



### **RULES AND REGULATIONS**

To ensure its effective functioning in all aspects right from Day 1, Techno India University (TIU) lists its own rules and regulations which should be sincerely followed by its students. These rules and regulations are illustrated as under:

#### **RULES AND REGULATIONS RELATED TO ATTENDANCE AND PUNCTUALITY:**

- Students should not use mobile/phones in class or during class hours anywhere within the university premises. A mobile phone may be confiscated if a student is found using it anytime and anywhere between 10:00 am and 5:00 pm.
- All students shall be given an Identity card which they should unfailingly carry regularly within the university premises. If a student fails to bring his Identity card on any day, he/she will be marked absent for that particular day even if he/she attends all the classes on that day.
- If the Identity Card is accidentally lost by any student, a FIR copy must be submitted along with an application and a fine of Rs. 100/- Thereafter a duplicate Identity Card will be issued.
- Minimum 90% attendance is required for each and every student in all semesters of all courses, no excuses shall be acceptable.
- No leave of absence will be granted without a previous written application from a particular student or his/her parents and he/she shall be fined in this regard. Absence, on account of birthdays, marriage-feasts and similar reasons, is discouraged.
- Students are not allowed to leave the university premises without the permission of the authority. A student who is absent for more than 14 days without prior sanction of the authority is liable to have his/her name struck off the NIMS rolls.
- A list of holidays for the current year is attached in the Techno India University website. All students must attend university on the re-opening day after each vacation. Parents/Guardians are requested to instruct their sons/daughters to attend university on the last working day before a vacation and not to extend a vacation.
- Any student leaving home town/or Kolkata must get prior approval from the authority and a written application is necessary from the student signed by parent to avoid any complications. Any holiday/vacation is not a matter of right. Management's decision is the ultimate and must be followed by everybody concerned at Techno India University.
- Any student who reports late to university for more than once a week, shall be sent home as the second day of late coming (in the same week).
- If any student is late for more than 4 times in a month, harsh action shall be taken against him.
- A student may be suspended if he/she reports late to university for 3 days in a particular week.



### **RULES & REGULATIONS OF THE LIBRARY:**

- Reference books are not to be issued.
- A particular book can be issued for a maximum of 7 days. Books that are currently issued cannot be issued again (for second time). They can be re-issued only after an interval of 3 weeks.
- Members/Students are fully responsible for the books they issue from library.
- Students should be sure of the 'Membership Number' before issuing books from the library.
- In case of damage or loss of library books, double the cost (of present price of the book) will be charged.
- If books issued from library are not returned within the due date, Rs. 5/- per day will be charged as fine from the last day of return.
- Before borrowing books, students should ensure that they are in proper condition.
- **If books are not timely returned before Semester Examination, the concerned student will not be allowed to appear for the particular Semester Examination.**

### **OTHER RULES AND REGULATIONS:**

- All students must carry their own respective Identity Cards issued by TECHNO INDIA UNIVERSITY.
- If any scribbling is found on the Record/Book, Attendance Register, or on the walls of the Class Rooms or toilet, stern action may be taken against the class or the Class Representatives.
- The students should select two Class Representatives to represent their views to the authority/Management.
- **The Management has the full authority to expel any student for disinterest in studies, misbehavior and continuous failure or absenteeism and also for non-payment of fees, dues. The decision of Director is final and binding in this regard.**

### **RULES AND REGULATIONS REGARDING RAGGING:**

- Ragging in any form within the University Campus is strictly prohibited.
- No person including students / staff / faculty should participate or abet or propagate ragging in any form.
- Ragging is considered as a punishable offence at TIU and any person found involved in this social malpractice within TIU Campus will be punished severely.



**RULES AND REGULATIONS RELATED TO EXAMINATIONS:**

- A detailed calendar of academic programs is published at the beginning of each year and followed. Each academic year is divided in two semesters - Autumn and Spring. At the conclusion of each semester, and end semester examination is organized according to the program announced by the Controller of Examinations. The performance and evaluation comprise distinct components.
- Assignments/Project Reports once submitted by students to TECHNO INDIA UNIVERSITY, will not be returned to them. They must keep one copy for their record always.
- Students must carry a) Original Admit Card b) Original Registration Certificate of TIU, to the Examination Hall, failing which, a student will be expelled by the TIU authority, from the Examination Hall.