Write your grievance in the format attached with this book and submit it to any member of the GRC.
- Attach all the necessary documents with your application.
- The GRC will take up only those matters which have not been solved by the different departments.

However, the GRC will not entertain any application in the following cases:

- Decision of the Executive Council, Academic Council, Board of Studies and other Administrative or Academic Committees constituted by the University from time to time.
- Decisions with regard to awarding of scholarships, fee concession, medals etc.
- Decisions made by the University with regard to disciplinary matters and misconduct.
- Decisions of the University about admissions in any courses offered by the institute.
- Decisions by competent authority on assessment and examination results.

3.4 DOs AND DON'Ts FOR STUDENTS:

DOs:

- Wear the prescribed uniform while in the college premises.
- Always carry the ID card and produce it if demanded by the concerned authority at any time.

- Attend all the classes observing discipline and decorum befitting the dignity of the institution.
- Be courteous to the faculty members, employees of the institution and your peers.
- Take care of the Institution property such as furniture and fixture, laboratory equipments, electrical fittings, transport etc.
- Preserve the cleanliness of the campus.
- Strictly follow the guidelines while using resources like library, internet laboratory, transportation etc.
- Cooperate with the Class Teachers/Proctor and furnish necessary information to them.

DON'Ts.

- Don't get involved in ragging
- Don't cause damage to institutional property like laboratory equipments, electrical fittings, furniture and fixtures, transport facilities etc.
- Don't desecrate walls, furniture, stair case etc. by spitting or writing anything.
- Don't adopt unfair means during examination.
- Don't attend classes or any official occasions without proper uniform and shoes.
- **Don't use mobile phones in the academic area.**
- Don't use tobacco, alcohol betel leaves, chewing gums and or any other addictive substances.
- Don't invite any outsiders including friends and relatives to the Institute without prior permission.
- Don't misbehave with any one in the classroom, during meeting, sports events, cultural events or any other occasions.
- Don't violate any guidelines while using resources like library, health club, transportation etc.

3.5 DOs AND DO NOTs FOR PLACEMENT:

DOs

- Attend placement drives in complete formal dress.

- Carry College ID Card and Registration Card.
- Carry attested copies of all relevant documents like certificates etc along with a latest resume.
- Keep all your documents properly arranged in a file.
- Maintain proper discipline keeping in mind the dignity of the Institution.
- Keep mobiles switched on while going out for attending a campus out of Balasore station for easy communication.
- Switch off the mobile phones at the time of written examination, attending PI or corporate presentations.
- Follow the instruction of the concerned authority accompanying you while going for a campus outside Gunupur.

DON'Ts

- Don't wear casual dress while attending the placement drive.
- Don't use tobacco, alcohol or any other addictive substance.
- Don't use vulgar or obscene language while traveling during campus drive.
- Don't spit in the bus, damage properties of the bus, shouting or misbehaving with staff members while traveling.

N.B: Violation of all or any of the above mentioned rules and regulation will be treated as gross misconduct and will invite disciplinary action, which may lead to debarring from attending campus interviews in future.

3.6 INFORMATION TO PARENTS:-

SCE, one of the premiere technical institutes of India, aspires to produce technocrats par excellence and tries to impart quality education for producing skilled, committed and responsible citizens who can hold the banner of our nation high.

This lofty mission of ours can't be realized without the active support of the parents. So we call upon the parents to work hand in hand with us in nurturing the talent of the students and enabling them to realize their full potential.

All parents are requested to:

- be vigilant and have a strict follow up on the attendance of their wards to ensure that their wards attend all their classes.
- be in regular touch with the department regarding the student's academic progress.
- Advise their wards regarding the value of discipline and punctuality and sensitize them about its importance in building a meaningful career.
- contact the Proctor, Head of the Department and Principal if they feel their ward is not progressing academically as per their expectation.
- make it a point to respond promptly to any written or oral communication sent to them by the Institutions.
- ensure timely deposit of college fee.
- sign an undertaking at the time of admission that they are prepared to abide by the rules and regulations of the Institution.
- avoid giving big amount of pocket money to their wards as it has the potential of distracting the attention of the ward and drag them astray from their path.
- **take a note that the decision of the Institution on all matters regarding the Institution shall be final and binding.**

4.0 FACILITIES

4.1 TRANSPORT FACILITY:

The institute provides transport facilities to the desired students. The Bus coordinator & administrative officer looks after the facility on a day to day basis. The commuters are advised to follow the following rules:

- The buses have specified stops. All the students must wait at those specified stops to board the bus.
- Students must travel by the bus allotted to the route concerned and must not change their bus number or routes.
- Decency & discipline must be maintained while traveling in the bus.
- Use of any addictive substance including smoking, consumption of tobacco, alcohol etc in the bus are strictly prohibited.

- Ragging of any form in the bus is strictly prohibited.
- Commuters must not damage any of the items like seats, lights, glasses etc. in the bus. In case of any such incident, they have to pay fine for the damage as decided by the authority.
- Students must behave politely with the transport staff.
- Violation of any of these rules in any manner shall bring strict disciplinary action.
- Any suggestion related to the transport services should be submitted to the Bus coordinator & administrative officer.

4.2 LIBRARY FACILITY

4.2.1 FACILITIES AVAILABLE TO THE STUDENTS:

- Text Books
- Reference Books
- Digital Library & E- Resources
- Magazines & Journals and back volumes
- e-searching of books

4.4 SPORTS FACILITY:-

Sports and games play an important role in maintaining a healthy body and mind. The institute gives equal importance to it and has built massive infrastructure for both the outdoor and indoor games. Regular sports and games related activities are organized regularly. The students actively participate in Inter-college / Inter-university level sports / games meets. The Institute takes pride in encouraging the sportspersons and honour them with awards, prizes, certificates etc.

The Institute encourages sportspersons of both the sexes equally without any discrimination. Moreover, the girl students are encouraged to participate in sports and games as well as cultural activities in a big way and the Institute takes all possible steps to facilitate this. Lady faculty members accompany girl students to guide them whenever there are any off-campus sports or cultural activities.

- ❖ Play grounds are available in the campus for:
 - Foot-ball

- Cricket
- Basket-ball
- Volley-ball
- Badminton

❖ As part of the indoor games, following facilities are available for the students:

- Chess.
- Carom etc.

5.0 SPECIAL ACTIVITIES

5.1 SEMINAR:-

Seminar is an integral part of academic activities. Every department, under the guidance of a senior faculty member/HOD, conducts seminars and workshops regularly which provide new exposure to both the faculty members as well as the student community. The management actively supports and encourages such programs. The regular features of such activities are:

- Inviting experts, guest faculties, eminent scholars, scientists et al. from outside to deliver talk on the field of their respective expertise at national seminar.
- Seminars by the faculty members of the Institute on specific area of interest.
- Conducting students' seminar, personality development programs etc.

5.2 CULTURAL & SOCIAL WELFARE SOCIETY:-

After a hard day's study, mind needs entertainment and fun for refreshment. SCE, Balasore regularly organizes different cultural activities on its campus. There is a cultural society headed by a senior Faculty member and supported by student representatives to take care of such programs.

At the same time, SCE, Balasore has not forgotten its social responsibility towards creating an educated and empowered society. The Institute

undertakes various welfare schemes to empower the local population of Balasore. The NSS wing of the Institute also actively organizes different programs from time to time.

6.0 RULES & REGULATIONS

6.1 LIBRARY RULES:-

6.1.1 ADMISSION TO THE LIBRARY:-

- A student has to show Identity Card while entering the library.
- Every student has to enter his / her name, Roll No, section, time etc in the Register kept in the reading room.
- Personal books and belongings have to be deposited at the property counter.
- Students are not allowed to enter the Library when they have scheduled class work.
- Outsiders are not allowed into the Library without prior permission.

6.1.2 WORKING HOURS:-

- Reference section - 9.00 AM To 8.00 PM on working days
- Issue section - 9.00 AM To 5.00 PM on working days

6.1.3 CONDUCT WITHIN THE LIBRARY:-

- Always maintain silence inside the library.
- Spitting, smoking, sleeping, gossiping inside the Library is strictly prohibited.
- Combined or group study / discussion are not allowed in the library reading room.
- The library premises shall not be used for any purpose other than reading.
- No person shall write on books, journals & periodicals, either for the purpose of correcting an error or otherwise

or make any marking on publications belonging to the library.

- Don't damage any books, journals, magazines or any of the materials available in the library.
- Personal books, photocopied materials etc are not allowed inside the library.
- If any publication is lost / damaged or any page is removed by a reader, he / she must replace it by a new copy or pay three times the cost of that volume and pay any fine that may be imposed on him / her by the authorities.
- If someone loses a book, he / she must report the matter to the Librarian on the same day. Otherwise late fine will be added with the amount payable for the lost book.
- If one volume of a set is lost by the user, the whole set shall have to be replaced by him/her.
- Before leaving the library each person shall return the books/ documents taken for reference / reading in the reference counter.
- The gatekeeper or watchman may search any person at the library exit gate.

6.1.4 BORROWING PRIVILEGES :-

- A student has to get enrolled as a member of the Library to avail this facility.
- A library card will be issued to each member. The library card will be valid for one academic year and shall be renewed in the beginning of the subsequent years.
- Documents will be lent to a borrower only against the Library card.
- No. of books issued in a semester to the student is as per availability and will be returned after the completion of the examination in that semester.
- If books are not returned within stipulated time then a fine of Rs.5/- per day will be charged.

6.2 HOSTEL RULES:

These rules are applicable to all the hostels of BTES Group of Institutions.

6.2.1 ADMISSION:-

- A student shall be eligible for admission to a hostel only after his / her admission to the college.
- All applications for admission to a hostel shall be made in the prescribed form during admission or if later, then an application addressed to the Principal of the college will be submitted for consideration (Seats shall be allotted by the Warden).
- Once admitted, a student shall be allotted to any one of the hostels of the college. Boarders are not allowed to change their room / hostel without written permission from the authority. However the authority may change the room / hostel of any boarder at any point of time.
- A student shall not be entitled to retain accommodation in the hostel beyond his / her tenure of the course.
- A student wishing to get College Leaving Certificate has to get his / her all hostel related dues cleared.
- Students having more than four back papers may not be allowed to stay in the hostel.

6.2.2 WITHDRAWAL:-

- After allotment, application for withdrawal from the hostel shall not be entertained unless the same is *countersigned by the Father / Guardian* of the student, Superintendent and then by the Principal. Such an application shall be entertained only after hostel dues have been cleared fully.
- While vacating the hostel, the boarder must hand over the charge of the room along with the hostel properties issued to him / her and obtain a NO OBJECTION CERTIFICATE from the Warden / hostel superintendent.

6.2.3 STUDY HOURS:-

A boarder must follow study hours between **6.30 PM to 9.00 PM everyday**. He / she must also observe strict silence during these hours. Playing musical instruments, radio, tape recorder or creating any kind of noise or disturbance during study hours is strictly forbidden. Boarders found violating the same are liable to disciplinary action

6.2.4 REPORTING TIME:-

All the boarders should reach their respective hostels before 6.30 PM to maintain study hours.

However in the case of girls the following shall be the reporting time at Hostels:

- A) 1st March
 To
 6.30PM 30th September**
- B) 1st October
 To
 6.00PM 28/ 29th February**

6.2.5 LEAVE OR ABSENCE:-

- For leave or absence from hostels or leaving head quarters, the boarder shall submit an application in the hostel and after getting permission he/she can leave hostel.
- Absence from the hostel beyond 6.00PM without prior permission of the Superintendent/Dy Superintendent / Matron/Supervisor is considered as an act of gross indiscipline and misconduct and would invite heavy punishment. Such cases will be reported to the Principal by the concerned Matron / Superintendent / Warden.
- Repeated violation of the rules may lead to expulsion from the hostel and College.

6.2.6 CARE OF HOSTEL PROPERTY:-

- Boarders will be responsible for the safe keeping of their room and the furniture and fittings provided to them. Damage or breakage of any hostel property will invite heavy punishment. Such cases must be reported immediately to the Matron.
- Any loss or damage caused to the Hostel property by any student is recovered from him / her. In case of un-identifying the offenders, who actually caused such loss or damage, collective fine is imposed on all of them.
- Students are expected to keep their rooms neat and clean and maintain cleanliness all through. Spitting on walls, furniture, doors, etc. should be avoided and these should not be defaced with pencil / chalk marks, posters etc. or by indiscriminate driving of nails etc.

6.2.7 ELECTRICITY:-

- Use of electrical appliances like heaters, iron, table lamps, music system, etc. without permission is punishable. Any one using immersion heater or other type of heater may be fined Rs 1000/- and such appliance may be confiscated.
- Cooking inside the room in the hostel is not allowed. Any body found cooking in his/ her room is liable to strict disciplinary action.

6.2.8 SECURITY:-

- Boarders are advised not to keep any valuables in their rooms. They should take care of their personal belongings, and keep them under lock and key. The college shall not be responsible for any loss on account of theft or carelessness.

6.2.8 VISITORS OR GUESTS:-

No visitor is allowed into the hostel after 6 PM. Friends of opposite sex are not allowed into rooms at any hour. Visitors can meet boarders at the designated place in the

premises. A boarder keeping guest without permission of the hostel Superintendent / Matron is liable to punishment.

6.2.9 MEDICAL ASSISTANCE:-

All cases of illness should be reported **at once** to the Superintendent/Dy. Superintendent /Warden/ Matron, who will take appropriate step in this regard.

6.2.10 MESS :

- Boarders shall not remove common room articles, dining hall utensils, furniture and other articles of hostel from their respective places.
- Mess charges must be paid regularly and immediately within 10 days of announcement of dues. **Mess is compulsory for all boarders of hostel with a minimum of 40-meals in a month.**
- Biometric attendance daily at 6.30PM in the hostel under CCTV camera is mandatory.

6.2.11 DISCIPLINE:-

- A boarder shall be liable to expulsion from the hostel, if he / she is in the habit of staying away without permission or is negligent in studies or is found guilty of misconduct or indiscipline, by the Principal on recommendation of the Sup/Dy sup / Warden/ Matron.
- Ragging of any kind in the hostel is an offence and hence prohibited. Any body reported for indulging in ragging will be liable to severe punishment. Such a student may be expelled by the Principal. Such cases shall be reported to the police for necessary action in view of the decision of the apex court.
- The boarder must not take intoxicating drinks or any kind of intoxicants or indulge in gambling in the hostels or outside. For rowdy and undisciplined behavior a boarder is liable to be expelled from the college.
- Any meeting to be held in the hostel premises should have the prior approval of the Superintendent/Warden, who may

give approval if such meeting is concerned with hostel affairs only.

- No boarder is allowed to keep any fire arms, lethal weapons, poison or intoxicants of any kind in the hostel. In case, any body found with said items, disciplinary action as deemed fit shall be taken by the authority.
- All kinds of shouting, violent demonstration, knocking or any other act of movement or behavior, which is likely to cause disturbance or annoyance to the boarders are strictly prohibited.
- Quarrels and disputes with fellow boarders should be avoided. Boarders must not take the law into their own hands but must report all quarrels and disputes to the Superintendent/Dy. Superintendent/Warden/Matron immediately.
- All the boarders must attend the classes regularly in the college. Boarders are not supposed to be in the hostels, if they have scheduled classes in the college.
- Every boarder must be acquainted with all rules and regulations of the hostel. He / she must observe these rules strictly. Ignorance of rules will not be considered as an excuse.
- A boarder found guilty of having committed breach of any of these rules shall be liable to strict punishment.
- These rules may be changed, modified or altered at any time by the authority.

6.3 Computer Lab Rules

DOs	DON'Ts
<ul style="list-style-type: none">• Sign in the Lab-monitoring sheet. Do not tamper the system files.• Prepare the program code before coming to the lab for the respective assignment.• Work in the respective student directory only.• Ask the faculty or lab assistant doubts regarding coding errors found during compilation and execution time.• Submit the lab records after completion of every assignment and get it signed by the concerned faculty.• Attend the lab on time & submit I-card before entering to the lab.• Maintain discipline and decorum inside the lab.• Shutdown the system properly, unless otherwise specified, before leaving the lab.• Shutdown the system as well as monitor within five minutes of the power failure.	<ul style="list-style-type: none">• Should not tamper the system files.• Do not delete or modify other files and folders.• Do not handle other utilities and equipment except the allotted systems.• Do not carry bags to the lab.• Do not leave the lab during the lab time without the permission of the faculty or the lab assistant.• Do not talk to other students during the lab hours.

7. IMPORTANT OFFICE BEARERS:

The following persons can be contacted for any query.

❖ **Admission Section** : Mr. Siddhartha Maharana - 9040583500

❖ **Exam Section** : 1.Er. M R Sahoo - 8908565550
2.Mr. Satyabrata Bhanja- 6370002740

❖ **Account Officer** - Mr.Nihar Ranjan Mahanta- 8280099889

❖ **Placement Cell:** Mr S K Mohammad 7381731064

❖ **Establishment Sec Clerk:** Mr. Abinash Mohapatra- 7873795953

❖ **Warden, Boy's hostel-** Mr. S K Barik 8895290916

❖ **All HODs**

DEPT. OF MECH ENGG. : B C Ray 9437864966

DEPT. OF EE : P K Tripathy 9938300206

DEPT. OF ECE : R K Garu 8895931654

DEPT. OF CSE : S K Giri 9437261501

DEPT. OF CIVIL ENGG. : H Satapathy 9439055155

❖ **Security Officer** : Mr T Mohanty - 8249138829

Annexure – I

SRINIX COLLEGE OF ENGINEERING, BALASORE
STUDENTS' GRIEVANCE CELLPRO FORMA**Student's Details**

1. **Name:**.....
2. **Roll Number:**.....
3. **Regd. No.:**.....
4. **Father's Name:**.....
5. **Address for Communication:**.....
6. **Branch:**.....
7. **Year / Semester:**.....
8. **Nature of Grievance:**.....
.....
.....

Forwarded to with comments:**Enclosures:**

(i)

(ii)

(Signature of the Student)**Signature & Seal**
Coordinator (SGC)**Signature & Seal**
Principal

Note: To expedite the process of redressal please follow the general instructions.

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