

Student Guidelines

1.0 About these Guidelines:

1.1 These guidelines provide norms for daily functioning of the SICS and ensure appropriate usage of infrastructure and effective academic delivery for students.

1.2 This compilation of guidelines comes into effect from June 2021 onwards and supersedes all other guidelines in respect of matters therein.

1.3 This document of SICS is comprehensive student guidelines, rules and regulations.

1.4 The management has the right to change the guidelines to meet the institutional objectives and the decision of the management will be binding on the students.

1.5 SICS has the right to make any changes as it may deem fit in terms OF method of delivery, faculty, refund policy, etc. In case of any dispute or differences about the program, the decision of the Management SASMIRA will be final and binding on all the participants.

1.6 All disputes are subject to Mumbai jurisdiction only.

2.0 General Guidelines:

Code of Conduct

2.1 Cleanliness of the premises must be maintained by everyone in the SICS at all points of time.

2.2 There is an acute shortage of parking space and the students are requested to park their vehicles outside the premises.

2.3 Any problem with regard to administrative facility, faculty, classrooms etc., must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the Registrar and the Principal will not be approached directly at any cost.

2.4 In case of Lecture Cancellation, the course coordinator will inform said changes to class representative/ respective students through the Student Portal /email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty on their own.

2.5 Use of cell phones in classrooms is not permitted. Any student found using the cell phone in the class would be penalized as per the regulations in force from time to time.

2.6 Classrooms are fitted with an LCD projector for the utility of the faculty and the student. In case a student requires an LCD for his/her presentation, he/she must make a prior booking through course coordinator.

2.7 Mode of Communication to students is via Student Portal / email /Notice Board. Students are advised to check the Student Portal / email /Notice Board at least once a day, and not rely on rumour or hearsay in any matter.

2.8 All students are provided with an Identity Card, which they are required, to wear mandatorily. Entry is strictly through Identity Card and will be monitored by the SICS /SASMIRA authorities. Penalty will be levied / action will be taken for non- compliance. If the student misplaces the original ID-Card, duplicate ID-card be issued by paying the prescribed fee. ID card is used for access control to SICS campus.

2.9 Student must not use ID card of any other student.

2.10 In case student forgets to carry ID card; they should approach security and complete the process to get the requested access. Any grievances related to ID card should be raised to the Registrar SICS.

2.11 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone at SICS. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.

2.12 Any person resorting to physical fights will amount to ragging and appropriate action will be viewed accordingly.

2.13 If any student during the tenure of studentship has police case on his/ her name; he/she is liable for appropriate action.

2.14 Any comments posted in social media, print attempting to bring disrepute to Institute will be viewed very seriously and will attract severe disciplinary action.

2.15 SICS has zero tolerance policy towards misbehaviour, discrimination of gender sensitivity, indulgence into unethical practices including possession and consumption of drugs, alcoholic drinks, harassment, violence, non-obedience, non- compliance and any action that will bring disrepute to the Institute etc. by any student.

2.16 SICS will reserve the rights to take action appropriately.

| CODE OF CONDUCT | LINE OF ACTION |
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| <p>Alcohol and Other Drugs The unlawful possession, use, purchase or distribution of alcohol, illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs) or paraphernalia or the misuse of prescription drugs including sharing, procuring, buying or using in a different manner from the prescribed use or by someone other than the person for whom it was prescribed.</p> | <p>a. Suspension from attending college pending enquiry. b. Rustication from the college</p> |
| <p>Assault, Endangerment or Infliction of Physical Harm Physical restraint, assault or any other act of violence or use of physical force against any member of the campus or any act that threatens the use of physical force.</p> | <p>Suspension from attending College pending enquiry.</p> |
| <p>Banners, Chalking and Posters Defacing of Campus property by means of Banners, Chalking and Posters.</p> | <p>Severe disciplinary action will Be taken.</p> |
| <p>Bullying, Intimidation, and Stalking Bullying. Bullying includes any electronic, written, verbal or physical act or a series of acts of physical, social or emotional domination that is intended to cause physical or substantial emotional harm to another person or group. Intimidation. Intimidation is any verbal, written, or electronic threats of violence or other threatening behaviour directed towards another person or group that reasonably leads the person(s) in the group to fear for their physical well-being. Stalking. Stalking is engaging in a course of conduct, repeated acts or communication towards another person, including unauthorized following, which demonstrate either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress.</p> | <p>a. Suspension from attending College pending enquiry. b. Any person resorting to such act will amount to ragging and appropriate action will be taken</p> |
| <p>Discrimination, Including Harassment, Based On a Protected Class Discrimination, including harassment,</p> | <p>a. Suspension from attending College pending enquiry.</p> |

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| <p>based on an individual's sex, race, colour, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability or any other legally protected classification.</p> | <p>b. Rustication from the school / campus / hostel</p> |
| <p>Disorderly Conduct Excessive noise, which interferes with classes, school offices or other activities; Unauthorized entry into an area or a closed meeting. 1. Conduct that restricts or prevents faculty, staff or student employees from performing their duties, including interruption of meetings, classes or events; 2. Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others</p> | <p>Abstain from attendance for the Affective lecture / event.</p> |
| <p>False Representation Provide false information or make misrepresentation to any school office, forgery, alteration, or unauthorized possession or use of school documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail).</p> | <p>a. Suspension from attending College pending enquiry. b. Rustication from the school / campus / hostel</p> |
| <p>Fire Safety Tampering, interference, misuse, causing damage and/or destruction of fire safety and fire prevention equipment</p> | <p>Severe disciplinary action will Be taken.</p> |
| <p>Theft, Vandalism, or Property Damage Theft, negligent, intentional, or accidental damage to personal or school property</p> | <p>Suspension from attending College pending enquiry. b. Rustication from the school / Campus / hostel.</p> |
| <p>Unauthorized Entry or Access / Unauthorized Use of school Facilities or Services Unauthorized entry into or presence within enclosed school buildings or areas, construction sites, and student rooms or offices, even when unlocked, is prohibited.</p> | <p>Suspension from attending College pending enquiry. b. Rustication from the school / campus / hostel</p> |
| <p>Weapons and Fireworks Possession or use of firearms including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment, knives etc.</p> | <p>Suspension from attending College pending enquiry. b. Rustication from the school / campus / hostel</p> |

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| Possession or use of fireworks, dangerous devices, chemicals, or explosives | |
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2.17 Discipline Norms and Penalty

2.17.1 A disciplinary committee constituted in each school, will look into all cases of indiscipline related to students. The committee comprises Chairperson / Head of the Department, one faculty member and one staff member. The committee will hear each case and recommend action to the Principal. On approval by the Management appropriate action will be initiated by the Institute.

2.17.2 Sasmira campus including premises of all schools/colleges are earmarked as non-smoking zones. Possession and Consumption of alcoholic beverages / toxic materials and presence on the campus under the influence of alcohol/ toxic material/ addictive material is a serious offence. Defaulters will be punished depending on the gravity of act. Any student found consuming or in possession of any objectionable material will be rusticated from the Institute and the campus. Further after enquiry, the student's name will be struck off from the roll of the Institute.

2.17.3 Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the institute after enquiry.

2.17.4 Students indulging in Sexual Harassment will also be liable to disciplinary action as per Institute norms.

2.17.5 In all matters of indiscipline and indecent behaviour, Principal of the Institute will be the appellate authority. A Committee is appointed by the Institute who would look into such cases referred by Principal and their decision is final and binding. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions. Depending on gravity of Act, the student can be rusticated from the school. SICS will not be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

2.18 Dress Code:

SICS's visitors include, corporate leaders and international visitors. For this purpose, it becomes essential to adhere to broad guidelines for dress and appearance.

2.18.1 Students are required to be dressed decently (Half pants, shorts, short skirts, bathroom slippers are not allowed).

2.18.2 For all functions of the School/ University, including Guest Lecture, seminars and conferences students are required to dress in formals

2.19 Punctuality

2.19.1 Classes will begin on time. Late coming is not permitted. Faculty have the authority to restrict late comers to enter in the classroom.

2.19.2 Students are required to be present for all events of the Institute including the Convocation, Sports Day, Republic Day, Independence Day, Guest lectures, Compulsory workshops, and other events as intimated on the Student Portal / Notice board/ email. Record of attendance will be kept. The Institute reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated / displayed on the Student Portal / Notice Board/ email from time to time and / or remark on the transcript or any other decision by the management.

2.19.3 Students are required to be in city on all days of the trimester/semester. If they are leaving the city for personal or institutional work, they are required to obtain prior permission from the HOD/Principal. This applies even to those students who are representing the SICS for social, cultural and co-curricular events.

2.19.4 Students are requested to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the school or the faculty concerned. Students cannot approach faculty members and others to change or extend deadlines.

3.0 Attendance and leave of absence guidelines for all students:

3.1 General Guidelines

3.1.1 A student is required to monitor his /her own attendance regularly. All doubts regarding attendance should be clarified with concerned faculty within appropriate time (at the end of each class during recess or at the end of class hours of the day). If the student is marked absent even when present, he/she should immediately inform the concerned faculty by submitting a written application justifying his/her stand.

3.1.2 Attendance report of all the students would be displayed on notice board / Student Portal on monthly basis. If a student has any issue or find any discrepancy in his/her attendance, he/she should inform the office in writing regarding the same within 3 days of the publication of attendance record. No claim shall be entertained under any circumstances after that. No changes will be permitted once attendance reports are finalized.

3.1.3 For all absence, prior intimation through prescribed application form is to be given to Course Coordinator. In emergent situations, intimation must be given to Course Coordinator on phone/ fax/ email within 24 hours of the absence. Any absence without written intimation will be treated as unauthorized and will be reflected in the records as such.

3.1.4 Parents may be called to school to discuss the consequences of remaining absent.

3.1.5 Students must refrain from approaching the visiting and full time faculty members for attendance related issues and exemptions. They must submit an application to the concerned coordinator for necessary approvals.

3.1.6 If the student remains absent due to any medical issues he / she should submit medical certificate along with copy of all the medical reports to the office within 3 days of resuming the classes after medical leave. No certificate shall be entertained under any circumstances thereafter.

3.1.7 Final attendance of Semester will be published on Student Portal /Notice board after end of classes. If the student has any issues regarding attendance will notify the Dean/Director campus in writing and the same will be placed before an appeal committee. The decision of the committee will be final.

7.0 Examination Guidelines:

Any breach of the following requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as "misconduct", and would be dealt with, under Disciplinary procedure of NMIMS. Severe penalty would be imposed on the students who are found to be involved in the adoption of unfair means in the examinations.

7.1 Discipline in the Examination Hall

7.1.1 Students must know their Roll Number and University allotted PRN

7.1.2 Students who are eligible to write the term end examination/re-examination should be present in the Examination Hall at least 10 minutes before the scheduled time of the commencement of the examination. All the students, who arrive in the examination hall after the scheduled time of the commencement, will not be permitted to appear for that examination. In exceptional circumstances, the student will necessarily have to get the approval of the Principal in order to appear at the examination. Students who report late to the examination would be permitted to appear at the examination in exceptional circumstances only after they produce a written approval from the said authorities on application to be made by the student concerned. Such a student who has reported late will not be eligible for benefit of extra time due to late arrival as well as the loss of time in getting approval from the Principal in such a case.

7.1.3 Students are not permitted to enter the examination hall after half an hour of the commencement of the examination. Students are not permitted to leave the examination hall until half an hour after the start of the session or during the last ten minutes of the session.

7.1.4 Students, who are not in their seats by the time notified, will not as a rule, be permitted to appear for the examination

7.1.5 Students should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Supervisor's table or outside the examination hall, at their own risk. SICS will not be responsible for the safety and security of the same.

7.1.6 A student, who fails to attend an examination at the time and place published in the timetable, will be having an 'Absent' remark in the grade sheet. Opportunity for re-examination will be given according to the rules and regulations.

7.1.7 Students should occupy their correct seats as per the seating plan displayed and Write appropriate details in the space provided for the purpose on the answer-book.

7.1.8 Students are required to have and keep ready their Identity Cards issued by SICS

And they must produce these for verification by the room supervisor during the examination. Students not having the said identity card with them during the examination may be denied permission to appear for the examination.

7.1.9 Every student present must sign against his / her Student number on the attendance sheet provided by the Room Supervisor.

7.1.10 Students should specifically go through the instructions given on the top of the question paper and on the front page of the answer book. They are of utmost importance.

7.1.11 On the front page of the answer book the students should write only the name of the program, specialization/stream if any, semester details and course/ subject for which examination is being held, number of supplementary sheets attached to the main answer book. Any extra writing on the front page or anywhere in the answer book will be treated as act of unfair means and will be dealt as per rules.

7.1.12 QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER: If a student has any query as regards to the contents of the question paper, he should bring the same to the notice of the examination hall supervisor without disturbing others in the examination hall.

7.1.13 Students are forbidden to

(i) Bring any books, notes, scribbling papers, mobile Phones, calculators, laptop, Bluetooth devices or any other similar devices/things unless specifically permitted. Any such material found in possession of the student will be confiscated

(ii) Smoke in the examination hall,

(iii) Bring eatables/ drinks in the examination hall

(iv) Speak or communicate in any manner to any other student, while the examination is in progress, and

(v) Take with them any answer-book, written or blank, while leaving the examination hall.

All Such acts amount to adoption of unfair means by the student/s concerned and strict action will be taken against them. The supervisors/ authorized persons are authorized to frisk the students.

7.1.14 Any method to bribe the examiner/s by attaching currency notes or letters or Making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the Institute.

7.1.15 The students should not write his/her name, Roll No., Student No. etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.

7.1.16 While underlining of answers for focusing attention is permitted, use of varied inks, except for illustrations and figures must be avoided. DO NOT use any symbol like encircling the question or using colour arrows for 'P.T.O'. These will all be considered as attempts to readily identify the specific answer-book.

7.1.17 Students should neither tear any sheet/s from the answer-book provided nor shall attach unauthorized additional sheets to the same. All answer-books / supplementary sheets whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer book out of the examination hall will be treated as against rules and appropriate action will be taken against such candidate/s

7.1.18 Students should not write anything on the question-paper.

7.1.19 Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited and will attract penalty.

7.1.20 If students want anything; they should approach the Room Supervisor without disturbing other students. However, they should not leave the examination hall on any account, without surrendering his/her answer book.

7.1.21 Students will not be allowed to leave the examination hall during the examination and especially during the last ten minutes. They should not leave their seats until answerbooks from all students are collected by the Room Supervisor.

7.1.22 A student who disobeys any instructions issued by the Invigilator's / Room Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the Institute.

7.1.23 Students suspected to be guilty of any of the aforesaid acts will be allowed to write their examination only after giving an undertaking in writing that the decision of the Institute in respect of the reported act of unfair means will be binding on them.

7.2 Guidelines for Appointment and Availing facility of Scribe for the physically challenged (permanent or temporary disability) students during examinations

7.2.1 A student who may have a permanent or temporary physical disability may apply to the Institute for appointing a scribe for the examinations.

7.2.2 The student should submit an application for the purpose along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect with rubber stamp of the Registered Medical Practitioner on the certificate a minimum of 15 days in advance.

7.3 In the following cases of students, the medical certificate of only Government Authorized Agencies would be accepted namely:

a) Hearing Impaired Students: Ali Yavar Jung National Institute for the Hearing Handicapped.

b) Physically Challenged Students: All India Institute of Rehabilitation of Physically Handicapped

7.3.1 The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least 15 days before the examination and inform to the examination office.

7.3.2 The scribe should be one grade junior in academic qualification than the student if from the same stream.

7.3.3 Since the student will be helped by a scribe, extra time of 10 minutes per hour will be allowed to such students. E.g. for the examination of two hours, 20 minutes extra time will be allowed.

7.3.4 The Examination in Charge will have powers to resolve issues, if any, in this regard. She/he will be authorized to make/ accept any last minute changes of scribe under exigencies

7.3.5 The said student will sit in a separate room under supervision.

7.4 Facilities relating to examinations for the students having Learning Disability (Dyslexia, Dysgraphia and Dyscalculia) for the purpose of examinations

7.4.1 At the time of all written examinations, all L.D. students would be given permission to use a writer. In such a case, the student concerned should submit application in writing along with all the necessary documents 15 days before the commencement of the first examination. Also such students would get 25% additional time for writing the examination.

7.4.2 These students would be given concession for not attempting the questions of drawing figures, maps, Draft, etc. where necessary in the written exam

7.4.3 Concession will be given for mistakes in spelling or mathematical calculations/graphs.

7.4.4 L.D students who have failed to pass a subject/s will be eligible for grace marks up to 3 per cent of the aggregate marks of the subjects in which he/she has appeared. These grace marks would be for one or more subjects.

7.4.5 In case of L.D students, the medical certificate of only Government Authorized Agencies would be accepted. Medical certificate from Sion Hospital / Nair Hospital only would be accepted.

7.4.6 The said medical certificate must be produced at the beginning of the academic year to the admission dept. Retrospective benefit will not be given to any student in case certificate is submitted after declaration of results.

7.5 Rules as regards cases of adoption of unfair means by the candidates during the University examination are as under:

7.5.1 If during the course of an examination, any candidate is found resorting to any of the following acts, he/she shall be deemed to have adopted unfair means at the examination. The adoption of unfair means by the candidates during the examinations is treated seriously and appropriate penalties are imposed after following the principles of natural justice.

7.5.2 The broad categories of Unfair Means resorted to by students and the Quantum of Punishment for each category thereof: -

| No. | Nature of Unfair Means adopted | Quantum of punishment |
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| 1. | Possession of any copying Material (offence committed for first time) | Annulment of the performance of the student at the Examination for the subject during the examination of which student was found with copying material in his/ her possession. |
| 2. | Actual copying from the material in possession | Annulment of the performance of the student at the Examination in full *This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 4, 5, 6, 7, 8 and 14 in addition to the one prescribed there at |
| 3. | Possession of any copying Material (offence committed second time) | Annulment of the performance of the student at the Examination in full |

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| 4 | Possession of another student's answer book or supplementary sheet | Exclusion of both the students from concerned Examinations for one additional examination * |
| 5. | Possession of another student's answer book or supplementary sheet and Actual evidence copying from that | Exclusion of both the students from concerned Examination for three additional examinations * |
| 6. | Mutual/ Mass copying | Exclusion of all the students from Concerned Examination for two additional examinations * |
| 7. | Smuggling in or smuggling out of answer books as copying material | Exclusion of the student from concerned Examination for three additional examinations * |
| 8. | Smuggling in of answer books based on the question paper set at the examination | Exclusion of the student from concerned Examination for four additional examinations |
| 9. | Smuggling in written answer book as copying material and forging the signature of supervisor | Student concerned to be rusticated from the college |
| 10. | Attempt to forge the signature of the supervisor on the answer book or supplementary sheet | Student concerned to be rusticated from the college |
| 11. | Interfering with or counterfeiting of College seal or answer books or office stationery used in the examination with the intention of misleading the authorities | Student concerned to be rusticated from the college |
| 12. | Answer book or supplementary sheet written outside the examination hall or any other insertion in the answer book | Student concerned to be rusticated from the college |
| 13. | Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination | Student concerned to be rusticated from the college |
| 14. | Using obscene language/ violent threats inside the examination hall by a student at the examination to room | Student concerned to be rusticated from the college |

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| | supervisor/ any other authority | |
| 15. | Impersonation for a student or impersonation by a student in college or other examinations | Student concerned to be rusticated from the college |
| 16. | Revealing the identity in any form (Name, Roll No, G.R. No., religious invocation etc. in the main answer book and/ or supplementary sheet) | Annulment of the performance of the student at the Examination in the subject concerned during the examination of which the identity was revealed. |
| 17. | Found something written on the body or on the clothes while in the examination | Annulment of the performance of the student at the Examination in full. |
| 18. | Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed for the first time) | Annulment of the performance of the student at the Examination for the subject during the examination of which student made an appeal |
| 19 | Making an appeal to the examiner/ any person connected with the conduct of examination by using any mode of communication (offence committed second time) | Annulment of the performance of the student at the Examination in full. |

7.5.3 If on previous occasion, a disciplinary action was taken against a Student for malpractice used at examination and he/she is caught again for malpractices used at the examinations, in this event he/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or subsequent examination.

7.5.4 Student involved in malpractices at Practical/ Dissertation/ Project Report examinations including act of similarity index shall be dealt with as per the punishment provided for the theory examination.

7.5.5 The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty.

7.6 Examination Grievance Redressal Mechanism

(Providing Photo copies to the candidates and Revaluation)

The Grievance Redressal Mechanism as regards evaluation of answer books and timelines to be followed for the same would be as under:

7.6.1 The Grievance Redressal Mechanism will apply only to the 'term-end Examinations'

7.6.2 The above mechanism will not apply to practical's / oral examinations/ viva/ projects/ MCQ's in online exams/assignments/ dissertation/ presentation/ field work etc.

7.6.3 The application for Redressal of Grievance can be made in the examination department only.

7.6.4 All the students will be informed the course/module-wise marks obtained by them in the 'Internal Continuous Assessment' and 'Term-end Examination' by the Examination Office, on the date of declaration of result of the examinations of the respective class/es. The date of declaration of result shall be the date on which examination result are put either on the ERP or on the notice board.

7.6.5 Under the Grievance Redressal Mechanism, a student can apply for:

a) Verification of Answer book: Under this process, on application of the student, the University verifies that

(i) All the answers in the respective answer book are evaluated,

(ii) Marks have been allocated to each answer and carried forward to the first page of the answer book properly and

(iii) Totalling of the marks on the first page of the answer book has been carried out correctly.

OR

b) Re-evaluation of the Answer book: Under this process, the student may

(i) Opt to first apply for the photocopy/ies of the answer book/s and subsequently apply for the re-evaluation of the said answer book/s after going through the answer book

OR

(ii) Directly apply for the re-evaluation of his/her answer book/s without applying for photo copy of his/ her answer book.

7.6.6 Each of the options will require payment of a fee. The application for the any of the above is to be done as per the rules within the fixed days allotted for the application with the fees fixed for the same.

7.6.7 No application, received after the prescribed number of days as mentioned in the notice, shall be entertained for any reason whatsoever.

7.6.8 Photo copy/ies of answer books will be available in the examination department at the specified time. In case student does not collect his/her copy within the specified time the copy will not be made available.

7.6.9 Copies of the answer-book/s provided are only for Grievance Redressal mechanism and do not have any evidentiary value.

7.6.10 any deviation from the above procedure by the student in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the College. The decision of the College shall be final in this regard.

7.6.11 Application for Redressal of grievance received after the stipulated due date shall not be entertained or accepted for any reason whatsoever. Also application will be deemed to be complete only after payment of requisite fee.

7.6.12 the application received from the student for re-evaluation shall be placed before an external examiner for re- evaluation.

7.6.13 After following the process of re-evaluation under the Grievance Redressal, effect will be given to change in original marks on re-evaluation, if any, as under:

1. If the marks of re-evaluation, increase or decrease by less than ten percent (10%) There will be no change in the marks and original marks awarded to the candidate in the subject will be retained.

2. If the marks of re-evaluation increase or decrease between 10.01% and 20%: In such cases the marks originally awarded to the candidate in the subject shall be treated as null and void and the marks obtained by the candidate after re-evaluation shall be accepted as the marks obtained in that subject. Fractional marks if any shall be rounded off for the purpose of computing the ten percent (10%) difference in marks.

3. If the marks of re-evaluation increase or decrease by more than 20% A second reevaluation of the said answer books shall be done by the examiner from the panel of examiners for the said subject and then an average of the marks obtained in the first re-evaluation and marks obtained in the second re-evaluation shall be taken and this shall be accepted as the final marks for the said subject (fractional marks if any shall be rounded off to the next integer).

4. An answer book shall be sent for second revaluation to another senior examiner appointed by the Controller of Examinations in consultation with the Principal or Chairperson of the Board of Studies of the college, if in the first revaluation, marks of a candidate are decreased below the passing marks or if a candidate obtains 'F' grade after the first revaluation or the marks required for securing a class from originally secured marks required for passing or for the particular class and the marks assigned by the third examiner in the second

revaluation be treated as the final marks in the said subject. The revised marks obtained by a candidate after re-evaluation, as accepted by the college shall be taken into account for the purpose of amendment of his results only and the said result shall be communicated to the student the student portal. Students may note that after carrying out re-evaluation, the marks obtained may increase or decrease or may not change.

7.6.14 the above difference in marks in percentage term shall be with reference to the maximum marks assigned for the term end examination of the respective subject.

7.6.15 the examiner/s for re-evaluation will be appointed by the Controller of Examinations

7.6.16 The revised marks obtained by a candidate after re-evaluation, shall be taken into account for the purpose of amendment of his/her results only and the said result shall be communicated to the student/s by suitable means.

7.6.16.1 The marks awarded by examiner/s in re-evaluation shall be final and binding on the student applicant and the original examiner.

7.6.16.2 The whole process of Redressal of grievances shall be completed within a period of 15 working days from the date of receipt of application for Redressal of grievances.

7.6.16.3 In any case, the photo copies of re-evaluated answer-books shall not be provided to the student/s.

7.6.17 the outcome of Revaluation process shall be final and binding on student.

8. Library Rules and Regulations:

8.1 Use of the Library is conditional on observance of the Rules and Regulations. Users must comply with these and with any reasonable request or instruction issued by library staff. Anyone failing to do so may be excluded from the Library and/or incur a fine. The Librarian reserves the right to refer any breaches of the Rules and Regulations and/or improper behaviour towards library staff for consideration within the terms of the appropriate College disciplinary procedures.

8.2 Access to the Library is restricted to staff and students of SICS who are in possession of a current valid identification card.

8.3 Students are required to carry their student ID-card and staff to carry their staff identity card to get entry and to use the Library, and must produce this when required doing so by an authorized person. This card must be used only by the member to whom it is issued.

8.4 Bags, etc., are not allowed in the Library. For reasons of security, bags and other personal possessions should not be left unattended. The Library has no responsibility in case of damage to or theft of personal property.

8.5 Silence is required in library areas. The use of mobile phones in the Library is strictly prohibited. Phones should be either switched off, or set to silent mode. Failure to comply with these requirements may result in a fine and/or exclusion from the Library. Violation of the rules will lead to fine and /or suspension of student for 3 weeks.

8.6 The consumption of food and beverages (with the exception of bottled water) and the use of personal audio equipment are not permitted in the Library.

8.7 Photography, filming, video-taping and audio-taping in the Library is not allowed.

8.8 Personal equipment should not be used without the prior permission of the Librarian.

8.9 Users are required to comply with copyright regulations as displayed by the photocopiers.

8.10 Data retrieved from the Library's electronic resources may not be used for purposes other than teaching, research, personal educational development, administration and management and development work associated with the college. Use of the data is not permitted for consultancy / services leading to commercial exploitation of the data/ for work of significant benefit to the employer of students on industrial placement or part-time courses. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.

8.11 The removal of any material from the Library must be properly authorized and recorded. Damage to or unauthorized removal of material constitutes a serious offence and may lead to a fine or to disciplinary action.

8.12 Borrowing entitlement: Two books for ten days. One-time renewal is possible if the book is not in demand.

8.13 Fine of Rs.3.00 per day per book is levied on overdue books. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until such time as those fines are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.

8.14 Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge.

8.15 Students can avail of the Book-bank scheme on the following terms

1. Payment of Rs. 100 as fee.
2. The books need to be returned in good condition at the end of term.
3. In case any book is destroyed or lost by the student the same must be replaced in the book bank before returning
4. The next semester book-bank will not be issued to the student till such time as the earlier book-bank is not fully returned to the library

8.16 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in the college are outstanding.

8.17 Students will not be able to collect their results until all books and other library materials have been returned and outstanding fines/charges paid.

9. Guidelines for the Use of Computing Facilities:

9.1 SICS has invested significant resources in the provision of computing resources for the students. In order to ensure maximum availability, computing resources must be used in a responsible way. Students are responsible for ensuring that these resources are used in an appropriate manner. All inappropriate websites are blocked for student access.

9.2 You are strongly advised to read these guidelines & regulations carefully. Failure to comply will result in withdrawal of your rights to use these facilities and may lead to further disciplinary action. Please also note that the regulations and guidelines are subject to change without any prior notice. The latest version of this document will be available with the Computer Centre.

9.3 The internet access to students will be as per the SICS policy. Any change request has to be routed through the Registrar in writing.

9.4 Food and/or beverages are allowed only in cafeteria. Food and/or beverages (except drinking water) will not be permitted in the Computer Centre. Smoking is not permitted in the Campus premises.

9.5 It is important to note that all the SICS/SASMIRA premises are deployed with CCTV surveillance equipment and all the areas of the premises recorded 24x7.

9.6 It is important to note that all SICS/SASMIRA is monitoring network 24x7. All actions and logs are stored and recorded. SICS/SASMIRA has all the rights to record all actions by student on the network and use appropriately.

9.7 The students of SICS are provided with the computing facilities to support their learning and research activities. Their use for any other purpose that interferes with these primary aims, or that otherwise, acts against the interests of the SICS is

prohibited. In the event of non-approved usage of the computing facilities, SICS/SASMIRA reserves the right to withdraw access to computing facilities at any time.

9.8 Use of SICS/SASMIRA computing facilities for students' commercial gain is prohibited.

9.9 Not to use/install third party software to bypass campus Network security policies. It is prohibited and may lead to further disciplinary action.

9.10 Students SHALL not touch or tamper Wi-Fi routers and other network infrastructure. If any such incidents found, may lead to disciplinary action.

9.11 Computer Centre facilities will be provided on priority to the students of the concerned programmes.

9.12 Students are not allowed to connect personal pen drives/ Laptops to the systems installed in the classrooms.

9.13 All students will access the computer laboratory only after entering their details and producing their college identity card.

9.14 Students can attend online classes in the computer lab if they do not have any device for the same on special permission of the principal.

9.15 Do not provide sensitive personal information (like passwords) to anybody including the staff in the computer lab.

9.16 Use of computing facilities is governed by various applicable IT Acts, laws enacted by the Government of India (or any competent authority set up by the Government of India) and the rules formulated by the SICS/SASMIRA.

9.17 It is student's responsibility to ensure that student's activities do not contravene these or any other laws.

9.18 Student using personal Laptop or any other devices for access campus infrastructure should have updated with latest operating system (Windows / Mac) and antivirus patches.

9.19 Students must comply with all requests or instructions issued by any Information Systems staff with respect to the use of SICS/SASMIRA computing facilities.

9.20 Improper behaviour towards staff will result in disciplinary action.

9.21 SICS endeavours continually to provide a high level of service as regard the computing facilities. In case there is some problem with any of the services, students should lodge a written complaint in a Complaints Register available in Computer Lab. No action will be taken on any verbal complaint.

9.22 The Computer Lab. will regularly make various announcements regarding the availability and use of the computing facilities. Such announcements will be communicated to you through notice boards. It is your duty to regularly check the notice boards and plan your use of the facilities accordingly.

9.23 Disciplinary Proceedings: In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn depending on the outcome of disciplinary proceedings.

9.24 Use of any faculty member user name and password to access IT infrastructure is prohibited and may lead to disciplinary action.

9.25 Once logged in, do not leave IT facilities unattended in an unlocked room. You must log out at the end of each logged in session unless prevented by system failure. Failure to do so may leave the account open for others to use. The college accepts no responsibility for any loss to a user consequent upon a failure to log out correctly at the end of a session.

9.26 Removal, borrowing, connecting or disconnecting of any IT equipment is not permitted. Neither deliberately introducing any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility or network / campus, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.

9.27 You should not deliberately create, display, produce, store, circulate or transmit defamatory or libellous material

9.28 You must use the IT facilities only for academic, research and administrative purposes together with limited personal use. Such personal use is allowed as a privilege not a right, must conform to these guidelines, and should not incur unreasonable costs or have an adverse impact on resources or services.

9.29 Students are prohibited from viewing any Pornographic material in computer Centre or on any other computer or IT system inside SICS campus or store child pornography, Playing Games, hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure. If found so, appropriate disciplinary action will be taken.

9.30 Students request related to additional Internet Bandwidth requirement for special access on events, request should reach IT DEPARTMENT minimum 72 hours in advance.

9.31 You must respect the rights of others and should conduct yourself in a quiet and Orderly manner when using IT facilities.

9.32 You must immediately vacate any IT room when asked to do so by any person who has legitimately booked that room and must not leave processes running or files

printing or otherwise interfere with the work of that person. Failure to cooperate gives that person the right to switch off the workstation that you are using.

9.33 Important: In the event, the guidelines are not followed and there is a consequent damage to any computing facility SICS reserves the right to charge students for the cost of rectification of such damage and/or take further disciplinary action.