

# Academics

## 1. Academic Calendar

The detailed annual calendar is notified separately in Annexure-I. However, the institute may modify the annual calendar for effective management of teaching and learning process and for balancing the co-curricular and extra-curricular activities.

## 2. Attendance policy

### 2.1 Classroom Attendance:

No student shall be considered to have pursued a regular course of study unless the Director-Operations certifies him/her to have attended 65 percent of the total number of classroom as well as practical session conducted in each paper in each semester/year according to their course duration & structure. Any student not complying with this requirement will not be allowed to appear in the corresponding semester/annual examination. However, the Director- Operations may condone the required percentage of attendance during a term as a special case, on the merit of each case.

### 2.2 Adherence to Time Table

The time table schedule for class and all other activities shall be announced by Dean-Academics. The students are expected to be present five minutes before the commencement of every activity.

### 2.3 Classes Timing

## 3. Leave Policy

**3.1 65% attendance is mandatory:** Students are required to maintain at least 65% attendance in each subject in a term for being eligible to appear in External examination.

**3.2** No leaves will be granted for any types of social obligations, passport verification, family problems, except few unforeseen circumstances as validated by Class Coordinators & Dean-Academics and approved by Director-Operations.

**3.3** Leave of absence must be reported to the Dean-Academics. If absent for over one week without an acceptable reason the case will be reported to the Director-Operations. A student may be permitted under extraordinary circumstances to take leave of absence for a term or a year depending on the circumstance to be judged on a case to case basis. All students seeking leave of absence are required to make a formal application to the Director Operations through Dean-Academics within two working days of joining back. The institute reserves the right to approve or reject the request for leave of absence and such decisions are final and binding on all the students.

### a. Medical leaves

- i. No medical leave will be granted unless it is supported by valid medical reports/certificates. Further, the medical reports and documents will also be verified from Government approved medical practitioner concerned and parents as well.
- ii. No leave will be granted without the recommendation of Dean-Academics. No leave will be sanctioned on telephone except in case of unforeseen circumstances and sudden illness.
- iii. Such types of leaves have to be submitted and approved immediately after joining the classes within the two working days
- iv. All submissions are subjected to final approval of Director-Operations.

#### **b. Guidelines for Submission of Official Duty (OD) Form**

In case of official duty (OD), students are required to submit their OD forms (Annexure II) within 72 hours for dates on which they were on official duty/official participation after recommendation of faculty/concerned department head. No ODs will be accepted after 72 hours under any circumstances. No leave will be granted without recommendation of Dean. All OD is subject to final approval of Director-Operations.

#### **4. Examination & Evaluation**

##### **a. Conduct of External Examinations:**

I. In the external examinations students shall be examined in the course papers prescribed for the specified term as given in course structure.

II. External examination shall be conducted by the Controller of Examination as validated by Dean and Approved by Director Operations.

III. The schedule of examinations shall be notified by the Controller of Examination at least 10 days prior to the first day of the commencement of examinations.

IV. For appearing in the examination students are to apply/register on a prescribed form provided by the institute. The examination department shall issue admit card, bearing the paper name & code in which students are permitted to appear. The student have to provide **No Dues** slip to examination department & will receive admit card in turn. Any special cases shall be verified at the moment by Exam Cell with Admission Cell or Accounts or any other concerned department as the case may be. Students are advised to check and notify any discrepancy in the paper code in the admit card immediately to the Examination Department.

All students must possess the admit card for appearing in each paper. No student would be allowed to appear for exams without admit card.

**b. Scheme of Marks:** Each paper shall have 100 marks. The examination and evaluation comprises of two components, viz.

a) External written examination      60 marks

b) Continuous Evaluation              40 Marks

**c. Continuous Evaluation:** The continuous evaluation shall comprise of following components:

**I. Internal Examination**                      20 Marks

**II. Class Activity/Assignments, Attendance, Discipline, Co-Curricular Participation, etc.**                      20 Marks

**d. Evaluation of Each Paper:** The marks assigned to each paper are mentioned against paper in the Course Structure.

**e. Reappear :** If a student gets less than C+ grade in any paper he/she is to reappear in that paper by paying the prescribed examination fee.

### **5. Examination Rules**

1. The duration of Internal and External Examination shall be of 60 minutes and 150 minutes respectively.
2. Students are expected to equip themselves with writing equipments such as pen, pencil, ruler, calculator (non-scientific only) etc. Scientific Calculators may be allowed in any specific paper. No borrowing allowed during exam.
3. Paper, books, cell phones and data storable electronic devices are not allowed into the examination room.
4. No student will be allowed to leave the examination room in the first and last half an hour for any reason.
5. Any exchange of remarks, notes or gestures to any other student shall be treated as a case of unfair means.
6. A student is not allowed to enter the examination hall after 10 minutes from the commencement of the examination.
7. A student is allowed to go only once for drinking water/toilet during the conduct of examination.
8. Students are not allowed to keep their mobile phones during the conduct of examinations.
9. A student will not write his/her name in the answer sheet except for the specified column.
10. It is compulsory for all the students to write their names on their Question papers and are not allowed to write anything apart from that on the question paper.

### **6. Procedure for Conducting Fair Examination**

It is essential that examinations are conducted in a fair and orderly manner. Use of unfair means is strictly prohibited. The students are warned against use of unfair means during the examination. Unfair means will include any unusual behavior like talking, consulting, copying or receiving/transmitting any information during the examination. The invigilator will carry out the random checks to detect any incriminating material.

### **7. Use of Unfair Means (UFM)**

All cases regarding use of unfair means in the examination shall be placed before the examination committee for decision and recommending penalties. If any case subjected to final decision taken by the DO will be routed through Dean to Director Operations Office.

#### **a. Categorization of Cases:**

**Category A:** The category shall include cases where the paper/material found on person is irrelevant to the subject of examination which is being conducted at the relevant time.

**Category B:** This category shall include cases where the student is found in possession of mobile phone or paper/material which is relevant to the subject of the examination but has not been utilized in the answer sheet till the time of being apprehended.

**Category C:** This category shall include the cases where student is found to be in possession of any paper/material and the same has been used while answering by the time of being apprehended. Or, the student has misbehaved with the invigilator/flying squad member.

**Category D:** If a student is found guilty of category C offence for the second or subsequent times, he/she will be deemed to commit Category D offense.

*\*Note: In case of involving exchange of papers between students, the confiscated answer sheets of all the involved students shall be deemed to be under category C (or D if repeated subsequently).*

#### **b. Category-wise Punishments:**

**Category A:** In such cases, deduction of 5 marks will be done and mentioned on the answer sheet of the student.

**Category B:** In such cases, original answer sheet will be confiscated and a new answer sheet will be given to restart the paper in the due course of time.

**Category C:** In such cases, answer sheet will be cancelled.

**Category D:** In such cases, the student will have to re-appear in all exams of that semester/year as the case maybe.

### **8. Re-appear Examinations**

A student may be allowed to re-appear in any paper in which he/she has not attained the passing marks during examinations as may be scheduled. Failure cases shall also include cases being debarred for shortage of attendance.

The re-examination fee shall be charged from the students as per the following:

1<sup>st</sup> Supplementary Examinations charges @ Rs.500/- per paper

2<sup>nd</sup> Supplementary Examinations @ Rs.800/- per paper

Scrutiny of marks of Answer Sheet @ Rs.100/- per subject

### **9. Re-Evaluation and Grievance**

Students may apply within 15 days of the declaration of results for any verification with regards to the totaling of marks and verification for all questions attempted. Such students have to pay @Rs.100/- towards scrutiny of marks. The marks obtained after re-totaling will be considered as final. There is no provision for revaluation of answer scripts. Discrepancy if any in the mark sheet may be pointed out in writing to the Controller of Examination Office within two working days of the issue of the same.

**10. Promotion:** To be promoted to next term, a student must satisfy following conditions:

- a) Should have minimum 40% marks at the end of each term.
- b) Should not be failed in more than four subjects.

### **11. Re-Appeal Policy**

Inability to take an examination due to any unforeseen circumstances will lead to a temporary “fail”. Student will be given an opportunity for re-appearing in the examination as mentioned below:

**11.1** In case of annual courses, any paper missed or failed in one year, re-examination will be conducted in the next year.

**11.2** In case of semester courses, any paper missed or failed in odd/even semester, re-examination will be conducted in the next odd/even semester respectively.

**11.3** In case of final year/semester students, re-examination will be notified by the Examination Department at the discretion of Management.

## **12. Award of Degree**

A student shall be eligible for the award of Degree subject to:

(a) He/she has undergone the course of studies, completed the specified curriculum within the stipulated time, and secured the minimum marks prescribed for the Award of Degree.

(b) There are no dues outstanding in his/her name towards the Institute including Degree fees & Migration Certificate issuing fees;

(c) No disciplinary action is pending against him/her.

## **13. Provisional Certificate**

Students who have passed examination in all papers of Semester I-VI/Year I-III shall have to obtain NOC from Examination Office, in order to obtain the “PROVISIONAL CERTIFICATE” on request under the seal/Signatures of the Controller of Examinations. If requested, provisional Statement of Marks may be given term-wise or in aggregate to an eligible student.

## **14. Reprint of Mark sheet / Diploma Certificate**

An amount of Rs. 300/-towards reprint of Degree/Mark sheet will be charged from the student seeking for the same after obtaining necessary undertaking duly notarized. The word ‘DUPLICATE’ shall be inscribed on all such documents.

## **15. Convocation**

On successful completion of the course as aforesaid, students shall be admitted to the convocation to be held for the purpose and awarded Degree. Students who are absent at the convocation, may collect the Degree on any working day with prior information after the convocation, either in person or through an authorized person with a letter of authority.

# **Student's Code of Conduct**

## **1. Student Discipline**

### **General Code of Conduct**

**a)** The institute strongly believes in self-discipline and self-control. All students are to maintain good conduct and behavior during their stay in the institute. In this respect, acts of indiscipline and penalties thereof have been laid down in the succeeding paragraph. All students must read and understand the same.

**b)** Students are advised to have respect for their classmates and should not behave in an offensive manner in classroom or in activities associated with Avviare Educational Hub. Mobile phone must be switched off and no calls should be entertained during class.

**c)** Students must ensure that all personal data to the Institute is accurate and up to date. They must ensure that change of address, contact details, etc. is updated in the Institute record by informing the Admission Cell.

**d)** Students are expected to use the facilities of the institute without causing damage and/or destruction. Any student found causing deliberate damage to the property of the institute will be penalized for the damages depending on the nature of damage caused and may be suspended/ rusticated violations.

**e)** No Electronic gadget except the laptop and the calculator is allowed in the classrooms. Uses of laptop in the class are subject to the requirement in the classroom.

**f)** Students are advised to maintain proper behavior with the faculty members and their fellow students. Any misbehavior shall be strictly dealt with.

**g)** Smoking of cigarettes, consumption of alcohol and narcotic drugs are strictly prohibited. Students found in any such consumption shall be liable for severe punishment including rustication from the Institute.

**h)** All the students should take care of their belongings. The Institute will not be responsible for any damage or loss to the students' property. No complaint in this regard shall be entertained.

**i)** Strict action will be taken against any damage caused to the infrastructure or institute property by student. The student will have to pay fine for it and if the culprit is not identified then, the whole class will be held responsible for the damage.

**j)** Strict action will be taken against the following:

- Carrying of, use of or threat to use, any weapon
- TRUANCY AND UNPUNCTUALITY
- Remaining absent from the class, test, examination or any other curricular/co-curricular activity which he is expected to participate in
- Practicing casteism and untouchability in any form or inciting other person to do so
- Any act, whether verbal or otherwise, derogatory to women
- Any attempt at bribing or corruption of any manner.

## **2. Penalties for Breach of Discipline**

For committing any act of indiscipline following penalties may apply:

- a) The defaulter may be expelled from the Institute, in such cases he/she shall not be readmitted in the Institute.

- b) For a stated period, the defaulter may be rusticated and shall not be allowed to attend the classes till the expiry of the period of rustication.
- c) The defaulter may be imposed with the fine of a specified amount of money.
- d) The defaulter may be debarred from taking examination for one or more years.
- e) In some cases, the result of the concerned student of the examination or examinations at which he has appeared is cancelled.

### **3. Academic Integrity and Student Conduct**

AEH students are expected to maintain high standards of discipline. Students must behave in an orderly and professional manner both in campus and off-campus.

#### **a) Dress Code**

Students of AEH must wear the uniform within the Institute premises and during all the events organized by the Institute. Dress code is White shirt, black tie and Black trousers for both boys and girls. In winters, black coat/sweater/jacket is allowed.

#### **b) Identity Card**

Students are requested to carry their Identity cards at all times, during their study at the Institute. The duplicate Identity card can be obtained from the Admin on payment of Rs. 100/- if lost. The students must submit their Identity cards to the Admin Office after the completion of course. Strict disciplinary action will be taken against students found not wearing I-cards in the campus.

#### **c) Personal e-Mail Id**

The students are advised to create their personal e-mail IDs and mention it in their admission forms.

#### **d) Contact Information & Enrolment Number**

Students having any query related to enrolment number should contact Admission Cell. In case of any update in student's contact number, address, mail id, etc., student should submit an application to Admission Cell with updated information mentioned in it. It is the duty of every student to keep their data updated with Admission Cell for timely communication of information.

#### **e) Course Change/ Subject Change/ELP Conversion**

If a student is willing to change his/her course or electives (choice of subject) then, it can be done till last working day of August by submitting application to Admission Cell & further, it is the duty of Admission Cell to update Dean Academics, Exam Cell & Class Coordinator (New *plus* Old Coordinator in case of Course change) of that student within 3 days of approval via mail.

ELP Conversion window will open in every 6 months. No mid session requests will be entertained except special cases as approved by Director-Operations. Student has to submit form to the Admission Cell along with following proof documents- Company Offer Letter & Appointment Letter and then further, it is the duty of Admission Cell to give approval on the application form and update Dean- Academics, Exam Cell & all other concerned departments/committees within 3 days of approval via mail alongside attached his/her documents. It is the duty of student to keep track of his/her application form after 3 days of submission.

**f)** Any kind of fee issues should be reported to Admission Cell.

### **g) Admit Cards**

Students must obtain the Admit Cards for appearing in internal and external exams from Examination Office within the deadlines.

### **h) Notice Board**

There will be frequent communications to the students and all such communications will be mostly through the Notice Board and Institute's official website. It is advised that students should regularly visit Notice Board/Website/E-mail/FB page. Every student must ensure that they are in official WhatsApp Group of their class to get quick and timely information.

### **i) Class Duration**

Lectures are of 45 minutes duration per subject.

### **j) Classroom Discipline**

Students are required to be in class 5 minutes before the commencement of class. Students are advised to keep their mobile phones switched off while attending the class.

### **k) Cleanliness & Hygiene**

AEH is a tobacco-free campus. Consumption of intoxicants in any form is strictly prohibited within the AEH campus. Students are expected to maintain high degree of cleanliness and hygiene within the campus. Strict action would be taken against spitting, littering, etc.

### **l) Class Representatives Committee**

Two Class Representatives will be selected for each class. One will be a boy and other will be a girl. All the class representatives will form a committee and will be in direct contact with the Director Operations. CR will be responsible for maintaining class decorum, handling class grievance and overall development of class.

## **4. Grievance Redressal**

Student related grievances should be first lodged with the Dean-Academics. The Dean will forward the issue to Director-Operations. The Director-Operations will look into the issues and take necessary measures. The decision of DO is final.

## **5. Library Rules and Facilities**

### **Library Service Hours**

#### **Monday to Saturday (except second Saturday)**

Reading & Consultation: 9:30 AM to 4:00PM (as per student's free time)

Issue of Notes: 9:30 AM to 4:00PM

*\*The library will remain closed on Sundays and all Institutional Holidays.*

## **The Mission of AEH Library**

The mission of AEH Library is to deliver world-class library and information services to meet the need of the local, national and international scholar community and to support the institute's mission to contribute to society through the pursuit of education, learning and research at the highest international level of excellence.

## **Book Bank Facility**

Book bank facility is provided to all students. Prescribed text book in each subject can be purchased by placing an order in Library.

## **Library Condition**

Mutilation, marking or removal of pages will be considered as "damage". In such, it is considered as lost ones and the user will have to replace it or pay for its current price. In case of rare and out print of book, the price assessment made by the librarian will be final.

## **6. Corporate Resource Centre (CRC)**

### **Placement policy /Guideline**

The CRC facilitates 100% final and summer placement assistance to the students. The following guidelines are required to be abided by every student.

1. The placement policy shall be declared at the beginning of the placement session.
2. All efforts will be made to provide qualitative placement for the student.
3. The CRC shortlists organizations/companies, where all the eligible students will have to participate for the selection process. All the students meeting the eligibility criteria of the companies short-listed by the CRC should strictly adhere to points mentioned in the notification.
4. Minimum percentage preferred by companies is 60%.
5. A student found to be punished under any disciplinary action or defaults to appear for an interview will not be considered eligible for providing placements assistance.
6. Once selected by a company, the student will not be considered for any other interview.

## **7. Labs**

### **General rules**

1. Students should approach the system administrator/Lab In –Charge before entering the lab. A logbook of machine/equipment/material usage will be maintained and it is the duty of each user to complete all columns (their name, roll no. login time and the purpose) in it while entering the computer Lab.
2. Students should mark attendance and sign when they leave the lab.
3. Students should maintain discipline and keep silence in the lab.
4. Students should complete their work within the allocated time.
5. Lab In-Charge will have full authority to enforce discipline.

6. Lab In-Charge may cancel a reserved slot, where it becomes necessary in the wake of a higher priority assignment.
7. In computer lab, to facilitate storage of data and to conserve the hard disc space, students should take back up of all their files in their own storage devices and delete the files from the hard disc.
8. Students have to make arrangements for the printing and stationary on their own.
9. Students will not be allowed in the labs during other classes and during break(s).
10. Students are not allowed any computer setting. Those who are found guilty will be debarred from the lab for at least one week.
11. Laptop or mobile charging inside the lab is not allowed.
12. Students should immediately report to the staff on duty, if the machine or any other equipment/material is not in order.
13. Eatables/Water/Soft Drinks/Snacks etc. are strictly prohibited in the Labs.
14. No discussions/talking inside the labs are permitted.
15. Students should always log out of their sessions from Computer Labs when finished, they are advised not to give password to anyone else. It will be the accountability of the account holder, if any account is misused due to the negligence of its holder.
16. Identity card must be shown on demand.
17. Downloading of any screensavers/wallpapers or any other software is strictly prohibited.
18. Chatting, playing music/games, watching video or doing any objectionable non-academic work within the computer lab or any other lab is not permitted.
19. Finally, punitive actions, ranging from fines, suspension or rustication will be taken against students misbehaving/damaging/misusing any equipment.

### **9. Ragging is a Criminal Offence & Strictly Prohibited at AEH (Zero-Tolerance)**

**Ragging is a Criminal Offence as per the Supreme Court Verdict. Ragging constitutes one or more of the Following Acts:**

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student:
- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student:
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student:
- d. Any act by a senior student that prevents, disrupts or disrupts the regular academic activity of any other student or a fresher:

**e.** Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

**f.** Any act of financial extortion or forceful expenditure burden put on a fresher or any other students by students;

**g.** Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

**h.** Any act or abuse by spoken words, email, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

**i.** Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other students.

*\*Any queries related to Admission, fees, registration & re-registration and ELP mode shall be discussed with Admission Cell.*

**Annexure I**

<b>Academic Calendar 2019-20</b>	
<b>July</b>	
9-Jul	Re-registration (till 31st July) & Commencement of Classes - Year II & III
15-Jul	Re-Orientation Program - Year II & III
29 Jul- 9 Aug	Orientation Program - Year I
<b>30-Jul</b>	<b>Sawan Shivratri</b>
<b>August</b>	
<b>12-Aug</b>	<b>Id-ul-Adha (Bakra Id)</b>
13-Aug	Commencement of Regular Classes - Year I
<b>15-Aug</b>	<b>Independence Day/ Rakshabandhan</b>
<b>24-Aug</b>	<b>Janmashtami</b>
30-Aug	Management Department Activity (Ad Mad Show )
16-31 Aug	Enrollment Clearance Form 1st Year Students
<b>September</b>	
5-Sep	Teacher's Day
6-Sep	Activity by Humanities Department on History Topic
<b>10-Sep</b>	<b>Muharram</b>
15-30 Sep	Form Filling of Internal Examination for Semester Students
20-Sep	Activity by Commerce Department on Marketing of Financial Products
<b>October</b>	
1-Oct	Visit to Cheshire Home for Nursing Department - Year I
<b>2-Oct</b>	<b>Gandhi Jayanti</b>
4-Oct	Industrial Visit - Year I
5-Oct	Fresher's Party
<b>7-Oct</b>	<b>Ram Navmi</b>
<b>8-Oct</b>	<b>Dussehra</b>
11-Oct	Blood Donation Camp
1-15 Oct	Hall Ticket Collection for Internal Examination (Semester)
15-23 Oct	Internal Examination for Semester Students
<b>26-Oct to 30-Oct</b>	<b>Diwali Break</b>
<b>November</b>	
1-15 Nov	Form Filling for External Examination (Semester) & Internal Examination (Yearly)
8-Nov	Activity by Science Department (World Science Day)
<b>12-Nov</b>	<b>Guru Nanak's Birthday</b>
14-Nov	Industrial Trip - Year III

15-30 Nov	Hall Ticket Distribution For Semester and Yearly Students
15-Nov	Activity by Computer Applications Department on World Education Day
<b>December</b>	
2-7 Dec	Practical Examination
16-Dec	Internal & External Examination of Semester & Yearly Courses
<b>25-Dec</b>	<b>Christmas Day</b>
<b>30-Dec to 4-Jan</b>	<b>Winter Break</b>
<b>January</b>	
6-15 Jan	Re-registration for Semester Students
15-Jan	New Semester Beginning
15-Jan	Session Beginning for Yearly courses after Winter Break
<b>26-Jan</b>	<b>Republic Day</b>
27-Jan	Industrial Trip -Year II & III
<b>February</b>	
3rd-8th Feb	Sports Week
13-Feb	Activity by Mass Communication Department World Radio Day
<b>21-Feb</b>	<b>Maha Shivratri</b>
24-29 Feb	Placement Week
<b>March</b>	
1-15 Mar	Form Filling For Internal Examination of Semester Students and External Examination Form For Yearly Students
7-Mar	World International Women's Day
<b>10-Mar</b>	<b>Holi</b>
15-23 Mar	Hall Ticket Distribution for Internal Examination of Semester Students
24-31 Mar	Internal Examination of Semester Students
<b>April</b>	
<b>2-Apr</b>	<b>Ram Navmi</b>
<b>10-Apr</b>	<b>Good Friday</b>
15-30 Apr	Hall Ticket Distribution for External Examination (Semester & Yearly Students)
25-Apr	Farewell Party
<b>May</b>	
1-May	Preparatory Leaves
4-9 May	Practical Examination
15-May	External Examination for Semester and Yearly Students
<b>June</b>	
	<b>Summer Break</b>

**Annexure II**

**Official Duty Form**

**(To be submitted to Dean-Academics Office)**

Dean

Avviare Educational Hub

Date:

**Representing AEH at** \_\_\_\_\_

I would like to participate in \_\_\_\_\_ from  
\_\_\_\_\_ to \_\_\_\_\_.

I may please be granted leave from attending \_\_\_\_\_ (lecture  
no. of the day with subject name & timings).

Relevant documents (if any) in support of my application are enclosed for kind reference.

Thanking you.

Yours faithfully,

Name:

Class:

Signature:

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**(For Office Use Only)**

**Recommended by Dean**

**Approved by Director-Operations**