



I.T.S Engineering College, Greater Noida

(Affiliated to Dr. APJ Abdul Kalam Technical University, Lucknow)

STUDENT GENERAL RULE BOOK

&

CODE OF CONDUCT

2026-27

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Preamble

The **I.T.S Engineering College (ITSEC)**, is dedicated to creating an environment that upholds academic excellence, discipline, inclusivity, ethical values, and holistic development of students. This Handbook outlines the rules and guidelines that define students' rights, responsibilities, and standard code of conduct, ensuring institutional harmony and a conducive learning atmosphere.

All students admitted to ITSEC are expected to read, understand, and adhere strictly to the rules and regulations set forth in this Handbook.

1. Vision of ITSEC

To be a leading educational institution that provides a transformative education to create technically competent and socially responsible professionals and innovators

2. Mission of ITSEC

- To accomplish excellence in the field of Technical Education through rigorous coursework based on the needs of society and industry
- To impart advanced and contemporary technical skills to turn students into potential professionals
- To develop potential Engineers and Managers by enhancing their technical skills and research capabilities to become successful innovators and entrepreneurs
- To inculcate professionalism, leadership and business acumen amongst students in a dynamic business environment
- To induce high ethical standards and moral values to make our students socially responsible professionals
- To promote our students to learn technological advancements and encourage them to keep updating their knowledge and skills by inculcating their habit of continuous learning

About The I.T.S Engineering College

I.T.S Engineering College, Greater Noida, is an integral component of ITS - The Education Group, which boasts a remarkable 31-years legacy in the field of education. Established in 1995, I.T.S – The Education Group has been a pioneering force in higher education across North India. With nearly three decades of continuous growth and achievements, the Group now manages 11 institutes, catering to a student body exceeding 8,000, 18000+ Alumni network and employing a staff of over 1,200 individuals. It has emerged as a distinguished brand among the leading educational institutions, excelling in disciplines such as Engineering, Management, Computer Application, Dental, Pharmacy, and Physiotherapy, among others.

I.T.S Engineering College is a distinguished institution dedicated to providing high-quality, industry-focused education in engineering and management at an affordable cost. Established under the leadership of Chairman Dr. R.P. Chadha in 2006, the college is approved by AICTE, affiliated with AKTU-Lucknow, NAAC accredited and holds NBA accreditation for B. Tech ECE branch, reinforcing its commitment to academic excellence.

3. Course Offered

ITS Engineering College offers a diverse range of undergraduate and postgraduate programs as mentioned below:

Courses	Branch	Duration	Approved Intake
B. Tech	Civil Engineering	4 Years	30
	Computer Science and Engineering	4 Years	750
	Computer Science and Engineering- Artificial Intelligence & Machine Learning	4 Years	180
	Computer Science and Engineering- Data Science	4 Years	120
	Electronics & Communications Engineering	4 Years	60
	Mechanical Engineering (ME)	4 Years	30
	Electrical and Computer Engineering	4 Years	30
MBA	Master of Business Administration	2 Years	60

4. Provision for Honours Degree in B. Tech

To promote employment-oriented learning and provide students with opportunities for advanced specialization, the University offers an **Honours Degree** option within the student's **core discipline (Major Degree)**. This option is available to students beginning from the **fourth semester**, as per University regulations. The Table below shows the tracks for the Honours degree in B. Tech

Honours Degree Tracks offered by AKTU

S. No.	Title of Honors Degree Track	Eligible Branches of B.Tech Programs
1	Environmental Engineering	Civil Engineering
2	Geoinformatics	Civil Engineering
3	Geotechnical Engineering	Civil Engineering
4	Structural Engineering	Civil Engineering
5	Transportation Engineering	Civil Engineering
6	Water Resource Engineering	Civil Engineering
7	Cyber Security	Computer Science and Engineering & Allied Branches
8	Advance Communication Technology	Electronics and Communication Engineering
9	Sensor and Transducer Technology	Electronics and Communication Engineering &
10	Converter & Drives	Electrical Engineering & Allied Branches
11	Electric & Hybrid Vehicles	Mechanical Engineering & Allied Branches
12	Smart Materials and Advance Manufacturing	Mechanical Engineering & Allied Branches
13	Robotics and Artificial Intelligence	Mechanical Engineering & Allied Branches

Eligible students may opt for the Honors Degree at the time of **fourth-semester registration**. The Honors programme consists of a **structured track of five subjects carrying a total of 18–20 credits**,

offered from the **4th to 8th semesters**, generally with **one additional course per semester**, alongside the regular Major Degree curriculum. Students opting for the Honors Degree must **successfully complete all prescribed Honors courses** in addition to fulfilling the academic requirements of their Major Degree.

If a student is unable to complete the Honors Degree, there shall be **no impact on the award of the B.Tech Major Degree**. Any Honors courses successfully completed will be recorded as **additional subjects** in the mark sheet. Students who fulfil all Honors requirements will have the **Honors specialization mentioned on the final degree certificate**, along with the Major Degree.

Eligibility Criteria for Honors Degree (B.Tech)

Eligibility for Registration:

1. Registration to the Honors Track will be done in **4th Semester provided interested students possess a YGPA of 7.5 or above up to FIRST YEAR with all courses passed in one attempt without grace**. In case of Lateral Entry, he/she would be required to have minimum CGPA of 7.5 or 75 % marks, as the case may be, in his/her entry level qualifying degree.
2. One may opt to register for maximum **ONLY ONE Track** (out of all Minor Tracks and Honors Tracks) or None.

Award of Honors Degree – B.Tech (Hons.)

1. Eligible only after completing all courses of the chosen Honors Track.
2. No credit transfers between Honors Track and regular B.Tech programme.
3. All Honors Track courses must be cleared in **one attempt**.
4. Honors degree is awarded only if the student qualifies for the regular B.Tech degree.
5. Honors must be completed **simultaneously** with the regular B.Tech; it cannot be pursued after completing the regular degree.
6. Honors registration is valid only while enrolled in the regular B.Tech programme. Dropping or completing B.Tech ends Honors eligibility.
7. Failure in any Honors course cancels Honors registration; however, eligibility for regular B.Tech continues.
8. If Honors Track is not completed, earned credits will be shown as **Extra Credits** on the mark sheet.
9. CGPA for Honors and regular B.Tech. will be calculated and displayed **separately**.
10. Honors degree is awarded only if:
 - Minimum **7.5 cumulative CGPA**
 - All subjects (Honors + regular B.Tech.) passed in **one attempt without grace**
 - Division/class is based only on performance in the regular B.Tech. program

5. Provision for Minor Degree in B.Tech

The students from the beginning of **fourth semester**, may opt to pursue a **Minor Degree** in addition to their **Major Degree**, subject to university norms and branch-specific restrictions. This initiative aims to

promote skill-oriented, interdisciplinary, and industry-relevant learning, as per University regulations. The Table below shows the tracks for the Minor degree in B. Tech.

Minor Degree Tracks offered by AKTU

S. No.	Name of Minor Degree	Streams/ Branches of B. Tech Program whose students are eligible to opt for the Minor degree
1.	Artificial Intelligence and Machine Learning	Civil Engineering Electrical & Computer Engineering
2.	Data Science	Mechanical Engineering
3.	Internet of Things	
4.	Energy Engineering	Computer Science and Engineering & Allied Branches Electronics and Communication Engineering Electrical & Computer Engineering
5.	Robotics	Computer Science and Engineering & Allied Branches
6.	Electric Vehicles	Computer Science and Engineering & Allied Branches Electronics and Communication Engineering
7.	Project Management	All Branches

The **B. Tech Major Degree** is awarded upon successful completion of all prescribed courses and credits of the respective branch. The award of the Major Degree is independent of the Minor Degree. A Minor Degree consists of **five subjects carrying 18–20 credits**, studied from the **4th to 8th semesters**, with **one additional course per semester**, along with the regular curriculum. Only **one Minor Degree** may be pursued.

Non-completion of the Minor Degree attracts **no penalty**, and the Major Degree remains unaffected. Successfully completed Minor Degrees shall be mentioned on the final degree certificate, while partial completion will be recorded as additional credits in the mark sheet.

6. Academic Flow During the Period of Study

Curriculum Delivery & Academic Process

The institute is affiliated with **Dr. A. P. J. Abdul Kalam Technical University (AKTU), Lucknow** and follows the **Choice Based Credit System (CBCS)** syllabus. Curriculum is modified at the department level to bridge gaps based on relevance, adequacy, and industry needs. Institutional vision and mission are integrated into academic and co-curricular activities to enhance employability skills.

Academic Planning & Monitoring

- A well-structured Academic Calendar is prepared in alignment with the university calendar, detailing expected syllabus coverage before semester commencement.
- Heads of Departments monitor curriculum coverage and academic delivery through structured monitoring formats.

- Attendance, timetable, Course Outcomes (COs), Program Outcomes (POs), and teaching-learning processes are regularly reviewed.
- Faculty prepare detailed lesson plans incorporating the university evaluation scheme and discuss them with students at the beginning of the course.
- CBCS framework allows students to choose elective courses as per their interests.

Laboratory & Practical Learning

- Laboratory manuals are provided and faculty explain theoretical concepts before experiments.
- Students perform experiments, maintain practical files, and undergo viva-voce; assessments are recorded systematically.

Beyond the Syllabus Initiatives

- Students are encouraged to enroll in NPTEL e-courses and skill enhancement programs through industry collaborations.
- Industrial visits are organized to provide exposure to real-world industrial practices.

Feedback & Continuous Improvement

Feedback is collected from students and stakeholders (employers, alumni, faculty) to enhance teaching-learning processes and address syllabus gaps.

Examination & Evaluation

- Continuous Internal Assessment (CIA) includes two to three midterms, assignments, quizzes, presentations, and viva-voce. The number of Midterms will depend on University notification.
- One make-up test may be conducted for valid absentees.
- End-term examinations are conducted by AKTU.
- Faculty evaluate answer scripts promptly and upload marks within 5 days.
- Midterm solutions and evaluated answer sheets are discussed with students for academic improvement.

Continuous Internal Evaluation

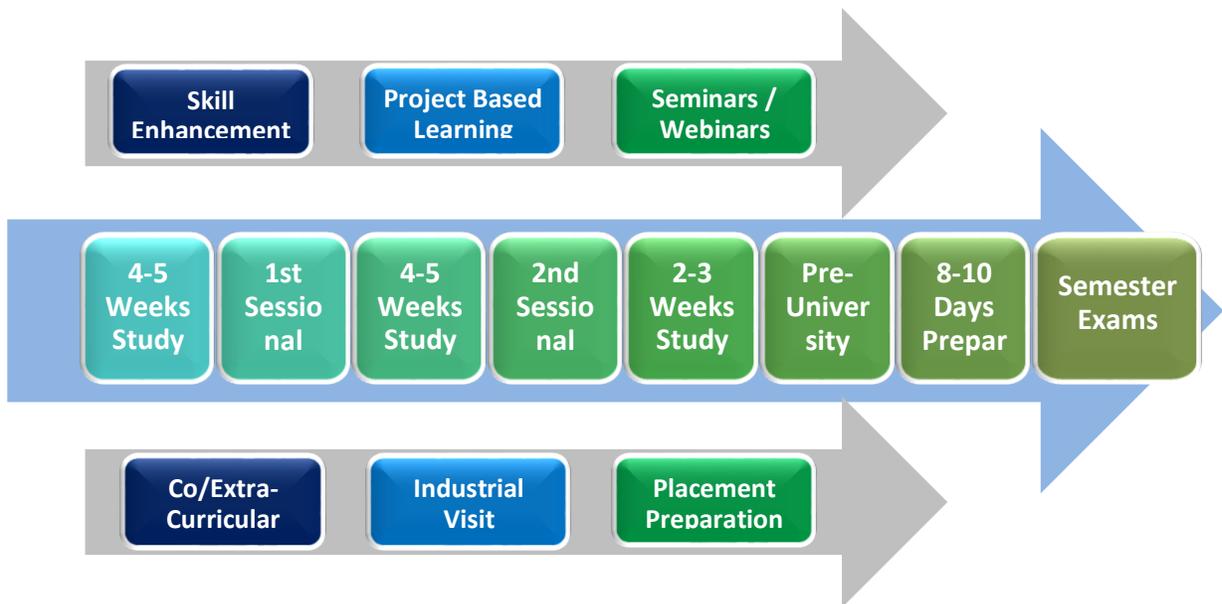
Institute Academic Calendar has well planned structure for Continuous Internal Evaluation system. The Academic Calendar for each semester is designed keeping **at least 55 teaching days in a semester excluding internal examinations**. Provision of three internal examinations, called sessional Exams (I, II and Pre-university examinations) are mentioned in the academic calendar. **The first two sessional exams are of 02 hours' duration for each course and are conducted after completion of 35 – 40 % of syllabus. The third sessional (pre-university exam) is for 03 hours' duration, for each course covering 100 % of the syllabus.** In the pre-university exams, question papers are designed as per university pattern. All the three internal examinations are mandatory for students.

The students' academic progress is monitored by performing the continuous internal evaluation of their obtained marks by the subject faculty. **Corrective actions are also taken as required, e.g. improvement and remedial classes are scheduled for the low performing students.** At the end, **the end-semester examination is conducted and managed by the university.**

The flow diagram shown below describes the process of academics during a semester.

Examination

- Student performance in each semester is evaluated through:
Continuous Evaluation (Sessional Exams)
End Semester Examination



- **Continuous Evaluation** includes:
Class tests, Assignments/ Tutorials, Quizzes/ Viva-voce, Attendance
- **End Semester Examination** may include:
Written theory papers, Practicals, Viva-voce, Evaluation of certified coursework, Project work, Design reports, or a combination of these methods
- Marks distribution for sessional, theory, practical, seminar, project, and industrial training is **as prescribed by the institute.**
- Practicals, viva, projects, and reports may be evaluated by **internal and/or external examiners**, as required.
- Final marks in a subject consist of **End Semester Theory Marks & Sessional Marks.**

Process for Calculating Sessional Marks

The sessional marks out of 20 are calculated on the basis of table given below:

S. No.	Roll No.	Name of Student	First Sessional marks (20)	Second Sessional Marks (20)	PUT Marks (20)	Final Sessional Marks (20)	Teacher Assessment Marks (5)	Attendance Marks (5)	Total Marks (30)
			S ₁	S ₂	S ₃	S ₄			

Final sessional marks are calculated as follows:

$$\frac{(S_1 + S_2)}{2} \times 0.4 + S_3 \times 0.6 = S_4$$

Internal Assessment & Examination Process

1. Sessional examinations are centrally conducted under an Internal Centre Superintendent.
2. Transparency is ensured through:
 - Advance display of exam schedule (one week prior) on notice boards and official emails.
 - Proper sitting plans displayed in examination rooms.
3. Evaluated answer sheets are shown to students for verification and doubt clarification before being collected back.
4. Results of sessional examinations are declared within approximately 5 days and shared via notice boards and official student groups.
5. Internal assessment results are communicated to parents to support student improvement.
6. A grievance redressal mechanism exists at Department and Institute levels; unresolved issues are addressed by the HoD or Director.
7. Practical assessments are evaluated promptly (same day or next session).
8. Multiple assessment methods are used, including weekly tests, quizzes, open-book tests, surprise tests, case studies, presentations, and industrial training/visits.

Importance of Sessional Marks

- Each sessional examination covers **35–40% of the syllabus**, ensuring phased and gradual coverage.
- Multiple sessionals allow students to revise the syllabus up to **three times** before final exams.
- Regular preparation builds confidence and improves readiness for final examinations.
- A systematic and gradual study approach enhances long-term knowledge retention.
- All B.Tech subjects hold equal importance for professional competence and societal contribution.
- Students scoring **50% or below** in sessionals are identified as low-performing.
- Common reasons for low performance include:
 - Lack of attentiveness in class
 - Insufficient self-study

- Last-minute preparation
- Inadequate revision
 - Irregular study habits result in weak retention after examinations.
 - Daily, disciplined self-study is essential for consistent academic success.
- In case of poor performance in the first sessional:
 - Section may be changed
 - Teaching schedule may extend to six days per week
 - Additional institutional hours may be assigned for homework and revision.

“Performing experiments and having hands-on practice is the soul for engineering education”

Internal practical assessment based on your performance will be carried out after completion of each practical. Following grades (from A to D) shall be awarded:

Grade	Percentage	Equivalent marks
A	≥ 90 %	5
B	79- 90 %	4.5
C	65 – 79 %	3.5
D	≤ 65 %	2.5

- Students having less than 70% attendance in practical classes will fall in “C” grade.
- Students leaving the practical class before time will be marked as 'Absent'

Final Marks scored will get converted to Grade Points as per the following scheme:

Level	Outstanding	Excellent	Very Good	Good	Above Average	Average	Poor	Fail
Letter Grade	O	S	A	B	C	D	E	F
Grade Points	10	9	8	7	6	5	4	00
Score (Marks) Range (%)	≥90	<90	<80 ≥70	<70 ≥60	<60 ≥50	<50 ≥45	<45 ≥40	<40

Letter Grade: An index of performance of students in a said course. Grades are denoted by letters O, S, A, B, C, D, E and F.

Grade Point: A numerical weighting allotted to each letter grade on a 10-point scale.

Credit: A unit by which the course work is measured. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/ field work per week.

Credit Point: The product of grade point and number of credits for a course as defined in evaluation scheme.

SGPA (Semester Grade Point Average): A measure of academic performance of student(s) in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester.

CGPA (Cumulative Grade Point Average): A measure of overall cumulative performance of a student for all semesters. The CGPA is the ratio of total credit points earned by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters.

Example of Semester Mark Sheet

For a student having External Marks - 60% and Internal Marks - 80%										
S. No.	Subject Name	External		Internal		Total Marks		Grade Points	Credit	Credit Point
		Max Marks	Marks Obtained	Max Marks	Marks Obtained	Total Max Marks	Total Marks Obtained			
1	Subject 1	70	42	30	24	100	66	7	4	28
2	Subject 2	70	42	30	24	100	66	7	3	21
3	Subject 3	70	42	30	24	100	66	7	4	28
4	Subject 4	70	42	30	24	100	66	7	3	21
5	Subject 5	70	42	30	24	100	66	7	4	28
6	Lab 1	50	40	50	40	100	80	9	1	9
7	Lab 2	50	40	50	40	100	80	9	1	9
8	Lab 3	50	40	50	40	100	80	9	1	9
9	Lab 4	50	40	50	40	100	80	9	2	18
					TOTAL	900	650		23	171
		Percentage 1 Sem		72.2	SGPA 1 SEM		7.43	YGPA(1 Year)		7.43
		Percentage 2 Sem		72.2	SGPA 2 SEM		7.43			
		Percentage 1 Year		72.2	Percentage calculated on basis of One Year YGPA					74.3

CGPA after Final Semester:

Sem. 1	Sem. 2	Sem. 3	Sem. 4	Sem. 5	Sem. 6	Sem. 7	Sem. 8	Sum
Credit: 24	Credit: 24	Credit: 27	Credit: 27	Credit: 24	Credit: 24	Credit: 24	Credit: 26	200
SGPA: 7	SGPA: 8.5	SGPA: 9.2	SGPA: 6.86	SGPA: 8.18	SGPA: 7.73	SGPA: 8.68	SGPA: 9.4	

$$\text{CGPA} = \frac{24 \times 7 + 24 \times 8.5 + 27 \times 9.2 + 27 \times 6.86 + 24 \times 8.18 + 24 \times 7.73 + 24 \times 8.68 + 26 \times 9.4}{200} = 8.2$$

Conversation of Grades into Percentage: Conversion formula for the conversion of GPA into Percentage is

[CGPA Earned] x 10= Percentage of marks scored

Challenges in attaining optimized performance

- **Theory and practical** components are equally important and must be balanced effectively.
- All subjects require **regular and equal revision**.
- Approximately **5–6 assignments per subject** (around 30 per semester) must be completed and submitted on time, as they are part of student assessment.
- Class-taught syllabus should be **studied regularly** to enable effective revision during sessionals.
- **Minimum 21 hours of self-study per week** is recommended for strong understanding and exam preparation.
- Faculty members are available to **clarify doubts and provide academic support**.
- **Your future performance will be a direct reflection of your efforts in this golden period of 4 years.**

7. Eligibility for Passing

7.1 Passing Criteria

A student securing Grades **A+ to E** shall be declared **PASS**. Grade **“F”** indicates failure and requires reappearance. Earning prescribed semester credits is mandatory.

(a) Theory Courses

- Minimum **30%** in End Semester Examination, and
- Minimum **40% aggregate** (End Semester + Sessional).
- Minimum Passing Grade: **E**

(b) Practical / Internship / Project / Viva-Voce

- Minimum **50%** in End Semester Examination, and
- Minimum **40% aggregate** (including Sessional).
- Minimum Passing Grade: **E**

(c) Sessional-Only Courses (e.g., Seminar)

- Minimum **40%** of prescribed marks.
- Minimum Passing Grade: **E**

(d) Courses with Theory & Practical Components

- Minimum **30%** in Theory (End Semester),
- Minimum **50%** in Practical (End Semester), and
- Minimum **40% aggregate** (Theory + Practical + Sessionals).
- Minimum Passing Grade: **E**

7.2 Failure & Reappearance

Students not meeting the above criteria or remaining absent shall be declared **FAIL** in the subjects and may reappear in subsequent examinations.

Sessional marks from previous attempts shall be carried forward.

7.3 Abandonment of Performance

A student may opt to abandon performance under the following conditions:

1. Abandon only End Semester Examination performance of a semester; or
2. Abandon total semester performance (End Semester + Sessionals);
3. Applicable only within the same academic year;
4. Permitted **maximum twice** during the programme;
5. Once abandoned, performance cannot be reinstated;
6. Abandonment applies to **all subjects** of that semester.

7.4 Readmission After Abandonment

- Students abandoning total semester performance must seek **readmission** to the concerned semester.
- University Roll Number shall remain unchanged.
- Students abandoning only End Semester Examination may reappear as **Ex-Students** with sessional marks retained.

7.5 Division, Rank & Honors

Students who abandon performance or clear papers in multiple attempts are eligible for **Division** but **not eligible for Rank or Honors**.

7.6 Reappearance Restriction

Students who have passed a course shall not be permitted to reappear unless performance is formally abandoned as per provisions above.

7.7 Completion of Degree

A student shall be declared to have completed the B.Tech. program upon successful completion of prescribed coursework and credit requirements.

8. Eligibility for Promotion

8.1 No restriction on promotion from **Odd to Even semester**.

8.2 Promotion from **Even to next Odd semester (next academic year)** requires either:

- Full clearance of at least one semester of the academic year; or
- Credits \geq minimum prescribed credits of either semester.

8.3 Yearly result shall be declared **PASS** only if:

- Grade **E or above** in all subjects, and
- Minimum **SGPA of 5.0** in each semester.

8.4 Students may opt to abandon semester performance as per Clause 7.3.

9. Carry Over System

9.1 Students failing in Theory/ Practical courses shall reappear in respective End Semester Examinations.

9.2 Improvement of SGPA shall be permitted in selected theory papers as per prescribed regulations.

9.3 Carryover examinations shall be conducted with regular End Semester Examinations and as per the current syllabus.

10. Re-Admission

Re-admission may be granted if a student:

1. Is declared fail;
2. Was absent or not permitted to appear in examination;
3. Was detained and subsequently permitted;

Opted to abandon semester performance as per Clause 7.3.

11. Change of Branch

1. Change of branch is permitted **against vacant seats only**, subject to specified conditions.
2. It may be allowed in **two stages**:

After First Year Admission (B. Tech I Semester):

- a. Based on **entrance examination merit**.
- b. Applicable after the **last date of admission**.
- c. Subject to Clause 3.

In Second Year:

- d. Based on **merit in B. Tech First Year examination**.
 - e. Student must have **passed without any carry-over papers**.
 - f. Subject to Clause 3.
3. After change of branch:
 - a. Total students in any branch must **not exceed AICTE-approved intake**.
 - b. Total strength must **not fall below 75% of AICTE-approved intake**.
 4. Approved branch change becomes effective **from B. Tech III Semester**.

12. Change of College

- Change of College shall not be permitted.
- Change of study center shall not be permitted.

13. Internal & External Examination related Grievance Mechanism

- Grievance handling process is **transparent, time-bound, and efficient**.
- Evaluation process (internal & external) is explained to students at the **beginning of the semester**.
- Internal test schedules are **prepared and communicated in advance**.

Internal Examination Grievance Redressal

- Evaluated answer sheets of sessional exams are **shown to students for verification**.
- Faculty clarify discrepancies in marks upon comparison or doubt.
- If unsatisfied:
Student may approach the **Head of Department (HOD)**.
HOD may order **re-evaluation by another faculty member**.
Further appeal can be made to the **Institute Director**; whose decision is final at institute level.
- Sessional results are declared within **approximately 5 days** of the last exam.
- Award lists are displayed on the **department notice board/ WhatsApp groups**.
- Department and Institute-level grievance forums address internal assessment complaints.

- Practical assessments are evaluated **on the same day or next session**.
- Final sessional marks and attendance are uploaded to the **university portal**.
- Detained lists are prepared on common criteria; grievances are considered only for **medical/emergency cases only up to 25%**.
- Lab courses include **continuous assessment, viva-voce, and lab record evaluation**.

External Examination Grievance Redressal

- End semester theory exams are conducted at **external centers**.
- Practical exams are evaluated by **university-appointed external examiners**.
- Students may apply for **scrutiny or re-evaluation** at university level.
- Re-evaluation is done by another evaluator and completed in a **time-bound manner within the same semester**.
- External result grievances are forwarded to the university through the **College Registrar**.
- Final decision rests with the **Controller of Examination of Dr. APJ Abdul Kalam Technical University**, and is binding on students and institute officials.

14. Student Academic Support

14.1 Class Mentors/HOD/Dean Students Welfare/ Dean Academics/ Director

Class Mentors provide academic support to the students. If needed, students can approach the HOD/ Dean Academic/ Dean Students Welfare/ Director for the resolution of their problem.

Registrar Office

Students can approach Registrar Office if their concern is with regard to Enrolment/ Examination form/ Result related issues/ Scholarship

14.2 Academic Monitoring System

Academic Monitoring System is exercised to identify the performance of each student with focus on key performance indicators of curriculum implementation and assessment norms related to:

- Continuous Assessment
- Result Analysis
- Use of Learning Resources
- Student Attendance Notification
- Laboratory Standards
- Individual counselling and guidance sessions
- Assignments and tutorials

Academic monitoring of students is deeply entrenched in the overall academic eco system at ITS. It keeps the students, teachers as well as the parents carefully informed and agile.

14.3 Academic Help and Mentoring

Corporate Resource Centre (CRC)

CRC brings together the industry and academia close to each other and provides need-based education and organizational support. It shoulders the responsibility of organizing On-Campus interviews, placement and internships for students. It also organizes corporate guest lectures to abreast the students about the emerging and latest technologies & expectation of industry from academia.

CRC runs Professional Development Program which is conducted through:

- I. Soft Skills Development Cell – SSDC**
- II. Technical Skill Development Cell – TSDC**

The Program has the following objectives:

- To make students industry ready by imparting soft skills as well as technical skills
- To groom students apart from the academic exposure, which is already taken care of by the university curriculum
- To intervene in the academic process at various levels and with varied intensity in order to realize the outcome in a quantifiable manner
- To ultimately measure the improvement of students by comparing the scores across levels with the help of a scorecard

I. Soft Skills Development Cell (SSDC)

The main objectives of SSDC are as follows:

- To enhance communication (reading, writing and verbal) skills of students
- To enhance presentation skills of students
- To improve interpersonal skills and ability to work in teams
- To make confident personalities
- To develop positive attitude among students
- To make the students adaptable to various situations
- To develop Aptitude and Logical Reasoning Skills

II. Technical Skills Development Cell (TSDC)

The main objectives of TSDC are as follows:

- To enhance technical skills of students
- To make students employable
- To enhance the programming skills of students

The commencement of these activities dates from 1st semester and continues till 8th semester. The activities are designed in such a way that the students would identify their own areas of improvement and enhance their abilities during the course of the program.

Language Laboratory

The way we write and speak influences how we are perceived. Keeping this in mind and to cater to a professional development of our students, Computer Assisted Language Laboratory (CALL) offers:

- Individual computer workstations
- Individual and team consultations for presentations and written reports
- Audio/ video recording equipment for team and individual speaking practice
- Workshops to address common communication errors and issues
- Variety of self-instructional, learner-friendly modes of language learning.
- Linguistic competence- through accuracy in grammar, pronunciation and vocabulary.

The language course materials are already fed into the computer and are displayed according to the features available in the system. Besides, in the language laboratory, computers are with a connection to the Internet which makes it Web Assisted Language Laboratory (WALL) for imparting web based content and student participation.

Skills Enhancement Centers (SEC)

The institute is consciously working for industry-academia connections, collaborative research and entrepreneurial initiatives. Carrying a mindset for skill building and inter-disciplinary learning, multiple industrial Centre of Excellence have been established in the college including National Instruments, Syscom, Apple iOS, SMC etc.

APPLE iOS Applications Development Center

- A tie-up with the iOS Developer University program to train 200 students per year
- Project based learning and excellent summer internship opportunity along with attractive remuneration
- Successful completion of many application-based projects which have been made available on the app store.
- Trained students have been recruited by more than 15 reputed companies

Artificial Intelligence Lab (Intel Unnati)

- The Artificial Intelligence Lab established under the Intel Unnati industry-academia initiative, which offers early exposure to cutting edge technologies such as Artificial Intelligence, Machine Learning, Data Science and High Performance Computing.
- The lab is equipped with industry grade servers powered by Intel Xeon Silver 4410Y and Intel Xeon Gold 6430 processors, offering up to 32 cores and 64 threads, along with TruDDR5 4800 MHz high speed memory and a RAID 540-8i PCIe Gen4 storage controller for high performance and reliability. Supported by Intel oneAPI software tools and advanced compute capabilities.
- The lab enables students to work on real world AI applications in areas like data analytics, computer vision and natural language processing. Students are encouraged to learn through projects and hands on experimentation, helping them build strong foundations and prepare for future careers in AI driven technologies

Rockwell Automation Excellence Centre

- The first industrial automation training center in Greater Noida region; affiliated to Global University Partnership program with Rockwell Automation, USA.
- Learning innovation for process control through PLC and SCADA that improves the skills and widens the knowledge of students
- Focuses on study of the full OO-application in PLC Programming, HMI, Factory Talk View studio ME software, Ladder Logic Basic, controlling machines and many more.

National Instruments (Ni) Innovation Centre

- Established in collaboration with National Instruments, India, one of the world's leading company dedicated to providing a system-design platform and development environment for a visual programming language
- Aims to bring innovation in the conventional designing methods, prototyping and deploying systems for measurements, automation and embedded applications
- Train students to clear the Certified Lab VIEW Associate Developer (CLAD) exam conducted by National Instruments.

e-YANTRA: Embedded Systems and Robotics Lab

- e-Yantra lab is supported by e-Yantra lab setup initiative (eLSI) by IIT Bombay and funded by MHRD under National Mission on Education through ICT (NMEICT).
- Design to train students in the extensive use of robotics in businesses, smart city projects, automation in small scale industries and many more.
- Training from certified faculty members for competitions like eYRC, eYIDC at regional and national level.
- Skill set development on Firebird V robotic platform, AVR Studio, Boot loader etc. for programming robot.
- Interfacing RFID ZigBee modules for Wi-Fi connectivity aiming at implementation of new artificial intelligence-based automation ideas.
- Certification and summer internship from IIT Bombay and viable placement opportunities in embedded systems design.

AWS Academy

- AWS ACADEMY provides higher education institutions with a ready-to-teach cloud computing curriculum that prepares students to pursue industry-recognized certifications and in-demand cloud jobs.

IOT & Robotics

- Internet of Things (IoT) center consists of various sensors and microcontroller boards which aim to train students on IoT platform and work on various other development boards like Arduino, Node MCU, IoT Bolt, STM32 Nucleoboard (STMicroelectronics) along with their interfacing with various sensors and I/o devices.

Software Testing Centre

- Established in collaboration with Indian Testing Board (ITB) and School of Applied Learning in Testing (SALT)
- Dedicated to development of skill set in the area of software testing and mobile testing by expert certified trainers.
- Building skills in new testing methodologies, test processes and management, test metrics and KPIs definition etc.
- Course certified by world widely recognized ISTQB (International Software Testing Qualification Board).
- More than 20 successful students have been given ISTQB certification and have been placed in reputed testing companies.

SMC Pneumatics

- Set up in collaboration with one of the world's leading manufacturer of Pneumatics components- SMC Pneumatics India.
- Endeavors to develop automation skills for increasing employability in Automobile, Pharmaceutical and Manufacturing Sectors.
- State-of-the-art training facilities: theory sessions, live demonstration through manipulators and cut sections, hands-on practice, CAD Simulation based learning and project-based learning.
- Opportunities to work on government funded projects.

14.4 Awards for Academic Performance

Students Merit Awards:

The award to 2nd, 3rd and final year students of B. Tech and MBA are as mentioned below.

1. Award for

- a. first position Rs. 11000/-;
- b. second position Rs. 5000/-and
- c. third positions Rs. 3000/-

2. For all branches for an intake up to 120 seats there will be

- a. '1' award for first position,
- b. '1' award for second position and
- c. '2' awards for third position.

As the intake increases the number positions will accordingly increase considering above numbers for every 120 students.

Eligibility Criteria

1. 1st, 2nd and 3rd positions will be based on the Previous year result of university examination at college level.
2. The student receiving the awards should have passed the examination with minimum 65% aggregate marks in the previous year and without any back.

3. If the students having same marks, then the student with higher marks in external marks will be considered. If the external marks are also same, the award money will be equally divided.

Note: The students improving their performance over the semesters by 10% or above in external theory examination marks will be appreciated by Motivational books.

15. Clubs and Societies

The purpose of the Clubs and Societies is to foster the holistic development of students' personalities through the following programs:

Recreation and Leisure Program

- Designed to help students relax and relieve stress from academic routine.
- Encourages social interaction, cultural understanding, sportsmanship, and personal achievement.
- Provides indoor and outdoor sports facilities, recreational clubs, and gym facilities for physical well-being.

Wellness Program

- Promotes holistic well-being and balanced personal development.
- Aligns with the definition of wellness by the World Health Organization as complete physical, mental, and social well-being.
- Recognizes that actions, emotions, and thoughts influence overall well-being.
- Focuses on eight dimensions of wellness:
 - Emotional
 - Physical
 - Social
 - Financial
 - Occupational
 - Environmental
 - Intellectual
 - Spiritual
- Emphasizes interconnection of all dimensions for holistic growth.
- Offers programs including competitive activities, special events, outdoor education, and educational workshops for personal enrichment and development.

To maintain a conducive and harmonious environment among students, the following clubs and societies are operated by students under the supervision of Faculty In-Charge.

Cultural Committee

Organizes two flagship events:

- **Udghosh** – Annual Cultural Fest
- **Roobaroo** – Freshers' Party

Udghosh features music, dance, drama, competitions, celebrity performances, and diverse cultural activities.

- Encourages inter-departmental participation, collaboration, innovation, and cultural exchange.
- Energizes campus life and promotes student engagement.

Roobaroo warmly welcomes new students.

- Provides interaction opportunities with seniors and participation in engaging activities.
- Builds confidence, friendships, and lasting memories.
- Overall, the Cultural Committee promotes holistic development and maintains a vibrant, inclusive, and enriching campus environment

Sports Committee and Events

- Promotes physical fitness, teamwork, leadership, and sportsmanship among students.
- Organizes and supervises indoor and outdoor sports activities throughout the academic year.
- Ensures inclusive participation and holistic student development.
- Conducts activities in a **house-wise system**: Agni, Vayu, Salil, and Vyom to encourage healthy competition and belongingness.
- Events are organized under faculty supervision following standard rules and fair-play practices.
- Manages registrations, scheduling, officiating, and evaluation for smooth execution.
- Sports include Futsal, Cricket, Volleyball, Basketball, Athletics, Kho-Kho, Kabaddi, Table Tennis, Tug of War, Powerlifting, Chess, etc.
- Includes both team and individual events to accommodate diverse interests.
- The annual sports festival **UDGHOSH** serves as the flagship platform to showcase athletic talent and teamwork.

Saahityakaar – Literary Club

- **Saahityakaar**, the Literary Club of I.T.S Engineering College, supports **NEP 2020** objectives by promoting holistic, multidisciplinary, and learner-centric education.
- Provides a creative platform beyond academics to enhance intellectual curiosity, creativity, and critical thinking.
- Organizes literary activities during the annual fest **Udghosh**, including:
 - Poetry recitation
 - Creative writing
 - Debates
 - Extempore speaking
 - Storytelling
 - Literary quizzes
 - Book discussions
- Encourages experiential and participatory learning, improving communication skills and public confidence.
- Promotes multilingual competence in English and Indian languages.

Fosters appreciation of India's literary heritage, cultural values, social awareness, and responsible citizenship.

E-Cell Club

E-Cell, I.T.S Engineering College (commonly called **E-Cell at I.T.S Engineering College**) is the official **Entrepreneurship Cell** of **I.T.S Engineering College** — a **student-led organisation** dedicated to promoting entrepreneurial thinking, innovation, and startup culture among students.

- E-Cell MIT is a **student-run body** that fosters a vibrant startup ecosystem on campus, helping students **turn ideas into real ventures**.
- Its core aim is to **inculcate entrepreneurial mindset, build business skills, and connect students with mentorship and industry** resources.
- **It** empowers student entrepreneurs with resources, mentorship, and a supportive ecosystem.
- **It is** as a **one-stop destination** for students to validate ideas, build startups, and navigate early-stage entrepreneurship.
- E-Cell ITSEC runs a variety of programs and events that build entrepreneurial skills and opportunities:
 - Connects budding entrepreneurs with experienced founders and mentors for personal guidance.
 - Organised trips to alumni-founded startups/companies, offering real-world exposure.
 - Sessions where students get feedback from industry mentors and alumni on their startup ideas.
 - A yearly event for students to develop and pitch business models.
 - Focuses on innovations that can have a **social impact** in rural areas.
 - Skill-building hands-on workshops on topics like startup strategy, pitching, and ideation.
 - Ongoing platforms for idea refinement and startup ecosystem updates.
 - Programs like **Karvatyam for mentoring innovation and ideation challenge and Innovation Policy Consortium** for cross-college and school collaboration.

Objective

- Provides **practical exposure** beyond academics — networking, real business feedback, and chance to pitch ideas.
- Helps build **entrepreneurial and leadership skills** that are valuable even outside startups.
- Opens doors to mentorship, possible incubation via related bodies Startin UP and AKTU Incubation Center.

E-Cell at ITSEC is much more than a club — it's a **vibrant entrepreneurial community** that supports student innovators through events, mentorship, competitions, and startup support programs.

Envision – Student Club (ECE Department)

- Official student cultural club of the **Department of Electronics and Communication Engineering (ECE)**.
- Promotes creativity, cultural awareness, communication skills, and holistic personality development.

- Provides a platform for self-expression, collaboration, leadership, and confidence building beyond academics.
- Organizes diverse activities throughout the year, including:
 - Debates, quizzes, and group discussions
 - Poster-making and theme-based presentations
 - Creative writing, photography, and short-video contests
 - Cultural games, festive celebrations, and talent showcases
 - Seminars and conferences on emerging technology trends
- Enhances communication, leadership, critical thinking, and problem-solving skills.
- Encourages teamwork, adaptability, and interpersonal development.
- Promotes active student involvement in planning and organizing events, building organizational and time-management skills.
- Contributes to the holistic development of ECE students by complementing academic learning and preparing them for professional and social challenges.

Mega Build Society (CE Department)

- A collaborative platform for students and faculty in **Civil Engineering**.
- Promotes community engagement, collaboration, and knowledge sharing.
- Aims to foster growth, innovation, and professional development.
- Guided by experienced and esteemed faculty members.
- Encourages the exchange of knowledge and practical experience.
- Committed to excellence and helping members achieve their full potential in the field of civil engineering.

MECH-IMPULSE Society (ME Department)

- Aims to develop, promote, and refine practical, technical, and managerial skills of **Mechanical Engineering** students.
- Contributes to overall student development through out-of-curriculum and extracurricular activities.
- Promotes awareness and appreciation of Mechanical Engineering and related disciplines.
- Organizes year-round events to help students explore and enhance their talents.

Provides exposure to interdisciplinary areas such as marketing, advertising, sales, public relations, and finance.

Marketing Club (School of Management Studies - MBA)

- Empowers students to develop marketing skills and strategic thinking.
- Fosters creativity, innovation, and a community of passionate marketers.
- Organizes activities such as:
 - Ad Mad Show
 - Marketing quizzes
 - Shark Tank-style competitions
 - Role-playing activities
 - Case analysis and logo-making competitions

- Enhances practical marketing skills and creative problem-solving among MBA students.

HR Club (School of Management Studies - MBA)

- Provides a platform for continuous learning and enhancement of HR competencies.
- Organizes team-building activities and HR-based games.
- Conducts HR competitions, mock interviews, workshops, and role-plays.
- Facilitates leadership development sessions.
- Develops teamwork, leadership, interpersonal skills, talent management knowledge, and professional ethics among future managers.

Finance Club (School of Management Studies - MBA)

- Introduces students to finance, business consulting, and analytics.
- Provides practical exposure to financial concepts and market dynamics.
- Organizes activities such as:
 - Business model competitions
 - Financial role-plays
 - Market-themed poster presentations
 - Presentations on financial topics
 - Financial statement analysis exercises
- Enhances analytical skills and financial decision-making abilities among MBA students.

Route Club – Campus to Society (School of Management Studies - MBA)

- Promotes social responsibility and community awareness among students.
- Connects classroom learning with real-world societal impact initiatives.
- Organizes activities such as:
 - Plantation drives
 - Best-out-of-waste competitions
 - Social awareness campaigns
 - Field-based community initiatives
- Develops professional competence, teamwork, creativity, and responsible citizenship among future managers.

16. Student Rules & Regulations

All students of ITSEC shall abide by the rules and regulations of the Institute. Violation of any provision shall invite disciplinary action as deemed appropriate by the Institute authorities. Students are required to submit a Bond of Good Conduct at the time of admission.

The rules are categorized as follows:

I. Attendance Criteria

- Every student is required to attend 100% of the lectures, tutorials, practicals, Training and other prescribed curricular and co-curricular activities. The attendance can be condoned up to 25% on medical grounds or for other genuine reasons beyond the control of students.

- Regular and punctual attendance in **all theory classes, practical sessions, tutorials, seminars, workshops, internal assessments, and institutional activities** is mandatory for every student enrolled at the Institute.
- No student will be allowed to appear in the sessional/ end semester examination if he / she do not satisfy the overall average attendance requirements and such candidate(s) shall be treated as having failed due to detention.
- In each semester, the attendance shall be counted from the date of admission in the college or start of academic session whichever is later.

NOTE:

- Students and parents may please note that any approved leave or Medical Certificate does not entitle the students to claim attendance for the period. Such absence will be subject to minimum 75% attendance to be eligible to appear in Sessional/University Exams.
- Medical emergencies must be supported by valid medical certificates. Participation in university/Institute-approved sports, cultural, academic, or co-curricular events. Other exceptional circumstances approved by the competent authority Condonation, if permitted, shall be **as per University and Institute norms**.
- The discrepancy in attendance record shall be reported to the concerned department well before the sessional/ PUT/ end semester examinations.

Leave of Absence

- Prior written permission must be obtained from the **Class Counsellor/ HoD** for any planned absence.
- In case of emergency, students must inform the concerned authority **at the earliest possible time** and submit a written explanation subsequently.

II. Academic Regulations

Code of Conduct & Academic Discipline

Institutional Commitment

- The Institute ensures a safe, inclusive, disciplined, and academically enriching environment.
- Students must uphold integrity, respect, responsibility, and professionalism on and off campus during Institute activities.

General Expectations

Students shall:

- Maintain discipline and decorum in classrooms, labs, library, hostels, and common areas.
- Show respect to faculty, staff, visitors, and peers.
- Follow the academic rules, examination regulations, and institutional policies.
- Carry and display valid ID cards on campus.
- Use institutional facilities responsibly and maintain cleanliness.
- Comply with directions issued by authorized authorities.

- Avoid any form of disrespect, intimidation, or insubordination (subject to disciplinary action).

Academic Conduct Guidelines

1. Classroom Decorum

- Maintain discipline, silence, and attentiveness in all academic spaces.

2. Punctuality

- Attend classes and labs on time.
- Late entry may be treated as absence.

3. Preparation & Participation

- Complete assigned work on time.
- Actively participate in discussions and academic activities.

4. Use of Electronic Devices

- Mobile phones and gadgets are prohibited during classes unless permitted.
- Unauthorized recording is strictly prohibited.

5. Academic Integrity

- Maintain honesty in all academic work.
- Plagiarism, copying, impersonation, or misconduct is strictly prohibited.

6. Submission of Assignments

- Submit assignments and projects within deadlines.
- Extensions allowed only in exceptional cases with prior approval.

7. Group Work & Team Conduct

- Demonstrate teamwork, fairness, and accountability.
- Complaints regarding misconduct will be reviewed by authorities.

8. Attendance in Academic Events

- Participation in seminars, workshops, guest lectures, conferences, and industrial visits is integral to academic discipline and learning.

9. Visitors are not permitted without authorized visitor passes.

10. All academic instructions, examination guidelines, and official communications issued from time to time shall be binding.

Computer Lab & ICT Usage Rules

Objective

Computer Labs and ICT facilities are established to support academic instruction, practical training, research, innovation, and skill enhancement. All ICT resources shall be used strictly for authorized academic and institutional purposes.

1. Access & Authorization

- Access is permitted only to registered students possessing a valid Institute Identity Card.
- Entry is allowed during notified lab hours and under the supervision of authorized faculty or laboratory staff.
- Unauthorized entry or use of facilities is strictly prohibited.

2. User Credentials & Information Security

- Students must use only their officially assigned login credentials.
- Sharing of usernames, passwords, or any access credentials is strictly prohibited.
- Users are responsible for all activities performed under their login accounts.

3. Acceptable Use Policy (AUP)

- ICT resources shall not be used for illegal, unethical, offensive, or non-academic activities.
- Activities such as online gaming, misuse of social media, streaming non-academic content, or downloading unauthorized material are prohibited.
- Accessing inappropriate, restricted, or unlawful websites is strictly forbidden.

4. Software & System Usage

- Only licensed and Institute-approved software may be used.
- Installation, uninstallation, modification, or alteration of software, system settings, or hardware configuration without prior authorization is not permitted.
- Use of external storage devices may be regulated to prevent malware risks.

5. Data Management & Backup

- Students are responsible for maintaining backups of their academic work.
- The Institute shall not be liable for data loss due to system maintenance, hardware failure, or technical issues.

6. Care & Maintenance of Equipment

- Users must handle computers, peripherals, networking equipment, and laboratory infrastructure with due care.
- Any damage, tampering, or misuse will result in penalties and disciplinary action.
- Technical faults or malfunctions must be reported immediately to the lab staff.

7. Internet Usage & Cyber Ethics

- Internet access is provided primarily for academic and research activities.
- Users must comply with applicable cyber laws, data protection regulations, and ethical standards while accessing online resources.

8. Prohibited Activities

- Unauthorized access to servers, networks, databases, or restricted systems.
- Hacking, introduction of malware/viruses, or attempts to breach cybersecurity measures.
- Downloading, sharing, or distributing pirated software, copyrighted material, or illegal content.

9. Monitoring & Compliance

- The Institute reserves the right to monitor, log, and audit ICT usage to ensure compliance with institutional policies and information security requirements.

10. Disciplinary Action

- Violation of ICT rules may result in suspension of laboratory access, financial penalties, or disciplinary proceedings as per Institute regulations.

III. Library Rules

The college has spacious well-stocked modern library available to the students, faculty and staff. The collection of books in the library covers almost all the thrust areas of Engineering Branches, Management, Applied Sciences and Professional English Language.

Latest information in terms of Text & Reference Books, Magazines, Newspaper Periodicals, National and International Journals and e-Journals are procured regularly for intellectual nourishment. It is fully computerized, networked and will have separate digital library giving connectivity with Indian/ Global data bases. Further, college is providing Book Bank facility through which each student gets requisite books for all subjects according to academic requirements. This facility will be additional to his/her entitlement of books issued on their library cards.

Library Timings

Library shall remain open from 9.00 am to 8.00 pm on all days excluding the declared holidays
Books are issued and returned back as follows:

9:00 am to 6:00 pm (Issue)

9:00 am to 6:00 pm (Return)

This is applicable on all working days of the library.

1. Membership

- Library is primarily meant for students, faculty, administrative staff, technical staff and visiting faculty of the college.
- Each member of the library (faculty/visiting faculty/staff/student) will be issued with a library card.
- If a member loses his/her library card, he/she shall make an immediate written report to the librarian. He/she can get the duplicate card on payment of Rs. 100/-

2. Enlistment and Period of Issue.

User	Text Book
Students	4 books for a period of 15 days
Students	Book Bank for one semester

3. Circulation & Penalty

- Borrowing is allowed only against a valid **library card**; the card is non-transferable and identity proof may be required.
- The cardholder is responsible for all books issued against their card.
- New arrivals are displayed for one week before being available for issue.
- Newly added books can be issued only after completion of technical processing.
- Members can reserve books through the reservation facility.
- Single-copy documents are for **library reference only** and will not be issued.
- Overdue books attract a fine of **Rs. 5 per day per volume**, payable at the Books Return Counter against receipt.
- Photocopy facility is available within campus on depositing the library card temporarily.
- Newspapers cannot be taken outside the library.

- The Librarian may refuse further issue of books to members with overdue items.
- **In case of loss of a book:**
 - The member must replace it with the latest edition and pay any applicable fine; or
 - If unavailable, member shall pay the current cost (or procurement cost, whichever is higher) plus 25%.
- All members must obtain a **No Dues Certificate** from the library before leaving the institute.

4. **General Conditions**

- Users may be required to sign in/out through the designated system while using the library.
- Library card must be carried at all times and shown to staff when required.
- Silence must be maintained; smoking, eating, talking, and chewing are strictly prohibited.
- Personal belongings (bags, books, helmets, etc.) must be kept at the property counter at owner's risk.
- Valuables such as purses and calculators should not be left at the counter.
- Damaging or defacing library materials is strictly prohibited; offenders are liable to heavy fines and recovery of damage cost.
- Repeat offenders will have their library card impounded and membership terminated.

IV. **General Conduct Rules**

1. **Discipline & Behaviour**

Students shall maintain dignity, courtesy, and decorum inside and outside the campus. Any act bringing disrepute to the Institute shall be treated as misconduct.

2. **Dress Code**

- Students must adhere to the college Uniform of the Institute.
- Students shall be in the prescribed Uniform of the Institute only on all week days and whenever in the Campus except when they are specifically communicated.
- Indecent, inappropriate, or offensive attire is not permitted on campus
- Prohibited: T-shirts, sleeveless tops, tight-fitting or inappropriate attire.

3. **Identity Card**

Wearing the official Identity Card within campus and during official visits is mandatory. Loss of ID must be reported and renewed within two working days.

4. **Campus Exit During Working Hours**

Students shall not leave the campus during institute hours without prior permission and a valid Gate Pass.

5. **Notices & Communications**

Students must regularly check official notices. Ignorance of published notices shall not be accepted as an excuse.

6. **Prohibited Substances & Activities**

Smoking, spitting, littering, possession/consumption/distribution of alcohol, narcotics, tobacco products, firecrackers, or similar items are strictly prohibited.

7. **Campus Property & Environment**

- Damage, defacement, or misuse of Institute property is punishable.
- Costs of damage shall be recovered from the responsible individual(s) or collectively if responsibility cannot be fixed.
- Mutilation of plants or removal of identification tags is prohibited.
- Writing on desks, walls, or boards is prohibited.

8. Meetings, Associations & Public Communication

- No meetings, fund collection, notice circulation, or publicity activities without prior written approval of competent authority.
- Formation of unauthorized unions/groups and participation in political activities are prohibited.
- Communication with media or external agencies requires official approval.

9. Digital Conduct and Social Media Usage

- Use institutional IT resources responsibly and ethically
- Refrain from posting or sharing content that may harm the reputation of the Institute or any individual
- Avoid cyberbullying, unauthorized recording, or sharing of classroom activities
- Comply with IT security, data protection, and cyber laws of India

10. Office Entry

Students may enter administrative offices only during specified hours.

11. Vehicle & Transport Rules

- Vehicles must be parked in designated areas only.
- Helmet is compulsory for two-wheeler riders.
- Unauthorized parking or misuse may lead to impounding.

12. College Functions

Students shall conduct themselves in a manner that upholds the reputation of the Institute.

13. Update of Personal Details

Any change in address or personal information must be promptly informed to the Institute.

14. Noise & Public Conduct

- Loud music, shouting, or creating disturbances is not permitted.
- Students must ensure that their conduct does not disturb academic activities or the peaceful environment of the campus.

15. Safety & Security Compliance

- Students must follow all **safety instructions, security protocols, and emergency procedures** issued by the Institute.
- Students must adhere to safety instructions issued by the Institute
- Any incident related to harassment, discrimination, or safety concerns must be reported immediately.
- The Institute ensures equal opportunity and maintains committees such as:
 - Internal Committee (IC)
 - Anti-Ragging Committee
 - Grievance Redressal Committee

- SC/ST and Minority Cell
- Tampering with fire safety equipment, CCTV cameras, or security systems is a serious offence.

16. Use of Campus Facilities

- Campus facilities such as classrooms, laboratories, hostels, sports facilities, and common areas must be used responsibly.
- Any damage caused intentionally or negligently will be recoverable from the student(s) concerned.

17. Off-Campus Conduct

- Misconduct outside the campus that adversely affects the reputation of the Institute or involves students in criminal or unethical activities may also attract disciplinary action.
- During institutional events, industrial visits, internships, and tours:
 - Students shall maintain exemplary conduct as ambassadors of the Institute
 - Any misconduct will be treated as a serious violation of discipline

18. Failure to comply with the above rules may result in disciplinary measures including fines, suspension, expulsion, or any other action deemed appropriate by the Institute authorities.

V. Discipline and Conduct Rules for Students

Classification of Misconduct

Student misconduct is categorized as follows:

Category I: Grave Misconduct

Acts involving violence, coercion, intimidation, or serious disruption of academic and administrative functioning, including:

1. Any form of violence, mob activity, gherao, sit-in, or obstruction of Institute operations.
2. Demonstrations or coercive actions at residences of faculty, staff, or students; invasion of privacy or intimidation.
3. Sexual harassment in any form, including:
 - Unwelcome advances, sexually coloured remarks, physical contact, gestures, stalking, or offensive jokes.
 - Eve-teasing, disrespectful conduct toward women, or ragging in any form.

Sexual Harassment

Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act) – sexual harassment is defined as any unwelcome, sexually determined act or behavior, direct or implied. It includes physical contact, sexual demands, remarks, pornography, or other unwelcome conduct, aiming to protect against both quid pro quo (favours for benefits) and a hostile work environment.

Gender Sensitization & Respect

- The Institute promotes **gender equality, mutual respect, and inclusivity**.

- Discrimination or harassment on the basis of gender, caste, religion, disability. or background is strictly prohibited.

Sexual Harassment Policy (POSH Compliance)

- The Institute has an **Internal Committee (IC) in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.**
- Complaints are addressed confidentially and promptly.

Campus Safety Measures

- The campus is monitored through **security personnel and CCTV surveillance.**
- Emergency contact numbers and safety protocols are displayed prominently.

Student Responsibilities

- Students must contribute to maintaining a **safe, inclusive, and respectful campus.**
- Any form of bullying, harassment, or discriminatory behaviour will invite disciplinary action.

Awareness & Sensitization Programs

- The Institute regularly **organizes orientation programs, workshops, and awareness sessions** on anti-ragging, gender sensitization, and student safety.

Alcohol/Drugs/Smoking

The student shall not bring, store, possess, consume and/or drink any alcohol intoxicating drink, drug or substance of any kind whatsoever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behavior shall invite strict disciplinary action leading to expulsion from Hostel, rustication from the Institute and action as per law of land.

Gambling

No gambling of any kind whatsoever shall be allowed on the premises of the hostel. Any violation of this Rule violation will invite action as per law of the land, in addition to expulsion from the institute.

Misuse of Internet and Online Social Media

All the hostel inmates are required to follow the rules and regulation of competent authorities including Government rules regarding IT/Usages of Internet/Social-media etc. Any act of uploading derogatory remarks or image ridiculing a person in eyes of other against the Institute or any other person or organization will invite disciplinary action. The student should strictly refrain from indulging in any act of violating the code of internet use.

Acts causing communal, caste, regional disharmony or reputational harm (including via social or electronic media).

Category II: Major Misconduct

Acts affecting discipline, property, reputation, safety, or legal compliance, including:

1. Forgery, tampering with Identity Card or Institute records, impersonation, or furnishing false information.

2. Damage, defacement, theft, or unauthorized use of Institute property, library materials, documents, software, IT systems, or infrastructure.
3. Unauthorized possession, duplication, or destruction of library resources.
4. Unauthorized entry into campus/hostel or accommodation of unauthorized persons.
5. Use of abusive, defamatory, threatening, or derogatory language toward any member of the Institute community.
6. Levelling false and baseless allegations against any faculty/ staff/ employee of the institute
7. Violation of security, safety, or notified institutional regulations.
8. Improper conduct during tours, excursions, or official events.
9. Refusal to disclose identity when required by authorized personnel.
10. Any offence under applicable law.
11. Any other act deemed by the competent authority to constitute indiscipline.

Penalties

Penalties shall be imposed on recommendation of the competent committee and approval of the authority.

General Actions to Control Indiscipline

On the recommendation of committee and approval of authority any of the following step/punishment may be decided. The disciplinary actions that can be taken against the defaulters are as follows:

1. Monetary fine/Affidavit/Undertaking
2. Suspension/Rustication
3. Withdrawal of various facilities (e.g. Internet/ Hostel/ Library/ Lab/ Library/ Trainings/ Industrial Visit/ Medical/ Counselling etc.).
4. Not allowing student to participate in Games/Sports/Activities and Events conducted at institute level or at any other level
5. Calling the parents to the college and talking to them/ affidavit/ undertakings etc.
6. Extra assignments/Solution of Question Papers/Any other Academic Punishment
7. Debarred from the Training and placement opportunities or any placement assistance

For Category I Misconduct

1. Expulsion from the Institute and/or hostel.
2. Rustication up to four semesters and/or campus declared out of bounds.
3. Fine up to ₹20000/- (including ragging cases as per applicable judicial directives).
4. Filing of FIR with law enforcement authorities.

For Category II Misconduct and Violations of General/Academic Rules

1. Warning, reprimand, and submission of bond/affidavit.
2. Deduction of General Proficiency or Assessment Marks.
3. Fine up to ₹5000/-.

4. Recovery of damages, dues, scholarships, or fellowships.
5. Withdrawal of facilities (hostel, scholarship, etc.).
6. Suspension for a specified period.

Procedural Guidelines

1. No penalty shall be imposed without due inquiry by the Proctorial Board or authorized committee, ensuring reasonable opportunity for defense.
2. Pending inquiry, the competent authority may order interim suspension and/or withdrawal of facilities if a prima facie case exists.
3. In case of dispute regarding interpretation of these rules, the decision of the Director shall be final and binding.
4. The Institute shall not be responsible for loss, theft, or damage of personal property belonging to students or their guests within campus premises.

VI. Ragging

RAGGING is a CRIMINAL offense.

ITSEC is a NO-RAGGING Zone.

Ragging in any form whatsoever is strictly BANNED. It is a cognizable offence and violation will invite action as per law of the land, in addition to expulsion from the institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting this is also an offence. **Students should report any such incident immediately to any member of the Anti-Ragging Committee/ Dean Student Welfare/ Dean Academies/ Director/ Warden/ Chief Proctor/ Security Personnel directly at any time of the day/night.**

What Constitutes Ragging

Ragging includes **any act**, whether verbal, written, physical, or electronic, by a student or group of students against a fresher or any other student that results in humiliation, harassment, intimidation, or harm. Such acts include, but are not limited to:

1. Teasing, rude behavior, or disrespectful treatment of a fresher or any student.
2. Rowdy or indisciplined conduct causing or likely to cause physical, psychological harm, fear, or distress.
3. Compelling a student to perform acts not ordinarily undertaken, resulting in shame, embarrassment, or mental or physical trauma.
4. Disrupting or interfering with the academic activities of any student.
5. Exploiting a fresher or any student for academic work or personal services.
6. Financial extortion or coercing expenditure from a fresher or any student.
7. Physical or sexual abuse in any form, including obscene acts, gestures, stripping, or causing bodily injury or health risk.
8. Verbal, written, or online abuse, public humiliation, or harassment through electronic or social media.

9. Any act undermining the mental well-being, dignity, self-confidence, or personal safety of a fresher or any student, whether or not intended to assert dominance or derive pleasure.

Punishment for Culprits

ITSEC shall consider one or more of the following punishments for students involved in ragging

1. Cancellation of admission
2. Suspension from attending classes
3. Withholding/withdrawing scholarship/fellowship and other benefits
4. Debarring from appearing in any test/examination or other evaluation process
5. Withholding results
6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel
8. Rustication from the institution for period ranging from 1 to 4 semesters
9. Expulsion from the institution and consequent debarring from admission to any other institution
10. Lodging of an FIR with the police
11. Monetary penalty of up to Rs. 50,000/- (Rs. Fifty Thousand)

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

17. Unfair Means (UFM) during Examination

Preamble

Examinations are an integral part of the teaching–learning process. They assess students’ academic performance and professional readiness while fostering discipline and adherence to prescribed rules. In recent years, instances of unfair means and examination-related misconduct have increased, which is a matter of serious concern. To ensure transparency, integrity, and discipline in examinations, the following policy is prescribed for prevention and handling of Unfair Means (UFM) cases.

Definition of Unfair Means (UFM)

Use of unfair means in or in relation to an examination includes any of the following acts or omissions by a student:

1. **Possession of Unauthorized Material**

Possessing in the examination hall any unauthorized papers, books, notes, written material (on clothes, body, desk, instruments, etc.), or electronic devices containing notes or information intended to assist in the examination.

2. **Copying or Assisting in Copying**

Copying or attempting to copy from unauthorized material or another candidate; assisting or facilitating copying in any form.

3. Unauthorized Communication

Talking or communicating with any person inside or outside the examination hall without permission of the invigilation staff.

4. Mishandling of Answer Books

Leaving the hall without submitting the answer book; taking away, tearing, replacing, or otherwise tampering with one's own or another candidate's answer book.

5. Disobedience

Refusal to comply with lawful instructions of the Controller of Examination or supervisory staff.

6. Unauthorized Seating

Changing or occupying a seat without permission.

7. Intoxication

Entering the examination hall under the influence of alcohol or drugs.

8. Destruction or Concealment of Evidence

Destroying, swallowing, hiding, or attempting to dispose of unauthorized material.

9. Writing Unauthorized Content

Writing questions, answers, or related content on unauthorized paper or material.

10. Sharing Question Content

Passing or attempting to pass question papers, parts thereof, or solutions to others.

11. Smuggling Answer Sheets

Bringing in or taking out unauthorized answer books or continuation sheets.

12. Substitution of Answer Books

Replacing or attempting to replace answer books or sheets during or after the examination.

13. Misconduct and Disturbance

Any form of misbehavior, including:

- Misconduct toward examination officials, inspection teams, or other candidates.
- Creating disturbance inside or near the examination hall.
- Organizing or instigating walkouts.
- Disrupting the examination process in any manner.
- Making disrespectful remarks or gestures.
- Creating unnecessary noise individually or collectively.

14. Possession of Weapons

Carrying firearms or any weapon into the examination hall.

15. Use of Abusive Language

Using abusive or obscene language in the answer book or during the examination.

16. Forgery

Forging signatures or documents, or using forged documents to gain entry or for examination-related purposes.

17. Impersonation

Impersonating another candidate or allowing oneself to be impersonated.

18. Incorrect Identification

Knowingly writing another candidate's roll number on the answer book.

19. Any Other Misconduct

Any act that amounts to unfair means or disrupts the orderly conduct of the examination.

20. Repeated Offences

Involvement in UFM cases more than once in the same or different examinations.

Punishment and Implementation Framework

To ensure uniformity and fairness in handling UFM cases, penalties shall be imposed based on the severity of the offence, as categorized below:

Punishments:

Category I – Minor Offence

- Written warning and submission of an apology letter.
- Intimation to parents/guardians.
- Deduction of 10 marks in the concerned CT (Class Test) for the particular subject.
- Cancellation of one subject examination in the concerned CT.

Category II – Moderate Offence

- Cancellation of two subject examinations in the concerned CT.
- Cancellation of all subjects in the concerned CT, which may be extended to two CTs depending on the severity of the offence.

Category III – Major Offence

- Cancellation of all subject examinations in the concerned CT along with Proctorial Action.
- Cancellation of all CT examinations with award of 'Zero' marks in all CT subjects, followed by Proctorial Board Action.

Implementation Procedure:

1. Receipt of formal complaint from a competent authority.
2. Inquiry and discussion with concerned parties, if necessary.
3. Refer to Students' Grievance Redressal Cell (SGRC).
4. Decision by Students' Grievance Redressal Cell (SGRC).
5. Communication to the department for enforcement.
6. Display of the decision on the notice board.

18. Hostel Rules and Regulation

Attendance, Outpass, and Leave

1. Attendance timings (morning and evening) shall be notified through circulars/notices and displayed on the hostel notice board. The schedule for attendance marking within a 24-hour cycle shall be as directed by the Dean Students' Welfare (DSW)/ Registrar/ Warden.

2. Outpass timings (departure and return) for working days, Sundays, and holidays shall be prescribed by the Dean Students' Welfare (DSW)/ Registrar notified through circulars, and regulated by the Warden.
3. The procedure for obtaining daily, overnight, or outstation outpasses shall be as prescribed by the Dean Students' Welfare (DSW)/ Registrar.
4. Late reporting, absence, or violation of prescribed timings may attract disciplinary action, including withdrawal of hostel facilities.
5. Overnight leave requires a written application and/or written request from parents/guardians. Approval is discretionary and subject to safety considerations and timely submission. The last date and time for submission of such requests shall be notified to ensure adequate processing time.
6. Outpass and return timings during different periods/seasons shall be notified by the Director/Principal. In general:
 - **Working Days:** Daily outing up to three (3) hours between 7:00 AM and 8:30 PM (boys) and 7:00 AM to 7:30 PM (girls).
 - **Sundays/Holidays:** 9:00 AM to 8:30 PM (boys) and 9:00 AM to 7:30 PM (girls).
7. Students returning from leave must enter the hostel before gate closing time: 10:00 PM (boys) and 9:00 PM (girls). Entry beyond prescribed timings requires prior written permission (minimum 24 hours in advance) with valid reasons. Non-compliance may invite penalties as per the "Fines & Penalties" provisions.
8. Where mandated, feedback forms from parents/guardians must be submitted to the Warden upon return.
9. Wardens shall maintain updated daily records of attendance, outpass, leave, and emergency movements.
10. The institute reserves the right to conduct periodic room inspection to ensure safety and rules compliance
11. Prohibited items in the hostel and rooms are – weapons, hazardous matters, unauthorised electrical items like heater, iron or kettle etc

Guests and Visitors

10. Visitor timings shall be notified and displayed on the notice board. Generally:
 - **Working Days:** 4:00 PM to 7:00 PM
 - **Sundays/Holidays:** 9:00 AM to 6:00 PM
11. Parents/guardians are expected to adhere to visitor timings unless exceptional circumstances arise.
12. All visits shall be recorded with names, contact details, and time of entry/exit.
13. Visits by relatives (including siblings) must be informed in advance.

Hostel Charges and Payment

14. Hostel accommodation (single/shared; with or without air-conditioning/air cooler) is available as per notified charges, generally aligned with the academic duration of the enrolled course.

15. Hostel charges are inclusive of specified facilities/services and are subject to revision. Additional permissible facilities shall be charged separately.
16. Full payment for the approved period of stay is mandatory prior to allotment/occupation.
17. The College reserves the right to deny or withdraw accommodation for non-payment of dues.
18. A refundable security deposit is mandatory and shall not be adjusted against hostel or academic fees.
19. Fee liability is based on duration of stay is as per the hostel policy.

Any waiver or relaxation shall be at the sole discretion of the College Authorities.

Withdrawal/Vacation of Hostel Accommodation

20. Withdrawal or vacation of hostel accommodation requires prior written approval.
21. The prescribed 'No Dues' procedure must be completed before vacating. The effective vacation date shall be the date of obtaining 'No Dues'.
22. Requests for exceptions must be supported by a written application from parents/guardians stating valid reasons. Verbal requests shall not be entertained.
23. Vacation on disciplinary grounds shall follow the same procedure unless otherwise directed by the Director/Principal.
24. Vacation on medical grounds shall also follow the prescribed procedure; however, individual consideration may be granted upon submission of valid documents and approval by the competent authority.

19. Student Support Services

ITSEC Incubation Centre

The ITSEC Incubation centre runs under Navrachna Foundation for Entrepreneurship Development, a section 8 company runs under the umbrella of ITS Engineering College, Greater Noida. It is established in 2020 by ITSEC for promotion of Innovation and Entrepreneurship among the students.

The Government of Uttar Pradesh has approved “**Startin UP Incubation Center**” at I.T.S Engineering college to be run under Navrachana Foundation for Entrepreneurship Development, supported by UP Electronics Ltd., Government of Uttar Pradesh under UP Startin UP policy 2020. Under Startin Up policy the incubation center has received a **total grant of Rs. 2.5 Crores** for operations of the incubation centre and IT Infrastructure to promote startups incorporated in UP **Incubation Support:**

1. **Sustenance allowance** of Rs. 17,500/- (50% more for women lead, Divyang Category, Bundelkhand & Purvanchal region) for 1 year.
2. **Prototype Grant** of Rs. 5,00,000/-
3. **Capital/ Marketing Grant** of Rs. 7,50,000/- (50% more for women lead, Divyang Category, Bundelkhand & Purvanchal region)

Innovation and Pre-Incubation facility

I.T.S Engineering College has a mission to “promote knowledge based and technology-driven start-ups by harnessing young minds and their innovation potential in an academic environment”.

The center is having 10,000 sq. ft. floor area, dedicated incubation team, Co-working space, Meeting Room, Conference Room, Refreshment room, Wi-Fi and Computers with high end configuration (Work Station and GPU).

Department of Science and Technology (DST) has provided NewGen IEDC grant of Rs. 2.87 Crore for the period of 5 years. Since 2019, **students, faculty and staff have developed 95 Proof of Concept/ Minimum Viable Product out of which 29 companies have formed as start-ups**, filed patents and represented the institute at national and international levels by participating in various competitions.

I.T.S Engineering College is an approved as **Business Incubator (BI) / Host Institute (HI) by Ministry of Micro, Small & Medium Enterprises (MSME)**, Government of India since 2015. In last 8 Years ITSEC has received **grants of Rs. 1.25 Crores to develop 15 Proof of concept in to final viable product**.

NexTech and Vytoflow Clubs (CSE Department)

- Premier student clubs of the **Department of Computer Science and Engineering (CSE)**.
- Promote technical, professional, and social development of students.
- Organize activities such as:
 - Industrial visits for real-world exposure
 - Hackathons and Ideathons to foster innovation and problem-solving
 - Hands-on workshops on emerging technologies
 - Training programs in Python, Data Structures & Algorithms (DSA), and C++
- Conduct cultural events, alumni meets, and donation drives to encourage teamwork, networking, creativity, and social responsibility.
- Provide a platform for experiential learning and holistic growth beyond academics.
- Operate under faculty guidance, fostering innovation, leadership, skill enhancement, and overall professional development.

Students’ Grievance Redressal Cell (SGRC)

(Constituted in accordance with the UGC (Redressal of Grievances of Students) Regulations, 2019)

1. Constitution

The Institution has established a **Students’ Grievance Redressal Cell (SGRC)** in compliance with the UGC (Redressal of Grievances of Students) Regulations, 2019. The Cell functions under the overall supervision of the Head of the Institution and includes faculty and administrative representatives as prescribed by UGC norms.

Where applicable, an Ombudsperson appointed as per UGC Regulations shall act as the appellate authority.

2. Scope and Jurisdiction

The SGRC addresses grievances raised by students relating to:

- Academic matters (teaching, evaluation, attendance, examinations, etc.)
- Admission-related issues
- Financial matters (fees, scholarships, refunds, etc.)
- Infrastructure and facilities
- Harassment or unfair treatment (excluding matters covered under the Internal Committee under POSH Act)
- Any other matter affecting student welfare

The Cell shall not entertain grievances relating to matters already pending before courts, tribunals, or other statutory authorities.

3. Procedure for Filing Complaints

Students may submit grievances:

- Through a written application addressed to the competent authority;
- By email through the officially notified grievance email ID;
- Through any online grievance portal, if notified by the Institution.

All complaints must clearly state the nature of the grievance with relevant supporting documents, if any.

4. Redressal Mechanism

- The SGRC shall acknowledge receipt of the grievance.
- The grievance shall be examined in a fair, impartial, and time-bound manner.
- The concerned department or authority may be asked to provide clarification.
- The student may be given an opportunity to present their case.
- The decision/recommendation of the SGRC shall be communicated to the student within the prescribed timeframe.

If the student is not satisfied with the decision of the SGRC, an appeal may be made to the Ombudsperson as per UGC Regulations.

Internal Committee

(Constituted in accordance with the UGC Regulations and the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 – POSH Act)

1. Constitution

The College has constituted an **Internal Committee (IC)** in compliance with:

- The **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)**; and
- The **UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015**.

The Committee comprises:

- A **Presiding Officer**, who is a senior woman employee of the institution;

- At least two faculty members and/or non-teaching employees committed to women's rights or with experience in social work/legal knowledge;
- One **external member** from an NGO or association committed to the cause of women or a person familiar with issues relating to sexual harassment.

At least fifty percent of the members of the Committee shall be women, as mandated by law.

2. Scope and Jurisdiction

The Internal Committee addresses complaints of **sexual harassment** at the workplace, including academic, administrative, and related institutional spaces, as defined under the POSH Act and UGC Regulations.

The Committee covers complaints by:

- Women employees (teaching and non-teaching)
- Women students
- Research scholars, interns, contractual staff, and visitors, as applicable

The jurisdiction extends to incidents occurring within campus premises, hostels, transportation provided by the institution, and any place visited in the course of official or academic activities.

3. Functions and Responsibilities

The Internal Committee shall:

1. Receive and acknowledge written complaints of sexual harassment.
2. Conduct a fair, impartial, and time-bound inquiry in accordance with statutory procedures.
3. Provide assistance to the aggrieved woman in filing a complaint, where required.
4. Recommend interim relief measures during the pendency of inquiry, if necessary.
5. Ensure confidentiality of proceedings as mandated under Section 16 of the POSH Act.
6. Submit inquiry reports and recommendations to the Employer/Competent Authority for appropriate action.
7. Recommend disciplinary action in accordance with service rules, student conduct rules, or applicable regulations.
8. Organize awareness and sensitization programmes to prevent sexual harassment and promote a safe academic environment.

4. Nature of Support

The Internal Committee ensures:

- A safe and dignified working and learning environment;
- Protection against retaliation or victimization;
- Access to support mechanisms during the inquiry process;
- Fair treatment to both the complainant and the respondent, in accordance with principles of natural justice.

5. Action on Complaints

Upon completion of inquiry, the Committee shall recommend actions as per the severity of the misconduct, which may include written apology, warning, reprimand, suspension, termination, rustication, or any other measure permissible under institutional rules and statutory provisions.

The Internal Committee functions as a statutory body to uphold gender justice, equality, and safety within the institution, in strict compliance with UGC norms and the POSH Act.

Proctorial Board

1. Constitution and Purpose

The Proctorial Board is constituted to maintain discipline and uphold a respectful and safe environment within the College campus.

It deals strictly with cases of:

- Indiscipline or indecent behavior on campus
- Individual or group harassment
- Threats, intimidation, or manhandling
- Any conduct disturbing academic or administrative functioning

The Board frames and updates rules from time to time to ensure a cordial and disciplined campus atmosphere.

2. Disciplinary Process

The Proctorial Board follows a fair, transparent, and structured process:

1. **Receipt of Complaint:** A written complaint is received regarding alleged misconduct.
2. **Preliminary Inquiry:** The concerned Proctor conducts an inquiry, including interaction with the student(s) involved.
3. **Consultation:** Inputs may be sought from the Warden, Head of Department, Dean Students' Welfare (DSW), or other relevant authorities regarding academic record and past conduct.
4. **Parent/Guardian Intimation:** Parents/guardians may be called for discussion where required.
5. **Decision:** Based on findings, appropriate action is determined.
6. **Communication:** The decision is formally communicated to the student(s), parents/guardians, Department Head, Administrative Officer, DSW, and Director's Office for record.
7. **Advisory Notice:** A notice may be displayed to prevent recurrence of similar incidents.

3. Powers and Functions of Proctors

Proctors are responsible for enforcing the College's disciplinary regulations. Their functions include:

- Ensuring compliance with the Model Code of Conduct
- Preventing and addressing breaches of regulations
- Investigating complaints of misconduct
- Identifying responsible individuals
- Referring serious matters to the Student Disciplinary Panel (SDP)

All investigations are conducted under established and codified procedures.

4. Investigation Procedure

1. Upon receiving an allegation, a Proctor determines whether there is a prima facie case.
2. The Proctor may summon any member of the College for inquiry.
3. Evidence may include interviews of the accused and witnesses.
4. The student has the right to:
 - Be informed of the specific regulation allegedly breached
 - Remain silent (such silence may be recorded)
 - Be accompanied or represented
 - Present evidence and call witnesses
 - Request adjournment
 - Appeal against the outcome
5. If no case is established, the matter is closed with written intimation.
6. If a breach is established, the student is issued notice of a disciplinary hearing.

5. Proctors' Disciplinary Hearing (Minor Cases)

For less serious matters (excluding harassment, serious injury, major property damage, or significant dishonesty), the case may be resolved through a Proctors' Disciplinary Hearing with the student's consent.

- The hearing is presided over by a Proctor not involved in the investigation.
- The student receives written notice of alleged violations.
- Evidence is presented, and the student may defend or admit the charges.
- Witnesses may be examined.

Penalties may include:

- Written warning
- Fine up to ₹1000/-
- Fine with compensation

Non-payment of fine may result in escalation to the Student Disciplinary Panel.

Students have the right to appeal to the SDP against the decision or penalty.

6. Student Disciplinary Panel (SDP)

The SDP handles:

- Serious disciplinary cases referred by Proctors
- Appeals against Proctors' decisions
- Matters relating to suspension from College premises or facilities

Procedure

- Proceedings are normally initiated within six months of the first interview.
- The student receives formal notice detailing allegations and hearing date.
- All collected evidence is shared with the student.
- The student may submit additional evidence and be accompanied or represented at the hearing.

Possible Penalties

If the SDP finds the student guilty, it may:

1. Issue a written warning

2. Impose a fine
3. Order compensation for loss or damage
4. Ban access to College premises/facilities for a specified period
5. Rusticate the student for a fixed period
6. Expel the student
7. Recommend withdrawal of a degree (where applicable)

7. Student Appeal Panel (SAP)

A student may seek permission to appeal against the SDP decision before the Student Appeal Panel.

- The SAP comprises independent members with legal expertise.
- The Panel reviews evidence and may consider new material where appropriate.
- It may confirm, set aside, or modify the penalty.
- If permission to appeal is denied, the internal College process concludes.

8. Interim Measures

Ban from Premises

Proctors may restrict access to College premises, facilities, or services for up to 42 days while a case is under consideration by the SDP.

Definitions

- **Rustication:** Withdrawal of access to all College land, buildings, academic activities, and facilities for a fixed period or until specified conditions are met.
- **Suspension:** Temporary withdrawal of access as an interim or non-disciplinary measure pending investigation or resolution.

Medical Facility

The College provides comprehensive healthcare support to students and staff. A **150-bed multi-specialty hospital** is available within the campus premises to ensure immediate medical attention.

- **24x7 Medical Assistance:** Round-the-clock medical aid is available for emergencies.
- **Ambulance Service:** An on-campus ambulance operates 24 hours a day for emergency transportation.
- **Emergency Protocol:** In case of illness, students must inform the Hostel Warden, who will coordinate medical assistance and ambulance services, if required.
- **Parental Intimation:** In cases of serious illness or hospitalization, parents/local guardians are promptly informed.
- **Medical Insurance:** The College facilitates medical insurance coverage for students and staff to provide financial support in case of major illness or hospitalization, subject to policy terms and conditions.

Cafeteria and Photocopy Facility

Cafeteria

The College maintains a well-equipped cafeteria within the campus, offering hygienic and affordable food services.

- Managed by authorized caterers.
- Provides a variety of meals, snacks, and beverages.
- Operates for extended hours to cater to academic schedules.
- Food quality and hygiene standards are regularly monitored to ensure safety and cleanliness.

Photocopy Facility

A photocopy and document service center is located adjacent to the cafeteria for the convenience of students. The facility supports academic requirements such as printing, photocopying, and document reproduction.

Student Declaration

All students admitted to I.T.S Engineering College, Greater Noida are deemed to have read, understood, and agreed to abide by this Student General Rule Book

I hereby declare that I have read, understood, and agree to abide by all the rules, regulations, and codes of conduct of the Institute. I shall maintain discipline and uphold the values and reputation of the Institute.

Student Name: _____

Enrollment No.: _____

Signature: _____

Date: _____