

## DVV Clarifications

### Metrics Level Deviations

7.1.10	<p><b>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</b></p> <ol style="list-style-type: none"><li><b>1. The Code of Conduct is displayed on the website</b></li><li><b>2. There is a committee to monitor adherence to the Code of Conduct</b></li><li><b>3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff</b></li><li><b>4. Annual awareness programmes on Code of Conduct are organized</b></li></ol> <p>HEI Input : A. All of the above</p>	<p>provide Proceedings of the monitoring committee Provide Circulars and geo tagged photographs of the activities organized under the metric for teachers, students, administrators and other staffs for the year 2020-21.</p>
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### Supporting Document:

Circulars Screenshots of online activities and other relevant documents.

**Copy of Circulars for the Student Induction  
Programme 2020-21**



Sandip Chatterjee &lt;sandip.chatterjee@heritageit.edu&gt;

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**Fwd: Student Induction Programme 2020**

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**pranay chaudhuri** <pranay.chaudhuri@heritageit.edu>  
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Mon, Nov 9, 2020 at 12:47 PM

Dear HoD/DC,

Student Induction Programme 2020 for both newly admitted B.Tech and M.Tech students is scheduled to be held during 11<sup>th</sup>-13<sup>th</sup> November 2020. Please inform all your newly admitted M.Tech students to join this 3-day Induction Programme. There will be no online classes for them during this 3-day Induction Programme. Detailed programme and zoom link will be provided to the newly admitted students shortly.

However, online classes for the continuing batch of B.Tech and M.Tech students will continue as per schedule.

**Principal**

# HERITAGE INSTITUTE OF TECHNOLOGY KOLKATA

HRIT/0914/3264

9<sup>th</sup> November 2020

## NOTICE

All newly admitted B.Tech and M.Tech students are advised to join the Student Induction Programme (COMPASS 2020) during 11<sup>th</sup>-13<sup>th</sup> November 2020 using the following zoom link.

Zoom link: <https://zoom.us/j/2794547966?pwd=dXJVelkvZ0lxSjhqdGJBeldHTUdFdz09>

Meeting ID: 279 454 7966

Passcode: 12345

In case of any difficulty, the Heritage youtube channel link given below may be used:

<https://www.youtube.com/c/theheritagegroupofinstitutions>

Full programme of COMPASS 2020 is enclosed.

Parents of all newly admitted B.Tech and M.Tech students are also invited to join the Inaugural Session of the Induction Programme on 11<sup>th</sup> November 2020 at 11:00 a.m. using the Heritage youtube channel link given above.



Prof. (Dr.) Pranay Chaudhuri  
Principal

Encl: COMPASS 2020-Full Programme

# HERITAGE INSTITUTE OF TECHNOLOGY KOLKATA

## STUDENT INDUCTION PROGRAMME FOR NEW B.TECH & M.TECH. STUDENTS (COMPASS 2020)

**Zoom Platform:** <https://zoom.us/j/2794547966?pwd=dXJVelkvZ0lxSjhqdGJBeldHTUdFdz09>

### Day 1: Wed, 11<sup>th</sup> November 2020: Inaugural Session

11:00 a.m.	<i>Vedic Invocation</i> <b>Swami (Dr.) Vedajnananda, Professor, Dept. of Chemical Engg.</b>
11:03 a.m.	<i>Lighting the Lamp</i>
11:05 – 11:25 a.m.	<i>Welcome Address: Prof. (Dr.) Pranay Chaudhuri, Principal, HITK</i>
11:25 – 11:35 a.m.	<i>Address: Shri Prahlad Rai Agarwala, Chairman, BOG, HITK</i>
11:35 – 11:40 a.m.	Introduction of two Distinguished Alumni: <ul style="list-style-type: none"> <li><b>Ms. Chandrabali Dutta, B.Tech BT (2008)</b>, currently working as Quality Assurance Manager in the Clinical Bio manufacturing Facility at Oxford University</li> <li><b>Dr. Chiranjit Mukherjee, B.Tech BT (2010)</b>, currently working as a postdoctoral fellow in Biotechnology &amp; Planetary Protection Section in the Jet Propulsion Laboratory at NASA.</li> </ul>
11:40 – 12.00 noon	<i>Address: Guest of Honour</i> <b>Prof.(Dr.) S.P.Singh, Vice Chancellor,</b> The Assam Royal Global University, Guwahati
12.00 – 12:25p.m.	<i>Address: Chief Guest</i> <b>Swami Atmapriyanandaji Maharaj, Pro Chancellor,</b> Ramakrishna Mission Vivekananda Educational and Research Institute
12:25 – 12:30 p.m.	<i>Vote of Thanks: Dr. Sujit Kumar Barua, Registrar, HITK</i>
12:30 p.m.	National Anthem
<b>Session 2:</b> 12.30-1.30 p.m.	<b>Introduction to Faculty Members-</b> Dr. Sujit Kumar Barua, Registrar, HITK & Faculty Members
<b>Session 3: 2.00- 4.00 p.m.</b>	<b>Know your Heritage</b>
2.00 -3.00 p.m.	Mr Clayton M Moses, <i>Coordinator, Student Affairs &amp; International Relations</i>
3.00 – 3.30 p.m.	Prof Sandip Chatterjee, <i>Associate Dean, Students Affairs</i>
3.30 - 4.00 p.m.	Mr Kaushik Bhattacharya, <i>Head, Training &amp; Placement Cell</i>



**Day 2 : Thursday, 12<sup>th</sup> November 2020**

<b>Session 4:</b> 10.00 -11.00 a.m.	<b>Healthy Living</b> Mr Bobby Chakraborty <i>Social Activist, Marine Engineer, Actor &amp; Teacher of Method Acting</i>  <i>Moderator: Dr Banhishika Bhattacharyya, Students' Counsellor</i>
<b>Session 5:</b> 1.30 -2.30 p.m.	<b>Cyber Savvy</b> Mohar Bandopadhyaya  <i>Moderator: Prof Reshma Roychoudhuri</i>
<b>Session 6:</b> 3.00 – 4.00 p.m.	<b>Value Education</b> Swami Vedatitananda Maharaj, <i>Correspondent &amp; Mechanical Lecturer, Ramakrishna Mission Shilpamandira, Belur Math</i>  <i>Moderator: Mr Clayton M Moses, Coordinator, Student Affairs &amp; International Relations</i>
<b>Session 7:</b> 4.30 - 5.30p.m.	<b>Innovation and Entrepreneurship</b> Ms.Joyeeta Das, CEO Gyana Ltd  <i>Moderator : Prof Sandip Chatterjee, Associate Dean, Students Affairs</i>

**Day 3: Friday, 13<sup>th</sup> November 2020**

<b>Session 8:</b> 10.00 -11.00 a.m.	<b>Learning Today: Simpler with Technology</b> Prof (Dr.) Durga Misra, <i>NJIT University, NEWARK, USA</i>  <i>Moderator : Mr C L Moses, Coordinator, Student Affairs &amp; International Relations</i>
<b>Session 9:</b> 11.30 -12.30 p.m.	<b>Evaluation and Examination System</b> Prof N P Nayak, <i>Controller of Examinations</i>
<b>Session 10:</b> 1.30 - 2.30 p.m.	<b>Gender Parity</b> Dr Paromita Chakravarti <i>Former Director, Women Studies Centre, Jadavpur University</i>  <i>Moderator: Dr Banhishika Bhattacharyya, Students' Counsellor</i>
<b>Session 11:</b> 3.00 -4.00 p.m.	<b>Panel Discussion : My Journey@The Heritage</b> Ms Mayurakshi Mukherjee, <i>Working at IBM, Sports Enthusiast</i> Sq.Ldr. Joydeep Mukherjee, <i>Sukhoi 30 Trainer at Pune, IAF</i> Mr Saurabh Suman Jadhav, <i>IAS, Gaya District, Bihar</i> Mr Shaw Kumar Amit, <i>IPS</i>  <b>Moderators:</b> <i>Prof Sandip Chatterjee, Associate Dean, Students Affairs</i> <i>Mr Rohit Kathotia, Treasurer HITK Alumni</i>



Sandip Chatterjee &lt;sandip.chatterjee@heritageit.edu&gt;

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## Student Induction Programme - Inaugural Session

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Cc: heritage notice <notice@heritageit.edu>

Mon, Nov 9, 2020 at 2:29 PM

Dear All,

Please share the following zoom link to all newly admitted M.Tech students to join the Induction Programme during 11 - 13 November 2020.

Zoom link: <https://zoom.us/j/2794547966?pwd=dXJVelkvZ0lxSjhqdGJBeldHTUdFdz09>

Meeting ID: 279 454 7966

Passcode: 12345

In case of any difficulty, the Heritage youtube channel link given below may be used:

<https://www.youtube.com/c/theheritagegroupofinstitutions>

All HoDs to join the Inaugural Session on 11 November 2020 at 11:00 am using the zoom link given above.

All DCs and Members of Faculty to join the Inaugural Session on 11 November 2020 at 11:00 am using the Heritage youtube channel link given above.

Only DCs to join the 2nd half of the Inaugural Session after the National Anthem through the zoom link given above. This is because at that point the HoDs and DCs will be introduced to the students by the Registrar. For further clarification, please call the Registrar.

**Prof. (Dr.) Pranay Chaudhuri**  
**Principal**



**Compass 2020 Programme.doc**

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# HERITAGE INSTITUTE OF TECHNOLOGY KOLKATA

## STUDENT INDUCTION PROGRAMME FOR NEW B.TECH. STUDENTS (COMPASS 2020)

Zoom Platform

Day 1: Wed, 11<sup>th</sup> November 2020

Inaugural Session

11:00 a.m.	<i>Vedic Invocation</i> <b>Swami (Dr.) Vedajnananda, Professor, Dept. of Chemical Engg.</b>
11:03 a.m.	<i>Lighting the Lamp</i>
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12:25– 12:30 p.m.	<i>Vote of Thanks: Dr. Sujit Kumar Barua, Registrar, HITK</i>
12:30 p.m.	National Anthem



**Some Partcipation Certificates of faculty members  
in AICTE organized FDP on Universal Human  
Values**



**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
**NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI**

*Certificate of Participation*

This is to certify that Dr. Riddhi Goswami from Heritage Institute of Technology, Kolkata has participated and successfully completed the 5-day online FDP on the theme “Inculcating Universal Human Values in Technical Education” organized by All India Council for Technical Education(AICTE) from 18 January, 2021 to 22 January, 2021.

Dr. Rajneesh Arora  
Chairman  
National Coordination Committee for Induction Program

Prof. Rajive Kumar  
Member Secretary, AICTE



**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
**NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI**

*Certificate of Participation*

This is to certify that Dr. Sudipta Dey Bandyopadhyay from Heritage Institute of Technology, Kolkata has participated and successfully completed the 5-day online FDP on the theme “Inculcating Universal Human Values in Technical Education” organized by All India Council for Technical Education(AICTE) from 18 January, 2021 to 22 January, 2021.

Dr. Rajneesh Arora  
Chairman  
National Coordination Committee for Induction Program

Prof. Rajive Kumar  
Member Secretary, AICTE



**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
**NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI**

*Certificate of Participation*

This is to certify that **Ms. Koyel Mallick** from **Heritage Institute of Technology, Kolkata** has participated and successfully completed the **5-day online FDP** on the theme **“Inculcating Universal Human Values in Technical Education”** organized by **All India Council for Technical Education(AICTE)** from **18 January, 2021 to 22 January, 2021.**

**Dr. Rajneesh Arora**  
Chairman  
National Coordination Committee for Induction Program

**Prof. Rajive Kumar**  
Member Secretary, AICTE



**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
**NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI**

*Certificate of Participation*

This is to certify that **Dr. Soma Banerjee** from **Heritage Institute of Technology, Kolkata** has participated and successfully completed the **5-day online FDP** on the theme **“Inculcating Universal Human Values in Technical Education”** organized by **All India Council for Technical Education(AICTE)** from **18 January, 2021 to 22 January, 2021.**

**Dr. Rajneesh Arora**  
Chairman  
National Coordination Committee for Induction Program

**Prof. Rajive Kumar**  
Member Secretary, AICTE





**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
**NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI**

*Certificate of Participation*

This is to certify that **Dr. Soumik Das** from **Heritage Institute of Technology, Kolkata** has participated and successfully completed the **5-day online FDP** on the theme **“Inculcating Universal Human Values in Technical Education”** organized by **All India Council for Technical Education(AICTE)** from **20<sup>th</sup> December, 2021 to 24<sup>th</sup> December, 2021.**

**Dr. Rajneesh Arora**  
**Chairman**  
**National Coordination Committee for Induction Program**

**Prof. Rajive Kumar**  
**Member Secretary, AICTE**





**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
**NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI**

*Certificate of Participation*

This is to certify that **Ms. Venu Bihani** from **Heritage Institute of Technology, Kolkata** has participated and successfully completed the **5-day online FDP** on the theme **“Inculcating Universal Human Values in Technical Education”** organized by **All India Council for Technical Education(AICTE)** from **18<sup>th</sup> October, 2021 to 22<sup>nd</sup> October, 2021.**

**Dr. Rajneesh Arora**  
**Chairman**  
**National Coordination Committee for Induction Program**

**Prof. Rajive Kumar**  
**Member Secretary, AICTE**



**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
**NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI**

*Certificate of Participation*

This is to certify that **Mr. Sourav Bhattacharjee** from **Heritage Institute of Technology, Kolkata** has participated and successfully completed the **5-day online FDP** on the theme **"Inculcating Universal Human Values in Technical Education"** organized by **All India Council for Technical Education(AICTE)** from **8<sup>th</sup> November, 2021** to **12<sup>th</sup> November, 2021**.

**Dr. Rajneesh Arora**  
**Chairman**  
**National Coordination Committee for Induction Program**

**Prof. Rajive Kumar**  
**Member Secretary, AICTE**



**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
**NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI**

*Certificate of Participation*

This is to certify that Mrs. Subhra Pramanik from Heritage Institute of Technology, Kolkata has participated and successfully completed the 5-day online FDP on the theme “Inculcating Universal Human Values in Technical Education” organized by All India Council for Technical Education(AICTE) from 22<sup>nd</sup> November, 2021 to 26<sup>th</sup> November, 2021.

Dr. Rajneesh Arora  
Chairman  
National Coordination Committee for Induction Program

Prof. Rajive Kumar  
Member Secretary, AICTE



**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
**NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI**

*Certificate of Participation*

This is to certify that **Dr. Anil Kumar Bag** from **Heritage Institute of Technology, Kolkata** has participated and successfully completed the **5-day online FDP** on the theme **“Inculcating Universal Human Values in Technical Education”** organized by **All India Council for Technical Education(AICTE)** from **20<sup>th</sup> December, 2021 to 24<sup>th</sup> December, 2021.**

**Dr. Rajneesh Arora**  
**Chairman**  
**National Coordination Committee for Induction Program**

**Prof. Rajive Kumar**  
**Member Secretary, AICTE**





**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
**NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI**

*Certificate of Participation*

This is to certify that Dr. Himadri Ghosh from Heritage Institute of Technology, Kolkata has participated and successfully completed the 5-day online FDP on the theme "Inculcating Universal Human Values in Technical Education" organized by All India Council for Technical Education(AICTE) from 20<sup>th</sup> December, 2021 to 24<sup>th</sup> December, 2021.

Dr. Rajneesh Arora  
Chairman  
National Coordination Committee for Induction Program

Prof. Rajive Kumar  
Member Secretary, AICTE



**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
**NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI**

*Certificate of Participation*

This is to certify that Dr. Banhishikha Bhattacharyya from Heritage Institute of Technology, Kolkata has participated and successfully completed the 5-day online FDP on the theme "Inculcating Universal Human Values in Technical Education" organized by All India Council for Technical Education(AICTE) from 4 October, 2021 to 8 October, 2021.

Dr. Rajneesh Arora  
Chairman  
National Coordination Committee for Induction Program

Prof. Rajive Kumar  
Member Secretary, AICTE





**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
**NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI**

*Certificate of Participation*

This is to certify that Dr. Suparna Chakraborti from Heritage Institute of Technology, Kolkata has participated and successfully completed the 5-day online FDP on the theme "Inculcating Universal Human Values in Technical Education" organized by All India Council for Technical Education(AICTE) from 22<sup>nd</sup> November, 2021 to 26<sup>th</sup> November, 2021.

**Dr. Rajneesh Arora**  
Chairman  
National Coordination Committee for Induction Program

**Prof. Rajive Kumar**  
Member Secretary, AICTE



**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**  
**NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI**

*Certificate of Participation*

This is to certify that Mrs. Bedshruti Sen from Heritage Institute of Technology, Kolkata has participated and successfully completed the 5-day online FDP on the theme “Inculcating Universal Human Values in Technical Education” organized by All India Council for Technical Education(AICTE) from 25<sup>th</sup> October, 2021 to 29<sup>th</sup> October, 2021.

Dr. Rajneesh Arora  
Chairman  
National Coordination Committee for Induction Program

Prof. Rajive Kumar  
Member Secretary, AICTE

# **Student's Hadbook 2020-21**

# HERITAGE INSTITUTE OF TECHNOLOGY

An autonomous Institute affiliated to  
Maulana Abul Kalam Azad University of Technology, West Bengal  
(Accredited by NAAC with B++ grade)  
(Kalyan Bharti Trust Initiative)

994 Madurdaha, Chowbaga Road, Anandapur, P.O. East Kolkata  
Township, Kolkata – 700107

**Phone: + 91 33 66270609 / 0614 / 0622 / 0623, Fax: + 91 33 24430455**

**Website: [www.heritageit.edu](http://www.heritageit.edu)**

**Email: [admin@heritageit.edu](mailto:admin@heritageit.edu)**



## Student's Handbook

(B.Tech. / M.Tech. / MCA)

*Academic Session 2020 - 2021*

**This handbook belongs to:**

**Name:**.....

**Department:**..... **Roll #:**.....

**Phone: 1. Mobile:**.....

**2. Residential:** .....

**E-mail ID:**.....

## **Student Handbook for the academic year 2020 - 2021**

Dear Student,

Welcome to HITK!

As a new member of the greater student body it is important to be aware of the policies and procedures that govern our community. This handbook contains important information to address all student behaviour at the Institute. Please read this document to become fully familiar with its contents.

HITK is vibrant with many student activities that directly contribute to student life at the Institute. This handbook contains information that will allow you to get to know these various activities and services. I encourage you to get involved.

The HITK Student Handbook also contains information about the many resources and opportunities at the Institute and in the community.

This is your guide to the services, information, policies and procedures - and the people - to help you feel comfortable in your surroundings. We want you to learn and grow. The Handbook tells you what the resources are and where to find them. It gives advice on your health and well-being and lists the policies and procedures that directly affect you. In short, it can help to answer your questions or to find the people who can answer them for you.

The Deans, HODs and the Joint Registrar in coordination with twenty one various clubs facilitate the services of all students affairs including: Games & Sports, Student Activities, Campus Life, Health Services, Counselling Services etc.

Heritage Institute of Technology is committed to helping you for a successful and productive experience here. We are here to ensure your success at the Institute.

We look forward to a great year.

Sincerely,



**Prof.(Dr.) Pranay Chaudhuri**  
Principal  
Heritage Institute of Technology

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## 1.0 Vision

*To prepare dynamic and caring citizens to meet the challenges of global society while retaining their traditional values*

## 2.0 Mission

- *To prepare students with strong foundation in their disciplines and other areas of learning*
- *To provide an environment for critical and innovative thinking, and to encourage life-long learning*
- *To develop entrepreneurial and professional skills*
- *To promote research & developmental activities and interaction with industry*
- *To inculcate leadership qualities for serving the society*

## 3.0 Course Duration

B.Tech programme is of 4 year duration, MCA programme is of 2 year duration and M.Tech. programme is of 2 year duration. Each year is divided into two semesters – Autumn Semester (July to December) and Spring Semester (January to June). The Autumn Semester ordinarily begins in July for students already on rolls and the Spring Semester ordinarily begins in January. However, the first semester may begin a little later depending on completion of admission formalities. The minimum number of teaching days (excluding the period of examination) in each semester is 90.

## 4.0 Course Curricula and Syllabi

Students can have access to and can download from the Institute website: **[www.heritageit.edu](http://www.heritageit.edu)** the curricula and syllabi as adopted by the Academic Council. For B.Tech degree programme, curricula for the first year students are common to all branches of Engineering and Technology.

Academic Calendar for the Academic Year 2020-2021 has been placed under **Annexure-B**

## 5.0 Communication between students and HIT

**5.1.** For communication with HIT, students should use the e-mail ids of HOD and DC of their department for all course related academic matters like difficulty in understanding language, communication with faculty etc. Please indicate briefly the subject matter in the subject column of the mail (the email ids of the concerned departmental HODs & DCs are given in **Annexure - C**)

**5.2.** For all administrative matters, such as complaints, grievances as well as for providing feedback, students are required to use any one of the following email ids

[admin@heritageit.edu](mailto:admin@heritageit.edu) or [registrar@heritageit.edu](mailto:registrar@heritageit.edu). Brief subject matter of the mail should be provided in the subject column.

**5.3.** Students may also contact the relevant authorities at the campus either directly or over telephone, apart from the dedicated Info Desk (9830201234).

## **6.0 Excerpts from Statutes, Duration of Curriculum, Eligibility for Admission & Rules and Regulations regarding Examinations**

### **6.1 Duration of Curriculum**

B.Tech. programme shall be of 4 year duration, MCA shall be of 2 year duration and M.Tech. shall be of 2 year duration. Each year shall be divided into two semester – Odd Semester (July to December) and Even Semester (January to June). The Odd semester shall ordinarily begin in July for students already on rolls and the Even semester shall ordinarily begin in January. However, the first semester may begin a little later depending on completion of admission formalities. The number of teaching weeks in each semester shall be minimum fifteen.

### **6.2 Eligibility for Admission**

6.2.1. Admissions to different courses, shall be based on guidelines of the Govt. of West Bengal and MAKAUT, WB to be issued from time to time.

#### **6.2.2. Change of Branch:**

A student may be allowed a change of branch in B.Tech. after completion of course requirements for the first and second semesters of the first year programme. The selection shall be on the basis of merit assessed through the combined results of the first and second semester examinations declared in the form of YGPA at the end of the first year. This is an incentive to meritorious students securing a YGPA of 8.5 or more. The change of branch shall be accorded to only such students who have cleared all examination items of both semesters in first attempt, in examinations held during academic session of his first admission to the course. Change of branch may be accorded subject to the condition that the consequent total student strength in the 'gainer' programme shall not exceed by 10% of the approved seats and the net student strength in the 'loser' programme shall not deplete by more than 10% of the actual student strength existing on the rolls prior to the change during the process. Institutional decision on the matter shall be final. However, the matter has to be reported to MAKAUT, WB for fresh registration.

### **6.3 Provisions for Lateral Entry in 2<sup>nd</sup> year of B.Tech. programme**

Diploma holders in E&T courses and B.Sc. Degree holders shall be eligible for admission to 2<sup>nd</sup> year B.Tech. course up to a maximum of 10 % of sanctioned intake, and this will be over and above the approved intake, i.e., as supernumerary seats. Their admission shall be governed by guidelines of the Govt. of West Bengal and WBUT, to be issued from time to time.

### **6.4 Examination Rules**

#### *6.4.2 Regulations regarding the conduct of examinations*

##### **6.4.2.1. Eligibility for appearing in Examinations**

A student is liable to be debarred from appearing in an examination if he has not attended at least 75% of theoretical, practical and sessional classes on an average, held during the semester. The attendance shall be considered from the date of admission of the candidate in the institute in case of first semester and the date of commencement of semester classes for all other semesters.

A student shall be allowed to appear to any examination of the Institute only if he pays the prescribed examination fee by the date specified by the Controller of Examinations (COE). A student may, however, deposit the examination fee with prescribed additional fee for late submission of application after the expiry of the specified date, but at least 3 (three) days before the commencement of that examination, provided that no such period of grace shall apply to a candidate for an examination for clearing his supplementary or special **examinations, if any.**

A candidate is allowed to appear in an examination only after he is issued an Admit Card for the relevant examination by the COE, after obtaining the eligibility certificate from the Principal.

##### **6.4.2.2. Rules for Examinations**

Each discipline of the B.Tech / MCA / M.Tech. programme consists of the following three components:

- (a) Theory papers
- (b) Practical papers
- (c) Sessionals

The schedule of these components along with their credit points for each semester is as per the curriculum and syllabus in force.

At the end of each semester, there will be an examination (here-in-after called end-semester examination) conducted by the Institution as per programme announced by the Controller of Examinations.

Back paper examinations, if any, shall be held with the normal end semester examinations.

There shall be no separate Supplementary Examinations for 2<sup>nd</sup> & 3<sup>rd</sup> year B Tech, 1<sup>st</sup> year M.Tech. and 1<sup>st</sup> & 2<sup>nd</sup> year MCA. However, Supplementary Examinations only in respect of 1<sup>st</sup> & 2<sup>nd</sup> semester for 1<sup>st</sup> year B.Tech., 3<sup>rd</sup> & 4<sup>th</sup> semester for final year M.Tech., and 7<sup>th</sup> & 8<sup>th</sup> semester of final year B.Tech. and 5<sup>th</sup> & 6<sup>th</sup> semester of final year MCA, for Theory as well as for Practical and Sessional papers, shall be held within one month from the date of publication of results.

#### **6.4.2.3. Evaluation of course papers**

The evaluation of course papers will be done as per the following guidelines:

##### **Theory papers**

Each item under this classification is evaluated on the basis of 100 percentage points, sub-divided into the following four categories:

##### **a) End-semester examination: 70 points**

##### **Operational Guidelines**

- i. Based on the recommendations of the respective HOD's and approved by the Principal, the COE will appoint two paper setters for independently framing two sets of question paper and also at least one moderator, who should be an external subject expert, for each course code. However, for Supplementary examinations, the moderator may be an internal subject expert.
- ii. The final question paper shall be prepared from amongst the two above sets by the moderator in presence of COE. The moderator will also have the right to change / modify / add questions; he should ensure that questions have been set from different modules of the syllabus, and have proper grading for students of high merits as well as students of average merit.
- iii. Examiner(s), duly recommended by the respective BOS and approved by the Academic Council, shall be appointed by the COE for evaluation of the answer scripts.
- iv. In case number of candidates in a course code exceeds 200, the COE may appoint a Head Examiner with the approval of the Principal.

- v. The COE shall also appoint Scrutineers, as required, with the approval of the Principal.
- vi. The results will be published normally within 30 days from date of completion of end semester examination.

#### **b) Course tests/class tests: 15 points**

##### Operational Guidelines

- i. At least two tests are to be conducted at near-identical intervals. The best performance in the tests is to be considered for the final reckoning.
- ii. The COE, in consultation with Dean (UG) and Dean (PG), will set the test schedule and announce test dates as per Institution calendar with the prior approval of the Principal.
- iii. Test scripts are to be corrected / evaluated within ten days of actual conduct of test and the solutions are to be discussed in the class. During the discussions the students can have access to the corrected scripts. The final award of marks list for each test is to be put on the notice board within next two days and copies of the same along with evaluated answer scripts communicated to the COE for record.
- iv. The process is repeated for each test.

#### **c) Quizzes and assignments: 10 points**

##### Operational Guidelines:

The course teachers will conduct at least 2 unannounced quizzes during the lecture/tutorial class and suitable number of home assignments are to be cleared by the student within stipulated time. The course teacher is solely responsible for final award under this category.

#### **d) Attendance regularity and participation in the class: 5 points**

##### Operational Guidelines:

The award under this category is the sole prerogative of the course teacher. Whereas attendance/regularity in a class is factual, assessment about

participation is subjective. The idea is to encourage teacher/student interaction in conduct of courses and discourage one-way communication. The course teacher, in consultation with respective HOD, shall finalize the award of a student [out of 30, comprising b), c) and d)] and communicate the award list to the COE's office under sealed cover.

### **Practical papers**

Every paper in this category shall be evaluated out of 100 percentage points, divided under two broad categories as detailed below:

a. End semester examination: 60 percentage points

#### Operational Guidelines

i. There shall be an End Semester Examination in each laboratory item. The evaluation may be done based on:

- Organization of the experiment
- Actual data generated and the actual conduct of the experiment assigned.
- Data analysis/Synthesis and Conclusions etc.
- A comprehensive Viva-Voce seeking general awareness of the lab subject.

The relative emphasis shall be left to the HOD and the course teacher.

ii. The award shall be finalized immediately by the course teacher and submitted in sealed cover to the COE's office. All materials used by students during examination, is to be preserved for spot checking by HOD / COE, if desired.

#### **b. Laboratory Sessionals: 40 percentages points.**

#### Operational Guidelines

i. The course teacher shall be the sole authority for finalizing award under this item.

ii. He shall divide the points under the following guidelines:

- |  |           |
|--|-----------|
| • Attendance and regularity  | 05 points |
| • Preparedness for conduct of experiment                               | 10 points |
| • Initiative to learn and interact                                     | 10 points |
| • Presentation of lab report, its regularity in submission and content | 15 points |



- iii. The course teachers finalize the award (out of 40 points) before the end – semester examination and communicate the same under sealed cover to the COE's office.

### **Sessionals (out of 100 percentage points)**

#### **Explanation & Operational Guidelines**

Sessionals are those where, either the formal institutional contact hours are not specified, (viz., Practical Training, Extra/Co-curricular participation), or there are no formal End Semester examination of the written kind, (viz., Comprehensive Viva-Voce, Seminar, Industrial Training, etc.). For all items under these categories, the evaluation will be done internally through a Departmental Committee, appointed by the Departmental Head and duly endorsed by the Principal.

The norms for assessment may vary from item to item. A broad guideline is suggested below:

- i. For items which are conducted outside the institution viz., Industrial training, Co-curricular/Extra-curricular participation etc. – assessment may be made on the basis of Supervisor's assessment, report submitted by the student, if any, participation & attendance, and Viva-Voce conducted by a Departmental Committee, constituted by the Departmental Head and duly ratified by the Principal.
- ii. Items conducted in the Department / Institution viz., Seminar, Comprehensive Viva-Voce – are evaluated by the Departmental Academic Committee(s) constituted by the Department(s) and ratified by the Principal, based on participation and attendance in this course, comprehension of seminars by fellow students, presentation and content of seminar presented, capability to address to questions by participants. The award list for this paper is finalized by all the members of the Departmental Academic Committee before the starting of the end-semester theory/practical examinations, and shall be communicated to the COE's office under sealed cover.

#### **6.4.2.4. Declaration of result, promotions and grading system:**

- I. In order to pass the B.Tech / MCA course a candidate must obtain at least D grade in each of the theory, practical and sessional papers and a DGPA of 6.0.
- II. As per AICTE latest guide line for B.Tech. course:
  - A total of 160 credits will be necessary for a student to be eligible to get B.Tech. degree.

- A student will be eligible to get B.Tech. degree with Honours if he/she completes an additional 20 credits. These could be acquired through various Honours Course offered by the respective departments.
- A part or all of the above additional credits may also be acquired through MOOCs. Any student completing any course through MOOC will have to submit an appropriate certificate to earn the corresponding credit.
- For any additional information, the student may contact the concerned HODs.

III. To complete B.Tech. degree as Mandatory Additional Requirement, every student is required to earn a minimum of 100 extra classroom activity points. For any additional information, the student may contact the concerned HODs. This is a requirement of the affiliating University.

The promotional status in respect of B.Tech. / MCA course is indicated on the even semester credit card/sheet as per details below:

- a. A student shall be eligible for promotion to the next higher level if he has cleared all course papers of earlier semesters individually.
- b. A student shall also be eligible for promotion to the next higher level / year with backlogs but those backlogs are to be cleared within the time limit specified for the completion of the course which is 7 years for B.Tech. and 5 years for MCA from the year of admission.
- c. A student shall be eligible for promotion only if he has not been involved in any breach of discipline or has not been time barred due to non-completion of the course within the time limit fixed for the purpose.

In order to pass the M.Tech., a candidate must obtain at least D grade in each of the theory, practical and sessional items and a DGPA of 6.0.

The promotional status in respect of M.Tech. students shall be indicated on the even semester credit card / sheet as per details below:

- a. Passed and Promoted (denoted by P) and indicating that
  - i. the candidate has cleared every course paper of both odd and even semester of the academic year
  - ii. he has no backlogs from the lower levels
- b. Eligible for promotion with backlogs (denoted by XP) indicating that
  - i. the candidate is eligible for promotion with backlog of maximum one course paper for the just completed lower level even after the

supplementary examination, subject to his applying for the same to the Principal of the Institute

- ii. he is not carrying any backlog from other lower levels.

The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of all the semesters.

#### Grading system

A seven point grading system on a base of 10 shall be followed in the Institute. Categorization of these grades and their correlation shall be as under:

<i>Qualification</i>	<i>Grade</i>	<i>Score on 100 percentage points</i>	<i>Point</i>
Outstanding	'O'	100 to 90	10
Excellent	'E'	89 to 80	9
Very good	'A'	79 to 70	8
Good	'B'	69 to 60	7
Fair	'C'	59 to 50	6
Below average	'D'	49 to 40	5
Failed	'F'	Below 40	2

A transitory letter grade I (carrying points 2) shall be introduced for cases where the candidate fails to appear in end semester examination(s) and where the results are incomplete. This grade shall automatically be converted into appropriate grade(s) as and when results are complete.

No student shall be allowed to receive/complete the final degree with any I or F grade.

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

SGPA – Semester Grade Point Average

YGPA – Yearly Grade Point Average

DGPA – Degree Grade Point Average

Definition of terms:

- a. POINT : Integer(s) qualifying each letter grade(s) in the seven point system, earned in each item in a semester by a candidate.
- b. CREDIT : Integer signifying the relative emphasis of 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 :  $\Sigma$  CREDIT POINT of course items in a semester
- e. GRADE POINT AVERAGE, in general items, is defined as

$$= \frac{\text{CREDIT INDEX}}{\Sigma \text{ CREDITS}}$$

but it is always qualified by the specified period reference, as detailed below.

**Semester Grade Point Average (SGPA)**

$$= \frac{\text{CREDIT INDEX}}{\Sigma \text{ CREDIT}} \quad \text{for a Semester}$$

**Yearly Grade Point Average (YGPA)**

$$= \frac{\text{CREDIT INDEX of Odd Sem} + \text{CREDIT INDEX of Even Sem}}{\Sigma \text{ CREDIT of Odd Sem} + \Sigma \text{ CREDIT of Even Sem}}$$

for an academic year.

**Degree Grade Point Average (DGPA) for 4-year B.Tech Course**

$$= \frac{1 \times \text{YGPA IYr} + 1 \times \text{YGPA IIFYr} + 1.5 \times \text{YGPA IIIFYr} + 1.5 \times \text{YGPA IVYr}}{5}$$

**Degree Grade Point Average (DGPA) for 3-year MCA Course**

$$= \frac{1}{3} \sum_{\text{Year1}}^{\text{Year3}} \text{YGPA}$$

**Degree Grade Point Average (DGPA) for 2-year M.Tech. programme**

$$= \frac{1}{2} \sum_{\text{Year1}}^{\text{Year2}} \text{YGPA}$$

For percentage equivalence, the following table, as notified by the MAKAUT, WB following AICTE guidelines, may be referred to:

GRADE POINT (x)	PERCENTAGE OF MARKS (y)	GRADE POINT (x)	PERCENTAGE OF MARKS (y)
6.25	55	7.75	70
6.75	60	8.25	75
7.25	65		

**6.4.2.5. Post publication scrutiny & re-evaluation**Preamble

i. The Institute shall have provision for scrutiny of answer scripts, re-evaluation following declaration of results, for students not convinced that proper justice has been done in subjective evaluation of their answer scripts in just concluded end-semester examination.

ii. Re-examination of the scripts shall be of two categories only :

a. Scrutiny – the activity under this category shall ordinarily be confined to checking :

i. correctness of the total marks awarded and its conversion into appropriate letter grading.

ii. whether any part/whole of a question(s) has/have been left uncorrected/unevaluated inadvertently.

iii. correctness of transcription of marks in respect of the course item under scrutiny

OR

b. Re-evaluation – re-examination of the script by independent experts in the concerned subject(s).

### **Application for Scrutiny / Re-evaluation**

(i) A candidate may apply for scrutiny or re-evaluation within 7 (seven) days from (but excluding) the date of publication of result, for one or more subject items of the just concluded end-semester examination on payment of a prescribed fee to the Institute as per details indicated from time to time through notification. The prescribed application form for the purpose shall be collected from the office of the Controller of Examinations or downloaded, if so instructed.

(ii) The Institute may extend the date of submission of application, if any.

(iii) Incomplete and erroneous applications shall be rejected and no further correspondence in respect of such applications shall be entertained.

(iv) A student applying for scrutiny/re-evaluation shall expressly state on the application form, whether the application made is for scrutiny or for re-evaluation. Only one option shall be permitted

(v) Candidate shall enclose a bank draft for the requisite amount of application fees, payable to the “Heritage Institute of Technology” at any nationalized bank in Kolkata, and make appropriate entry on the application form. An application not accompanied by the application fee or accompanied by inadequate application fee shall be rejected and no further correspondence shall be entertained.

(vi) All applications for scrutiny/re-evaluation must be routed through the COE’s office of the Institute.

### **Rules for Scrutiny / Re-evaluation**

(i) It shall be obligatory on the part of a candidate applying for post-publication scrutiny/re-evaluation to accept the alternation in marks/grade, if any, after scrutiny/re-evaluation.

(ii) He shall enclose the original grade sheet issued to him, along with the application

(iii) Scrutiny shall confine itself to re-totalling of credits, checking for missed out corrections of questions and correctness of transcription of award and its final conversion into letter grades and consequent evaluation of SGPA/ YGPA/ DGPA, as the case may be

(iv) "Re-evaluation" shall entail re-examination of the answer script(s), for which re-evaluation is applied for, by an acknowledged external subject expert

(v) Neither the candidate nor any one on his behalf shall be entitled to be present during scrutiny/re-evaluation, nor shall he or his representative will have any right to inspect the answer script(s) after publication of scrutiny/re-evaluation results

(vi) After the result of post-publication scrutiny/re-evaluation is declared, a fresh grade sheet shall be issued to the candidate incorporating changes. In such a case the original grade sheet submitted by the student along with the application shall be cancelled by the Institute and use of copies of the same in future shall amount to concealment of facts, punishable by law. The new grades shall replace the grades declared earlier, whether the grade(s) and/or result indicate improvement or otherwise. Requests for ignoring deterioration of performance, if any, including failure in course items, consequent upon scrutiny/re-evaluation, shall not be possible under any circumstance. In case there are no changes, the original grade sheet shall be returned to the student

(vii) Post publication scrutiny/re-evaluation shall be allowed for the theory course-items only, and shall not be possible for practical and sessional items

(viii) The result of scrutiny/re-evaluation shall be intimated to the candidate(s) by the Institute.

(ix) Application for scrutiny/re-evaluation shall not ensure that the result for such scrutiny/re-evaluation shall be declared before the date fixed for submitting application for next examination. Failed candidates shall, in their own interest, submit applications for enrolment for appearing in the next examination of concerned items when the same is held, within the dates specified

(x) If the result of scrutiny/re-evaluation is not available at the time when a failed candidate (who applied for scrutiny/re-evaluation) appears in the examinations of his arrear items subsequently he shall have the option to choose between the result of scrutiny/re-evaluation and the result of the exam as his final grade in arrear items. In such an event, if the candidate chooses to opt for the result of the subsequent examination in respect of the arrear item(s), his original grade sheet, kept with the Institute shall be returned.

(xi) A script which has been scrutinized once or revaluated once shall not be scrutinized /revaluated again

(xii) The interpretation of the Principal in respect of the rules, including any issues not specifically mentioned shall be final

#### **6.4.2.6. Scope for Grade Improvement:**

A candidate may apply to reappear in a regular examination of an already passed paper to improve the grade by depositing the requisite fees. Maximum number of such attempts will be in two (2) theory papers in the entire degree program for a regular student. However, a student who has already completed all curricular requirements but



not awarded the degree due to securing a DGPA below 6 may reappear in a maximum of four (4) theory papers per semester till he/she attains a DGPA of 6. In order to receive the degree, a student must complete all curricular requirements and secure a DGPA of 6 or more within the maximum period stipulated by the affiliating University, MAKAUT, WB.

#### **6.4.3. Eligibility of a member of faculty to be involved in the evaluation process**

Any member of faculty having his ward / near relation in his subject(s) must declare in writing to the respective HOD at the beginning of the semester indicating conflict of interest. Such a member of faculty shall not be allowed to get involved in the evaluation process for that particular subject.

#### **6.4.4 Guiding rules for conduct of Examinations**

6.4.4.1. The Controller of Examinations shall be responsible for strict supervision and efficient conduct of the examinations in accordance with the rules laid down for the purpose.

6.4.4.2. A candidate who fails to produce the Registration Certificate and / or Admit Card may be provisionally permitted to sit for the examination for the day provided he submits an undertaking in writing to produce the same on the very next day, failing which he shall be debarred from appearing in the following examinations. Such cases should be reported to the Controller of Examinations. However, in case any of the above is lost, the matter should be reported to Police and a copy of GD has to be submitted to the Office of the Controller of Examinations, besides carrying the same for appearing at the remaining examinations

6.4.4.3. No candidate will be admitted after the expiry of half an hour from the commencement of the examination

6.4.4.4. If circumstances so demand, the Controller of Examinations may expel a candidate from the Examination Hall and debar him or her for appearing at the examination for the paper. He shall submit a report to the Board of Examinations forthwith.

6.4.4.5. Candidates suffering from any form of contagious or infectious diseases, or from any illness or diseases considered to be prejudicial to the general body of students under examination, will not be admitted into or allowed to remain in the Examination Hall.

Special arrangements may, however, be made for candidates who are suffering from certain categories of diseases, if application is made to the Controller of Examinations well in advance. Such a candidates shall have to bring necessary materials such as bed, pillow etc.

6.4.4.6. After the completion of the examination, the Controller of Examinations shall arrange to keep the records of following documents for future purpose, if necessary:

- (i) Attendance sheets with signature of candidates appearing in each paper
- (ii) Absentee statement.

#### **6.4.5 Instructions to Invigilators**

6.4.5.1. For every 20 students or part thereof, there shall be one invigilator in a room. The invigilator(s) shall be overall in-charge of the room assigned to him / them.

6.4.5.2. All invigilators shall report to the Controller of Examinations at least half an hour before the commencement of examination for collecting question papers and other examination materials after which they shall directly go to the halls allotted to them. The distribution of question papers to candidates may start 5 minutes before the time for commencement of the examination.

6.4.5.3. Invigilators should examine the Admit Cards and Registration Certificates of all the candidates to see that their admission to the examination hall is regular. If a candidate fails to bring his Admit Card and / or Registration Certificate, the rule under Section 6.4.4.2 shall apply

#### **6.4.6 Misconduct / Malpractice**

An invigilator is required to be alert at every moment so that no student can adopt malpractice during the examination.

##### **6.4.6.1. Nature of malpractices**

###### **Category I:**

- (A) Writing erratic / irrelevant matters
- (B) Writing obscene language / sketches
- (C) Disclosing the identity in the answer script and / or requesting for specific marks
- (D) Writing wrong Roll No.
- (E) Leaving the examination hall without permission / not signing in the attendance sheet

###### **Category II:**

- (A) Possessing printed / handwritten notes
- (B) Copying or helping in copying
- (C) Manual / group copying
- (D) Possessing text book / sizeable handwritten / printed text
- (E) Attempting to bribing / writing letter hinting at illegal gratification
- (F) Mutilating the answer book issued

Category III:

- (A) Misbehaving / threatening examination official or other examinees / smuggling out question paper
- (B) Receiving outside help
- (C) Assaulting examination officials
- (D) Indulging in / inciting anything other than normal
- (E) Smuggling in / out answer script or attempting to do so
- (F) Tampering with answer book issued and replacement of pages
- (G) Impersonation or helping others to impersonate

N.B.: The Controller of Examinations shall use his discretion in respect of the steps to be taken in case of any other type of malpractice not mentioned above.

**6.4.6.2. Board of Discipline :**

- There shall be a Board of Discipline with the following composition to which all cases of breach of discipline in connection with examinations shall be reported with relevant documents and details :

- A. Principal – Chairman, Ex-Officio
- B. Dean (UG), Ex-Officio, Member
- C. Dean (PG & Research), Ex-Officio, Member
- D. Registrar, Ex-Officio, Member
- E. Controller of Examinations, Ex-Officio, Member Secretary

- Meeting of the Board of Discipline shall be convened by the Member Secretary on such dates as may be fixed by the Chairman for which at least 3 (three) days' notice shall be given. The Member Secretary shall keep a record of the proceedings of the meeting of the Board.

**6.4.6.3. Highest punishment recommended for consideration of the Board of Discipline**

- Category I – Cancellation of Paper
- Category II – Cancellation of Paper in case of (A) to (D)

**Cancellation of entire examination of the semester in case of (E) and (F)**

- Category III – Cancellation of entire semester examination with debarment from appearing in any examination for one year or two years excluding the current examination

#### 6.4.6.4. Steps to be followed for a student who is detected while indulging in malpractice

- The answer script, together with support material(s) used in the act of malpractice, if any, be ceased by the invigilator / supervisor
- The student should be asked to fill in the unfair practice form and sign the same before the invigilator / supervisor. No verbal argument etc., shall be entered into
- A fresh answer script be issued to the student after writing on the first inside page, the time of issuance of the said answer scripts by the invigilator(s). No signature on the page shall be made. The student shall be allowed to continue with the examination.
- The first answer book, along with the answer practice form duly completed by the invigilator / supervisor and the offending material(s) ceased at the centre, be packed in sealed envelope and conveyed to the Controller's Office separately.

### **1. Revision of Student Evaluation Process.**

At least two class tests are to be conducted at near-identical intervals for B.Tech, MCA and M.Tech students. The best performance is to be considered for the final reckoning of internal Assessment..

### **2. Semester examination answer scripts preservation.**

Answer scripts be preserved for 4 years for B Tech, 2 years for M Tech and 3 years for MCA.

### **3. Change in Paper Code**

Paper code of the practical course- HMTS-1251 is to be changed to HMTS-1252 . This change will be effective from the ensuing odd semester, 2019.

**Note: Unless otherwise specified, any expression in these rules denoting masculine gender includes feminine gender also and a singular noun includes plural noun and vice-versa if the context so requires**

## **7.0. Financial aid / assistance**

### **7.1 Applicability**

- i) Free / Half free studentship to deserving students on merit-cum-means basis as per latest Govt. Order
- ii) Assistance for subsidized Educational Loan from Nationalized Banks
- iii) Assistance for scholarship/ financial assistance from various Government, Non-Government Organizations and Trusts
- iv) Assistance for Scholarship / Stipend awarded by Backward Classes Welfare Department of the Govt. of West Bengal in respect of SC/ST/OBC students
- v) Assistance through Educational Loan Scheme of West Bengal Minorities Development and Finance Corporation for minority communities students
- vi) Assistance also provided for securing Railway Travel Concession to eligible students

### **7.2. Norms for award of Free Studentship**

Eligibility Criteria:

Students **domiciled in the State of West Bengal**, whose **Annual Family Income is less than Rs. 2,50,000/- from all sources shall only be eligible** for such award. The waiver is limited to the tuition fee component only and all other fees except tuition fees will have to be borne by the beneficiary.

For the purpose of determining the annual income of parents/guardians of the students, only an Officer of the State / Central Govt. in the rank of B.D.O. and above in the districts/their equivalent counterparts (Group A Officers) elsewhere will be competent to issue income certificate for this purpose.

Sanction / renewal of all scholarship is further subject to Government Notification. Free ship means amount on account of Tuition Fees only and Other Semester Fees have to be borne by the awardees.

## **8.0. Notice regarding 'Ragging'**

**A brief definition of 'ragging' according to the Raghavan Report, 2006:**

*"Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student."*

- **Ragging is a Social Crime and, as per Supreme Court verdict, directive of Govt. of West Bengal and AICTE guidelines, any type of physical and/or psychological ragging is strictly prohibited within the campus;**
- **Any student found contravening these regulations will be expelled from the Institute, apart from the possibility of imposition of a hefty fine, and**
- **As per Hon'ble Court's Order, such a student would not be eligible for admission in any other Institute.**

## **9.0. Policies & Regulations:**

### **9.1. General policies:**

#### **❖ COMPUTER USE POLICY**

HIT's Information Technology resources are provided in the hope that all members of the Institute's community will use them in a spirit of mutual cooperation. Resources are limited and must be shared. Before accessing the HIT network, all users are required to agree to the HIT Use of Computer Resources Policy.

Open access to the HIT network is a privilege granted by the Institute to authorized users and may be suspended with or without notice when, in the Institute's judgment, continued use of these resources may interfere with the work of others, place the Institute or others at risk, or violate Central, State or local laws, including without limitation, those related to copyright protection, or HIT policy.

### **9.2. Student responsibilities & Code of Student Conduct:**

#### *9.2.1. Academic Discipline*

The Institute attaches great importance to integrity, honesty and discipline. Hence a high sense of responsibility is expected from all the students inside or outside the classroom as befits future technologists.

The following actions would be treated as misconduct on the part of students and will be dealt with severely:

- ❖ Absence during the classes, tests and discussions without prior consent from the HOD/ Departmental Coordinator and faculty
- ❖ Misconduct in class leading to damage to the property of the Institute
- ❖ Misuse of facilities, PCs, library books and other materials provided to them
- ❖ Reporting fictitious data for empirical study or assignments
- ❖ Theft or fraudulence or dishonesty
- ❖ Leveling any baseless and false allegations against any faculty member or officer or employees of the Institute
- ❖ Indulging in any act, which may adversely affect the relations of the Institute with its customers



- ❖ Indulging in any act, which is detrimental to the reputation of the Institute
- ❖ Copying in tests, examinations or assignments
- ❖ Any behavior not pertaining to the rules and regulations is decided by the Disciplinary Committee.

HODs/Departmental Coordinators are also empowered to initiate any disciplinary action against a student on any of the items referred to above, pertaining to the administration of this course, in consultation with the Principal/Registrar. Certificates will be issued to students only when proper amends have been made for the misconduct on the part of the students.

Where necessary actions have been initiated against the student, the aggrieved student may appeal to the Principal / Registrar. The decision of the Institute Authority thereon shall be final.

#### 9.2.2. *Conduct during examination*

- a) Students should report at the examination venue at least 5 minutes before the commencement of the examination
- b) Students are expected to equip themselves with pen, pencil, ruler, non-programmable calculator etc. Borrowing of such items are strictly prohibited in the examination venue
- c) On entering the examination venue, each student should collect the answer booklet from the invigilator. Answer booklets are not exchangeable
- d) No student should carry mobile phones inside the examination hall
- e) Students must fill in the particulars on the cover page of the answer sheets before proceeding to attempt any question.
- f) All study materials and books should be left outside the examination venue.
- g) A student is not permitted to communicate in any form with anyone else during the examination except for essential communication with the invigilator.
- h) Students must stop writing as soon as the invigilator signals the end of the time allotted for the examination.
- i) Students are not allowed to leave the examination hall during the examination, without the permission of the invigilator.
- j) Answer books should be handed over to the invigilator once the student finishes the examination. It is the sole responsibility of the student to ensure that his/her answer book is promptly handed over to the invigilator.
- k) Any violation of the norms of the examination will be considered a serious offence and an act of misconduct. In such a situation the student will be liable for forfeiture of the answer book and expulsion from the examination hall at once.
- l) If the student is not in a position to take Class Test, he/she should inform the respective faculty member or the Departmental Coordinator or the HOD immediately and obtain a clearance, failing which he/she will be awarded a "F" in the said examination

#### **10.0. General Discipline - Guidelines & Procedures:**

- It is expected that students carry themselves with dignity and decorum within the campus. The sanctity of the Institute must always be preserved with strict

discipline, decent behavior, respect for others and use of appropriate language. It is expected that students accord highest respect to members of faculty and staff. It is also desirable that interaction amongst students and with members of faculty should be in English so as to improve effective communication skills in English.

- ***Discipline, attendance and positive attitude are the virtues, which are considered as cornerstones of success and play a most dominant role in the career growth of a student of the Institute. 100% attendance is required for all round development through maximum exposure in the class and bunking of class is considered gross indiscipline. If a student fails to attend all the classes due to illness or other serious problems, relaxation up to 25% absence may be considered as per Institute Statutes. In case attendance falls below 75% for whatsoever may be the reason, a student is liable to be debarred from appearing at the campus interview and also at the End Semester Examinations and no claim in this respect shall be entertained.***
- Students are compulsorily required to join Skills Development Programmes arranged by the Institute. Seminars/Workshops on recent development in Technology and Management are frequently organized with speakers from academia and industry. Students should attend all such programmes as also participate in educational excursions and industrial visits arranged by the Institute in their own interest.
- *Payment of fees in time is of paramount importance for continuing the studentship of the Institute. All students are required to pay fees normally within the notified date. A fine of Rs. 20/- per calendar day would be charged up to the next two months if the fee is not paid on the due date(s). Thereafter the name would be struck off the rolls and the student would have to pay a restoration fee of Rs. 1000/- only, along with the due fine and other fees for continuation of study. Similarly, defaulting hostel boarders may be asked to vacate the hostels.*
- **Smoking, consumption of alcohol, use of drugs, chewing pan and zarda are strictly prohibited. Offenders will be severely punished as per Institute's norms and practices.**
- Students are required to intimate the Office of the Institute immediately of any change in address for communication, telephone no., mobile no., e-mail id etc., in the prescribed format appended at the end of this handbook.
- Though the Institute has not adopted any formal uniform, students are required to maintain the following dress code:
  - Students should not wear attires which are short or of such nature that would invite unwanted comments.
  - Female students may wear sarees, salwar suits, formal western outfits, and jeans with long T-shirts/tops/kurtis.
  - Male students should make sure that they do not wear gaudy looking or street attractive types of clothes.

- Male students should wear shirts with buttons on and with collars, or T-shirts with collars, and trousers or jeans.
- All clingy and tight fitting outfits should be avoided in the college premises.
- Students should not wear any outfit with slogans and symbols.
- Make-up and usage of accessories should be kept minimal.
- Male students should wear shoes, preferably closed toed or with back straps. No slippers will be allowed for the male students within the college premises.
- Female students are expected to wear decent slippers or shoes and of moderate height, if with heels.

Non-compliance in this regard will call for the action it deserves.

- There is a Disciplinary Committee concerned with discipline of students. All cases of breach of discipline in connection with the Institute shall be referred to the Committee with relevant documents and details. All decisions of the Committee shall be taken at a meeting of the Committee and the decision of the Principal on the recommendations of the Committee is final.
- The interpretation of the Principal in respect of these rules, including any issues not specifically mentioned, shall be final.

#### **11.0. Grievance Redressal**

Any student having a grievance may submit a written application to the Principal / Registrar describing in details all the circumstances clearly and the application should be accompanied by all the relevant documents in support of the allegation. The student concerned should sign the grievance application.

#### **12.0 The Role of your teachers (Professors & Members of the Faculty) at Heritage:**

During your years on campus, you will spend more time with your teachers than any other group at Heritage. Therefore, professors and members of the faculty play a very large role in shaping your education and your careers. As you make the transition from your high school years to your college years, it pays to learn who your teachers are, and how they are vastly different from 'teachers' you've had in the past.

Your professors & members of the faculty are, of course, here to provide you learning experiences, but they are also here to develop you as professionals. Over the next few years they will play a big role in nurturing you from being a 'student' to being a distinguished professional in the field you choose to pursue.

There are quite a few things you should know to help you get the most out of your interactions with your teachers. The more you work on developing a professional relationship with them, the more you will be helping yourself to be the best that you can be in your career.

#### **Here are some tips:**

- **Always attend class...don't skip classes!** The MOST IMPORTANT thing you can do to make sure you do well in a class is to BE THERE. Professors are much more likely to

work with you if you are having trouble with the material, if he or she knows you have been coming to class and making an effort to learn.

- **Become a ‘professional learner’.** Come to class with an attitude of “I want to learn this material for my future”, versus “just showing up”. And don’t fall into the trap of thinking “why am I attending this class” I’ll never use this stuff in the future!” That is a huge mistake! Take it from just about anybody that has ever graduated from college: you have no idea what your future really holds, and the material you’re being taught is there to prepare you for whatever will come your way many years from now.

- **Interact with your professors & faculty members.** Let them know you care. Teachers want to help you to become distinguished professionals over the course of your career. As one professor puts it, “our legacy to our students goes far beyond what we cover in the material of the classroom”. Make sure your professor knows that you want to achieve that goal too! Thus, you should view coursework such as projects and homework as an opportunity for you to demonstrate your professional approach, and to show your professor that you understand the material, and how important it is.

- **Another way of interacting with your professors- make sure to talk to them if you are having trouble with the material in a course or if you received a bad grade on a test or assignment.** Your professors want to get to know you – and this is another great way to show them you care and you want to do well. Visit during College hours, or make appointments to come and talk to them. Keep in mind, their schedules can be pretty hectic most of the time, so don’t wait until the last minute (like right before a test) to talk to them.

As you will learn, professors want to help you succeed, and spending one-on-one time to help you master course material can be very rewarding.

- **Ask your professors about their work outside of the classroom.** You will discover a fascinating world of research and development work that may very much pique your interest in a career path for yourself.

Plus, it’s no secret that professors love to talk about their research.

- Along this line, remember too that in the future you may seek support from your professors (such as getting letters of recommendation) for higher studies, scholarships or landing that perfect job! The more your professor knows about you, the more he or she will be able to convey how you are an outstanding engineer/manager and professional and why you should be given the fullest consideration for whatever it is you seek in your professional development.

- Altogether, your relationship with your professors & faculty members at Heritage Institute of Technology should never be limited to “coming to class and getting a grade”. There is much more to be gained. You should view your interaction with them as a great opportunity to grow in many ways both academically and professionally. Doing so will pay off greatly over the course of your career.

### **13.0 Personal Care:**

#### **13.1. Counselling Cell:**

The Counselling Cell, an integral part of Heritage Institute of Technology, is a student support service intended to help students adapt and make the best of their learning environment.

The Cell recognizes the fact that the transition between school, college and into a career-oriented environment can lead to stress.

Counselling will be offered to all the students of the Institute in an attempt to help the individual cope with the demands of a complex society and find his/her place in it. It is common knowledge that when students have problems that are unresolved, it reflects in their attendance, academic performance and ultimately with their personality development.

The Students' Counsellor, who is the Co-ordinator of the Cell, who may be contacted at [counsellor@heritageit.edu](mailto:counsellor@heritageit.edu) will attempt to provide a nurturing environment wherein each student will be empowered to face life challenges and move ahead to achieve his/her academic as well as life goals. A booklet on learning skills, prepared by the Cell, has been appended to help students to concentrate on their studies.

#### **Areas of counselling:**

The Counselling cell will provide counselling in the following three areas:

- **Academic Counselling**
  - Poor study skills
  - Dropping grades
  - Low attendance
  - Exam stress
  - Choice of specialization
- **Career Counselling**
  - Choice of career
  - Higher studies
  - Jobs
  - Using psychometric tests to assess interest, aptitude, achievement, personality, value etc.
- **Personal Counselling**
  - Relationship problems within or outside family
  - Loneliness
  - Stress, anxiety and coping
  - Substance abuse (preventive, non-clinical)
  - Communication problem
  - Adjustment problem
  - Emotional support
  - Handling anger
  - Value clarification
  - Negative thinking or low self esteem

#### **13.2. The Mentoring System:**

Mentoring is an "...educational process that provides opportunities for professional development, growth and support for both mentor, or teacher, and the mentee, or student, involved."

Mentoring is an excellent opportunity for helping youth develop skills, knowledge, and motivation to successfully make the transition from high school into adult living.

**Mentoring** focuses on the human relationships, commitments, and resources that help undergraduate & graduate students find success and fulfillment in their academic and professional pursuits.

**Mentoring enables students to:**

- develop techniques for collaborating and networking
- acquire a sense of scholarly citizenship by grasping their roles in a larger educational enterprise
- deal more confidently with the challenges of intellectual work

At Heritage Institute of Technology, each student has been allotted a faculty member as a mentor.

#### **14.0 Training & Placement:**

The Training & Placement Office (TPO) complements the efforts of the members of faculty by organising value-addition programmes and providing placement opportunities to students. It acts as one of the major interfaces with the corporate sector and helps in developing the industry-academia interrelationship.

##### *14.1. Special training programmes*

#### **Student Summer Research Programme**

The Institute has an MOU with the New Jersey Institute of Technology (NJIT), NJ, USA for a Summer Research Program, under which twelve batches of students so far have gone through a 6-week training program at NJIT during the period 2008-2019. Since its inception in 2008, the NJIT-HITK Summer Research Program has catered to a total of 117 students from HITK.

##### **14.2. Guidelines for placement:**

#### **Placement Registration**

- All final year students seeking placement through the TPO must fill in the Placement Declaration Form and submit it within the due date as notified by the TPO, at the beginning of their pre-final semester.
- In case any student does not register for placement by the due date, it will be presumed that he/she does not wish to avail of TPO assistance, and will automatically be excluded from the placement process.



- *Students are advised to be extremely cautious in opting out of placement assistance, as the opportunity for placement registration cannot be given after the due date under any circumstances.*
- Students are advised to inform the TPO of any change in their contact details (viz. postal address, mobile number, email Id) and keep the same updated at all times. Students should also note that **all communication to students** would hereafter be sent **only** to their **official Heritage e-mail id**. They should therefore collect their password from their respective Departments or approach Systems Department for a password reset, if necessary. The TPO shall in no case be held responsible for any delay in communication arising out of incorrect / incomplete information furnished by students.
- Students are also advised to immediately intimate the TPO of any change in their semester marks, backlogs that have been cleared etc., along with relevant supporting documents.
- Intimation regarding recruitment drives or notifications thereof is ordinarily sent to the students' official e-mail id prior to such drives. It may sometimes be necessary to send such intimation via SMS / WhatsApp to the students' mobile no registered with the TPO. Important notifications are also displayed on the TPO Notice Board.

### **Placement Policy and Terms & Conditions**

**The policy of the Training & Placement Office (TPO) is to arrange for placement opportunities for eligible and registered students subject to the undernoted terms and conditions.**

- a) Placement assistance is only a Value Added Support service that is extended to students and does not guarantee a job opportunity, nor is it mandatory.
- b) ***No student against whom disciplinary action of any kind has been taken, or is being contemplated by the Institute shall be allowed to avail of placement services offered by the Institute.***
- c) The TPO reserves the right to withdraw placement assistance - and even withhold / cancel a job offer made - to an eligible student if his/her conduct is found unsatisfactory or in repeated violation of the terms & conditions of the Placement Policy.
- d) Every candidate has to fulfill the recruiter's requirements as stated in their requirement form (Job Description / Hiring Template), in addition to fulfilling all terms and conditions mentioned herein. ***Any relaxation in eligibility criteria shall strictly be at the discretion of the hiring company.***
- e) Students should not be absent from recruitment drives for which they are already registered, nor withdraw at any stage of the selection process.

- f) If a student fails to turn up for any stage of a recruitment drive **after registering for it**, he/she shall be deemed to have **violated** the terms & conditions of the Placement Policy and shall be excluded from placement assistance as below:
  - i) For the **first violation**, the Head - TPO can still allow the student in the next placement drive after satisfying himself / herself of the circumstances of the student's absence.
  - ii) For the **second violation**, the student may be totally barred from appearing in any placement drive arranged by the TPO.
- g) To facilitate placement for a maximum number of students in any batch, it is the policy of the Institute to allow only one offer to any student. After the selection of a student is **confirmed** by a recruiter, the name of the student will be taken off the list of unplaced students and he/she will not be eligible for appearing in any subsequent recruitment drive arranged by the Institute.
- h) As an exception, a placed student may be allowed to appear for one additional recruitment drive offering a salary that is at least double of his / her current offer, subject to the recruiter's consent. A core stream student placed in a software company may also be allowed to appear for one recruitment drive for his/her core industry, subject to the recruiter's consent.
- i) Once a job is offered to a student through campus placement, it is expected that he/she join the organisation. Failure to do so can result in Heritage being excluded from future recruitment by the company concerned, besides depriving other unplaced students of a placement opportunity.
- j) It must be clearly understood that the Institute contacts various recruiters and puts all effort to get them to recruit our students through ON-CAMPUS/POOL-CAMPUS/OFF-CAMPUS/VIRTUAL modes, but has no role in the process of selection, nor in the choice of function/location being offered, which are driven purely by the recruiter's business demands. While it is our effort to facilitate placement for a maximum number of students, 100% placement covering all the students may not be possible.
- k) Students opting to appear for core company recruitment drives must understand that many of these companies have service agreements (monetary / non-monetary) for varying periods as part of their placement offer, with strict provisions for penalty in case of violation of these terms. The TPO neither has any role in this, nor is in a position to influence changes to these terms. Students selected by any such company will be considered placed from a TPO standpoint.
- l) Students planning to pursue further studies or other interests must state their intention thereof in the placement declaration form itself, or at the earliest opportunity thereafter. Any placement opportunity provided by the TPO is only for those who want to pursue a career in industry.

### **Criteria of Eligibility**

- a) A student seeking placement support through the TPO should normally have 60% or equivalent score throughout his / her academic career without standing arrears/gaps.

Furthermore, he / she has to satisfy any additional eligibility criteria set by the specific company.

- b) If the recruiting company has any other relaxed/stringent norms, notification to that effect will be given by the TPO and eligible candidates thereof will be allowed participation on a case by case basis in consultation with the recruiter.

### **Feedback Mechanism**

- a) **Conduct of Exit Interviews and Improvement Strategy:**

Trainers and concerned faculty shall conduct exit interviews of students from time to time during campus placement season and analyse students' performance, identify strengths, shortfalls etc. The TPO, HOD's and faculty representatives shall review the results periodically, analyse the performance, devise a plan and formulate course modules and strategies to bridge the gap between academics and industry expectations. The Head – TPO, in consultation with the authorities concerned, shall decide on the need for engaging experts from industry, institutions of higher education, consultancies etc. from time to time.

- b) **Feedback of the Campus Recruitment Team:**

The TPO shall take feedback from the visiting campus recruitment teams so as to keep an eye on students' performance, internal arrangements, amenities offered to the visiting team etc.

- ❖ An Alumni Association is functional and may be reached by clicking the Alumni Portal at the Institutes website ([www.heritageit.edu](http://www.heritageit.edu)).

## **15.0 MAIN CAMPUS STUDENT ORGANIZATIONS, STUDENT ACTION GROUPS AND ACTIVITIES:**

Membership in student organizations is open to all regularly enrolled students of HIT and taking part in organizations and activities is considered an integral part of a HIT education. The co-curricular experience broadens your interests, helps develop leadership skills, and provides the opportunity to interact with others to build the Heritage community.

Student membership on executive boards of all registered Student Action Groups is open to full-time, regularly enrolled students in good academic standing. However, general membership in student organizations is open to all full-time undergraduate and post-graduate students.

The Institute encourages participation in student organizations and related activities.

- ❖ Various student activities such as Music, Dance, Drama, Photography, Quiz, Debate, Magazine, News Activities, Coding, Aero-Modelling, Fashion, Science, Environment, Computer Games, Sports Activities, Rotaract Activities, NSS Activities, Entrepreneurship are organized by designated clubs throughout the year. The Annual Cultural Festival and Annual Technical Events are organized with much

fanfare and enthusiasm.

- ❖ The Institute has Students' Chapters of Computer Society of India (CSI), Instrumentation, Systems & Automation Society (ISA), Indian Institute of Chemical Engineers (IChE) and Institute of Electrical & Electronics Engineers (IEEE). The Chapters frequently organize seminars, debates and workshops inviting experts from industry and academia.
- ❖ To encourage activities pertaining to robotics and participation by HITK students in robotics competition, both within and outside the campus, a robotics society – iRobotiX – has taken shape at the Institute.
- ❖ The Institute has a Photography, Film and Drama Club : Prabhasvana. Also, there is a Social Awareness & Community Service Club (SPARSH).
- ❖ To fulfill societal commitment, Rotaract Club of the Institute (Udaan) under the parent body Rotary Club of Mahanagar has been established, which is very active.
- ❖ To encourage entrepreneurship activities, the Institute has an Entrepreneurship Development Cell.
- ❖ Department of IT maintains a departmental website where students are allowed to post various technical/ non technical articles. Students can post their queries related to their subject matter which in turn being replied back by the members of their departmental faculty.
- ❖ Department of Biotechnology publishes its Bi-Annual newsletter titled "Biosys", which is very informative.
- ❖ An Alumni Association is functional and may be reached by clicking the Alumni Portal at the Institutes website ([www.heritageit.edu](http://www.heritageit.edu)).

## **16.0 Campus Life :Services & Students' Amenities**

### **16.1. Library**

Fully air conditioned Central Library is housed in Central Block covering an area of about 20,000 sq.ft.

It has a generous collection of about 66,474 (approx) text and reference books on all relevant subjects. The Institute subscribes to a large number of journals, periodicals, proceedings, magazines & local and national dailies, which are available for the benefit of the readers. Facilities at the library are constantly upgraded and expanded. Some of the current facilities include - Reprographics, Internet and educational CDs. The Library is fully automated with LIBSYS and Online Public Access (OPAC) facility.

Institutional repository is being built and developed by following open source software D-Space along with Dublin Core Metadata. At present, question papers of all departments (all semesters) under autonomous HITK are being uploaded on

regular basis and highlighted to the students for its use. Bibliographical data of the publications of members of faculty and others of HITK have also been uploaded.

E-Journals & E-books related to Engineering & Technology are received through IEEE (ASPP). Besides, the Institute also subscribes for NPTEL, a joint initiative of IITs and IISc., Bangalore, funded by MHRD, GOI, thus allowing access to web courses and video courses, prepared by senior members of faculty of those institutes. The Institute has tie-up with The British Council Library and The American Library as Institutional Member and members of faculty, staff and students can avail themselves of this facility.

### *16.2. Computing Facilities*

All degree awarding departments have its own computer laboratories for undertaking project, research and development work. All the computers are Wi-Fi connected with 100 Mbps leased line for 24 hours. All students are provided with unique email id for having anytime access to institute related information.

### *16.3. Health Care*

16.3.1. A medical unit is available in the campus besides arrangements with hospitals located nearby. Students may also directly avail themselves of medical facilities free of cost / at highly subsidized rate from Units of Students' Health Home located in different districts of West Bengal.

16.3.2. All students of HITK are covered under Students Safety Insurance Policy with United India Insurance Company Limited. Capital Sum Insured : Rs. 1,00,000/- per student per accident

Risk covered :

(a) Death, Loss of limb(s), Permanent total disablement and Permanent partial disablement.

(b) Medical expenses reimbursement up to Rs. 10,000/- per student per accident for treatment including consultancy fee, cost of medicines, investigation charges at hospital / nursing home or by a physician in a clinic or at home as in-patient and out-patient

The salient features of this policy is stated hereunder:

Now this Policy Witnesseth that subject to the terms, provisions, exclusions, definitions and conditions contained herein or endorsed or otherwise expressed hereon the Company will pay the insured as hereinafter mentioned:

1. If at anytime during the currency of this policy the insured shall sustain any bodily injury resulting solely and directly from accident caused by external violent and visible means, then the company shall pay to the insured or his legal personal representative(s) as the case may be the sum or sums hereinafter set forth that is to

say :-

a. If such injury shall within twelve calendar month of its occurrence be the sole and direct cause to the death of the insured persons the Capital Sum insured stated in the Schedule herein

b. If such injury shall within twelve calendar months of its occurrence be the sole and direct cause of the total and irrecoverable loss of :

i. Sight of both eyes, or the actual loss by physical separation of two entire hands or two entire feet, or one-entire hand and one entire foot or of such loss of sight of one eye and such loss of one entire foot, the capital sum insured stated in the Schedule herein

ii. Use of hands or two feet, or of one hand one foot or such loss of sight of one eye and such loss of use of one hand or one foot, the capital sum insured stated in the Schedule herein.

c. If such injury shall within twelve calendar months of its occurrence be the sole an direct cause of the total and irrecoverable loss of :

i. The sight of one eye or of the actual loss by physical separation of one entire hand or one entire foot, fifty percent (50%) of the capital sum insured stated in the Schedule herein.

ii. Total and irrecoverable loss of use of a hand or a foot without physical separation, fifty percent (50%) of the capital sum insured stated in the Schedule herein

Note: For the purpose of clause (b) and (c) above, physical separation of a hand or feet means separation of hands at or above the ankle respectively.

d. If such injury shall as a direct consequence thereof immediately permanently totally and absolutely, disable the insured person from engaging in any employment or occupation of any description whatsoever, then a lump sum equal to hundred percent (100%) of the Capital Sum insured.

e. If such injury shall within twelve calendar months of its occurrence be the sole and direct cause of the total and irrecoverable loss of use or the actual loss of by physical separation of the following then the percentage of the Capital Sum insured as indicated below shall be payable :

Sl. No.	Item	% of Capital Sum Insured
i	a. Loss of toes – all	20
	b. Greet – both phalanges	5
	c. Greet – one phalanx	2
	d. Other than greet, of more than one toe lost each	1
ii	Loss of hearing – both ears	50
iii	Loss of hearing – one ear	15
iv	Loss of 4 fingers and thumb of one hand	40
v	Loss of 4 fingers	35
vi	a. Loss of thumb – both phalanges	25

	b. Loss of thumb – one phalanx	10
vii	a. Loss of index finger – three phalanges	10
	b. Loss of index finger – two phalanges	8
	c. Greet – one phalanx	4
viii	a. Loss of middle finger – 3 phalanges	6
	b. Loss of middle finger – 2 phalanges	4
	c. Loss of middle finger – 1 phalanx	2
ix	a. Loss of ring finger – 3 phalanges	5
	b. Loss of ring finger – 3 phalanges	4
	c. Loss of ring finger – 1 phalanx	2
x	a. Loss of little finger – 3 phalanges	4
	b. Loss of little finger – 2 phalanges	3
	c. Loss of little finger – 1 phalanx	2
xi	a. Loss of metacarpals – first or second (additional)	3
	b. Loss of metacarpals – third, fourth or fifth (additional)	2
xii	Any other permanent partial disablement	% as assessed by the Doctor

- f. If such injury shall be the sole and direct cause of temporary total disablement, then so long as the insured person shall be totally disabled from engaging in any employment or occupation of any description whatsoever a sum at the rate of one percent (1%) of the capital sum insured stated in the schedule herein per week, but in any case not exceeding Rs. 5000/- per week in all under all policies per week in any case not exceeding 25% of the monthly salary.

Provided that the compensation payable under the foregoing sub-clauses (f) shall not be payable for more than 100 weeks in respect of any one injury calculated from the date of commencement of the disablement and in no case shall exceed the Capital sum insured.

- g. In the event of Death of the insured person due to accident as defined in the policy outside her/his residence the company shall reimburse expenses incurred for transportation of insured persons dead body to the place of residence subject to a maximum of 2% of capital sum insured of Rs. 2,500/- which ever is less
- h. In the event of death or permanent total disablement of the insured due to accident as defined in the insured due to accident as defined in the tariff, the policy shall also provide compensation towards Education Fund for the dependent children as below:
- If the insured person has one dependent child below the age of 23 years, an amount equal to 10% of the CSI subject to a maximum of Rs. 5000/-
  - If the insured person has more than one dependent child below the age of 23 years, an amount equal to 10% of the



CSI subject to a maximum of Rs. 10,000/-

The payment as above will be made along with the CSI of the same person/s who is/are entitled to receive the CSI

Note : (i) The benefit under this extension will be available on the basis of the original CSI only and no on the cumulative bonus

(ii) The age limit of 23 years shall apply on the date of accident and not at the beginning of the policy year.

Provided that there be an any other subsisting PA Insurance/s in the name of the insured and benefit under this Regulation becoming payable under all such policies, the total amount so payable shall be limited to a maximum of Rs. 5000/- in case there is one dependent child and Rs. 10,000/- in case there is more than one dependent child. The amount so payable shall be borne by all the policies in proportion to the original sum insured.

For further details regarding conditions, definitions and exceptions students are advised to contact the Office of the Registrar of the Institute.

**16.4. *Hostel***

Board and lodging facilities are available separately for outstation boys and girls. Seats are limited and allotted on the basis of distance from the native place of the student.

**16.5. *Cafeteria***

The Institute has an excellent cafeteria. Multi-cuisine lunch and snacks are served in the cafeteria. A fast-food restaurant-cum-convenience store is also located on the campus.

**16.6. *Students' Corner***

Essential books, stationery etc., as well as reprographic facilities are available here.

**16.7. *Common Room***

The Institute has a common room equipped with indoor games facilities like table tennis, carom, chess etc.

**16.8. *Games & Sports***

There are excellent facilities of games and sports like football, volleyball, basketball, golf and swimming, managed by a Sports Officer and a Physical Instructor. Students are encouraged to participate in Games and Sports and practice yoga in order to keep the body fit.

**16.9. *Transportation***

Transportation is available from prominent locations in Kolkata at scheduled hours based on students' demand.

**16.10. *Banking***

A branch of Punjab National Bank is located within the campus with ATM facility for the benefit of students and members of staff. It also extends various soft loans.

#### 16.11. **Postal & courier services**

All postal facilities are available at East Kolkata Township P.O. located nearby; besides, there is an extension counter of a reputed courier service inside the campus.

#### 16.12. **Student's Welfare Committee of MAKAUT**

Students of MAKAUT and its affiliated Colleges facing hardship during the studentship due to casualties viz. (i) Death of Parent / Guardian / Earning member of the family and (ii) Accident faced during their studentship can avail some relief extended by Student's Welfare Committee of the University. Extent of relief and documents to be submitted is as under:

Sl. No.	Category of Casualty	Relief and Quantum of Assistance	Documents to be submitted
1	Death of Parent /Guardian / Earning Member of the family	100% (50% of the Semester Fee will be waived by the respective Colleges and remaining 50% will be provided by the University) * In case of students under extreme poverty and/ or both parents deceased, all the fees including examination fees and development and any other fees imposed by the respective college may be waived on the basis of a proposal of the SWC with the permission of the Hon'ble VC.	i) Death Certificate of earning members of the concerned students family. ii) Grade card of the student (not applicable for students undergoing 1st. Semester.) iii)Registration Certificate of University and Admit Card iv) Epic Card v)Income Certificate (to be issued by the BDO / SDO /Equivalent Govt. Authority) vi) Character Certificate from the Principal / Director of the Institute where the student is undergoing study, who will also forward the application along with the attachment.
2	Accident faced by the students during their studentship	1/3rd. of Total Expenditure or Rs. 100,000/- whichever is less. This sort of facility will be extended <b>one time</b> only during the entire tenure of studentship of any student.	The application made under this category will be examined on case to case basis. Prima facie following documents are to be submitted: i) Papers regarding the vehicle involved in the accident. ii) Driving Licence iii) Epic Card iv) Copy of the Case Diary / FIR lodged with the Police Station where the accident occurred. v) The papers regarding mediclaim facility. vi) Statement regarding any

			sort of support extended by different agencies like Government, respective college, Local Bodies, NGOs etc for the accident along with supporting documents. vii) Attending Physician's Prescriptions and Certificate along with Medical Bills duly countersigned by the attending physician. viii) Family Income Certificate to be issued by BDO/SDO/ Equivalent Government Authority. ix) All Documents to be submitted forwarded by College Principal / Director.
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## ANNEXURE

### A. Learning Skills

#### Introduction

Dear students, seeing this handbook you are probably wondering how you are going to make use of it. Of course, you have some useful study skills since you have studied before. You are in an important phase of academic transition that involves shift of approach from school level to adult University level and transition from academic to professional. Therefore as an adult university level student, you'll probably find that you could use some different or additional skills and techniques now. You will need to apply goal- and priority-setting skills to use your time well. You'll be required to read advanced texts, search original documents, and review scholarly material and intellectual presentations. You'll be expected to remember in detail what you read and to organize your learning to demonstrate your memory), understanding, problem-solving ability, and creativity for the purpose of evaluation or testing. This kind of learning will demand skills you may not have developed or didn't use in any previous schooling. This handbook will provide you with knowledge about the advance learning skills that you can possess. This handbook provides basic information in each of the following nine learning skill areas i.e.,

1. Learning and Remembering
2. Time Management
3. Listening and Taking Notes
4. Reading
5. Concentration and Distraction
6. Memory Techniques
7. Preparing for Exams
8. Cramming
9. Writing for Exams

In each case, suggestions for changes in study habits are given, this handbook incorporates successful models used in Universities and Technological colleges across the globe. Do not feel that you must try to change everything at once. You are more likely to succeed if you make small changes and experience positive results than if you try to change everything and set yourself up for failure. A good place to start might be with a change that sounds most reasonable and workable and by applying it to your most difficult subject. But before you even begin with this handbook, consider the most effective, efficient, and, yes, obvious thing you can do to enhance your learning skills. **You can start by trying to attend all the classes and labs.** How will it help you? You will hear information from the person who will be testing you on it, you will take much longer to gather it from other sources, classes offer an opportunity to ask questions about difficult material, and you won't miss extra information (clues for tests and assignments, for example.)

The basic information in this Section on Learning Skills may be all you need in order to be successful in your studies. However, if you require further information or assistance regarding your existing level of learning skills or development of advance level of learning skills, you may make an individual appointment with the Students' Counsellor. You can arrange to do this by contacting the Counseling Cell located in the Training & Placement Office or via email: *counsellor@heritageit.edu*

## 1. Learning and Remembering

Most students express a wish to be more efficient in their studies. Knowing how your brain takes in and processes information, and then working with this system, will greatly improve your efficiency.

- Learning does not occur by simply stuffing material into short-term memory. Learning occurs when what you put into short-term-memory connects--integrates--with what you already know (which is stored in long-term memory). This connection occurs naturally--and you experience the peak of your learning--when you stop inputting and relax (although you may think about the connections that are occurring). Take a break of 10 minutes for every 50 minutes of work; this will help you retain information.
- Research (into something called the **Curve of Forgetting**) shows that if you don't recall or review or work with what you have learned on a given day, within 24 hours you will forget 50 - 80% of it. So try **reviewing your notes** (by doing something with the new material--reading, thinking, writing, or talking about it) at the end of the day, giving 10 minutes for every hour of new material you took in and want to retain. Also review your notes at the end of the week, giving 5 minutes to each hour of new material for that week, then giving the same material 2-4 minutes of review at the end of the month.
- **Change subjects or tasks every hour.** The reason for this is that the brain does not easily assimilate the same or similar material hour after hour. That means when studying, you might read for an hour, then do questions for an hour. This also means that anything you want to learn and remember (like an assignment) should be started early and done over many nights. (Besides helping your brain

take in the material, this sets up a routine of working with it more than once, which aids the review process that is essential to learning).

## 2. Time Management

Students, whether first year or graduate, typically complain about a) the size of their workload and b) the amount of unstructured time. On the surface, these two issues appear to go together, but it takes time management skills to resolve them.

- **Keep track of your time for one entire week** (to help you in this a '168 hr. Exercise' is given at the end of this handbook) since you need to know if you are putting in enough hours. Normal requirement for sleep is 6-8 hrs; students who are sleep-deprived have lower marks than students who are getting enough sleep. Normal for college work is 1 hr homework for every hour in class plus overtime for studying; this varies from one faculty and program to other. Try to make time schedules for a whole month or three months to help you in setting goals for yourself. You can take help from the students' counselor to make these schedules.
- **Plan your schedule in advance and try your best to stick by it.** Make clear contracts with yourself regarding time, place, and study task. You will work best only with a clear sense of purpose.
- Time management is all about goals--clarifying them (on paper, leaving short-term memory free for learning), setting them, assessing them, developing methods for meeting them, and rewarding them. **So write everything down** – long term goals (course requirements) on a calendar, short term goals (weekly requirements) on your schedule or "goals" sheet, daily goals (errands) on a "to do" list.
- **Do some work on a task the day that it is assigned**, then develop a plan for finishing it by dividing the task into at least 5 "chunks" of work with established deadlines and rewards. It will help to boost motivation. First minute motivation is a powerful tool; after using it to gain momentum, set deadlines--with rewards--and chip away at the task to get it done.
- **Do your most difficult work during hours when you feel best.** (Save pleasant tasks for less productive times of the day). It will make you more efficient. Most of us have high-energy time each day (often in the morning), with two periods of medium and one of low energy (often in the late afternoon). Find these times for yourself and work with them--doing difficult work during high time and easier work during lower times.

## 3. Listening and Note-Taking

While it is expected that students come to college with the ability to take a good set of notes, this is not always the case. School may not have demanded it, so good listening and note-taking skills may need to be developed.

- **Sit near the front and do not read or talk.** Pay particular attention during the second 20 minutes (when you tend to lose it and to the last minutes when a summary might be given or conclusions drawn. **Be a positive, active listener**, problem solving or by writing an outline if answering an easy question). Present all relevant material or steps; never assuming something is too simple. Submit your rough work if you don't finish
- **Get accurate notes**, with special attention to the main ideas. In addition, look for points of emphasis-- from the professor's verbal language, body language, or careful reading of course notes. If you still feel you're missing the main points, try showing your notes to a classmate or to the professor.
- **Leave lots of space between ideas** because during later reviewing you will need space to continue to add notes in your own words. This will help you learn the material on a deeper level by integrating it with what you already know. Also, the extra space will make it easier for you to find material when you are studying.
- **Review new notes**, 10 minutes for each class and within 24 hours. Otherwise you will lose 50%-80% of the material.
- **Set your notes up so you can study effectively from them.** Leave wide left margins; here you will write questions from which to study your notes. Leave the back of the page blank, so you can fold the page, cover the notes, and answer the questions when studying.

#### 4. Reading

Many students open their books, read until they finish (lose interest, or fall asleep), and are convinced that their concentration, comprehension, and speed are poorer than everyone else's. Students need to recognize that reading may be the most demanding work they do here and that nearly everyone reports difficulty with the volume of reading required.

- **Get into the material more often but for shorter periods of time.** Studies show that some students may only read for 20 minutes without losing concentration. Also, learning is improved by changing tasks each hour, spreading the work over time, and dipping into it more frequently.
- **Read groups of word at a time without mouthing them.** Your brain can read faster than your mouth and more than one word at a time (A single word has little meaning anyway). Speed and comprehension will increase if you read in meaningful phrases.

- **To improve comprehension and retention, begin with an overview of the material** so that a context can be established. You can achieve that by reading the introduction, headings, charts, graphs, diagrams, conclusion, and summary, and then take a minute to think about the material before beginning to read in depth.
- **Read with a purpose:** To answer questions and to note the answers (the most important points) where they occur. You can establish a list of questions--from questions at the end of the chapter or by turning the headings into questions--and read to answer these. Put ticks in the margins when you think you've found answers. (It's better not to take notes, highlight, or underline at this point; you won't know which are the most important points until you are finished.) Take one more run through, focusing on the ticks in the margin and now deciding which are the most important points; now you can make an informed judgment, so it's appropriate to highlight, underline, or take notes.
- **Set your text up so you can study effectively from it.** Write your questions in the margins, opposite the answers. Regularly review the material by covering the page and answering the questions.

## 5. Concentrations and Distraction

Most students report dissatisfaction with their ability to concentrate: they may have trouble getting down to work in the first place or feel that they never work as efficiently as they would like. While it is impossible to concentrate 100% of the time, it is possible to minimize external distractions and to begin to work on internal ones

- **Seriously examine your place of study.** Consider the following parameters: lighting, ventilation, space and comfort, temperature, distractions etc. In case of discomfort try to find out your personal solution. You may take help from the students' counsellor also.
- **Establish a regular routine of eating, sleeping and exercise.** Since the ability to concentrate depends on adequate sleep, decent nutrition, and the increase in well-being that comes with exercise, students who have all three, generally show higher marks.
- **Bring interest in the material and a sense of purpose to the task.** Human beings are bored by what is not relevant to them. Therefore, you may need to create relevance--by talking to others or by relating the material to what interests you. In addition, it helps to always sit down to work with a clearly defined purpose and task.
- **Establish reward for accomplishments** since human beings work best with positive reinforcement.
- Start maintaining a "Worry Book" where you can **write down your worries** if they bother you frequently. Writing your worries down initially helps to diminish them somewhat. Set aside time and try solving the problem taking cue from what you have noted in your worry book. Since worrying deals with issues of the past or future, and studying requires that you be clearly focused on the present, that's why in case of frequent worries you can think about consulting the students' counsellor also.



## 6. Memory Techniques

Being an effective student involves learning, understanding and remembering a lot of information. To do this it is necessary to understand how our memory works. We have both short term (working) and long-term memory. Short-term memory has a limited capacity and holds 7+/- 2 chunks of memory. For example, phone numbers are typically 7 digits long. It is used at a conscious level. Long-term memory is thought to have an infinite capacity. The goal is to transfer your learning to your long-term memory. Many strategies exist to do this.

The following are proven memory retention strategies:

- Do frequent and spaced reviews
- Recite the information out loud in your own words
- Over learn the basic and essential information for your course
- Learn by using multiple senses
- Learn by using your personal learning style preferences (visual, auditory and kinesthetic.
- Learn the concepts first and then the details
- Create meanings and associations
- Group information (you can group Shakespeare's plays into comedies, histories and tragedies)
- Create vivid associations (to remember Bob Green visualize a green man with the word Bob on his face)
- Teach the information to yourself or to someone else
- Develop an acrostic by using the first letter of each word to make up a sentence. For instance, a common acrostic used to remember the notes of the musical scale is Every Good Boy Deserves Fudge (EGBDF).
- Use the method of **LOCI**. This method works well when having to remember lists. Visualize a room or space you are familiar with and link words or concepts on each object in that space. To recall the items later, take a mental walk around the room and visualize what item you attached to the object.
- Create rhymes, songs or jingles. The sillier the more memorable.
- Create mind or concept maps
- Create acronyms. The first letter of each word in the sentence represents the first letter of the word/list you want to memorize. To remember the names of the colors of rainbow for instance, you can remember the word VIBGIYOR: Violet, Indigo, Blue, Green, Yellow, Orange and Red
- Use hook-ups. Put all related information that starts with the same letter together.
- Listen to class lectures for information.
- Take frequent but short breaks when learning. Study for 20-40 minutes and then take a 10-minute break. This gives your mind a break and helps to consolidate learning.

## 7. Preparing for Exams

Students know that they need to study and that they should probably start well in advance of the exam. But because school may not have demanded much in the way of studying, students find they really don't know how to study early and properly.

- **Do not opt for last minute cramming.** Short-term memory does not have enough space for all you need to know. Also, cramming stupefies long-term-memory (where well-learned material lives), and it can set you up for panic and "blinking."
- **Start well in advance, break your studies into chunks and review often.**
  - **A week or more before the exam do an initial overview** (a 2-4 hr quick review of the material); this will help to motivate you and to determine the structure of the course, where your difficult material is, and the volume to be covered.
  - **Develop and follow a plan** for getting yourself through this volume of material, starting (if possible) with your most difficult stuff.
  - **At the beginning of each study period**, do a 10-minute review of the previous period's material.
- **Study "from the top down"** because it is easier to understand and retain material that is well organized. Therefore, start with a good grasp of the course's main ideas, and then follow with the sub-topics and supporting details.
- Real understanding comes not when we stuff information in but when we draw it out. Exams require this same drawing out of information. Study by jogging your memory i.e. **answer questions, solve problems, write essays, define, explain, and apply terms, and work through past exams.**
- **Take in no new material the night before an exam** since you want to build confidence by reinforcing what you know rather than running the risk of scaring yourself by discovering something you don't know. Also, you want to avoid a temptation to cram.

## 8. Cramming

Although you've been told to avoid cramming (studying the night before), there are times when you're left with no other choice. Like students who have worked hard all term but now have three exams in five days, have only an evening to review already learned material. For them here is information on how to cram.

- **Write out a course summary.** Reviewing the structure of the course will help you remember, comprehend and retain the material.
- **Try to work through notes and assignments** but just skim the text since this is the best way to set priorities for the time you have.
- Take breaks in your study by getting at least 6- and preferably 8-hours sleep, and by reminding yourself that working hard all term really will pay off! Above all, **stay calm and confident.**

For students who've slacked off and are now in justifiable panic

- **Gather information about what's likely to be on the exam.** Find out which chapters in the text were covered, get a set of course notes, copy and return them, ask a classmate what topics were emphasized.
- **Find** the following from information gathered: **principal themes, sub-topics, and major illustrations.** Now memorize them! **Repetition is the key to memorization;** so use every trick you can -- word association, rhymes, enumeration, and sentences from acronyms.
- **Be selective.** After memorizing major themes, decide what supporting material to concentrate on. You're more likely to remember a narrow range of material covered in depth. Skim the text if there is only one, or skim only chapters that seem emphasized from your information gathering. If there are many texts, pick two to concentrate on. Take time to review what you've covered.
- **Learn to be kind to yourself.** Get at least 6 hrs of sleep. Finally, record the pain of this experience (in a letter to be addressed next semester) so you won't repeat it!

## 9. Writing Exams

**Get appropriate rest, exercise and nutrition** because these things matter and will affect your performance.

- **Arrive just on time and leave without commiserating** because there is widespread and contagious panic before an exam, and uninformed, post-exam second-guessing can be upsetting.
- Make a crib sheet of the material you are certain will help; take it to the exam; throw it out before you sit down; then recopy it from memory, somewhere on the exam booklet, as soon as you can.
- **Read all questions** (except multiple choice) before beginning, noting anything important that occurs to you as you do so. Weighing questions in terms of marks and time allows you to pace yourself accordingly; ranking then working on questions in order of difficulty helps you warm up on the easier questions (while your sub-conscious works on the harder ones); and writing ideas down ensures that you won't forget them or over-stress short-term memory.
- **Answer the questions** as asked since everyone makes the mistake of misreading questions. And if a question is similar to an assignment, it may take you four readings to see it accurately. Therefore, circle key terms of procedure and direction.
- Be an active reader in a multiple-choice exam. **Anticipate the answer to the question and then go looking for it.**
- When writing an answer **try to project that you understand the question, know the relevant material, and can present it in an organized manner** since whether

the question is essay or problem solving, this is what the professor wants. Re-state the question before answering. Organize your work (by establishing knowns and unknowns if problem solving or by writing an outline if answering an essay question). Present all relevant material or steps; never assuming something is too simple. Submit your rough work if you don't finish.

## ANNEXURE-B

### Academic Calendar 2020-2021

#### Odd Semester 2020

	<u>New Batch</u>	<u>Continuing Batch</u>
01. Commencement of academic programme	: To be announced later	July 2
02. Admission activities (for ensuing new students) will be closed on	: To be announced by WBJEE Board	
03. Registration activities (for ensuing newly admitted students for the session 2020-2021) will be closed on	: To be announced by MAKAUT, WB	
04. First Class Test Slot (UG / PG)	: August 24 – August 26	
05. Second Class Test Slot (UG / PG)	: November 9 – November 11	
06. Submission of Exam Forms	: Relevant notice will be available in the Institute website	
07a. Practical Examinations & Viva Voce (for all UG & PG)	: November 23 – November 27	
07b. Theory Examinations (for all UG & PG)	: December 2 – December 22	
08. Inter-Semester Break	: Dec 25, 2020 – Jan 12, 2021	
09. Publication of Result	: Result will be announced in the Institute website	

***Separate Supplementary Exam for 1<sup>st</sup> & 2<sup>nd</sup> Semester (for 1<sup>st</sup> year) and 7<sup>th</sup> & 8<sup>th</sup> Semester (for 4<sup>th</sup> year) students having backlogs will be held during last week of July to 1<sup>st</sup> week of August, 2020. Details will be available in the Institute website / Notice Board in due course.***

#### Even Semester 2021

01. Commencement of Academic programme	:	January 14
02. First Class Test Slot (UG/PG)	:	March 04 – March 06
03. Second Class Test Slot (UG/PG)	:	April 20 – April 22
04. Submission of Exam Forms	:	Relevant notice will be available in the Institute website
05a. Practical Examinations & Viva Voce (for all UG & PG)	:	April 27 – May 04
05b. Theory Examinations (for all UG & PG)	:	May 06 – May 26
06. Summer Recess	:	June 01 – June 30
07. Publication of Result	:	Result will be announced in the Institute website

***During Summer Recess, Practical Training /Internships (wherever applicable) may be undertaken***

**List of Holidays for the Year 2020 (August to December)**

Month	Date	Occasion	Day	No. of Days
August	1	Id-Uj-Zoha	Saturday	--
	11	Janmastami	Tuesday	01
	15	Independence Day	Saturday	--
	30	Muharram	Sunday	--
September	16	Biswakarma Puja	Wednesday	01
	17	Mahalaya	Thursday	01
October	02	Gandhiji's Birthday	Friday	01
	21-31	Durgapuja, Lakshmi Puja	Wednesday - Saturday	08
November	14-17	Kalipuja, Diwali, Pratipad & Bhratridwitiya	Saturday - Tuesday	02
	30	Birthday of Guru Nanak	Monday	01
December	25	Christmas Day	Friday	01
Total (Days)				26
Principal's Discretion				02

***If there is any change in the date of Id-UI-Fitr, Id-Uj-Zoha & Muharram, depending upon the sighting of the Moon, holiday will be declared as per separate Govt. of West Bengal Order for the date on which the festival would be actually observed in lieu of the date originally notified as holiday for this festival***

## ANNEXURE-C

### E-mail ids of key persons

#### Management & Administration:

Mr. Probir Roy Director, KBT E-mail: <a href="mailto:edirector@heritageit.edu">edirector@heritageit.edu</a>	Mr. P.K. Agarwal Chief Executive Officer, KBT E-mail: <a href="mailto:ceo@heritageit.edu">ceo@heritageit.edu</a>
Prof. (Dr.) Pranay Chaudhuri Principal E-mail: <a href="mailto:principal@heritageit.edu">principal@heritageit.edu</a>	Dr. Sujit Kumar Barua Registrar E-mail: <a href="mailto:registrar@heritageit.edu">registrar@heritageit.edu</a>
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Lt. Col. Amitava Ghosh Dastidar Joint Campus Administrator E-mail: <a href="mailto:amitava.ghoshdastidar@heritageit.edu">amitava.ghoshdastidar@heritageit.edu</a>	Mr. R.R. Kutty Manager - Purchase E-mail: <a href="mailto:purchase@heritageit.edu">purchase@heritageit.edu</a>
Mr. Debasish Karmakar Manager - Systems E-mail: <a href="mailto:system@heritageit.edu">system@heritageit.edu</a>	Mr. Manoj Kumar Pradhan Office Executive & Hostel Superintendent E-mail: <a href="mailto:helpdesk@heritageit.edu">helpdesk@heritageit.edu</a>

Dr. Banhisikha Bhattacharyya Students' Counsellor E-mail: <a href="mailto:counsellor@heritageit.edu">counsellor@heritageit.edu</a>	
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## Degree awarding Departments

### HODs/ DCs

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Prof. (Dr.) Srabanti Basu HOD, BT E-mail: <a href="mailto:srabanti.basu@heritageit.edu">srabanti.basu@heritageit.edu</a>	Prof. (Dr.) Riddhi Goswami DC, BT E-mail: <a href="mailto:riddhi.goswami@heritageit.edu">riddhi.goswami@heritageit.edu</a>
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## ANNEXURE-D

Format for intimating change in a student's particulars

01. Full Name .....

02. Name of Father / Guardian .....

03. Year ..... Branch .....

04. College Roll No. ....

05. University Registration No. ....

06 (a) Previous Address (Residential)

.....  
.....  
.....  
.....

06 (b) Changed Address (Residential)

.....  
.....  
.....

07 (a) Previous Phone No. ....

07 (b) Changed Phone No. ....

08 (a) Previous Mobile No. of Guardian .....

08 (b) Changed Mobile No. of Guardian .....

09 (a) Previous Mobile No. of Student .....

09 (b) Changed Mobile No. of Student .....

10 Previous E-mail Id .....

11 Changed / Additional E-mail Id .....

\_\_\_\_\_  
Signature of the Father / Guardian

Date.....

\_\_\_\_\_  
Signature of the Student

Date .....

## **Service Rules**

# Heritage Institute of Technology

(A Unit of Kalyan Bharti Trust)



## SERVICE RULES

(As amended, 2021)

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# Heritage Institute of Technology, Kolkata : Service Rules

## CHAPTER 1 : PREAMBLE

### 1.1. Short Title and Commencement :

(i) These rules shall be called the Heritage Institute of Technology Service Rules, as amended.

(ii) These Rules with the last amendmenyt duly passed by the BOG in its meeting held on 25November 2020shall come into force with effect from 26th November 2020.

### 1.2 Scope :

These rules shall apply to all employees of the Heritage Institute of Technology.

### 1.2. Definitions :

In these rules, unless there is anything repugnant in the subject or context,

(i) 'Institute' means 'Heritage Institute of Technology'

(ii) 'BOG' means the Board of Governors of the Institute

(iii) 'Director' or 'Principal' means the Director or Principal of the Institute

(iv) 'Employee' means any person appointed by or deputed to the Institute as an employee and includes all categories of staff, unless otherwise specified

(v) 'HOD' means Head of the Department of any academic discipline

(vi) 'DC' means Departmental Coordinator

(vii) 'SH' means Sectional Head of any non-academic function

(viii) 'Competent Authority' in relation to exercise of any such powers under these Rules means the BOG/Director/Principal or any authority to whom such powers are delegated by the BOG/Director/Principal

(ix) 'Appointing Authority' shall mean the BOG of the Institute and Director/Principal of the Institute or another officer authorized for the purpose

(x) 'Lien' means right of any employee whose services have been confirmed, to hold a post substantively on termination of period of authorised absence

(xi) 'Academic Year' means a period of twelve months beginning on the first day of July in each calendar year

(xii) 'Pay' means an employee's gross monthly earnings from the Institute, which includes all admissible allowances.

### 1.3 General :

(i) The Service Rules are confidential between the Institute and its Employees and are applicable on joining the services of the Institute.

(ii) The authority to administer these Rules shall vest with the BOG/Director/Principal a n d/or the Competent Authority as delegated

(iii) The terms contained in the Rules are for guidance and may not cover all eventualities. In case of doubt, reference should be made to the Chairman, BOG and his decision shall be final and binding.

(iv) All rules, regulations, terms and conditions of service mentioned herein and contained in the following chapters are subject to revision from time to time.

(v) Any amendment to the terms and conditions of service recorded herein will require the approval of the Board of Governors (hereinafter called BOG) except in such cases where the Director/Principal is so authorized by the BOG.

(vi) The BOG reserves the right to add, modify /amend or withdraw any of the rules as deemed fit and all such revisions shall take effect from the date stated therein.

(vii) These Rules supersede all existing instructions on the subjects covered in the Service Rules.

NOTE: Any expression in these rules denoting masculine gender includes feminine gender also and a singular noun includes plural noun and vice versa if the context so requires.

## CHAPTER 2 : APPOINTMENTS

### 2.1 Notice inviting Applications :

For initiating the process of recruitment, the Institute shall normally advertise the post in leading newspapers and, wherever necessary, may request employment exchange / placement consultants for sending name of the persons eligible for the post. The requisite qualifications and experience for faculty and staff will be as per AICTE norms, as detailed in Schedule – A, shall be followed. The Competent Authority at its sole discretion may also authorize screening of applications, holding of selection tests and interview for appointment as may be considered fit and proper for different category of vacancies. However, the BOG may appoint experienced and highly competent experts (academicians and executives) as Advisors / Adjunct Professors / Emeritus Professors or in Administration for growth and development of the Institute.

### 2.2 Procedure for Selection :

All appointments to any post in the Institute shall be made by the Director or Principal generally on the strength of recommendations made by the Selection Committee constituted for the purpose by the BOG as per norms of AICTE, West Bengal University of Technology and Government of West Bengal.

a) Selection Committee for teaching staff shall comprise the following members :

(i) Chairman of the BOG or his nominee - Chairman

(ii) Director/Principal of the Institute – Convenor

(iii) Head or DC of the concerned academic department or his nominee not below the rank of a Professor

(iv) A nominee of the West Bengal University of Technology not below the rank of Professor in a Technical Institute

(v)

a) For Assistant Professor :

Two subject experts, not holding any office of profit in the Institute, out of which one must be present b) For Associate Professors / Professors :

Three subject experts, not holding any office of profit in the Institute, out of which two must be present

(vi) A nominee of AICTE not below the rank of Professor

b. Selection Committee for all other categories of staff shall comprise the following

members : (i) Chairman of the BOG or his nominee – Chairman

(ii) Director/Principal of the Institute or his nominee – Convenor

(iii) Two experts of the relevant functional area, not holding any office of profit in the Institute, from Government Departments, Government undertakings, Institutes of Higher learning and Industrial

houses. (iv) A senior teacher of the concerned department in case of technical staff.

c) Quorum for any meeting of the Selection Committee shall be 1/3rd of the total number of members of the Committee plus one.

d) In case of any difference of opinion amongst the members of Selection Committee on any issue, it shall be referred to the Director/Principal whose decision shall be binding on all concerned.

### 2.3 Adhoc Appointments :

Adhoc appointments may be made against permanent posts depending on exigencies of Institute's work for a period of not exceeding one year. Such appointments, unless ratified by the Selection Committee within a reasonable time, shall automatically be treated as null and void after the expiry of the stipulated period.

### 2.4 Temporary Appointments :

Temporary appointments may be made to cater to the specific non-routine requirements of the Institute for a period of not more than six months. However, such appointments may be renewed for another term of six months if the Appointing Authority is satisfied about the performance of the incumbent and the need for such extension .

### 2.5 Visiting Professor / Adjunct Professor / Emeritus Professor :

The Director/Principal, in consultation with the Chairman of BOG, may appoint Visiting Professor/Adjunct Professor / Emeritus Professor for a limited period, against honorarium to be mutually agreed upon.

The Director/Principal, whenever the need arises, may appoint Guest Faculty/ Part-Time Faculty, fulfilling minimum AICTE norms, for conducting theoretical / laboratory /workshop classes against honorarium to be decided upon by the Competent Authority provided, however, that all such appointments shall be duly reported in the next meeting of the Board of Governors for approval

2.6 (a) Age :The age of a person at the time of his joining the service of the Institute shall not be less than 18 years. The upper age limit for any particular post shall be as per AICTE / Institute norms. Every employee must declare on his first appointment, his date of birth according to the Christian era and produce confirmatory evidence like school leaving certificate or birth certificate issued by Municipality/Corporation in original for verification by the Institute. The date of birth once declared and admitted shall not thereafter be altered on any ground whatsoever.



2.6 (b) Residential Address and Telephone No. :

An employee shall promptly communicate to the Institute any change of residential address and/or telephone number / mobile number and/or email ID.

2.7 Probation :

2.7.1 Unless otherwise specified, all appointments against permanent posts will normally be on probation for a period of one year, or as stipulated by subsequent AICTE notification. For format for letter of appointment, vide Schedule D(i).

2.7.2 The period of probation may be extended or curtailed in individual cases as considered necessary by the Appointing Authority. Each extension of probationary period, where considered desirable, shall be for a period up to six months and not more than two extensions shall be allowed whereafter, probationary services of the employee would stand dispensed with.

2.7.3 However, in exceptional cases, the Chairman on the recommendation of the Director/Principal may waive the probationary period of an incumbent.

2.8 Confirmation :

On satisfactory completion of probation, an employee shall be considered for confirmation. He will not be regarded as having been confirmed until a letter of confirmation, specifying the date of confirmation has been issued to him

by the appointing authority or by any officer authorized for the purpose after reviewing his performance during the probationary period. For format for letter of confirmation, vide Schedule D(ii)

2.9 Promotion :

2.9.1 Promotion in respect of members of faculty would be in tune with the guidelines of Career Advancement Scheme (CAS) formulated by the AICTE.

2.9.2 Promotion in respect of all other categories of employee shall generally be as per the State Government norms in regard to promotion / Career Advancement Scheme.

## **PROMOTION POLICY FOR MEMBERS OF STAFF OTHER THAN FACULTY**

### **OBJECTIVE:**

To ensure that high performance levels are rewarded and recognized.

### **DEFINITION:**

A promotion is a career opportunity for an employee that involves higher responsibilities, higher salary range, higher title and higher status.

### **COVERAGE:**

All categories of non- teaching staff of HIT including those on deputation to KBT.

### **PROMOTION POLICY:**

1. Only those who have completed at least five years in the service of the Institute and three years in his present job and has at least 75% appraisal score in the immediate three previous years may be considered for promotion / upgradation. However, in case the score is less, the incumbent may be re-considered after a lapse of 2 years.
2. Promotion may be given when a vacancy arises either through attrition or expansion and development, from amongst those who are in the immediate lower grade provided he/ she fulfills all the criteria as above. If there is no internal candidate, the institute may look for a candidate from outside or a candidate from other departments subject to 1 above.
3. However, when deserving candidates could not be promoted because of their posts being isolated or because of lack of vacancy specially at higher grade, the Management may consider promotion on a supernumerary basis such as upgradation, re-designation or sanctioning of higher grades, keeping the base post in abeyance.
4. If there is no immediate vacancy for promotion we may consider candidates with outstanding appraisal reports and otherwise meeting the conditions stipulated in 1 above for upgradation.

#### **PROCESS OF APPRAISAL:**

To determine performance levels, the critical input is a robust appraisal system, which will assess the individual's personal qualities and demonstrated performance.

The steps of appraisal are as follows:

1. Self -Appraisal – A sample form has been developed in which each employee records his achievements during the year detailing the constraints and facilitating factors. The form is attached herewith and is distributed to each employee by January of each year to be returned within 7 days to the respective HOD.
2. On receipt of the self appraisal report the HOD will have a face to face meeting with the employee to review his performance over the last one year and record his observations and also to set priorities and objectives for the next one year.
3. Appraisal by HOD - Formats for appraising an employee's personal qualities and demonstrated performance to be completed by an HOD is also attached. The HOD may seek the views and obtain the scores from the employee's immediate superior.

The completed format will be submitted to HIT Principal and to Executive Director in respect of those on deputation to KBT.

**HERITAGE INSTITUTE OF TECHNOLOGY**  
**APPRAISAL FORM FOR THE YEAR .....**

- 1) Name in full (block letters) –
- 2) Designation (block letters) –
- 3) Scale of Pay –
- 4) Basic Pay –
- 5) Date of birth –
- 6) Qualification –
  - a. Academic
  - b. ....
- 7) Date of Joining –
- 8) Appointments held during last five years –

**Self Appraisal Format to be distributed to all Employees**

(a) OBJECTIVES AND PRIORITIES OF THE JOB
(b) WHAT DID YOU ACHIEVE
(c) WHAT PROBLEMS DID YOU HAVE
(d) WHAT ARE THE HINDERING FACTORS
(e) WHAT ARE THE FACILITATING FACTORS

**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

### Appraisal by HODs

The qualities are listed alphabetically. Mark each quality out of 10 as follows:

Outstanding 8-10; Above Average – 6-7; Average -5-4, and Below Average – 3-1

PERSONALITY TRAITS	RO * SCORE	HOD SCORE
(a) ADAPTABILITY		
(b) DECISION MAKING ABILITY		
(c) DEPENDABILITY		
(d) DRIVE AND DETERMINATION		
(e) PROBLEM SOLVING ABILITY		
(f) LOYALTY		
(g) MATURITY		
(h) RESILIENCE		
(i) COMMUNICATION SKILL (WRITTEN / ORAL)		
(j) KEEPS COMMITMENT		
<b>TOTAL</b>		

\*Reporting Officer

HOD's

Signature: \_\_\_\_\_

Date:

### Appraisal by HODs

Mark each question out of 10 as follows: Outstanding 8-10; Above Average – 6-7; Average -5-4, and Below Average – 3-1

#### **Demonstrated Performance**

PERSONAL TRAITS	RO SCORE	HOD SCORE
(a) REGULARITY & PUNCTUALITY		
(b) KNOWLEDGE AND INFORMATION OF THE JOB		
(c) SUCCESSFUL COMPLETION OF TASKS		
(d) CONTRIBUTION TO TEAM		
(e) SENSE OF RESPONSIBILITY		
<b>TOTAL</b>		

\*Reporting Officer

HOD's Signature: \_\_\_\_\_

Date:

### **3. ANNUAL APPRAISAL MEETING:**

Final stage in the appraisal process is the annual appraisal meeting between the Departmental Promotion Committee (DPC) and the individual employee to be held in March; this should be a two way discussion.

It will:

- (i) review the individual performance
- (ii) explore the constraints and issues
- (iii) identify training needs

(iv) agree on development plans.

The final report in respect of all as above will be collated by HR Department and list of candidates eligible for promotion would be placed before the Departmental Promotion Committee (DPC) comprising the following:

- Principal – HIT
- Advisor – Higher Education
- Head of the concerned department
- Chief Finance Officer
- Head HR ..... Convenor.

The Committee will review the appraisals of each employee and may refer to the previous two years appraisal reports and reach an agreement if any promotion or upgradation is to be made.

While subjectivity cannot be fully avoided the procedure as outlined above should make the system objective, to a large extent.

Recommendations of the DPC will be referred to the Executive Director / Chief Executive Officer for final approval.

#### **4. RATIONALIZATION OF VARIOUS CATEGORIES OF POST:**

As a part of the Promotion Policy, an attempt has been made in the following pages to rationalize different categories of post across various sections to the extent possible, as discussed in the 37<sup>th</sup> meeting of the Board of Governors held on 05.07.2014, in order to bring in uniformity across various departments / sections.

It was an extremely difficult task because of a variety of designations and associated job profiles : a situation which is perhaps comparable with that of any Govt. organization. The process has been primarily based on pre-revised scales of pay as indicated against various posts in the existing Service Rules of the Institute. However, in order to bring in smooth vertical mobility of an employee, a few new posts / designations have been suggested.

It may be noted further that stipulated qualifications in the following tables may be relaxed in case of experienced candidates who have otherwise proved their merit, with the approval of the Trust.

## A. For Admin Office

Designation	Minimum formal qualifications for direct recruitment	Pre-revised Scale of Pay	Revised Scale of Pay (ROPA 2009)	Pay Band	Gp
Registrar	Uniformly good academic record with a B+ Master's Degree or equivalent + Ph.D. (desirable) with 15 years of experience	16400-22400	37400-67000 + 10000 (GP)	PB-5	A
Joint Registrar	Uniformly good academic record with a B+ Master's Degree or equivalent + Ph.D. (desirable) with 12 years of experience	16400-20000	37400-60000 + 8900 (GP)	PB-5	A
Deputy Registrar	Post Graduation in any discipline (preferably Management Degree) from a recognized University/ Institute or equivalent with 12 years of experience	10000-15525	9000-40500 + 6600 (GP)	PB-4	A
	Post Graduation in any discipline from a recognized University/ Institute or equivalent with 7 years of experience	8000-13500	9000-40500 + 5400 (GP)	PB-4	A
Assistant Registrar	Graduate from a recognized Univ. with Certificate in Computer Applications or its equivalent with 8 years of experience	5500-11325	9000-40500 + 4700 (GP)	PB-4	A
Assistant Registrar / Section Officer	Graduate from a recognized Univ. with Certificate in Computer Applications or its equivalent with 3 years of experience	4800-10925	9000-40500 + 4400 (GP)	PB-4	A
Admin Executive / Supervisor	Graduate from a recognized Univ. with knowledge in computer operations with 10 years of experience	4650-10175	7100-37600 + 4100 (GP)	PB-3	B
Office Executive	Graduate from a recognized Univ. with knowledge in computer operations with 7 years of experience	4000-8850	7100-37600 + 3600 (GP)	PB-3	B
Office Assistant	Graduate from a recognized Univ. with knowledge in computer operations with 5 years of experience	3800-7775	7100-37600 + 3200 (GP)	PB-3	B
	Graduate from a recognized Univ. with knowledge in computer operations	3600-7050	5400-25200 + 2900 (GP)	PB-2	C
Jr. Office Assistant	Graduate from a recognized Univ.	2700-4400	4900-16200 + 1800 (GP)	PB-1	D

## B. For HR Section

Designation	Minimum formal qualifications for direct recruitment	Pre-revised Scale of Pay	Revised Scale of Pay	Pay Band	Gp
HR Officer	Graduate from a recognized University with knowledge in HR functions and 5 years of experience	4800-10925	9000-40500 + 4400 (GP)	PB-4	A
	Graduate from a recognized University with knowledge in HR functions	4650-10175	7100-37600 + 4100 (GP)	PB-3	B
Sr. HR Assistant	Graduate from a recognized University with 5 years of experience	3800-7775	7100-37600 + 3200 (GP)	PB-3	B
HR Assistant	Graduate from a recognized University	3600-7050	5400-25200 + 2900 (GP)	PB-2	C

### C. For Accounts Section

Designation	Minimum formal qualifications for direct recruitment	Pre-revised scale	Revised Scale (ROPA 2009)	Pay Band	Gp
Chief Finance Officer	B.Com. (H) with AICWA / ACA from recognized University / Institute + MBA (Finance) [Desirable] with 15 years of experience	16400-22400	37400-67000 + 10000 (GP)	PB-5	A
Sr. Finance Officer	B.Com. (H) with AICWA / ACA from recognized University / Institute with 7 years of experience	10000-15525	9000-40500 + 6600 (GP)	PB-4	A
Finance Officer	B.Com. (H) with AICWA / ACA from recognized University / Institute with 5 years of experience	8000-13500	9000-40500 + 5400 (GP)	PB-4	A
Accounts Officer	Graduation with AICWA / ACA or equivalent from recognized University / Institute with 3 years of experience	5500-11325	9000-40500 + 4700 (GP)	PB-4	A
Accountant	B.Com.(H) from a recognized University with knowledge in computer operations with 6 years of experience	4800-10925	9000-40500 + 4400 (GP)	PB-4	A
	B.Com.(H) from a recognized University with knowledge in computer operations with 1 year of experience	4650-10175	7100-37600 + 4100 (GP)	PB-3	B
Accounts Assistant	B.Com. from a recognized Univ. with knowledge in computer operations	3600-7050	5400-25200 + 2900 (GP)	PB-2	C
Jr. Accounts Assistant	B.Com. from a recognized Univ.	2700-4400	4900-16200 + 1800 (GP)	PB-1	D

### D. For Technical Support Staff

Designation	Minimum formal qualifications for direct recruitment	Pre-revised scale	Revised Scale (ROPA 2009)	Pay Band	Gp
System Administrator	M.Tech./MCA or equivalent with at least 10 years of relevant experience	10000-15525	9000-40500 + 6600 (GP)	PB-4	A
Dy. System Administrator	Science Graduate with CCNA Certificate with at least 7 years of relevant experience	8000-13500	9000-40500 + 5400 (GP)	PB-4	A
Technical Supervisor / System Supervisor	Advanced Dip. in Engg./ B.Sc. with at least 5 years of relevant experience	4650-10175	7100-37600 + 4100 (GP)	PB-3	B
Sr. Technical Assistant/ Hardware Engineer	Dip in Engg./ B.Sc. with at least 3 years of relevant experience	4500-9700	7100-37600 + 3900 (GP)	PB-3	B
Technical Asstt	Dip in Engg./ B.Sc. with at least 2 years of relevant experience	4000-8850	7100-37600 + 3600 (GP)	PB-3	B
Maintenance Assistant	H.S./ITI/ Diploma or Certified Course with at least 1 year of relevant experience	3000-5230	5400-25200 + 2100 (GP)	PB-2	C

**E. For Library Staff**

Designation	Minimum formal qualifications for direct recruitment	Pre-revised scale	Revised Scale (ROPA 2009)	Pay Band	Gp
Librarian	Ph.D. with 15 years of experience in a large library	16400-22400	37400-67000 + 10000 (GP)	PB-5	A
Dy. Librarian	M.Lib. with 7 years of experience	8000-13500	9000-40500 + 5400 (GP)	PB-4	A
	M.Lib. with 2 years of experience	6000-12000	9000-40500 + 4800 (GP)	PB-4	A
Asstt. Librarian	M.Lib.	5500-11325	9000-40500 + 4700 (GP)	PB-4	A
Sr. Library Assistant	B.Lib. with 6 years of experience	4500-9700	7100-37600 + 3900 (GP)	PB-3	B
Library Assistant	B.Lib. with 1 year of experience	4000-8850	7100-37600 + 3600 (GP)	PB-3	B
Sr. Sorter	Diploma with 5 years of experience	3000-5230	5400-25200 + 2100 (GP)	PB-2	C
Sorter	H.S.	2600-4175	4900-16200 + 1700 (GP)	PB-1	D

**F. For Training & Placement Cell**

Designation	Minimum formal qualifications for direct recruitment	Pre-revised scale	Revised Scale (ROPA 2009)	Pay Band	Gp
Training & Placement Officer	Ph.D. or equivalent with 15 years of experience	16400-22400	37400-67000 + 10000 (GP)	PB-5	A
Dy. Training & Placement Officer	MBA or equivalent with 7 years of experience	12000-18000	9000-40500 + 7600 (GP)	PB-4	A
	MBA or equivalent with 2 years of experience	10000-15525	9000-40500 + 6600 (GP)	PB-4	A
Assistant Training & Placement Officer	Hons. Graduate or Master's Degree with 7 years of experience	8000-13500	9000-40500 + 5400 (GP)	PB-4	A
	Hons. Graduate or Master's Degree with 2 years of experience	5500-11325	9000-40500 + 4700 (GP)	PB-4	A
Office Assistant (T&P)	Graduate from a recognized University with knowledge of computer operations with 5 years of experience	3800-7775	7100-37600 + 3200 (GP)	PB-3	B
	Graduate from a recognized University with knowledge of computer operations	3600-7050	5400-25200 + 2900 (GP)	PB-2	C

**G. For Secretarial Support Staff**

Designation	Minimum formal qualifications for direct recruitment	Pre-revised scale	Revised Scale (ROPA 2009)	Pay Band	Gp
Secretary to Principal	Graduate conversant with MS Office	5500-11325	9000-40500 + 4700 (GP)	PB-4	A
Executive Assistant	Graduate from a recognized Univ. with knowledge in computer operations with 3 years of experience	4650-10175	7100-37600 + 4100 (GP)	PB-3	B
P.A.	Graduate with shorthand speed of min. 100 wpm & Typing speed of min. 40 wpm + Conversant with MS Word	4500-9700	7100-37600 + 3900 (GP)	PB-3	B
Office Assistant	Graduate from a recognized Univ. with knowledge in computer operations	3600-7050	5400-25200 + 2900 (GP)	PB-2	C



#### H. For Project Staff

Designation	Minimum formal qualifications for direct recruitment	Pre-revised scale	Revised Scale (ROPA 2009)	Pay Band	Gp
Sr. Project Engineer / Sr. Maintenance Engineer	B.Tech. (CE / EE) with 5 years of experience	8000-13500	9000-40500 + 5400 (GP)	PB-4	A
Project Engineer / Maintenance Engineer / Stores Officer	B.Tech. (CE / EE) with 3 years of experience	6000-12000	9000-40500 + 4800 (GP)	PB-4	A
	Diploma in Engineering (CE) with 1 year of experience	4800-10925	9000-40500 + 4400 (GP)	PB-4	A
Project Assistant / Maintenance Assistant / Stores Assistant	Graduate from a recognized University with knowledge of computer operations with 5 years of experience	3800-7775	7100-37600 + 3200 (GP)	PB-3	B
	Graduate from a recognized University with knowledge of computer operations	3600-7050	5400-25200 + 2900 (GP)	PB-2	C

#### I. For Purchase Staff

Designation	Minimum formal qualifications for direct recruitment	Pre-revised scale	Revised Scale (ROPA 2009)	Pay Band	Gp
Sr. Purchase Officer	Graduate from a recognized University with 10 years of experience and knowledge of ERP	4650-10175	7100-37600 + 4100 (GP)	PB-3	B
Purchase Officer	Graduate from a recognized University with 7 years of experience and knowledge of ERP	4000-8850	7100-37600 + 3600 (GP)	PB-3	B
	Graduate from a recognized University with 2 years of experience and knowledge of ERP	3800-7775	7100-37600 + 3200 (GP)	PB-3	B
Purchase Assistant	Graduate from a recognized University	3600-7050	5400-25200 + 2900 (GP)	PB-2	C

The BOG considered and approved the above in its 41<sup>st</sup> Meeting held on 19<sup>th</sup> September 2015 for Promotion Policy of Members of Staff other than Faculty along with rationalization of various categories of post, which would be a pre-requisite, for implementation with effect from 2016.

#### 2.10 Termination of / Resignation from service :

(i) The Institute reserves the right to terminate the services of any employee by giving due notice in writing, without assigning any reason or by paying the Notice-Pay for the equivalent period, including all allowances, in lieu thereof.

(ii) The Institute shall have the right to dismiss an employee summarily without any compensation whatsoever, should the employee be found guilty of breach of trust, insobriety, addiction to drugs, dishonesty, plural marriage, loss of mental balance, found guilty of sexual abuse, neglect of duty or conduct considered detrimental to the interests of the Institute.

(iii) An employee also reserves the right to resign from the services of the Institute by giving the Institute one month notice in case of probationers and three months' notice in case of confirmed employees, as applicable, in writing or by paying equivalent salary including allowances, in lieu thereof. Faculty members and members of technical staff are normally not allowed to leave the services in the Institute during the continuance of a semester. Legal steps may be taken in case an employee leaves without notice.

#### 2.11 Superannuation :

All employees would superannuate as per AICTE / Institute norms and the retirement benefits on superannuation will be in terms of the Institute rules in this regard which would be in force from time to time.

#### 2.12 Transfer :

An employee may be transferred according to the exigencies of work from one department/ section to another or from one station to another or from one Institute to another under the same organisation.

#### 2.13 Secrecy :

No employee shall take any papers, books, drawings, instruments, documents or any other property of the Institute out of the Institute premises except with the written permission of the Competent Authority, nor shall he, in any way, pass or cause to be passed or disclose or cause to be disclosed any information or matter concerning the operations of the Institute without the written permission of the Competent Authority.

#### 2.14 Exclusive Service :

An employee shall not, at any time, work against the interests of the Institute and shall not take any employment in addition to his job in the Institute without the written permission of the Competent Authority.

#### 2.15 Grievance Redressal :

All complaints arising out of employment including those relating to unfair treatment, wrongful application of the terms and conditions of the service, harassment and inter-personal co-ordination, shall be redressed through the grievance handling procedure mentioned in Schedule E of these Service Rules.

CHAPTER 3 : PAY SCALES AND ALLOWANCES
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### Annexure - VIII

#### AMENDMENT OF SERVICE RULES (WITH EFFECT FROM 01.07.2010)

#### CHAPTER 3 : PAY SCALES AND ALLOWANCES

#### 3.0 Preamble

For proper utilisation of Human Resources, the Institute decided on a broad classification of two categories of full time employee with effect from 01.07.2010:

(a) **Vacational Staff** : All members of faculty and all technical assistants will be considered as vacational staff.

Vacational staff would be entitled to leave during summer, puja and winter recesses to be announced by the affiliating University amounting to about 60 days more or less, and an earned leave of 10 days in a year, provided that the employees would enjoy these leaves from two days after the beginning of the recess(except Puja Holidays) and would attend the Institute two days before the Institute re-opens after such recess.

Provided further that the vacational staff would be entitled to one day's earned leave for a retention in writing of 3 days and that this leave may accumulate as per provision under 4.4.2.

(b) Nonvacational staff : All officers and member of staff of the Central administration, accounts, projects etc, all heads of academic departments, deans would be considered as Non-vacational staff.

Non-vacational staff would be entitled to get earned leave of 24 days in a year but would not be entitled to enjoy vacation during recess. They would also be able to get one day of earned leave for every three-days of retention in writing and may accumulate upto a maximum limit as per provision under 4.4.2.

### 3.1 (a) Pay Scales :

Approved by the BOG in its 24<sup>th</sup> meeting held on 29.03.2011 under Agenda Item No. 8.As Amendment of Service Rules w.e.f. 01.07.2010

An employee on his appointment to a substantive post in the Institute shall be placed in appropriate scale of pay which shall be as follows :

- i) For Teaching Staff - AICTE scales of pay
- ii) For other categories of staff - Institute Scale of Pay

Designations for various categories of staff and corresponding pay scales prepared as per notification of AICTE are detailed in **Schedule – B**. These would subsequently be modified on the basis of AICTE / Government notification in future.

### (b) Consolidated Pay :

An employee may also be appointed on a consolidated monthly pay.

### 3.2 Increments :

Approved by the BOG in its 24<sup>th</sup> meeting held on 29.03.2011 under Agenda Item No. 8.As Amendment of Service Rules w.e.f. 01.07.2010

3.2.1 An employee on confirmation and on completion of at least one year of satisfactory service as recorded in his PAR, will get one increment according to scale of pay in which he is confirmed. For exceptional performance, the Director / Principal will have the discretion to sanction up to five additional increments. The date of effect shall be the 1st day of the month following the one in which he completes one year.

### *Date of Increment*

Approved by the BOG in its 24<sup>th</sup> meeting held on 29.03.2011 under Agenda Item No. 8.As Amendment of Service Rules w.e.f. 01.07.2010

In order to bring all increments on a single date of 1st July, increments falling due between July and December would be shifted to July of that year and between January and June to July of the same year.

3.2.2 Increments are normally given annually after confirmation.

3.2.3 The annual increment, as mentioned above, shall be subject to satisfactory performance during the immediate preceding year, as assessed by the Competent Authority examining the PAR and shall not be automatic.

3.2.4 Employees appointed on a consolidated monthly pay are eligible for adhoc annual increment subject to satisfactory performance

### 3.3 Incentives for Higher Qualifications :

a) At the time of recruitment as Assistant Professor, four and two advance increments will be admissible to those of the Science / Humanities Faculty who hold Ph.D and M.Phil. Degrees respectively; and to those of the technical faculty who hold Ph.D. and ME / M.Tech, degrees respectively.

b) One increment will be admissible to those Science / Humanities teachers with M. Phil. and to those technical faculty with ME / M. Tech. who acquired Ph.D. within two years of recruitment.

c) A teacher will be eligible for two advance increments as and when he acquires a Ph. D. degree in his service career.

d) The BOG considered in its 32<sup>nd</sup> Meeting held on 22 December 2012 that the members of staff other than Faculty would be entitled to one (1) increment for acquiring M.Tech (not applicable for correspondence courses) and two(2) increments for acquiring Ph.D in their relevant disciplines pursued with prior approval . Existing members of staff who have already acquired such higher qualifications are entitled for financial benefits w.e.f.01.10.2012. Those pursuing such higher studies prior to joining the Institutes would also be entitled to such increments provided they intimate the same at the time of joining.

### 3.4 Dearness Allowance and House Rent Allowance :

Employees of the Institute shall be entitled to the Dearness Allowance and House Rent Allowance as per the policy of the Institute.

### 3.5 Provident Fund :

Employees of the Institute would automatically become members of the Contributory Provident Fund and shall be governed by the provisions of the Employees Provident Fund and Miscellaneous Provisions Act 1952 in force or any amendment thereof.

### 3.6 Gratuity :

Gratuity shall be paid to the employees according to the payment of Gratuity Act in force or any amendment thereof.

### 3.7 Income-Tax :

The Institute will deduct Income Tax at source from the salary of the employees as per the applicable provisions of the Income Tax Act, 1961 from time to time. A salary certificate indicating details of salary paid and tax deducted & deposited shall be issued to the employee by the Institute in prescribed form by the end of April each year.

## CHAPTER 4 : LEAVE RULES

### 4.1 General

These rules shall apply to all full time regular employees of the Institute. Applications for all types of leave should be submitted to the respective controlling officer ('Director/Principal/Registrar/HOD/'SH') for consideration by the Competent Authority. No member of staff shall avail of leave as a matter of right and the leave will be sanctioned subject to exigencies of the Institute's work. Unless otherwise specified, leaves will generally be calculated as per Academic Session i.e. from July to June.

### 4.2 Definitions

In these rules :

"LEAVE" includes Earned Leave (EL), Casual Leave (CL) and other Special types of Leave like, Maternity Leave, Study Leave, Extraordinary Leave, Special Compensatory Leave (SCL) etc., to be calculated during an academic session (July to June), unless otherwise specified.

"Completed years of service" means continuous service of specified duration in the Institute and includes period spent on duty as well as on leave including extra ordinary leave but will not include absence from duty, not specifically authorized by the Institute.

### 4.3 Combination of leave:

Any kind of leave under these Rules except Casual Leave/ SCL may be granted in combination with or in continuation of any other Leave.

### 4.4 Earned Leave (EL)

4.4.1 EL means Leave earned in respect of completed years of service spent on duty including that as probationer / Trainee and will be granted to a person at the discretion of the authority granting such leave.

#### 4.4.2

(a) The leave account of every employee shall be credited with EL twice a year, on 1st January and on 1st July of every calendar year, at the rate of 5 days for every completed half year of service for vacational staff & 12 days for Non Vacational Staff.

(b) Leave at credit of the employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for that half year do not exceed the maximum limit of 300 days.

#### 4.4.3

(a) Maximum period of EL that can be granted at a time to an employee shall not normally exceed 60 days, subject to Institute's work permitting grant of such leave.

(b) Unless otherwise compelled by exigencies of circumstances, in all cases, applications for EL shall be made at least 7 days prior to the date on which he proposes to proceed on leave for 20 days or more. Prior sanction should be obtained before leaving the station and / or proceeding as well as for extension of leave.

4.4.4 EL for less than a day will not be allowed.

#### 4.4.5

(a) During the half yearly period in which an employee is appointed, credit of EL will be at the rate of  $2\frac{1}{2}$  days for every three months in case of Vacational Staff and @2 days for each completed calendar month of service for Non Vacational Staff.

(b) (i) The credit for the half year in which an employee is due to retire or resign from service shall be afforded only at the rate as specified under 4.4.5(a) upto the date of retirement or resignation/termination in case of Non Vacational Staff and up to the last quarter preceeding the date of retirement/resignation/termination, unless end of a quarter coincides with such date in case of Vacational Staff.

(ii) When an employee is removed or dismissed from service or dies in service, credit of EL shall be allowed at the same rate as specified under 4.4.5(b)(i) calculated upto the last date of the preceeding month in which he is removed or dismissed from service or dies in service.

#### 4.4.6

First credit of EL will accrue to an employee after completion of one-year service. However, under compelling circumstances, during first year of service, EL may be granted on medical grounds and at the sole discretion of the Competent Authority to be adjusted later when it would be due.

#### 4.4.7

BOG considered and approved in its 60<sup>th</sup> Meeting held on 25<sup>th</sup> September 2020 that Heads of Academic Departments and all Library Staff will be considered as Vacational Staff w.e.f. the Academic Year 2020-2021, that is w.e.f. 01 July 2020.

#### 4.5 Casual Leave (CL)

4.5.4 All employees other than those who are on probation will get 12 days' Casual Leave for short periods not exceeding 4 days at a time during an academic year(July to June). It can be combined with weekly off days (i.e., Sundays & Saturdays), other holidays, but not with any other kind of leave or Puja holidays and any other holidays. When so combined, the total period of absence at any one time will be subject to a maximum of 07 days including such off days/holidays pre-fixed, suffixed and falling in between.

4.5.5 Probationary and ad-hoc employees will be given Casual Leave at the rate of 3 days per quarter.

4.5.6 Casual Leave cannot be availed of for less than half a day.

4.5.7 Casual Leave cannot be carried forward to the next academic year.

#### 4.6 Encashment of Leave

EL can be encashed by an employee, who had served the Institute continuously for a period of at least 7 (seven) years in case of retirement / resignation / termination / death in harness / end of contractual period. However, if any employee violates provision of these rules such as notice period for separation, the Institute may forfeit EL / encashment in such cases

4.6.1 Encashment will consist of Basic pay and Dearness Allowance in case of regular employees and consolidated amount in case of contractual employees admissible at the time of such encashment. Manner of computation will be determined on the basis of 30 days a month irrespective of the number of days constituting the month in which it is encashed.

As amended and Approved by the BOG in its 30<sup>th</sup> meeting held on 14/07/2012 under Agenda Item No. 6

: ii) Modification regarding rules for encashment of Earned Leave

Before 01.07.2010, Earned Leave was encashable at the time of leaving the Institute but now it is applicable only at the time of retirement / death in harness.

The BOG approved that an employee serving for at least 07 years without break be permitted to retire voluntarily and be entitled to all retirement benefits.

#### 4.7 Special Types of Leave

##### 4.7.1 Special Compensatory Leave (SCL)

**As amended and Approved by the BOG in its 31<sup>st</sup> meeting held on 15/09/2012 under Agenda Item No. 6**

**Re-introduction of Special Compensatory Leave**, System of Special Compensatory Leave be reintroduced w.e.f. 01.07.2012. However a vacational staff, detained during vacation, would not be entitled to any SCL but have to avail of only Earned Leave in lieu of extra work @ 1 day EL for every 3 days of such detention.

(a) If the service of an employee is requisitioned by the Competent Authority on a holiday (including weekly off days), he would be granted one SCL for each day of extra work, provided that he renders at least 4 hours of service on that day.

(b) For this purpose, a SCL account will be opened for every member of staff of the Institute and, during submission of application, the date of presence against which SCL is sought should be clearly indicated.

(c) SCL earned in a year from 1<sup>st</sup> July to 30<sup>th</sup> June, should be availed of during this period and cannot be carried forward.

(d) The following shall not be eligible for grant of SCL :

(i) Intervening weekly off-days and holidays while on tour.

(ii) University work on a weekly off-day or holiday in connection with holding of examination / invigilation duty / assessment of answer sheets.

(iii) Attending Seminars / Workshops on a weekly off-day or holiday.

(e) Maximum SCL admissible at a time is for 4 days. It can be combined with weekly off days (i.e., Sundays & Saturdays), other holidays and CL, but not with any other kind of leave or Puja holidays. When so combined, the total period of absence at any one time will be subject to a maximum of 07 days including such off days/holidays pre-fixed, suffixed and falling in between.

(f) SCL cannot be availed of for less than half a day.

(g) SCL cannot be carried forward to the next academic year.

##### 4.7.2 Sick Leave (SL)

**As amended and Approved by the BOG in its 31<sup>st</sup> meeting held on 15/09/2012 under Agenda Item No. 6**

Commutation of Sick Leave against leave of absence on medical grounds for a period exceeding 4 (four) days shall be allowed w.e.f. 01.07.2012, other terms and conditions remaining unaltered.



(a) Half-Pay Leave :

i) An employee may be granted leave on half-pay for 20 days for each completed year of service subject to maximum period of two years during the whole period of service on medical ground on production of certificate from a medical practioner.

Provided that the authority granting leave may ask the employee to submit to an examination by a medical practioner / Medical Board appointed by the same authority before granting him leave.

Provided further that all employees on half-pay leave will be required to produce a certificate of fitness for resumption of duty from a qualified registered medical practioner.

ii) Half-Pay leave may be combined with any other kind of leave except casual leave, quarantine leave..

(b) Commuted Leave :

i) An employee will be entitled to commute the half pay leave that he has earned to full pay leave for half that period on medical ground subject to production of a certificate from a registered medical practioner and such commuted full pay leave shall not exceed six months in the whole period of service.

Provided further that when commuted leave is granted the number of days of actual leave of absence on half pay shall be debited against the leave account.

Provided further, that commutation shall be allowed only if the number of days of leave of absence of the concerned employee on medical ground exceeds five days at a time.

ii) Commuted leave may be combined with any other kind of leave except casual and quarantine leave.

(c) Quarantine Leave :

i) Quarantine leave is leave of absence from duty necessitated by order not to attend office due to suffering from infectious diseases as mentioned below by a member of the family of the employee concerned. Such leave may be granted on the basis of a certificate of a public or municipal health officer for a period not exceeding 21 days or, in exceptional circumstances, for a period not exceeding 30 days. Quarantine leave will not be debited to leave account. An employee on quarantine leave will not be treated as absent from duty.

ii) For the above purpose, small pox may be considered as infectious disease; chicken pox shall not, however, be considered as infectious disease unless the Medical Officer or Public Health Officer considers that because of doubt as to the true nature of disease, i.e., small pox, there is reason for the grant of such leave.

iii) The following diseases shall also be treated as infectious for the purpose of grant of quarantine leave :

- |                  |                                  |
|------------------|----------------------------------|
| a) Scarlet Fever | b) Plague (Pneumonic or Bubonic) |
| c) Typhus        | d) Cerebro-spinal meningitis     |

iv) An employee himself/herself suffering from the infectious diseases as mentioned will not be granted such leave.

#### 4.7.3 Maternity Leave (ML)

(a) ML is admissible to female employees of the Institute on full pay for a period of 120 days from the date the staff desires to proceed on maternity leave or from the date of actual confinement, whichever is earlier. Any long vacation will also be covered within this ML, if it coincides with the same.

(b) ML for a period not exceeding 6 weeks may also be granted in case of exigencies during confinement provided that the application for leave is supported by a certificate from an authorized medical practioner.

(c ) ML will not be debitable to the leave account. The leave can be granted only twice during the service period of an employee and there must be a gap of at least 2 (two) years between the two periods of ML.

#### 4.7.4 Study Leave / Permission for higher studies

(a)

(i) Study leave for acquiring higher qualifications like M.E./ M.Tech./ Ph.D. from a University / an Institute of higher learning located outside Kolkata will be admissible only to a confirmed member of faculty provided he has put in not less than 3 (three) years of service in the Institute.

(ii) Study Leave may be granted initially for a period of not more than 2 (two) years which can be extended by a further period of one year when the circumstances justify such extension.

(iii) Study Leave can be granted twice during the entire period of service life maintaining a gap of 5 (five) years in between two Study Leaves.

(iv) The seniority of the employee would be maintained during the period of such leave.

(v) The employee, before proceeding on Study Leave, shall be required to execute a bond to the effect that on return he shall resume in the same grade as he was at the time of proceeding on such leave and thereafter would serve the Institute continuously for a) a period of at least 5 (five) years, or pay the sum of Rs. 3,00,000/-

(Rupees Three Lacs Only) in lieu thereof in case of 2-year study leave or, b) a period of at least 3 (three) years, or pay the sum of Rs. 2,00,000/- (Rupees Two Lakhs only) in lieu thereof in case of 1-year study leave or, c) a period of at least 1 (one) year, or pay the sum of Rs. 1,00,000/- (Rupees One Lakh only) in lieu thereof in case of 6-month study leave.

vi) The Institute shall not be liable for any financial liability whatsoever during his study leave or for the purpose of study leave.

vii) Keeping in view the overall interest of the Institute, not more than 10% of existing members of faculty of a department applying for study leave would be allowed to avail of the same, on the basis of seniority, at any point of time. If necessary, such vacancies may be filled up on an adhoc basis.

(b) Permission for attending day courses for pursuing higher studies related to one's work through rearrangement of classes at HIT may be granted to members of faculty subject to consideration and written approval of the Institute authority. The concerned employee, prior to joining such programmes, shall have to execute a bond to serve the Institute for at least 3 (three) years after completion of the programme or pay the sum of Rs. 2,00,000/- (Rupees Two lac only) in lieu thereof.

(c ) Permission for attending part-time evening courses for pursuing higher studies related to one's work through rearrangement of afternoon classes at HIT may be granted to an employee subject to consideration and written approval of the Institute authority. The concerned employee, prior to joining such programmes, shall have to execute a bond to serve the Institute for at least 1 (one) year after completion of the programme or pay the sum of Rs. 100,000/- (Rupees fifty thousand only) in lieu thereof.

(d) Proforma for the Bond is given in Schedule F.

Presented on 42<sup>nd</sup> BOG meeting on 05/12/2015 Policy Document for sponsoring Members of Faculty  
for pursuing Ph.D. under QIP

## **PRELUDE**

Quality Improvement Program (QIP) is intended for upgrading the expertise and capabilities of the faculty members of the degree level institutions in the country, in which only sponsored teachers are eligible for admission to Master's / Doctoral Degree Programs in 8 major QIP centres at IITs and IISc., and a few minor QIP centres like JU, BESU, selected by AICTE.

Since all members of faculty at HIT are Master's degree holders, it was suggested by the UGC Expert Committee on Autonomy in its Exit Meeting held on 20.02.2014 and as advised by the BOG in its 36th meeting held on 22.03.2014, it was decided to formulate a policy for sponsoring members of faculty for pursuing Ph.D. under QIP and place it in this meeting for consideration.

In accordance with the above decision, a policy has been formulated as under.

## **POLICY**

### **Eligibility Criteria for sponsorship:**

A confirmed member of Faculty with at least 3 years of service in the Institute who has got admission to pursue a Ph.D programme in one of the following major QIP centers :

- (1) IISc, Bangalore
- (2) IIT, Bombay
- (3) IIT, Delhi
- (4) IIT, Kanpur
- (5) IIT, Kharagpur
- (6) IIT, Guwahati
- (7) IIT, Madras
- (8) IIT, Roorkee

& the Ph.D programme in which he/she is to be admitted should be in the discipline of which he/she is a Member of Faculty and the topic of research should be of relevance to the department concerned, to be approved by the Principal.

### **Leave & Salary :**

A Member of Faculty who is eligible, as above, will be granted leave with full pay to pursue Ph.D in any of the above QIP centers, for a maximum period of 36 months. Full pay means the Basic pay, AGP & other allowances, which the Faculty Member has been drawing immediately prior to his/her going on leave on sponsorship.

The Faculty Member on expiry of leave or earlier will rejoin in the same position which he/she was occupying before proceeding on leave. There would be no break in service for purposes of retirement benefits.

### **Number of such sponsorship:**

Not more than 10% of the total strength of Faculty in any Department, subject to a maximum of 2, would be allowed to go on QIP programme at any point of time. The applications for QIP would be considered on a first-come-first-served basis.

### **Bond :**

A Member of Faculty availing himself / herself of the benefit under 'QIP' would be required to execute a bond with the Institute agreeing to serve the Institute for a minimum period of 3 years after his/her return on completion of 'QIP', in lieu of which, he/she would be required to provide a bank guarantee of Rs. 6 lacs.

### **Replacement :**

During the period when a Faculty Member is attending a QIP, only Faculty on ad-hoc basis may be appointed to carry out the load.

**Discontinuance:**

If a QIP scholar discontinues the Ph.D. program midway, the scholar would have to refund to the Institute such salary and allowances paid to him for the period he /she attended the program.

**Pre-Ph.D :**

If a candidate is required to undergo a pre-Ph.D programme & the candidate is required to visit the QIP center, as per QIP rules, such periods of absence, should be during semester break only. However, if additional period of absence is required for the purpose, such periods of absence, not exceeding 30 days in a year, is to be treated as period of deputation. The Institute's travel rules will apply in all such cases.

**4.7.7 Extra Ordinary Leave**

Any type of leave not covered by the classifications mentioned herein shall be considered as extra ordinary leave and cannot be availed without prior written approval of the Director/Principal.

**4.8 Sanctioning Authority**

Sanctioning Authority for any kind of leave shall be as follows :

For Teaching Staff - Director / Principal / Dy. Director  
in consultation with concerned 'HOD'.

For Non-teaching Staff - Director / Principal / Dy. Director / Registrar  
in consultation with concerned HOD/DC/SH.

<b>CHAPTER 5 : REIMBURSEMENT OF EXPENSES ON TOUR</b>
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5.0 Reimbursement of expenses incurred in connection with the bonafide work of the Institute involving journeys to the outstations will be allowed. All such expenses shall be authorized by the respective controlling officers for approval by the Competent Authority. Proof of payment has to be produced in all such claims excepting local conveyance and food expenses below Rs. 25/- in a day.

**5.1 Reimbursement of Official Travelling Expenses**

**5.1.1 Mode of Travel**

- a) For members of staff in Professor grade - Economy Air or AC I/II  
(including Director / Principal / Dy. Director) class Rail / Hired Car
- b) For members of staff in Associate / - AC III Class Rail  
Asstt. Prof. with AGP 8000 Deluxe Bus
- c) For members of staff in Asst Prof - AC III / AC Chair Car /  
upto AGP 7000 Deluxe Bus
- d) For members of Administrative Staff - II class Rail / Bus  
below Asst Prof. level

NOTE :

(i) No relaxation should be allowed in Mode of Travel for non-eligible members of staff except with the specific approval of the Competent Authority.

(ii) Where tickets have been arranged by the members of staff directly, the claim should be supported by the xerox copy / PNR No. of the journey ticket.

#### 5.1.2 Reimbursement of local conveyance

a) Employees belonging to Category A and B, as defined in Schedule B, going on tour and returning from tour shall be entitled to reimbursement of actual taxi fare between place of duty / Residence and Railway station / Airport, if Institute's transport is not provided.

b) If travelling is required, maximum limit of reimbursible conveyance expenses for performing journeys at the touring station would be as follows, subject to submission of bills for actual expenses.

i) For members of staff in Professor Grade - Actual  
(including Director / Principal / Dy. Director)

ii) For members of staff in Associate / - not more than  
Asstt. Professor. (upto AGP 8000) Rs. 250/- per day

iii) For members of staff in Asst Prof level - not more than  
with AGP upto 7000 Rs. 200/- per day

iv) For members of Administrative Staff - not more than below  
Asst Prof with AGP 6000 Rs. 150/- per day

#### 5.1.3 Rates of reimbursement of daily allowance

Category	Metro Cities (Rs. per day)	Other Cities (Rs. per day)
a) For members of staff in Professor grade (including Director / Principal / Dy. Director)	- 1500/-	1000/-
b) For members of staff in Associate/ Asstt. Professor with AGP 8000	- 1200/-	900/-
c) For members of staff in Asst Prof upto AGP 7000	- 1000/-	800/-
d) For members of Administrative Staff - below Asst Prof with AGP 6000	800/-	600/-

D.A. rates as above will be inclusive of portorage and tips.

#### 5.1.4. Rates for reimbursement of Hotel / Lodging expenses:

Category	Metro Cities (Rs. per day)	Other Cities (Rs. per day)
a) For members of staff in Professor grade (including Director / Principal / Dy. Director)	- 1000/-	800/-
b) For members of staff in Associate/ Asstt. Professor with AGP 8000	- 800/-	600/-
c) For members of staff in Asst Prof with AGP upto 7000	-600/-	400/-
d) For members of Administrative Staff - below Asst Prof with AGP 6000	400/-	200/-

#### 5.1.5 Participation in Training Programmes / Seminars / Conferences / Workshop etc.

(a) An employee officially sponsored for participation in Non-residential training programme / Seminars etc., at outstations, will be treated as on tour and payment of TA/DA will be made at admissible rates.

(b) An employee officially sponsored for residential training programme/seminar etc., at outstation, will be entitled to TA as per his entitlement on tour. Lodging expenses and D.A. shall be governed as per clause 5.1.6 (c) detailed hereinafter.

(c) An employee will normally be sponsored for not more than one outside event and not more than three events in and around Kolkata in a year.

#### 5.1.6 Basis for making claims

(a) Daily Allowance (DA) will be payable for the day of departure, for the day of return and for each day in between, subject to the departure / arrival time of plane/train/bus, etc., on the day of departure/return before/after 12 noon, respectively. Calculation / Claim would be based on actual duration of the programme and not on the date of departure or arrival. All claims are to be supported by documents.

(b) (i) All travel within metropolitan limits of Kolkata shall be treated as local travel for which no DA would be admissible.

(b) (ii) Destinations beyond metropolitan limits but within 100 km from the Institute shall attract 50% of normal DA.

(c) The employee is required to submit evidence of stay at hotels and the reimbursement would be as per the actual sum paid or the maximum amount admissible as per the grade, whichever is lower. No lodging expenses can be claimed unless supported by documentary evidence

(d) No lodging expenses can be claimed if the destination is within 200 kms from the Institute and the work or seminar / conference / workshop etc., is for one day only.

(e) Any claims beyond the rates as above, shall require special approval of the Competent Authority.

#### 5.1.7 Foreign Tours :

(a) All foreign tours required to be undertaken by an employee would need prior approval of the Competent Authority.

(b) Admissible allowances for foreign tours shall be decided by the Director/Principal subject to the provisions of RBI rules.

#### 5.1.8 Sanctioning Authority for domestic outstation travel shall be as follows:

For teaching staff - Director / Principal / Dy. Director in consultation with concerned 'HOD'.

For other members of staff - Principal / Dy. Director / Registrar in consultation with concerned HOD/SH.

## CHAPTER 6 : JOB RESPONSIBILITIES

### 6.1 Working Days

The working days of the Institute for Engg. & Tech / MCA programmes shall normally be from Monday to Friday while Saturdays and Sundays shall be considered as weekly holidays. The working days of the Institute for MBA programmes shall normally be from Monday to Saturday while Sundays shall be considered as weekly holidays. However, unless otherwise stated specifically in terms of appointment, every whole time employee may, if the exigencies of work so demand, be called to perform such duties as assigned to him, whether within scheduled working hours or beyond or on any holiday to observe a minimum of 90 teaching days per semester which will not attract clause 6.4 of these rules.

### 6.2 Working Hours

Normal working hours of the Institute for Engg. & Tech./MCA programmes shall be from 9.00 a.m. to 5.30 p.m. For MBA programmes, the working hours would be from 9:00 a.m. to 5:30 p.m. from Monday to Friday and from 9:00 a.m. to 2:00 p.m. on Saturday. For Accounts Section, it would be 10 a.m. to 6:00 p.m. from Monday to Friday & from 10:00 a.m. to 2:00 p.m. on Saturday. All employees shall be present in the Institute during working hours and record their attendance on entering and leaving the Institute in the manner prescribed by the Institute. Members of staff reporting after 9:15 a.m. (9.30 a.m., in case of members of faculty and 10:15 a.m., in case of Accounts Section) without prior written permission from HOD/SH/HRD Manager(Sr.) would be marked 'Late' and such relaxation by HOD/SH/HRD Manager(Sr.) may be permitted for a maximum of 5 times a month. Persons found to be habitually late in attending the Institute would be served with a notice.

Members of faculty having classes at 9:00 a.m. should report to the Institute at least 10 minutes earlier. For employees other than members of faculty, 1 day's CL would be deducted for every 5 late attendances for every 30 days. Employees leaving the Institute for official purpose within the working hours need to submit the outdoor duty authorization slip, duly approved by HOD/SH prior to leaving the Institute.

### 6.3 Festival Holidays

Total number of festival holidays shall be limited to 25 days during an academic year from a list of Festival Holidays, as given in Schedule – I.

### 6.4 Work load

6.4.1 Work Load for all employees will be around 40 hours per week of which teaching – contact hours shall be as follows, as per AICTE norms at present :

Director / Principal /Dy. Director	- 4 hours / week
Professors	- 8 hours / week
Associate Professors	- 12 hours / week
Assistant Professors	- 16 hours / week

6.4.2 For the above stipulations, two tutorial hours / two laboratory hours will be counted as one teaching hour. The teaching contact hours of teachers selected / promoted under the Career Advancement Scheme shall remain the same as those of the substantive posts they were occupying. On sharing, the load will be equally divided.

6.4.3 The work plan of all the employees shall ensure in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department / Institute. All employees shall be present in the Institute during the working hours unless engaged in official / academic work in other places, with prior approval of the Competent Authority. Every teacher would compulsorily submit through HODs / DCs Lecture and / All Laboratory Plan of the subjects to be offered in the next semester to the Principal / Director, at least 15 days ahead of the commencement of classes of that semester.

6.4.4 All full-time employees are to devote their whole time to the service of the Institute and would not undertake any direct / indirect business or work, honorary or remunerative except with the written permission of the Competent Authority.

#### 6.5 Job responsibilities for different categories of staff

Following guidelines are only indicative and not exhaustive. There will be flexibility in assignment of responsibilities either one level up or one level down. Besides, the Director/Principal will be empowered to change the duties and responsibilities assigned to a particular post, if the circumstances so warrant, subject to ratification by the BOG in its next meeting.

##### 6.5.1 (a) Director

The Director shall

(i) be the Principal Academic and Executive Authority of the Institute and shall exercise general supervision

(ii) exercise all other powers as may be delegated to him by the BOG

(iii) have the power to re-delegate some of his powers to any of his subordinate officers

(iv) have the power to constitute committee(s) / sub-committee(s) for a specific purpose as also advisory committee(s) or body(ies) as may be necessary for the convenience of administration

(v) nominate experts for different bodies when called for

(vi) act as the Chairman (Ex-officio) of the Faculty Council ( vide Schedule G)

(vii) act as the Member-Secretary of the BOG.

##### 6.5.1 (b) Principal

It shall be the duty of the Principal

i) to carry on the objects and business of the Institute in accordance with the rules and regulations framed by the Board of Governors from time to time

(ii) to interact with AICTE/WBUT/Govt. bodies

(iii) to act as a Coordinator in all academic matters and to maintain and improve the level of excellence of the work for which purpose he shall have the right to give direction wherever necessary

(iv) to review Performance Appraisal Report (PAR) for members of faculty

(v) to take classes as per AICTE norms

(vi) to exercise such other powers and perform such other functions as may be assigned to him by the BOG.

##### 6.5.1 (c) Deputy Director / Dean

The Deputy Director / Dean shall



(i) oversee planning for diversification of academic activities in various directions and liaisoning with various funding agencies like AICTE, CISE, DST, DRDO, ISRO, BARC etc., for research grant

(ii) oversee Training and Placement and Consultancy activities

(iii) be responsible for preparation of Annual Report

(iv) look after student discipline and employee welfare

(v) take classes as per AICTE norms

(vi) assist the Director and the Principal in all matters as and when required.

#### 6.5.1 (d) HODs

HODs shall

(i) be the overall in-charge of the department and shall exercise general supervision over teaching and non-teaching members of the staff of the department

(ii) act as the Chairman (Ex-officio) of the Departmental Academic Committee (vide Schedule H)

(iii) take necessary action for holding of all classes regularly and for proper functioning and maintenance of the departmental laboratories and workshops

(iv) periodically convene departmental meetings to discuss and review the progress in classes, attendance of students and progress of research activities

(v) arrange to inform the students regarding their attendance and their performance in semesters on at least two occasions

(vi) arrange for proper maintenance of stock book, issue register etc., in respect of equipment, consumables and stationery items

(vii) prepare proposals in consultation with colleagues for purchase of equipment and forward the same to the Director/Principal

(viii) initiate research activities in the department.

#### 6.5.2 Teaching Staff

Job responsibilities of teachers as per AICTE Notification

Ref: 1-65/CD/NEC/98-99 dated May 3, 2000, are given in Schedule - C.

#### 6.5.3 Administrative Staff

##### (a) Registrar

The Registrar shall

(i) be responsible for supervision and control of all non-teaching members of staff of the Institute

(ii) arrange for admission and registration of students in different courses offered by the Institute

(iii) make necessary arrangement for conducting examinations and maintaining related records for the same

(iv) have the power to allocate duties to non-teaching staff in different areas

(v) oversee the security, stores and maintenance of all the properties and facilities of the Institute

(vi) look after the following students' amenities

-- identity cards

-- transport facilities

-- canteen

-- hostel

(vii) review Performance Appraisal Report (PAR) for Non-teaching members of staff.

(b) Deputy Registrar

The Deputy Registrar shall

- (i) assist the Registrar in all activities of Academic Administration
- (ii) oversee maintenance & supervision of class rooms, hostels, canteen and student transport arrangements
- (iii) liaison with the Campus Administrator for F&S Security, booking of auditorium & other related matters.

(c) HRD Manager

The HRD Manager shall :

- (i) develop/maintain a semester-wise manpower plan for academic & non-academic members of staff
- (ii) take necessary action for recruitment/ engagement of permanent / visiting / adhoc staff as per manpower plan including scheduling interviews, constitution of selection committee and issuance of appointment orders
- (iii) implement a staff appraisal system
- (iv) maintain all employment records including attendance / leave etc., and employee database
- (v) be responsible for providing information pertaining to compliance of employment related statutory requirements
- (v) co-ordinate faculty and staff development programme and arrange for maintaining its records
- (vi) ensure staff discipline and good work practices.

(d) Assistant Registrar

The Assistant Registrar shall

- (i) act as Exe-Asstt to Director / Principal /Dy. Director / Registrar
- (ii) assist the Registrar / Dy. Registrar in maintenance of infrastructural facilities
- (iii) co-ordinate with the TPO Cell
- (iv) prepare compliance reports for WBUT/AICTE
- (v) oversee managing events (inhouse) - seminars, workshops, campus interviews
- (vi) be jointly responsible with system officials for updating the website of the Institute from time to time.

(e) Supervisors / Office Assistants

Supervisors / Office Assistants shall be responsible for regular activities of any particular section depending upon the importance / gravity of the function.

#### 6.5.4 Workshop / Laboratory Staff

Workshop / Laboratory staff who may be attached to one or more laboratory / laboratories or workshop / workshops shall be responsible for the following functions :

- (i) primarily maintaining the equipment, instruments, glass wares, tools etc., ready for use and causing repair/cleaning of the same as and when necessary or so instructed
- (ii) assisting the Faculty-in-Charge in preparation of process / instruction sheets/ manuals of experiments to be performed by students as also in keeping the experiments ready for classes
- (iii) assisting the Faculty-in-Charge in the conduct of continuous assessment and in the conduct of class test, as and when asked for.
- (iv) preparation of purchase indents for workshop / laboratory materials for decision of the Faculty-in-Charge
- (v) issuance & receipt of materials / tools / instruments, as required
- (vi) maintenance of stock records in respect of all instruments / equipment and consumables used in the workshop / laboratories
- (vii) assisting members of faculty in carrying out Research/Project Work, as and when asked for.

#### 6.5.5 Training and Placement Staff

(a) Training and Placement Officer

The Training and Placement Officer shall be considered as equivalent to a teaching staff. He shall have a teaching work load of at least 4 contact hours per week. His responsibilities include :

- (i) conducting an annual survey of job requirements in industries, R & D and other organizations
- (ii) arranging campus interviews, summer training, industry sponsored projects and practical training for students
- (iii) maintenance of data bank of key personnel engaged in industries and academic institutions
- (iv) maintenance of a data bank of alumni of the Institute who are placed in reputed industries / research / service organizations
- (v) assisting students in getting effective industrial training, placements etc.
- (vi) updating the website of the Institute with latest results, achievements and placement records.

(b) Training and Placement Executive

T&P Executive would assist the Training & Placement Officer in all activities and have thorough knowledge in computer applications.

(c ) Training and Placement Attendant

T&P Attendant's responsibility shall be filing and working as a delivery peon.

6.5.6 Library Staff

(a) Librarian

Responsibilities of the Librarian include :

- (i) implementation of the appropriate systems required for providing Library Services to the students, teachers and other categories of staff
- (ii) general administration of the standard library functions
- (iii) maintenance of records for all books / journals / periodicals.

(b) Assistant Librarian

The Assistant Librarian shall be responsible for the following:

- (i) preparation of purchase indents
- (ii) arrangement for receipt of books supplied against purchase orders
- (iii) cataloging and classification of books
- (iv) issuance and receipt of books to and from students.

(c ) Library Assistant

The Library Assistant shall be responsible for

- (i) managing information desk
- (ii) managing circulation counter as and when required
- (iii) accession/classification and cataloguing of books (technical processing)
- (iv) supervision in respect of shelving of books
- (v) any other jobs as directed.

(d ) Library Sorter / Attendant

The Library Sorter / Attendant shall be responsible for

- (i) arrangement for binding of books / journals
- (ii) recording of newspapers
- (iii) shelving of books and reading materials
- (iv) pasting / stamping and other processing of books
- (v) any other jobs as directed.

#### 6.5.7 Maintenance Staff

##### (a) Maintenance Engineer

Broad responsibilities of the Maintenance Engineer shall include the following:

- (i) maintenance of buildings including electrical, plumbing, sanitary and fire fighting systems
- (ii) maintenance of mechanical installations including utilities , Generator, Sub-stations etc.

##### (b) Maintenance Supervisor / Maintenance Assistant

The Maintenance Supervisor / Maintenance Assistant should have hands-on experience and relevant skill and shall be responsible for doing all types of repair / maintenance work.

##### (c ) Maintenance Attendants

Maintenance Attendants include Electricians, Mechanical Fitters, Plumbers etc. They would also be responsible for providing necessary help and support to the maintenance engineer /supervisor / assistant.

#### 6.5.8 Computer Centre Staff

##### (a) System Manager

The System Manager shall be responsible for development and maintenance of the entire computer network of the Institute.

##### (b) System Analyst / Computer Programmer

The System Analyst / Computer Programmer would provide necessary software support to the students and faculty in project and research work and generate various MIS, as required.

##### (c) System Supervisor

The System Supervisor should have hands-on experience and relevant skills for supervision and maintenance of the computer network of the Institute.

##### (d) Computer Operator

The Computer Operator shall be responsible for preparation of various documents including data entry operation.

#### 6.5.9 Educational Technology Staff

##### (a) Draughtsman

The Draughtsman shall be responsible for preparation of Teaching / instructional materials using CAD and other supporting facility.

##### (b) Graphic Artist & Photographer

The Graphic Artist & Photographer shall be responsible for all art work and photography required for preparation of Instructional materials

(c) Audio Visual Technician

The Audio Visual Technician shall be responsible for preparation of all audio-visual preparations for all teaching / seminar / conference requirements.

<p style="text-align: center;"><b>CHAPTER 7 : CONDUCT, DISCIPLINE &amp; REVIEW RULES</b> <b>PART I CONDUCT RULES</b></p>
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**7.1 General**

(i) Every employee shall conform to and abide by the rules incorporated herein and shall observe, comply with and obey all orders and directions which may from time to time, be given to him in the course of his official duties by any person or persons under whose jurisdiction, superintendence and control he may, for the time being, be placed.

(ii) Every employee shall put his utmost endeavour to promote the interest of the Institute and shall show courtesy and attention in all transactions.

(iii) Do nothing which is unbecoming of an employee of the Institute.

**7.2 Integrity**

(i) Every employee will at all times maintain integrity and devotion to duty and act to the best of his judgment in the performance of his official duties or in the exercise of powers conferred on him.

(ii) Every employee shall also take all possible steps to ensure the integrity and devotion to duty of all the employees for the time being under his control and authority.

**7.3 Misconduct**

Without prejudice to the generality of the term "misconduct", the following acts of omission and commission shall be treated as misconduct, which may be either minor or major :

**Minor**

(i) Acting in a manner prejudicial to the interests of the Institute

(ii) Absence without leave or over-staying the sanctioned leave without sufficient grounds or proper or satisfactory explanation

(iii) Irregular attendance

(iv) Neglect of work or negligence in the performance of duty

(v) Damage to any property of the Institute

(vi) Violation of any rule or regulation including Conduct Rules that have been prescribed

(vii) Commission of any act subversive of discipline or of good behaviour

**Major**

(i) Theft, fraud or dishonesty with the activities or property of the Institute or of the property of another person

(ii) Taking or giving bribes or any illegal gratification

(iii) Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment

- (iv) Commission of any act which amounts to a criminal offence involving moral turpitude.
- (v) Going on illegal strike or abetting, inciting, instigating or acting in furtherance thereof
- (vi) Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Institute or in a public place
- (vii) Unauthorised use of Institute's premises, quarters or land
- (viii) Willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his controlling officer and / or Competent Authority
- (ix) Threatening, abusing or assaulting and/or obstructing employees in the discharge of their duties or instigating other employees to act against the Institute or any of its officials
- (x) Malicious or false allegation against any employee of the Institute
- (xi) Tampering with official records of the Institute
- (xii) Sexual harassment which includes such un-welcome behaviour (whether directly or by implication) such as :
  - a) physical contact or advances ; or
  - b) a demand or request for sexual favours;
  - or c) sexually coloured remarks; or
  - d) showing pornography; or
  - e) any other un-welcome physical, verbal or non-verbal conduct implying sexual abuse.

NOTE: The above instances of misconduct are illustrative in nature, and not exhaustive.

<b>CHAPTER 7 : CONDUCT, DISCIPLINE &amp; REVIEW</b> <b>RULES PART II DISCIPLINE &amp; REVIEW RULES</b>
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#### 7.4 Disciplinary Authority

Disciplinary Authority means the authority competent to impose any of the penalties specified in Rule

7.5. Disciplinary Authority for various grades of employees shall be as follows :

- (i) For Director / Principal / Dy. Director - Chairman of BOG
- (ii) For members of staff in Assistant Professor grade and above- Director/Principal/Dy. Director
- (iii) For members of staff below the grade of a Assistant Professor  
- Registrar

#### 7.5 Penalties

The following penalties may be imposed on an employee for misconduct committed by him or for any other good and sufficient reasons :

##### Minor

- (a) Censure / warning
- (b) Recovery from pay or other amounts as may be due to him of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders
- (c) With holding of promotion for a specified period
- (d) With holding of increment for a specified period

##### Major

- (e) Demotion to a lower post or to a lower salary slab
- (f) Dismissal or removal from service.

## 7.6 Suspension

(i) The appointing authority or any authority to which it is subordinate or the Disciplinary Authority may place an employee under suspension

(a) where the disciplinary proceedings against him are contemplated or are pending or,

(b) where a case against him in respect of any criminal offence is under investigation or trial.

(ii) Where a penalty of dismissal or removal from service imposed upon an employee under suspension is set aside or reviewed under these Rules or by a decision of a court of law and the case is remitted for further enquiry or action or with any other directions, the order of his suspension shall be deemed to have been continued in force on and from the date of original order of dismissal or removal and shall remain in force until further orders.

(iii) The date, on which the order of suspension is issued, will be the deemed date of suspension in respect of employees who willfully try to evade it.

(iv) An order of suspension made or deemed to have been made under this Rule may at any time be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

## 7.7 Subsistence Allowance

(i) An employee under suspension shall be entitled to draw subsistence allowance equal to 50% of his basic pay. In addition, he shall be entitled to Dearness Allowance admissible on such subsistence allowance and other allowances of which he was in receipt on the date of suspension.

(ii) If an employee is arrested by the Police on a criminal charge and bail is not granted, no subsistence allowance is payable. On grant of bail, if the Disciplinary Authority decides to continue the suspension, the employee shall be entitled to subsistence allowance from the date he is granted bail.

(iii) The scale and extent of other service benefits of the suspended employee would depend on the merit of each case, for which orders would be issued on consideration of the application of the suspended employee.

## 7.8 Treatment of the period of suspension

(i) When the employee under suspension is reinstated, the Disciplinary Authority may grant to him the following pay and allowances for the period of suspension:

(a) if the employee is exonerated and not awarded any of the penalties mentioned in Rule 7.5, the full pay and allowances which he would have been entitled to if he had not been suspended, less the subsistence allowance already paid to him and

(b) if, otherwise, such proportion including full amount of pay and allowances as Disciplinary Authority may prescribe.

(ii) In case falling under sub-clause (a), the period of absence from duty will be treated as a period spent on duty. In case falling under sub-clause (b), it will not be treated as a period spent on duty unless the Disciplinary Authority so directs.

## 7.9 Procedure for imposing penalties

A. Where it is proposed to impose any of the minor penalties specified in clauses (a) to (d) of Rule 7.5, the employee concerned shall be informed in writing of the imputations of misconduct or misbehaviour against him and given an opportunity to submit his written statement of defence within a specified period not exceeding 7 days. The defence statement, if any, submitted by the charged employee shall be taken into consideration by the Disciplinary Authority before passing orders. The record of the case shall include –

(i) a copy of the statement of imputations of misconduct or misbehaviour, delivered to the employee;

(ii) his defense statement, if any;

(iii) the orders of the Disciplinary Authority together with the reasons there for.

B. (i) On the basis of the material available with the Disciplinary Authority, if he comes to a provisional conclusion that a penalty as provided for under rule 7.5(e) and (f) is to be imposed on an employee, he shall frame a charge-sheet which would also indicate the allegations on which the charges are based along with such other material that he considers relevant to the various charges.

(ii) The employee proposed to be proceeded against shall be served with this charge-sheet and the charged employee shall furnish his reply in writing within a period specified in the charge-sheet.

(iii) If the charged employee accepts the charges then the Disciplinary Authority shall record his findings on each charge. If the charged employee does not plead guilty to the charges, the Disciplinary Authority shall hold an enquiry by himself or by any other employee of the Institute not below the grade of a Assistant Professor nominated by him to be called the Enquiry Officer.

(iv) The Enquiry Officer may make use of all the evidence already collected, either documentary or oral, and, if needed, can collect further evidence which could also include the examinations of the concerned employee and such other evidence as the charged employee may desire to produce and the Enquiry Officer considers relevant to the charges. He shall then submit his findings on the various charges to the Disciplinary Authority.

(v) If the employee does not submit his written statement of defence referred to in sub-rule 7.9 B(ii) on or before the date specified for the purpose and does not appear in person, or otherwise fails or refuses to comply with any of the provisions of these Rules or purposely delays the enquiry, the Enquiry Officer may hold the enquiry Ex-parte.

#### 7.10 Action on the Enquiry Report

(i) The Disciplinary Authority shall, if he disagrees with the findings of the Enquiry Officer on any of the charges, record his reasons for such disagreement and record his own findings on such charge, if the evidence on record is sufficient for the purpose.

(ii) If the Disciplinary Authority having regard to his findings on all or any of the charges is of the opinion that major penalties specified in Rule 7.5 should be imposed on the employee, then he shall make an order imposing such penalty.

(iii) If the Disciplinary Authority having regard to his findings on all or any of the charges is of the opinion that a major penalty is not called for, then he may pass an order imposing any of the other penalties if called for, or exonerate the employee concerned.

#### 7.11 Communication of orders

Orders made by the Disciplinary Authority under Rule 7.10 shall be communicated to the employee concerned in writing.

#### 7.12 Review

(i) The Disciplinary Authority or the next higher authority may, on his own, review the order of punishment imposed or suspension ordered.

(ii) An employee may make a request to the Disciplinary Authority or the next higher authority, for a review of the order imposing upon him any of the penalties specified in Rule 7.5 or against the order of suspension referred to in Rule 7.6, along with a written statement containing the grounds on the basis of which he wishes to get his case reviewed. Request for a review of penalty shall be made within one month from the date of the communication of the order against which review is requested. The authority reviewing the case may pass an order confirming, enhancing, reducing or setting aside the penalty or remitting the case to the authority which imposed the penalty or to any other authority with such direction as he may deem fit in the circumstances of the case.



## SCHEDULE A

### QUALIFICATIONS FOR VARIOUS TEACHING & NON-TEACHING POSITIONS AT HIT

**A. MEMBERS OF FACULTY** (Changes incorporated as per changed norms of AICTE excepting for the post of TPO & Members of faculty for Science & Humanities, for which no change has been stipulated by AICTE)

#### I. Engineering & Technology Faculty:

Sl No	Cadre	Qualifications	Experience
1	2	3	4
1	Assistant Professor	BE/BTECH and ME/MTECH in relevant branch with first class or equivalent either in BE/BTECH or ME/MTECH	
2	Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post Phd publications and guiding PhD students is highly desirable.	Minimum of five years experience in teaching/ research/ industry of which two years post PhD experience is desirable.

3	Professor	Qualification as above that is for the post of Associate Professor applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of ten years experience in teaching/ research/ industry of which at least five years should be at the level of Associate Professor.
4	Training and Placement Officer	First Class Bachelor's or Master's degree any branch of Engineering/ Technology/,or Ph.D in Science preferably with a management degree from an institute of repute.	Candidates from Industry / profession with first class Bachelor's or Master's degree in any branch Engineering and having good exposure in industrial placement and training, adequate liaison with industries/ Chamber of Commerce/ Research organization/ Universities/ Institutes would also be eligible.
5	Principal of the Institute	Professor in relevant discipline with total experience of 15 (fifteen) years in the field of Teaching / Industry / Research. The maximum age for holding the post of Principal shall be 65 years.	--

**I. (A) Engineering & Technology Faculty (Biotechnology)**

SI No	Cadre	Qualifications	Experience
1	2	3	4
1	Assistant Professor	BE/BTECH and ME/MTECH in relevant branch with first class or equivalent either in BE/BTECH or ME/MTECH	
2	Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post Phd publications and guiding PhD students is highly desirable.	Minimum of five years experience in teaching/ research/ industry of which two years post PhD experience is desirable.
3	Professor	Qualification as above that is for the post of Associate Professor applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of ten years experience in teaching/ research/ industry of which at least five years should be at the level of Associate Professor.

**II. Management Programmes:**

Sl.No	Cadre	Qualifications	Experience
1	2	3	4
1	Assistant Professor	First Class or equivalent in Master's degree in Business Management / Administration or equivalent and 2 years relevant experience is desirable.	
2	Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and PhDr o equivalent, in appropriate discipline. Post Phd publications and guiding PhD students is highl desirable.	Minimum of five years experience in teaching/ research/ industry of which two years post PhD experience is desirable

3	Professor	Qualification as above that is for the post of Associate Professor applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of ten years experience in teaching/ research/ industry of which at least five years should be at the level of Associate Professor.
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### III. M.C.A Faculty:

Sl.No	Cadre	Qualification	Experience
1	2	3	4
1	Assistant Professor	BE/BTECH and ME/MTECH in relevant branch with first class or equivalent either in BE/BTECH or ME/MTECH. OR  BE/BTECH and MCA with first class or equivalent in either BE/BTECH or MCA OR  MCA with first class or equivalent with two years relevant experience.	

2	Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and PhDr or equivalent, in appropriate discipline. Post Phd publications and guiding PhD students is highly desirable.	Minimum of five years experience in teaching/ research/ industry of which two years post PhD experience is desirable
3	Professor	Qualification as above that is for the post of Associate Professor applicable. Post PhD publications and guiding PhD students is highly desirable.	Minimum of ten years experience in teaching/ research/ industry of which at least five years should be at the level of Associate Professor.

\* Unanimously declared equivalent to Ph.D. by a 3-member Expert Committee duly appointed by the affiliating University.

Note :

i) If a class/division is not awarded at B.E. or M.E. / Equivalent Degree, a minimum of 60% marks in aggregate or equivalent CGPA shall be considered equivalent to first class / division. If a Grade Point System is adopted, the CGPA will be converted into equivalent marks as given in the table after Note ii) below.

ii) In the discipline of Computer Science Engineering / Technology, in lieu of the "First Class degree at Bachelor's and / or Master's level in the appropriate branch", a first class degree in Computer Science Engineering / Technology together with a first class Bachelor's degree in any area of Engineering / Technology will be acceptable.

Table : Percentile Equivalence of Grade Points for a Ten Point Scale

Grade Point	Percentage of marks
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

#### IV. Science and Humanities Faculty:

Sl.No	Cadre	Qualification	Experience
1	Assistant Professor	Good academic record with at least 55% of marks or, an equivalent CGPA at the Master's degree level, in the relevant subject from an Indian University, or an equivalent degree from foreign University. Besides fulfilling the above qualifications, candidate should have cleared the National Eligibility Test (NET) for Assistant Professors conducted by the UGC, CSIR or similar test accredited by the UGC.	No minimum requirement
2	Associate Professor	Good academic record with at least 55% marks or an equivalent of CGPA at the Master's level and Ph.D degree in the relevant subject	5 years of experience in teaching and/ or research excluding the period spent for obtaining the degree and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.
3	Professor	Good academic record with at least 55% marks or an equivalent of CGPA at the Master's level and Ph.D degree in the relevant subject. (Desirable: Post-Doctoral work in appropriate subject)	10 years experience of which at least 5 years should be at a senior level comparable to that of an Assistant Professor in Post Graduate Teaching and/or experience in research at the University/National level Institutions, including experience of guiding research at Doctoral level.

**B. OTHER CATEGORIES OF STAFF (Changes incorporated for rationalization)**

Sl.No.	Designation	Qualifications	Experience
<b>Administrative Staff:</b>			
1	Director	Qualifications same as that of a Professor as per AICTE stipulation with 15 years of experience	
2	Dy. Director / Dean	Qualifications same as that of a Professor as per AICTE stipulation with 15 years of experience	
3	Registrar	<p>Qualifications same as that of a Registrar of a University as per UGC stipulation which are presently as under</p> <p>Essential : i) Uniformly good academic record with a B+ Masters Degree or equivalent  ii) At least 15 years' experience in academic institutions like a University or in an institute of higher learning of which 5 years must be in high level administration in a University or in an institute of post graduate study.</p> <p>Desirable : A doctorate degree or published research work of merit <b>OR</b>  High level administrative experience in a Government or quasi-government organization or a good background in administration and management in senior position.</p> <p>NB : Provided that in absence of suitable candidates having the required administrative experience, if the candidate has been either a Professor /Asstt. Professor or a Reader / Principal for at least 2 years, the essential qualifications pertaining to administrative experience required for such posts may be reduced or waived on the recommendations of the Selection Committee. For candidates having the required administrative experience, the essential academic qualifications may be relaxed on the recommendations of the Selection Committee provided the selected candidates possess at least the academic qualifications for Asstt. Professors / Reader of the College / University.</p>	
4	Dy. Registrar	Post Graduation in any discipline (preferably Management Degree) from a recognized University/ Institute or equivalent	Minimum 10 years in any administrative position
5	HRD Manager	A Bachelor's Degree in Engg./Tech or MBA (Specialization in HRD)	Minimum 5 years in HR function in industry/ academic institute
6	Asstt. Registrar	Uniformly good academic record with a B+ Masters Degree or its equivalent.	Minimum 5 years in any administrative position
7	Purchase Officer / Accounts Officer	Graduation with AICWA/ ACA or equivalent from recognized University/ Institute	Minimum 2 years
8	Supervisor	Graduate from a recognized University with knowledge in computer operations	Minimum 3 years
9	Accountant	B.Com or equivalent from a recognized University with knowledge in computer operations	Minimum 1 year
10	P.A. to Director	Graduation from a recognized University with additional qualification in Typing and Stenography/ Computer operation / Secretarial Practice.	Minimum 1 year
11	Sr. Office Assistant	Graduate from a recognized University with knowledge in computer operations	Minimum 2 years
12	Stenographer	Graduate from a recognized University with knowledge in Stenography and computer	Minimum 1 year
13	Store Keeper	Graduate from a recognized University	2 years experience in store keeping
14	Asstt. Store Keeper	Graduate from a recognized University	Not essential
15	Jr. Office Asstt.	Graduate from a recognized University with knowledge in computer operations	Not essential
16	Attendant	Pass in Madhyamik or equivalent	No minimum requirement

*N.B. :For persons below the rank of Registrar, qualifications and experience may be relaxed for internal candidates working in the lower grade for at least 3 (three) years.*



<b>Computer Center Staff:</b>			
1	System Manager	Ph.D.degree with First Class Bachelor's or Master's degree in Computer Sc. and Engineering/ Information Technology	Minimum 10 years in industry and profession in appropriate field of work
2	System Analyst	Ph.D.degree with First Class Bachelor's or Master's degree in Computer Sc and Engineering Information Technology	Minimum 5 years in industry and profession in appropriate field of work
3	Computer Programmer	First Class Bachelor's Degree in Computer Sc and Engineering / Technology <b>or</b> First Class Masters degree in same discipline	No minimum requirement
4	Computer Operator	Graduation with Diploma in Computer Science from a recognized University/ Institute	No minimum requirement
<b>Library Staff:</b>			
1	Librarian	Minimum 55% in M.Lib.Science or equivalent and NET/SLET qualified	Minimum 5 years of experience in a similar library
2	Asstt. Librarian	B.Lib.Science, preferably M.Lib from a recognized University	2 years of experience in a similar library
3	Library Asstt.	B.Lib.Science after graduation from a recognized University	1 year experience in a similar library
4	Library Attendant / Library Sorter	Pass in Madhyamik or equivalent	No minimum experience required
<b>Workshop/Laboratory Staff:</b>			
1	Foreman	At least Bachelor's degree in Mechanical Engineering from a recognized University / Institution	5 years in a similar workshop / industry
2	Technical Supervisor/ System Supervisor	Diploma Holder in appropriate Branch of Engg/Technology or equivalent <b>OR</b> B.Sc (Hons) in appropriate subjects for General Science Stream (For Science Departments)	7 years of experience in a similar laboratory / workshop
3	Sr. Technical Asstt. / Hardware Engineer	Diploma Holder in appropriate Branch of Engg/Technology or equivalent <b>OR</b> B.Sc (Hons) in appropriate subjects for General Science Stream (For Science Departments)	5 years of experience in a similar laboratory/ workshop
4	Technical Asstt. / Lab Technician / Sr. Lab. Asstt.	Diploma Holder in appropriate Branch of Engg/Technology <b>OR</b> B.Sc (Hons) in appropriate subjects for General Science Stream (For Science Departments)	2 years of experience in a similar laboratory / workshop
5	Technician / Lab. Asstt.	A National Trade Certificate holder in appropriate field from a recognised Institution.	5 years of experience in a similar laboratory / workshop
6	Mechanic (Welder / Electrician etc.)	ITI pass in relevant field	1 year experience
7	Sr. Lab. Attendant	Pass in Madhyamik or equivalent	Some relevant experience
8	Lab Attendant/ Helper	Pass in Madhyamik or equivalent	No minimum requirement

<b>Maintenance Staff:</b>			
1	Maintenance Engineer	Bachelor's degree in Civil / Mechanical Engineering or Diploma in Civil / Mechanical Engineering	5 years for Bachelor Degree Holders and 8 years for Diploma Holders in similar Institution
2	Maintenance Supervisor	Diploma in Civil Engineering	3 years in similar institution / industry required
3	Maintenance Assistants	A National Trade Certificate holder in appropriate field from a recognized institution	No minimum requirement
4	Sr. Work Asstt.	Pass in Madhyamik or equivalent	Some experience in construction work
5	Jr. Work Asstt.	Pass in Madhyamik or equivalent	No minimum requirement
6	Attendant	Pass in Madhyamik or equivalent	No minimum requirement
<b>Educational Technology Staff:</b> <i>(Attached to Instructional Resources and Production Center)</i>			
1	Draughtsman	Diploma in Civil/ Mechanical Engineering or Certificate in Draughtsmanship	Minimum 2 years in drawing office.
2	Photographer	Certificate / Diploma in Commercial Art/ Graphic Design/ Photography	Minimum 1 year in preparation of graphic/ photographic materials
3	Audio-Visual Technician	Bachelor's Degree in Science/ Diploma in Audio-Visual Techniques	Minimum 1 year in using Audio-Video equipment

## SCHEDULE -B

### DESIGNATIONS & SCALES OF PAY

Sl.No.	Category	Pay Scale (in Rupees)	Category (Group)
<b>Teaching Staff: PAID AS PER AICTE GUIDELINES</b>			
1	Principal	37400 – 67000; AGP 10,000 + special allowance of Rs.3000 p.m.	A
2	Professor	37400 – 67000; AGP 10,000	A
3	Associate Professor	37400 – 67000; AGP 9,000	A
4	Assistant Professor	15600 – 39100; AGP 6000, 7000,8000	A
<b>Administrative Staff: ALL ADMINISTRATIVE STAFF WOULD BE PAID AS PER ROPA</b>			

## SCHEDULE - C

### JOBS RESPONSIBILITIES OF TEACHERS

Academic	Res. & Consultancy	Administration	Extension
Classroom Instruction	Research & Development Activities and Research Guidance	Academic & Administrative Management of the Institution	Extension Service
Laboratory Instruction	Industry sponsored projects	Policy Planning, Monitoring & Evaluation and promotional activities both at department and institutional level	Interaction with Industry & Society
Curriculum Development	Providing Consultancy & Testing service	Design and development of new programme	Participation in Community services
Developing Learning Resource Material & laboratory Development	Promotion of Industry Institution Interaction and R & D	Preparing project proposals for funding in areas of R & D work, Laboratory Development, Modernisation, Expansion etc.	Providing R & D support and consultancy services to Industry and other User agencies.
Students Assessment & Evaluation including Examination work of University		Administration both at departmental and institutional levels	Providing non-formal modes of education for the benefit of the community
Participation in the co-curricular and extra-curricular activities		Development, administration and management of institutional facilities	Promotion of entrepreneurship and job creation
Students guidance & counseling & helping their personal, ethical, moral and overall character development		Monitoring and evaluation of academic and research activities	Dissemination of knowledge
Continuing education activities		Participation in policy planning at the Regional, National level for development of technical education	Providing technical support in areas of social relevance

Academic	Res. & Consultancy	Administration	Extension
Keeping abreast of new knowledge and skills help generate new knowledge and help discrimination of such knowledge through books, publications, seminars etc.		<p>Helping mobilization of resources for the institution.</p> <p>Develop, update and maintain MIS</p> <p>Plan and implement Staff Development Activities</p>	
Self development through upgrading qualification, experience and professional activities		<p>Maintain accountability</p> <p>Conduct Performance Appraisal</p>	

**SCHEDULE - D(i)**

**FORMAT FOR LETTER OF APPOINTMENT**

HRIT/0403/.....

Date : .....

Dear Sir/Madam,

On the basis of your interview and as recommended by the Selection Committee, we have pleasure in offering you an appointment as ..... in the Department of ..... of this Institute on the following terms and conditions:

1. You will join us as early as possible but not later than ..... Your date of joining is firmly fixed and this offer of appointment would automatically become null & void if you do not join the position latest by .....
2. You will be on probation for a period of one year, subject to extension at the discretion of the management of the institute.
3. On satisfactory completion of the probationary period, your appointment will be confirmed in writing.
4. You will abide by the Service Rules and Regulations of the Institute, Which are presently in force or may be amended from time to time.
5. You will perform such duties and exercise such powers as are entrusted to you from time to time, by or on behalf of the Institute and shall include:
  - (i) Teaching a minimum of three compulsory / optional courses in each semester including Laboratory / Workshop classes,
  - (ii) Development of Laboratory / Workshop for regular courses and for research work,
  - (iii) Administrative work as may be assigned to you from time to time,
  - (iv) Undertake research on your own or in association with other member(s) or group(s) of faculty of any recognized Institute(s) jointly with this Institute,
  - (v) Participate/ conduct seminar / symposium winter / summer schools/ workshops or other short – term training programmes, and
  - (vi) Take-up consultancy work alone or jointly with other member(s) of the faculty of this Institute / and/ or other reputed Institute without detriment to your normal teaching assignment
6. You will be placed in the scale of Rs..... with a basic pay of Rs. .... (Rupees ..... )only per month.
7. Dearness , House Rent and Medical Allowances will be paid as per rules of the Institute.

8. You will automatically become a member of the contributory Provident Fund. Current rate of contribution by both the employer & employee is 12% of Basic pay plus admissible Dearness Allowance.
9. Gratuity will be paid according to the Provisions of Payment of Gratuity Act in force or any amendment thereof.
10. This agreement may be terminated by either side by giving one month's notice in writing or one month's salary in lieu thereof, without assigning any reason whatsoever. On confirmation of your service, three month's notice or three month's notice pay would be binding to both the employee and the employer.

Normally , you would not be allowed to leave your services in the Institute during the continuance of the semester. You may lose service benefits to be determined by the authority in case you leave before end of a semester.

11. You will automatically retire from the service ( if confirmed after successful completion of probationary period/ extended probationary period ) on attaining superannuation age of 60 years as per prevailing UGC / AICTE / state Govt. norms.

Your age mentioned in school Leaving certificate will be deemed to be conclusive proof of your date of birth.

12. You are required to submit to us the following documents at the time of joining :
  - i) Attested Xerox copies of all certificates pertaining to your age,qualification,experience etc.
  - ii) Two copies of your recent stamp size colour photographs,and
  - iii) Last pay certificate from your previous employer, if any.

We enclose one copy of this letter, which may please be returned, duly signed by you, as a token of your acceptance to these terms & conditions embodied therein and return it to the office of the undersigned at the above mentioned address within 7 days from the date of the issue of this letter.

We look forward to your joining the ..... of this Institute for a long, successful and pleasant association to be proud of.

Thanking you,

Yours faithfully,

**Director/ Principal**

## SCHEDULE - D(ii)

### FORMAT FOR LETTER OF CONFIRMATION

HRIT/0403/.....

Date : .....

Dear Sir/Madam,

We are pleased to inform you that you have been confirmed in the services of this Institute with effect from ..... as ..... in the Department of ..... of this Institute on the following terms and conditions :

1. Your revised basic pay will be Rs. .... (Rupees ..... only per month in the scale of .....
2. You will get DA, HRA, Medical and other admissible allowances, if any, as per the rules of the Institute.
3. You will abide by the Service Rules and Regulations of the Institute, which are presently in force or may be framed from time to time.
4. You will devote your whole time and attention to the service of the Institute and would not undertake any direct/indirect business or work, honorary or remunerative except with the permission of the Director.
5. This agreement may be terminated by either side by giving three month's notice in writing or three month's salary in lieu thereof, without assigning any reason whatsoever. The three month's notice or three month's notice pay would be binding to both the employee and the employer.

Normally, you would not be allowed to leave your services in the Institute during the continuance of the semester. You may lose service benefits to be determined by the authority in case you leave before end of a semester.

6. Your normal retirement age will be 60 years.

We enclose one copy of this letter, which may please be returned, duly signed by you, as a token of your acceptance to these terms and conditions.

Thanking you,

Yours faithfully,

**Director/ Principal**



### GRIEVANCE HANDLING PROCEDURE

#### Grievance Redressal Cell

There shall be a Grievance Redressal Cell comprising the Deputy Director, Registrar and Manager-HR. The HOD/SH of the concerned Deptt./Section, to which the aggrieved employee belongs shall be co-opted for the grievance. The Deputy Director shall be the Chairman and the Manager-HR shall act as the Convenor of the Cell.

All complaints arising out of employment including those relating to unfair treatment, wrongful application of the terms and conditions of service, harassment and inter-personal coordination, shall be redressed through the following procedure :

#### Step - I

The aggrieved employee will approach his/her Head of the Department (HOD) at a pre-allocated time. The decision of the HOD shall be communicated to the aggrieved employee within 2 working days of reference.

#### Step - II

If the HOD fails to communicate his decision within the specified time or if the decision of the HOD is unsatisfactory to the aggrieved employee, he/she may approach the Convenor of the Grievance Redressal Cell or any individual member of the Cell as per his/her convenience. The Grievance Redressal Cell shall discuss the issue with all the concerned parties and communicate its decision to the aggrieved employee within 3 working days of the grievance being referred to it. The proceedings of the Grievance Redressal Cell shall be documented.

#### Step III

If the decision of the Cell is still found unsatisfactory by the aggrieved employee, the Cell will refer the matter to the Director of the Institute. The Director shall consider the matter and communicate its decision to the Cell and the aggrieved employee within 3 days of reference. The decision of the Director shall be final and binding on all concerned.

Provided that this grievance procedure is applicable to grievances of individual employees only. If a grievance is transformed into a general claim, it will fall outside the purview of grievance procedure stated above. Grievances arising out of the terms of employment, i.e., with regard to salary and benefits shall also be outside the purview of this grievance procedure.

## SCHEDULE - F

### **FORMAT FOR INDEMNITY BOND (with Surety for securing faithful service of an employee)**

KNOW ALL MEN by these presents that we, Shri \_\_\_\_\_ son of \_\_\_\_\_ residing at \_\_\_\_\_ an employee/faculty of Heritage Institute of Technology and Shri \_\_\_\_\_ son of \_\_\_\_\_ residing at \_\_\_\_\_ as surety of the above-named employee are hereby held and bound unto Heritage Institute of Technology, an engineering college having address at Premises No. 994 Madurdah, Chowbaga Road, Anandapur, Kolkata 700 107 in the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) of lawful and good money to be paid to the said institute or their successors and assigns for which payment is to be truly and faithfully made.

SEALED with our respective seals this \_\_\_\_\_ day of \_\_\_\_\_ 2006.

Whereas the above-named institute has agreed to allow the employee/faculty to undergo higher studies in/ outside the institute (which one is applicable) for a period of \_\_\_\_\_.

The above-named employee has accepted such facility and executed a bond in favour of the institute for the amount and on terms hereunder contained, which has been ratified by the surety.

NOW THE CONDITION of the above-written bond is such that after successful completion of higher studies the above-named employee will serve the institute at least for a period of \_\_\_\_\_ years and the employee/faculty will render such service to the institute without causing any injury, loss or damage by reason of any act, default, negligence or error in judgment to the employer or in the alternative if the said EMPLOYEE and/or the SURETY or either of them shall from time to time and at all times hereafter indemnify and keep indemnified the said institute against all losses, damages, costs, charges and expenses which he or they or any of them shall or may sustain by reason of any act, default, misconduct, negligence, error in judgment, breach of duty, embezzlement and mismanagement on the part of the said employee, then and in such an event the above-written bond shall stand void and cancelled and be of no effect, otherwise the same shall remain in full force.

Signed, sealed and delivered  
in presence of:

## SCHEDULE - G

### COMPOSITION & POWERS AND FUNCTIONS OF THE FACULTY COUNCIL

#### **Composition :**

The composition of the Faculty Council shall be as under with powers to co-opt :

Director .....	Chairman
Principal .....	Vice-Chairman
Deputy Director .....	Member
All HODs & DCs .....	Members
Registrar .....	Member Secretary

Library Advisor, Training & Placement Officer and Chief Finance Officer may be invited as and when necessary.

#### **Powers and functions :**

The Faculty Council shall have the following powers and functions :

- i) to coordinate academic activities of the institute including planning and execution
- ii) to consider and formulate proposals for inter-disciplinary research / consultancy programmes
- iii) to consider and recommend panel of experts for selection of suitable members of faculty
- iv) to recommend proposals for introduction of new courses of study
- v) to recommend proposals for institution of medals and prizes
- vi) to consider any other academic matter as and when necessary.

## SCHEDULE - H

### COMPOSITION & POWERS AND FUNCTIONS OF THE DEPARTMENTAL ACADEMIC COMMITTEE

#### Composition :

The composition of the Departmental Academic Committee (DAC) shall be as under :

HOD .....	Chairman
All members of faculty of the concerned dept. ....	Members
HOD(s) of allied discipline(s)* .....	Member(s)
DC .....	Convenor

\* e.g., i) CSE-IT-Comp. Appl., ii) AEIE-ECE-EE, iii) BT-CHE-ME are examples of allied disciplines.

N.B.-

1. In departments where there is no HOD, DC would chair the DAC.
2. If an item in connection with library and /or budget /purchase is included, the Chairman may invite a representative of the respective department to attend the meeting.

#### Powers :

The Departmental Academic Committee is primarily a recommending body having the power to plan and execute the teaching, research and development functions of the Institute under the overall supervision and guidance of the Director and /or the Principal.

N.B.: The DAC would have no power to suspend classes without the consent of the Director/Principal.

**Functions :**

The Departmental Academic Committee shall have the following functions :

- i) to nominate a small sub-committee to interact with the Central Routine Committee to frame and finalise the class routine of the department in consultation with the individual teachers
- ii) to identify the areas of strength and frame research projects for the department (in case, a scheme submitted by an individual or a group of faculty members is not approved by the Committee, the Committee shall report the same to the Director/Principal for comments)
- iii) to allot laboratory/laboratories to members of faculty as Faculty-in-Charge of the laboratory with the consent and concurrence of the respective member of faculty and the Technical Assistant for smooth conduct of laboratory classes and continuous assessment (the assessment of a student shall, however, lie with the Faculty-in-Charge only)
- iv) to see that the theory classes are conducted smoothly and to the fulfillment of academic norms and standards (assessment of a student would, however, be done by the concerned faculty individually or jointly in case of sharing the subject)
- v) to review the completion of the course of studies periodically and take feedback action
- vi) to assess the requirement of faculty, visiting faculty and technical staff and place indent to proper authority for filling up / creating new positions
- vii) to cause that the manuals and materials indented by the members of faculty for theory and /or laboratory classes are available before the commencement of classes
- viii) to see that the lecture plan / laboratory experiment plans are made available to the Director / Principal at least 15 days ahead of the beginning of the semester

## **SCHEDULE - I**

### **LIST OF FESTIVAL HOLIDAYS**

1. Festival holidays in an academic year shall be as follows:

<b>Sl.No.</b>	<b>Occasion</b>
1.	New year's Day
2	Netaji's Birthday
3	Republic Day
4	Saraswati Puja
5	Id-ud-Zoha
6	Muharram
7	Doljatra
8	Good Friday
9	Bengali New Year's Day
10	May Day
11	Birthday of Rabindranath Tagore
12	Muharram
13	Independence Day
14	Janmastami
15	Viswakarma Puja
16	Gandhiji's Birthday
17	Mahalaya
18	Durga Puja
19	Lakshmi Puja
20	Kali Puja
21	Bhratridwitiya
22	Guru Nanak's Birthday
23	Id-ul-Fitre
24	Christmas Day