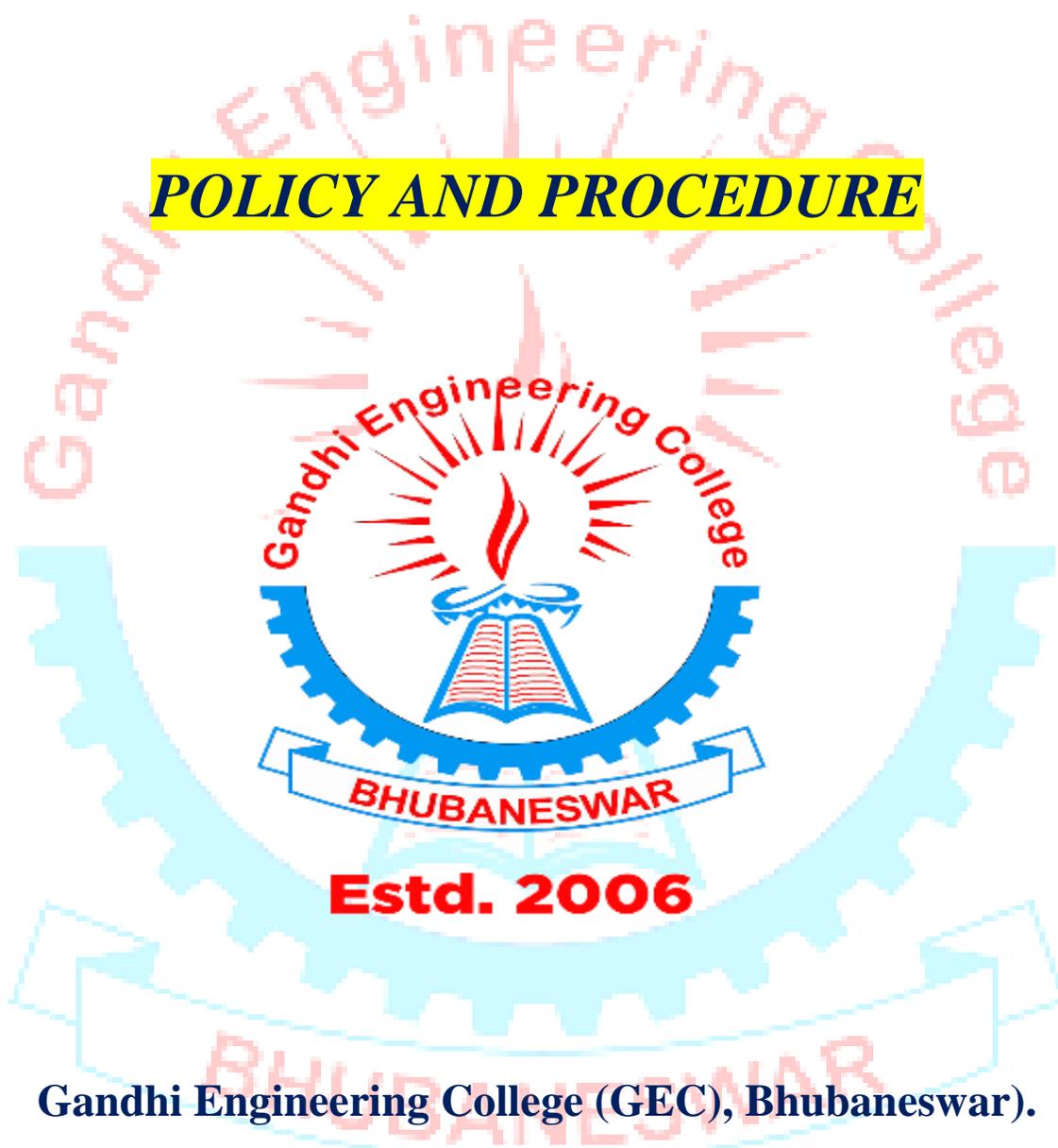


# STUDENT HAND BOOK

## ***POLICY AND PROCEDURE***



**Gandhi Engineering College (GEC), Bhubaneswar).**

Approved by AICTE, Govt. of India & Affiliated to Biju Patnaik University of Technology, Govt. of Odisha  
Accredited with NAAC 'A' Grade by UGC, Govt. of India & Ranked by NIRF, Govt. of India, New Delhi

# INDEX PAGE

SL. No.	PARTICULARS	PAGE NO.
<b>1.0</b>	<b>INTRODUCTION</b>	<b>04</b>
<b>2.0</b>	<b>ACADEMIC MATTER</b>	<b>05</b>
2.1	ADMISSION PROCEDURE	05
2.2	ATTENDANCE	06
2.3	DRESS CODE	06
2.4	CLASS ROOM MANNER	07
2.5	MENTORING SYSTEM	08
2.6	ACADEMIC CALANDER OF SEMESTER	09
2.7	PRE-PLACEMENT TRAINING	09
2.8	EXAMINATION	10
<b>3.0</b>	<b>GRADING SYSTEM FOR UG &amp; PG PROGRAMMES.</b>	<b>24</b>
3.1	B.TECH, M.TECH & MBA	24
3.2	ISSUE F GRADE SHEET	25
3.3	ISSUE OF TRANSCRIPTS/ORIGINAL DEGREE/MIGRATION CERTIFICATE	25
3.4	BRANCH CHANGE	26
3.5	PERMISSION FOR SCRIBE TO APPEAR EXAMINATION	27
3.6	MALPRACTICE	27
3.7	RULE & REGULATIONS TO BE FOLLOWED BY STUDENTS DURING END SEMESTER EXAMINATION.	29
<b>4.0</b>	<b>PROCEDURES TO PROCURE CERTIFICATES &amp; OTHER DOCUMENTS.</b>	<b>30</b>
<b>5.0</b>	<b>SCHOLARSHIP FOR MERITORIOUS STUDENTS</b>	<b>31</b>
<b>6.0</b>	<b>GUIDELINES FOR ON/OFF CAMPUS BEHAVIOUR</b>	<b>31</b>
6.1	DISCIPLINE	31
6.2	POLICY ON SUBSTANCE ABUSE	33
6.3	DISCIPLINARY PROCEDURES	33
6.4	DISCIPLINARY COMMITTEE	34
6.5	RAGGING FREE CAMPUS	34
6.6	PUNISHMENT AGAINST RAGGING	35
6.7	STUDENT GRIEVANCE REDRESSAL CELL	36
6.8	DO'S & DON'T S FOR STUDENTS	37
6.9	DO'S & DON'T S FOR PLACEMENT	38
6.10	INFORMATION TO PARENTS	39
<b>7.0</b>	<b>FACILITIES</b>	<b>40</b>
7.1	MEDICAL FACILITIES	40
7.2	TRANSPORT FACILITY	40
7.3	LIBRARY FACILITY	41
7.4	GAME & SPORTS FACILITY	42
<b>8.0</b>	<b>SPECIAL ACTIVITIES</b>	<b>43</b>
8.1	SEMINAR	43
8.2	CULTURAL & SOCIAL WELFARE SOCIETIES	43
8.3	SCIENCE & TECH FEST	44
8.4	CAMPUS FLASH	44
8.5	HOBBY CLUB	44
8.6	LITERARY SOCIETY	45
8.7	NSS	46
8.8	WOMAN DEVELOPMENT CELL	46

	8.9	PROFESSIONAL TRAINING & CERTIFICATION PROGRAMME	46
	8.10	INSTITUTIONAL PROGRESSIVE FOROUM	46
	<b>9.0</b>	<b>RULES &amp; REGULATIONS</b>	<b>52</b>
	9.1	LIBRARY RULES	52
	9.2	HOSTEL RULES	57
	9.3	COMPUTER LAB RULES	62
	9.4	RULES FOR BROWSING INTERNET	63
	9.5	INTERNET LAB REGULATIONS	64
	<b>10.0</b>	<b>INTERNSHIP GUIDELINES FOR B.TECH</b>	<b>64</b>
	10.1	INTODUCTION	64
	10.2	INTERNSHIP PROCESS	67
	10,3	REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER	71
	<b>11.0</b>	<b>INCUBATION CENTRE</b>	<b>71</b>
	11.1	SUMMARY	71
	11.2	INTRODUCTION TO GEC INCUBATION	72
	11.3	GOVERNANCE STRACTURE	74
	11.4	EXECUTIVE COMMITTEE STRACTURE	74
	11.5	ELIGIBILITY CRITERIA	75
	11.6	INCUBATION ADMISSION PROCESS	76
	11.7	INTELLECTUAL PROPERTY	78
	11.8	INFRASTRUCTURE	80
	11.9	SERVICES	81
	11.10	RENT & CONSIDERATION	81
	11.11	CAMPUS ACCOMADATION	82
	11.12	EQUITY	82
	11.13	SEED LOAN	82
	11.14	PERIDOIC ASSESSMENT	83
	11.15	BRANDING AS INCUBATED BY GEC-IC	85
	11.16	INFORMATION SUBMISSION	85
	11.17	TENURE IN GEC-IC	86
	11.18	VIRTUAL INCUBATION	86
	11,19	CONFLICT F INTEREST & CNFIDENTIALITY OF INFORMATION	86
	11.20	EXIT PLYCY	88
	11.21	AGREEMENT	88
	11.22	JURISDICTION	89
	11.23	DISCLAIMER	89
	<b>ANNEXTURE</b>		<b>97</b>

BHUBANESWAR

## 1.0 INTRODUCTION

Gandhi Engineering College (GEC, Bhubaneswar) established in the year 2006, is approved by All India Council for Technical Education (AICTE), New Delhi and is affiliated to (Biju Patnaik University of Technology) BPUT, Odisha and SCTE&VT, Odisha. GEC, Bhubaneswar boasts of five Undergraduate Courses of Engineering, five Postgraduate Courses of Engineering, Master in Business Administration and three Diploma Courses of Engineering with a total sanctioned intake of engineering course is more than 900 students. GEC has grown leaps and bounds and has successfully carved a niche for itself so much that today it is a cherished destination for students across the nation. And we are striving to make it the **best engineering college in Odisha** by shaping the future of students who will be the epitome of triumph.

GEC takes pride in its cosmopolitan student mass who enjoys their stay on campus due to a secured and absolute ragging-free environment. The management has taken all steps to ensure complete security and anti-ragging measures inside the campus. We give exposure to our students to the corporate world and train them to be a successful part of it. They are being groomed by exceptional academicians and industry experts.

Our infrastructure is well equipped with all innovative teaching models which enhances the experience of the students and nurtures their future beautifully. Here the students not only grow academically but also grow as an individual with high values and morals. The modern amenities and state of the art equipment with innovative teaching and learning methodologies make GEC as best institute for engineering and management programmes in Odisha. With this prospective, the Institute has designed a student handbook- an encyclopedia about the campus ethics- for the interns.

This Students' Handbook is an official notification of policies, rules, regulations and standards of conduct for its campus ethics and giving information about the resources available at GEC, Bhubaneswar. Thus it contains information on the academic, social, and personal development opportunities available to you and the many resources to help you to find advice and make good choices. Further, the Handbook can be your guide to academic requirements, our residential system, and the many activities that take place outside the classroom and hence every student is responsible for knowledge of these policies, rules, regulations and standards of conduct.

## 2.0 ACADEMIC MATTERS.

### 2.1 ADMISSION PROCEDURE.

#### **Bachelor of Technology (B. Tech):**

For Admission into the different B. Tech course, Biju Patnaik University of Technology (BPUT), Rourkela, Odisha and the state examination conducting authority, Odisha Joint Entrance Examination (OJEE) follows the eligibility criteria laid by the All Indian Council for Technical Education (AICTE), New Delhi.

As per existing guidelines, admission will be through entrance test only. In order to get admission, the student must have qualified at least in one of the entrance examinations of JEE (Main) or OJEE. The Admission of the total 100% of seats of different B. Tech courses are taken from the merit list of JEE (Main) conducted by CBSE, New Delhi and OJEE conducted by Govt of Odisha. However, the final distribution of seats, as per the decision of Govt. Of Orissa Policy Planning Body.

#### **Master of Technology (M. Tech)**

For admission into the different M. Tech course, the candidate must have passed or appeared the Bachelor's Degree Examination/ M. Sc. in their relevant field from any recognized University of Odisha or from an AICTE approved Institute or any recognized University as defined by UGC.

#### **Master Degree in Business Administration (MBA)**

Admission to the MBA program is based on the OJEE (Odisha Joint Entrance Examination) counseling and other All India Entrance Examinations viz. CAT, MAT, XAT, CMAT, ATMA

#### **Diploma**

Admissions to Diploma Engineering Programme will be made according to the merit rank drawn on the basis of the marks obtained by a candidate in the qualifying examination through web-based e-counseling conducted by state government.

## **2.2 ATTENDANCE**

**2.2.1** A candidate shall be required to attain 75% of attendance in classes to become eligible for sitting in End-Semester Examination. The attendance must be attained separately in Theory and Practical classes. The college enforces punitive measures by imposing fines to students who do not attend classes regularly.

**2.2.2** Attendance shall be counted from the date of commencement of classes of the subjects a student registers.

**2.2.3** Students should bear in mind that there is no law to help him / her in case his / her attendance percentage falls short of the required minimum as stated above. Hence students are advised not to remain absent from classes as this may lead to detention from appearing in Semester Examination.

## **2.3 DRESS CODE**

For creating a feeling of identity and dignity and promoting fellow feeling among the students, GEC, Bhubaneswar prescribes dress code for all its students keeping in view the standard practice in all the educational institutions and as per the prescribed code of conduct.

As per the dress code, the institute provides dresses of specific colors to the students of a particular batch and course. Student should wear the prescribed uniform from the beginning to the end of their respective courses.

### **2.3.1 DRESS CODE FOR MALE STUDENTS:**

- Should wear formal full pants and full sleeve shirts along with ties, badges, and identify cards while attending classes and on other formal occasions.
- Should wear formal shoes & socks and avoid using Hawaii / bathroom Chappal while attending classes or any official functions.
- Piercing of nose, ears or eyebrows and using ornaments like earrings etc. are strictly prohibited.
- Should not flaunt long hair.

### **2.3.2 DRESS CODE FOR FEMALE STUDENTS:**

- Should wear formal salwar suits along with badges, and identity cards while attending classes and other formal occasions.
- No one is allowed to attend classes or any official functions wearing Jeans, T-Shirts, or sleeveless dresses.
- Should avoid using costly ornaments made of gold, diamond etc. for security reason. The institute will not take any responsibility in case of loss or theft of the said items.

### **2.3.3 DRESS CODE IN WINTER: -**

Both the male and female students are provided blazers with the institute logo by the college. All students are required to attend classes as well as other formal occasions in winter wearing blazer. No one is allowed to use any other fancy winter clothes for this purpose in any circumstances inside the institute.

### **2.4. CLASS ROOM MANNER**

- Students should be polite, dignified, neat and obedient.
- Students are expected to be seated in the Lecture hall five minutes before the commencement of the class.
- Students should stand up as a mark of respect when a faculty enters or leaves the classroom.
- Students should maintain discipline & silence inside the lecture hall / drawing hall / labs / workshops.
- Student's movement outside the classroom in between the lecture class is strictly prohibited.
- Students should bring their own calculators, drawing instruments, charts, data book etc., whenever needed.
- Students are expected to take care of their belongings.
- Students are instructed not to bring any valuable items to the college.

- Using MOBILE / WALKMAN / CAMERA inside the college campus is strictly prohibited.
- Avoid chewing bubble gum, chocolate inside the class room during lecture hour.
- Students should wear their own lab coats and bring observation notebooks to the laboratory classes regularly.
- Record of Experiments done in a particular class should be submitted in the next lab class.
- Students who do not submit the record note in time will not be allowed to do the next experiments and will not be given attendance for that laboratory class.
- Students will not be allowed to leave the laboratory until they complete the experiment.

## **2.5 MENTORING SYSTEM**

"Quality is never an accident; it's always the result of high intention, sincere effort, intelligent direction and skillful execution; represents the wise choice of many alternatives" (William A Foster). We at GEC, BBSR fully comprehend the implication of this statement and believe that quality control needs two pronged strategy: supervision and support. Class teachers and proctors work closely with the students providing moral support and proper direction supervision as when necessary.

### **2.5.1 THE ROLE OF THE CLASS TEACHER:**

A faculty member of the institute will be designated as the class teacher of a particular section or batch of students. She/he in charge of students of the given section or batch will maintain a record of all the activities done by students and report the same to the HOD, the Principal and /or to the concerned authorities as per the need. Therefore, all students have to cooperate with the class teacher and must route their applications for leave etc. through the class teacher. In case of any problems concerning academic or non academic issues, students are advised to bring the same to notice of the class teacher immediately.

### 2.5.2 ROLE OF THE PROCTOR:

Besides the class teacher, another faculty member will be designated as the proctor. She/he will be assigned the responsibility of certain number of students. The proctor will meet students of his/her group as per the time and place either specified by the institute or suitable to both the parties. The students can sort out their difficulties in respect to both academic as well as non academic matters with the proctor and seek his/her advice.

- Proctorial system is prevalent in GEC which helps in developing personal relationship between students and teachers and for timely guidance and advice in academic and other matters.
- In this system one faculty member is assigned the responsibility of 15 to 20 students and is known as **Proctor** of the said group. The students meet the Proctor at dates and place previously fixed and put forth their difficulties for advice or information regarding the academic performance.

### 2.6 ACADEMIC CALENDAR OF THE SEMESTER

Principal & Dean Academic in consultation with other functionaries of the college shall prepare the academic calendar before commencement of the academic year and communicate to all the concerned to inform the academic programme and various examinations schedule to be conducted in the semester.

### 2.7 PRE-PLACEMENT TRAINING (PPT) CLASS

Apart from academic class PPT class is regularly conducted from 2nd year onwards by the best professional trainers.

Following Rules for PPT class are strictly to be adhered:

- 75% attendance in PPT class is compulsory failing which you will not be allowed to appear in various off and on campus drive.
- Attendance in MOCK Test and MOCK PI session (with formalwear) is mandatory.

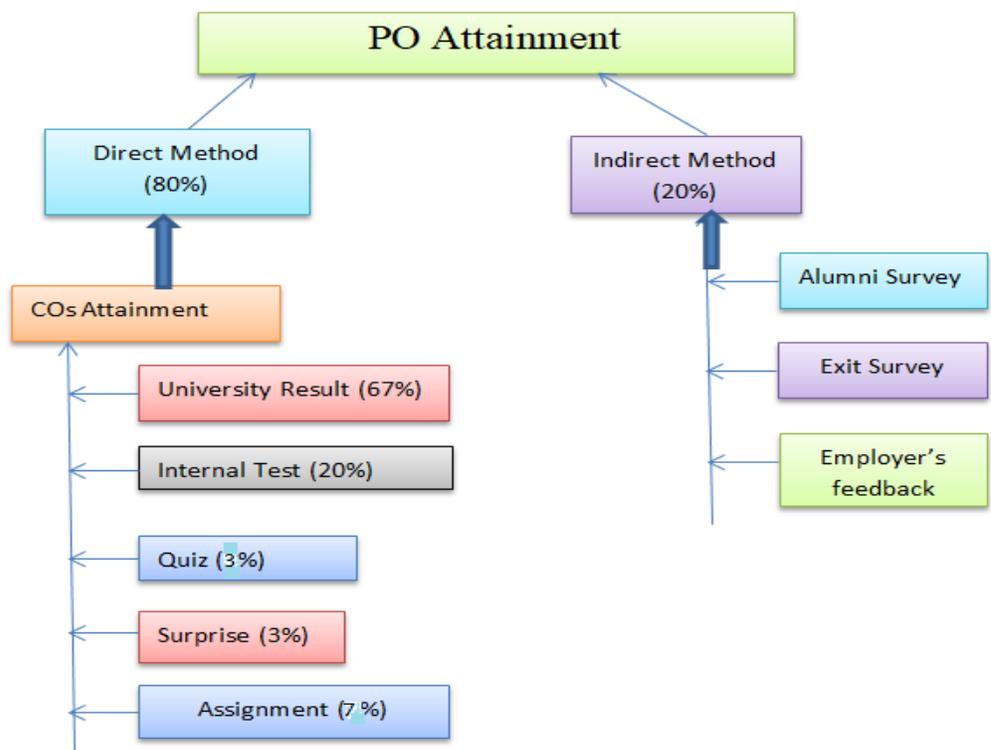
- Students whose attendance is below 75% in PPT class may be considered to sit in campus drive subject to the condition that:
  - a) He or she has to pay a fine of Rs.1000 per session to make up the stipulated number of class required to achieve minimum attendance percentage (i.e.75%).
  - b) He or she has to qualify the pre-placement Test to be conducted exclusively for those defaulter students whose attendance is below75%.

## **2.8 EXAMINATIONS**

There will be continuous evaluation system for each theory, practical, sessional, design and project papers as per the regulations of the University (BPUT). The examination cell, based on the approved academic calendar, will prepare a time-table for events to be conducted like internal and external theory and lab examinations, evaluation etc. Identification of subject experts is done in communication with respective HOD for Question paper setting and evaluation. Chief Superintendent of examination: The Principal acts as a Chief Superintendent of examination.

### **2.8.1 Theory Papers**

It describes the assessment processes used to gather the data upon which the evaluation of Course Outcome is based on. University Examination is held at the end of each semester, internal tests are conducted twice per semester and two assignments are evaluated per semester. Attainment of Individual CO = Average (67% weightage to University examination+ 20% weightage to internal tests + 3% Quiz +3% surprise test + 7% Assignment).



**Course Outcome Assessment processes:**

Through University examination for all Theory subjects:

The CO attainment level for each subject is fixed by considering a set value higher than the average performance at the university level. As per the University evaluation criteria, the performance in each subject is awarded grade as mentioned below.

Grade	Score on 100 percentage points
O	90 and above up to 100
E	80 and above but less than 90
A	70 and above but less than 80
B	60 and above but less than 70
C	50 and above but less than 60

The individual CO attainment level for each subject is fixed by considering a set value of 70 % of the full mark of the question associated with that CO. If 80% or more percentage of students of the program secure more than or equal to set attainment value, then the attainment will be

considered as high (3). If 70% to 79% of students of the program secure more than or equal to set attainment value, then the attainment will be considered as medium (2). If 60% to 69% of students of the program secure more than or equal to set attainment value, then the attainment will be considered as low (1).

**Example by considering university, quiz, surprise, internal and assignment:**

The attainment calculations will be (67% weightage to University examination+ 20% weightage to internal tests + 3% Quiz +3% surprise test + 7% Assignment) = (67% of 3 + 20% of 2.5 +3% of 3 + 3% of 3 +7% of 3) = 2.90

**Process for attainment of CO of all Laboratory courses**

Individual CO attainment for each lab courses is evaluated through internal assessment only; which is accepted by University. Out of total 10 experiments =100 percentage points undertaken by students in one Lab. Subject; the experiments associated to each CO are identified. The students' performance in each experiment is evaluated by our lab I/C &Prof. I/C of lab on the basis of

- a. Understanding theory related to experiments (20%)
- b. Test result and Interpretation (30%)
- c. Report (30%)
- d. Experiment work planning and execution (20%)
- e. Thus, the marks secured by each student in each experiment is recorded, which is witnessed by the student.
- f. Then; average of marks secured by each student for the experiment associated to the particular CO is completed.
- g. Then target is selected for each CO as 80% points i.e. E grade of BPUT (which is the average result of BPUT) for almost all lab subjects.
- h. Then the attainment level is 1 i.e (slight/low) when more than equal to 60% and less than 70% students scoring more than average 80% points of marks in the experiments associated to that CO.

- i. Attainment level is 2 i.e. (moderate/medium) when more than equal to 70% and less than 80% students scoring more than average 80% points of marks in the experiment associated to that CO.
- j. Attainment level is 3 i.e. (substantial/high); when more than equal to 80% students scoring more than 80% points of mark in the experiments associated to that CO.

The department examination committee consisting of senior faculty members and convened by HOD verifies the quality of the questions put in the internal examination, quiz, surprise test, assignment and also ensures the relevance of the questions towards the attainment of COs. The evaluation process of project and seminar has been well documented and approved through the PAC and subject to revision if necessary. The question papers for the above said tests need to be submitted at the beginning of the semester. The Assessment process used to gather data to evaluate course outcomes has both direct and indirect measures, the measures are listed below and weightage for every measure is shown in table below:

Assessment Tool		Weightage (%)		
<b>Direct Assessment (80%)</b>	<b>Continuous Internal Evaluation</b>	<b>Theory</b>	<b>Internal Assessment</b>	<b>20</b>
			<b>Quiz</b>	<b>07</b>
			<b>Surprise Test</b>	<b>03</b>
			<b>Assignment.</b>	<b>03</b>
		<b>Lab</b>	<b>Performance</b>	<b>40</b>
			<b>Viva-voce</b>	<b>40</b>
			<b>Record</b>	<b>20</b>
		<b>Project</b>	<b>Phase-I</b>	<b>20</b>
			<b>Phase-II</b>	<b>30</b>
			<b>Phase-III (External Evaluation)</b>	<b>50</b>
		<b>Seminar</b>	<b>Phase-I</b>	<b>30</b>
			<b>Phase-II</b>	<b>30</b>

		<b>Phase-III</b>	<b>30</b>
		<b>Phase-IV</b>	<b>10</b>
	<b>University Examination</b>		<b>67</b>
<b>Indirect Assessment (20%)</b>	<b>Survey</b>		<b>20</b>

## 2.8.2 Practical Papers

**2.8.2.1** The syllabus of a practical paper shall specify the number of practical / experiments (works) to be done in a semester.

**2.8.2.2** A practical paper shall have 100 percentage points.

**2.8.2.3** Each practical / experiment (work) shall have equal percentage point as its weightage.

**2.8.2.4** A practical paper shall have 2, 3 and 6 contact hours / week for 1, 2 and 4 credit papers respectively. Time Table must provide for such contact hours.

**2.8.2.5** A practical experiment (work) and its evaluation shall be completed in all respects within the allotted hours. A practical experiment (work) will be evaluated by an External Examiner appointed by BPUT, based on the following components. The relative Weightage of the components are also given below.

- Experiment (work) planning and execution 20
- Results and interpretation 30
- Report 30
- Understanding on the theory related to 20 experiment
- Total 100

**2.8.2.6** A candidate has to be informed about the score at the end of a Practical class. The Score shall be sent to the University on the same day.

**2.8.2.7** The teacher concerned with a practical class shall maintain the reports of the candidates together with the score on each experiment giving the reasons for awarding either very high score (90 percent or above) and low score (30

percent and less).

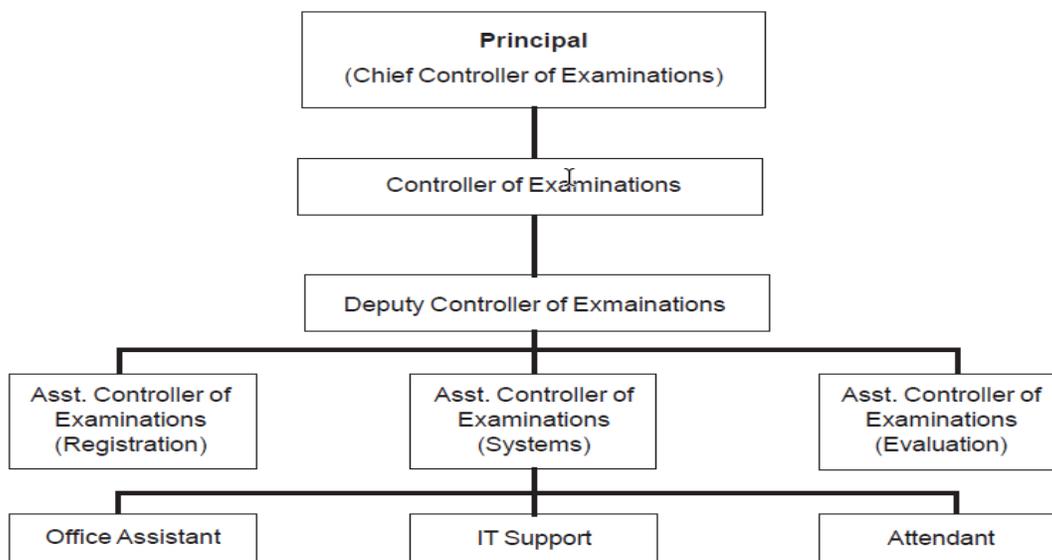
2.8.2.8 A candidate shall clear a Practical Paper if his / her score in the paper is minimum of 50 percentage points.

2.8.2.9 College can arrange a compensatory practical class for a student who misses an experiment only on medical ground. Such a compensatory experiment has to be arranged within two weeks of his / her missing a practical class.

2.8.2.10 Any student securing less than 50 marks ('F' grade) in practical may be allowed to repeat the practical in the corresponding semester of the subsequent year. This will be limited to only one chance. The score for the compensatory test shall be sent to the University giving reference to the original practical date that the student has missed.

### 2.8.3 REGULATIONS FOR EXAMINATION

#### ORGANIZATIONAL STRUCTURE (CENTRAL EXAMINATION SECTION)



Apart from central examination system every department has departmental examination Coordinators for each year i.e., for B. Tech., first year examination coordinator, second year examination coordinator, third year examination coordinator and fourth year examination coordinator.

#### 2.8.4 EXAMINATION PROCESS.

Sl No	Type of Exam.	U.G (B.Tech)	Passing Mark	P.G. (M. Tech & MBA)	Passing Mark
1	Internal Test-I	30	12	30	12
2	Internal Test-II	30	12	30	12
3	End-Sem. Exam (Theory & Lab)	100	35	100	35

#### 2.8.5 PRE-EXAMINATION PROCESS.

##### 2.8.5.1 Registration

Every student has to register themselves at the beginning of each semester by paying prescribed registration fee as per the academic calendar.

##### 2.8.5.2 Mid- Semester Examinations

- a. Attendance in Mid-Semester Examinations is compulsory.
- b. As per the academic schedule, the Very similar test (VST), Mid- Semester Examinations , Lab examinations will be conducted by the Department examination coordinators and the same will be read out in the class rooms and display in the departmental notice boards. Two mid- Semester examinations for each theory subject will be conducted as per academic regulations.
- c. Re Mid-Examination will be conducted (in case student is absent due to genuine reasons or failed in the concerned subject) with a payment of Rs. 100/- per each subject.

### **2.8.6 Very Similar Test (VST)**

- a. VST is a part of continuous evaluation method, which will start 15 days after commencement of class work.
- b. VST will be conducted on every Wednesday/ Thursday afternoon, for two subjects, 20 marks each for 1-hour duration.

### **2.8.7. Conduct of end semester lab examinations:**

- a. Apart from continuous evaluation, end semester lab viva will be conducted at the end of semester by inviting external examiners either from Government Engineering Colleges/ NITs/ IITs etc.
- b. The responsibility of the Semester end lab examination conduct lies with the respective HOD and the supervision of Chief Superintendent of the examination.
- c. Semester end lab examinations will be conducted by the teacher concerned and external examiner.

#### **2.8.7.1. Eligibility for appearing end semester examination:**

The semester attendance has to be finalized by the Coordinator and HOD concerned before one week of the last working day of the semester.

- The student, who falls short of prescribed percentage of attendance (70% and above below 80%) on medical grounds, has to apply to the Coordinator of the department concerned for consideration along with medical certificate. On the recommendation of the department Coordinator & Head of the department, the Principal will forward the consideration of the attendance and such list to be sent two weeks in advance before the issue of Hall Tickets. Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examination.
- Genuine medical certificates shall be submitted by the students soon after they reach headquarters.

- Shortage of attendance below 70% in aggregate shall in no case be condoned. The list of the Detained candidates duly signed by the Principal shall be displayed on the notice board by the departments and a copy of the same to be sent to the examination cell before two weeks of the course completion of the semester.
- The notification, calling for applications for form- fill-up of the ensuing end semester examination is issued at least two weeks before the commencement of examinations. Students are advised to clear their dues before form fill-up.
- Students must bring Identity card, Registration Card and Admit Card.
- In case any student loses his/her original admit card, a duplicate admit card will be issued on payment prescribed fee of Rs. 100.

### **2.8.8 GUIDELINES FOR FINAL YEAR PROJECT**

- Project Work is an important component of Learning in an Engineering College. To ensure full and willing participation of all students and faculties in the project, the following guidelines are to be adhered.
- The tentative list of Projects shall be notified in the previous semester along with names of the guides.
- The students shall be advised to discuss with concerned guide, form groups among themselves and finalize the project before the last internal examination of the previous semester. Each group should have 3 to 5 students. The students can also suggest a project not included in the list, with the consent of a faculty (to be the mentor) and concerned HoD.
- During the semester break/vacation students are expected to work on the projects individually as well as collectively. Consultation session with the guides should be arranged as per mutual convenience. They shall be required to make presentations once soon after reopening of college (following the semester exams), then twice at intervals of approx 4-weeks.
- Two students in each branch shall be nominated as the Secretary & Joint Secretary of the Project classes, who shall arrange the Project presentation sessions and liaison between other students and teachers. HOD's shall intimate the names of nominees to Dean academic.
- Students are advised to contact the guides on a regular basis for discussion regarding projects.
- The Presentation in complete shape has to be submitted to the guides, at least 3 clear days before the scheduled date of presentation. The guide shall intimate his/her comments to the concerned

student at least one day prior to the scheduled date of presentation. The project classes shall be exclusively used by each group for presentation of the up-to-date work done in presence of other students and the evaluators. These class timings shall not be used for discussion with the Guide etc. Presentation shall be done using Power Point. It is expected that minimum 6 to 8 groups shall present the work in one session.

- One faculty shall remain in charge of coordination of each Project Class. He / she shall keep himself / herself regularly updated regarding students who are ready to deliver their presentation, after submission of the soft copy of presentation and Report, at a particular stage of the Project, to the concerned guide and approval thereof.
- The Coordinator shall schedule the presentation by each group of students, keeping in view the availability of the concerned mentors. In exceptional cases, if a particular mentor is otherwise engaged, the concerned HOD shall arrange the guide to be free of his / her engagements by providing a substitute. In no case the students shall be allowed to deliver the presentation in the absence of the concerned guide. The Coordinator is also to ensure that at least two guides excluding himself / herself are always available during each and every presentation.

### 2.8.8.1 Project work shall be evaluated through the following ways.

#### A. (Phase-i) Introductory Talk

15 Marks

The Power Point Presentation should be of duration of 20-30 minutes & should contain 15-25 slides. Amongst other things it should have the followings:

Name of the Project and Project Supervisors.	1 Slide
Name of Students.	1 Slide
Reason for choosing the project	1-2 Slides
Project Details	6-8 slides
Requirement & Availability (Hardware & Software)	1-2 Slides
Material Availability-Cost & Procurement Strategy	1-2 Slides

Lab Equipment/Faculty (inside/Outside) required	1-3 Slides
Future Scope	1-2 Slides
Conclusion	1-2 Slides
Bibliography	1-2 Slides.

#### B. (Phase-II) Evaluation Method in Each Stage

Is the Project substantial & complete in nature	20%
Originality	10%
Degree of Involvement	20%
Presentation	30%
Usefulness of Work	10%
Performance in Q&A Session.	10%

#### 2.8.8.2 Competition for Best Project of the Year.

The Final evaluation of all the projects need be completed before 2<sup>nd</sup> class test of the concerned semester. The best 2 projects of each branch shall then be collected and a competition shall be held. The jury shall consist of an external examiner, 1 Faculty of each branch, and 3,2,&1 representatives of 3<sup>rd</sup>, 2<sup>nd</sup> and 1<sup>st</sup> year students respectively of the college.

*A sum Of Rs 3,000/- shall be awarded to the best Project of the year.*

#### 2.8.9 Guidelines for Seminar

- Seminar is an important component of learning in an Engineering College, where the student gets acquainted with preparing a report & presentation on a topic.
- To ensure full and willing participation of all students and faculties in the Seminars, the following guidelines are to be adhered.
- The tentative list of topics for Seminar shall be notified in the previous semester.
- The students are advised to discuss with the concerned mentors, and get it approved by the HOD. The entire process should be completed within 5 days of notification on website.

- The students can as well suggest a topic not included in the list.
- After expiry of the stipulated period, if a student does not confirm any topic, the HOD shall finalize the topic & intimate the same to such students within another 3days.
- During the semester break / vacation, students are expected to work on the Seminars individually.
- Students are advised to contact the mentors, as and when required, for discussion regarding the Seminars. Consultation session with the mentors should be arranged as per mutual convenience.
- Two students in each branch shall be nominated as the Secretary & Joint Secretary of the Seminar classes, who shall arrange the Seminar sessions and liaise with other students and faculty. HODs shall intimate the names of nominees to Dean (Academics).
- The students shall be required to submit the rough draft of the seminar outputs within one week of reopening of college (following the semester exams). Mentor shall make suggestions for modification in the rough draft. The final draft shall be presented by the student within a week thereafter. Presentation schedules will be prepared by different Departments in line with the academic calendar. One faculty shall remain in charge of the coordination of each Seminar Class. He/ she shall keep himself / herself regularly updated regarding students who are ready to deliver the final seminar after completion of rough draft and final draft evaluation by the concerned mentors.
- He / she shall schedule the delivery of the Seminar by each student after completion and receipt of the marks of rough and final draft keeping in view the availability of the concerned mentors. In exceptional cases, if a particular mentor is otherwise engaged, the concerned HOD shall arrange the mentor to be free of his / her engagements by providing a substitute. In no case the students shall be allowed to deliver Seminar in the absence of the concerned mentor. The Coordinator is also to ensure that at least two mentors excluding himself / herself are always available during each and every presentation.

## **2.8.10 POST EXAMINATION PROCESS:**

### **2.8.10.1 PROCEDURE PERTAINING TO RECOUNTING/RECHECKING OF UG/PG EXAMINATION.**

- a. Recounting/Rechecking of answer script is applicable for end semester theory examination only.
- b. Notification for Recounting / Rechecking will be notified by Examination Cell on the day of results declaration.
- c. For Recounting/ Rechecking, prescribed application given in the notification is mandatory. The Candidate has to apply for recounting or revaluation in prescribed application format as specified/ notified.
- d. The application for Recounting/ Rechecking after the last date will not be entertained.

### **2.8.10.2 Backlog Examinations**

- a. Detained/ Failed / absent students will be allowed to appear backlog examination as per eligibility.
- b. Candidates, who have failed in Mid-semester examination, can appear Re-Mid-Semester examination by paying a fee of Rs. 200.00 per subject.
- c. Candidates who have failed in the Lab can reappear the same by paying a fee of Rs. 1000.00 per lab.
- d. In case a student fails in Re-Mid-Semester / Lab examination, he/she will appear the next Mid-Semester/ Lab examination along-with the subsequent batch of students.

**2.8.10.3 Declaration of Result and Promotions** In order to pass a programme / course a candidate must secure at least Pass Grade in each of the Theory, Practical, Project, Seminar, Sessional and Viva Voce items.

The promotional status between two consecutive semesters and / or two consecutive levels / years shall be indicated on the Semester Results as detail below:

#### **A. Passed and Promoted (denoted by P) indicating that**

- The candidate has cleared every registered course item of both odd and even semester of the academic year.

- He / She has no backlog from lower levels.
- He / She has secured CGPA of 6.0 or more.

**B. Eligible for Promotion with backlogs (denoted by XP) indicating that. The candidate is eligible for promotion with backlog (XP) in the following situation.**

**• For promotion from 1st year to 2nd year:**

A student at the end of the first year (inclusive of first and second semesters) having a minimum of CGPA of 4.50 is eligible for promotion to the Second year, regardless of the number of failed subjects except candidates under Clause - D.

- A student (at the end of first year) with a CGPA of less than 4.50 may choose to quit; or pursue studies after registering as a fresh student in the First year. If such a student in the new 1st year once again fails to secure a CGPA of at least 4.50 at the end of the new First Year, he/she has to quit.

**• For promotion from 2nd year to 3rd year:**

All students of second year (after 4th semester) are eligible for promotion to 3rd year except candidates under Clause - D.

**• For promotion from 3rd year to 4th year.**

All students of third year (after 6th semester) are eligible for promotion to 4th year except candidates under Clause - D.

Important Note: The SGPA of the lower semester(s) of XP category students after clearing their backlog subjects would be updated. This updated SGPA would be considered for their promotion in the 1st year.

**The candidate is eligible for promotion to next higher level (year / semester) if (i) he / she has registered for all the subjects for any semester AND (ii) he /she has appeared in the semester examination in at least 3 (three) theory subjects of the regular semester AND (iii) he/she has attended at least 2 (two) lab / practical / Sessional classes.**

### 3.0 GRADING SYSTEM FOR UG AND PG PROGRAMMES

#### 3.1 B. Tech/ M. Tech

Qualification	Grade	Score on 100% Point	Point
Outstanding	O	90-100	10
Excellent	E	80-90	9
Very Good	A	70-80	8
Good	B	60-70	7
Fair	C	50-60	6
Average	D	37-50	5
Fail/Absent	F	<37	2
Malpractice	M	-	0

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

SGPA – Semester Grade Point Average

CGPA– Cumulative Grade Point Average

It shall be the basis of judging his/her overall competence in the course.

**3.1.2: Definition of terms:**

a) POINT - Integer equivalent each letter grade

b) CREDIT - Integer specifying the relative emphasis of individual course item(s) in a semester as indicated by the course structure and syllabus.

c) CREDIT POINT - (b) x (a) for each course item

d) CREDIT INDEX -  $\sum$  CREDIT POINT of course items in a Semester

e) GRADE POINT - CREDIT INDEX /  $\sum$  CREDIT

Calculation of Semester Grade Point Average (SGPA):

The performance of each student at the end of the each semester is indicated in terms of SGPA.

The SGPA is calculated as given below

SGPA = CREDIT INDEX / Ó CREDITS for each semester

Calculation of Cumulative Grade Point Average (CGPA) for Entire Program:

The CGPA is calculated as given below:

CGPA= (ÓCREDIT INDEX all previous semester)/ (Ó CREDITS of all previous semester).

### 3.1.3: Conversion of CGPA to PERCENTAGE:

$$\text{Equivalent Percentage of Marks} = (\text{CGPA} - 0.50) * 10$$

### 3.2. Issue of Grade Sheets

- a. After the announcement of revaluation results, grade sheets will be printed year-wise.
- b. Grade sheets will be issued to students after 15 days from announcement of revaluation results.
- c. If any student loses the grade sheet issued to him/her, a duplicate grade sheet may be issued on application and payment of prescribed fee of Rs. 200/- (per grade sheet) with submission of FIR Copy from nearest police station. Such grade sheet may be oriented prominently as “DUPLICATE”.

### 3.3. Issue of Transcripts / Original Degree / Migration Certificate

- a. A transcript is an official document containing the performance of a student, course taken by the student, the credits earned and the grades awarded.
- b. A student can obtain transcripts by submitting the application with prescribed fee.
- c. The application should be accompanied by photo copies of all the grade sheets issued to the student by the examination section.
- d. The staff concerned after checking the entries made in the application with the photo copies of the grade cards, will forward the application to the Assistant controller of examination concerned for further checking.
- e. The Assistant controller of examinations concerned should check the entries made by in the application with entries in the tabulation register.

- f. If the entries are found to be correct, the Assistant controller concerned forwards the application to the Controller of Examinations.
- g. Assistant controller of examinations will forward the application along with copy of grade sheets to the parent University for issuing of transcript.
- h. The above procedure shall also be followed for obtaining “Original Degree Certificate” and “Migration Certificate”.

### **3.4. BRANCH CHANGE**

1. Any student pursuing B. Tech programme, may be allowed a change of branch after completion of course requirements for the first (autumn) and second (spring) semesters of the first year programme, subject to availability of seats in a programme. The selection shall be on the basis of merit, assessed through the combined results of the first and second semester examinations declared in the form of Cumulative Grade Point Average (CGPA) at the end of the first year which should be 8.00 or more.
2. Only such students who have cleared all examination of both the semesters in first attempt, in examinations held during academic session of his / her first admission to the course shall be qualified to apply for a change of branch. Change of branch may be accorded subject to the condition that the consequent total student strength in the ‘gainer’ programme shall not exceed by 10% of the approved seats and the net student strength in the loser programme shall not deplete by more than 10% of the actual student strength existing on the rolls prior to the change during the process.
3. To award benefit of branch change, a Branch Change Committee shall be formed with the Principal as its Chairman. The committee shall invite options from the students. The committee will prepare a merit list based on CGPA and allot change of branch in order of their preferences. Institutional decision on the matter shall be final. The college shall intimate the decision on branch change within seven calendar days starting of the 3rd semester.

### 3.5. PERMISSION FOR SCRIBE TO APPEAR FOR EXAMINATIONS

1. Candidates in need of Scribe should apply with the reason and following evidences.

(a) Medical Certificate issued by a Civil Surgeon working in a Government Hospital.

(b) Photo of the student / candidate highlighting the inability to appear for the examination.

(c) The Particulars of proposed scribe i.e., name, address, qualifications, photo and present occupation. [The scribe should not exceed intermediate qualification].

(d) A letter from the scribe stating that he / she is willing to act as scribe.

(e) A copy of the certificate of scribe's qualification along with recent photograph duly attested by the head of the institution.

2. Controller of Examinations in consultation with Principal approves that he /she personally verify regarding qualification of the scribe as per norms and provide a separate room and invigilator for all examinations of the candidate.

### 3.6. MALPRACTICE RULES

Nature of Malpractices / Improper conduct <i>If the candidate:</i>		Punishment
1.a	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, palm computers, blue tooth or any other form of material concerned with or related to the course of the examination (theory or practical) in which he/she is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the course of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
1.b.	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the examination hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved.  In case of an outsider, he/she will be handed over to the

		police and a case is registered against him.
1.c.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the course of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject.
2.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred for four consecutive semesters from class work and all end examinations.  If he/she is not a student of the college he/she shall be handed over to police.
3.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects.  The candidate is also debarred for two consecutive Semesters from class work and all Semester end examinations.
4.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject and handover him/her to Disciplinary committee for appropriate action.
5.	Leaves the examination hall taking away answer script or intentionally tears of the script or any part thereof.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects.  The candidate is also debarred for two consecutive Semesters from class work and all Semester end examinations.
6.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct	Student of the colleges expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate

		has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year.
7.	Comes in a drunken condition to the examination hall.	Rustication from all examinations as well as from the college for one semester.
8.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny	Cancellation of the performance in that subject depending on the recommendation of the committee.
9.	If any malpractice is detected which is not covered in the above clauses 1 to 8 shall be reported to the Principal for further action to award suitable punishment.	

### **3.7 Rules and Regulations to be followed by students during End Semester Examinations:**

1. Students should reach examination hall before 30 minutes from commencement of examination.
2. Identify the correct Hall Number from the display boards before going to the examination hall, any difficulty can be reported to exam section.
3. Duplicate admit card will be issued in the Examination section by submitting a letter signed by HOD on payment of prescribed fees.
4. Students will not be allowed into the examination hall after 30 minutes of the scheduled time of examination and not permitted to leave the hall before half of the total time (90 minutes) allotted for the Examination.
5. Mobile phones, Electronic Gadgets, any study Materials / Notes etc. are not allowed into the exam hall.
6. Possession of study material in any form either on body or on cloths is strictly prohibited.
7. Admit Card, IDENTITY CARD and Registration Card are to be made available to the invigilator in the Examination hall for verification and issue of answer booklet.
8. Discussions / exchange gestures inside the examination hall is prohibited. Strict silence to be maintained in examination hall and violation will lead to punishment.

9. Name and Registration Number should not be written on any part of the answer booklet except in the space provided.
10. Verify the question paper for the day's examination and check the total number of pages with printing or not, any deviation may be informed to the invigilator.
11. On receipt of question paper, Registration number can only be written, writings of any other kind are not permitted and punishable.
12. During semester exam, attendance sheet should be signed by all the students.
13. Necessary information booklets can be asked as required for answering the questions.
14. Required rough work (if any) can be done on the two sides of the last page with title "Rough work".
15. All necessary equipment and writings mentioned to be brought by the students themselves (pen, pencil, scale, eraser etc.) and no exchange of above is permitted.
16. Students will not be permitted to write the answers beyond the stipulated time and to remain in the seats till answer booklet is collected.

*\* The above exam rules are framed for information of all concerned, which may be changed/ altered/ modified/ revised from time to time with the approval of authority.*

**Chief Controller of Examinations**

#### **4.0 PROCEDURES TO PROCURE CERTIFICATES AND OTHER DOCUMENTS:**

Students have to follow the following set of procedures to procure their certificates and other relevant documents.

1. For obtaining 'Conduct Certificate' and 'College Leaving Certificate' a student has to submit an application along with a 'NO DUES' certificate in the prescribed format in the examination section at the end of the university sem. exam.
2. For obtaining 'Mark Sheet' the student has to apply in the prescribed format giving details as required.

3. If there is any discrepancy in the mark sheet, the candidate is advised to immediately bring the same to the notice of the concerned authority in writing. One can obtain duplicate 'Mark Sheet' by applying in the prescribed format and paying prescribed fee to the university.

It takes at least two working days to complete all the necessary procedures for issuing certificates and other documents. So, a candidate has to apply for the issue the required documents well in advance.

## **5.0 SCHOLARSHIP FOR MERITORIOUS STUDENTS:**

The institute always takes care to provide maximum support to the students of the disadvantaged section of the society. All the confide students of GEC, Bhubaneswar belonging to SC/ST/OBC/Minority category are eligible for the Post Matric scholarship under the centrally sponsored scheme of the Ministry of Tribal Affairs.

### **Eligibility Criteria:**

- Must belong to SC/ST/OBC/Minority category
- Must have obtained minimum 60% marks in +2 (Standard XII)
- Parents' annual income must not exceed the specified limit fixed by the Govt.
- Students coming under TFW Scheme.
- Eligible students may contact the Registrar's office for detailed information.

## **6.0 GUIDELINES FOR ON/OFF CAMPUS BEHAVIOUR**

### **6.1 DISCIPLINE:**

Discipline is the bridge between the goals and accomplishments. GEC attaches much importance to reach goals and never absolves unsavory conduct of any student on the ground that he has achieved the highest goal. On the other hand, it believes the one who reaches the highest

observes strict discipline in every step and leaves behind a legacy to be emulated. This belief drives the institute to enforce strict discipline to produce highly successful sons and daughters for their parents and ethical citizens for mother land.

GEC, Bhubaneswar expects students to go through the following rules and regulations regarding discipline and follow them with letter and spirit.

- Be courteous to the members of the faculty, employees of the institution and fellow students.
- Should take care of the institutional property like furniture, laboratory equipments, electrical fitting, transport, etc. without damaging them.
- Should follow the rules framed by the institution regarding the use of the library, laboratory, transport, hostel etc. Should not try to adopt unfair means in the examination.
- Should preserve the beauty and sanctity of the institution by maintaining cleanliness of the class rooms, laboratory etc. Should not ever spoil walls, furniture etc by writing or spitting at them.

**SHOULD NOT USE ADDICTIVE SUBSTANCES AT GEC, BBSR.**

- Use of tobacco, alcohol, chewing of betel leaves, and chewing gums etc are strictly prohibited, on & off the campus.
- Should not organize or take membership of any union or association without prior permission from the institution.
- Should not organize or attend any unauthorized meeting on the campus or in the hostels.
- Should not use mobile phones in the academic area or during study hours in the hostels.
- Ragging of any sort is strictly prohibited on and off the campus.

**NB: Violation of any of the above mentioned rules shall be treated as an act of indiscipline and misconduct such act will invite strict disciplinary action.**

## 6.2 POLICY ON SUBSTANCE ABUSE

Objective: To prevent substance abuse and to create a secure, conducive atmosphere for learning among the students on the campus.

GEC, Bhubaneswar strictly adheres to the following guide lines concerning the possession, use and / or distribution of substances of abuse.

Cannabis, Heroin, Benzodiazepines, barbiturates, Flunitrazepam, Cocaine, Ketamine, Psilocybin Lysergic acid diethylamide, Amphetamine, Methamphetamines, MDMA, Phencyclidine, GHB, Methaqualone, Inhalants and other drugs and substances mentioned in The Narcotic Drugs and Psychotropic Act 1985.

1. The Possession, use and/or distribution of substances of abuse are prohibited on premises owned or controlled by GEC, Bhubaneswar.
2. GEC Bhubaneswar will carry out random checks on students/ residential premises for substances of abuse.
3. Possession, use and/or distribution of substances of abuse will attract appropriate disciplinary action which may include expulsion.
4. Offenders will also come under the purview of Narcotic Drugs and Psychotropic Substances Act 1985 (NDPS Act) and will be liable for penal action.

## 6.3 Disciplinary Procedures.

A student violating the GEC, Bhubaneswar policy on substance abuse will face:

- A. Immediate suspension from the college, pending enquiry.
- B. Parent/legal guardian will be informed immediately and will be expected to meet the HOD at the earliest.
- C. The Institutional disciplinary committee will conduct an enquiry and submit the report to HOD who will initiate further action in consultation with the Higher Authorities of the Institute.

## 6.4 Disciplinary Committee

As the institution attaches utmost importance to discipline, it has constituted disciplinary committee to look into any act of indiscipline on and off the campus.

In case of any breach of discipline reported by a student, faculty member, hostel staff, student welfare officer, or HOD etc. the committee investigates the matter and decides corrective or purifier measures. The decision of the Disciplinary Committee is final and binding.

## 6.5 RAGGING FREE CAMPUS:

The ugly monster of RAGGING is a nightmare for all students and their parents. We at GEC, Bhubaneswar fully understand the gravity of the situation and have ensured an absolute RAGGING FREE CAMPUS. Proud to announce that not a single incident of ragging has occurred in GEC campus and assure to maintain this impeccable record all in the, times to come.

### **Ragging is defined as:**

- Forcing a student to perform some action against his/her will.
- Physical violence of any kind against a student.
- Any act of mental harassment or intimidation to any students.
- Realizing the seriousness and sensitivity of the situation, the institution has taken a plethora of positive steps to ward off any kind of ragging. They are:
- Senior students are not allowed to enter the academic block meant for junior students during their (Juniors') class hours.
- Senior students are not permitted to board the bus meant for junior students and vice versa.
- Senior students are prohibited to intimate any juniors while in the library, laboratory or any other place on/off the campus.

- Senior students are not allowed to enter any hostel meant for the juniors under any pretext vice versa. Nor any senior student is permitted to invite/ask for discussion any junior student to his/ her hostel.
- Junior students are not allowed to enter to the hostels meant for senior students under any Pretext.

In case any student is subjected to ragging, the incident must be reported to the concerned authority such as the security Proctor, Coordinator, HOD, Dean (Administration), or the Principal without delay convenor or any member of the disciplinary committee.

#### **6.6 PUNISHMENT AGAINST RAGGING:**

Depending upon the nature and gravity of the offence as established by the Anti-ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.

- Suspension from attending classes and academic privileges
- Withholding/withdrawing scholarship/fellowship and other benefits.
- Forfeiting campus placement opportunities/recommendations.
- Debarring from appearing in any test/examination or other evolution process.
- Withholding of results.
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel.
- Cancellation of admission.
- Rustication from the institution for a period, ranging from 1 to 4 semesters.
- Expulsion from the institution and consequent debarring from admission to any other institution for a specific period, fine to be paid.

- **Collective punishment:** When the persons committing or abetting the crime of ragging are identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

A high level ragging prevention committee has been constituted with senior faculty members to look into any ragging related complaint and award speedy justice to the aggrieved students/students after thorough enquiry into the matter.

NB: Students found indulging in ragging may face expulsion from the institution and face criminal procedure in the court of law.

### **6.7 STUDENT GRIEVANCE REDRESSAL CELL:**

The objective of the Grievance Redressal Cell (GRC) is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institution.

The GRC deals with grievances put forth by the students concerning Academics, Finance or any other relevant matters. Hence, any student facing difficulties concerning any of these matters may intimate the same to the Grievance Redressal Cell so that appropriate steps can be taken to alleviate the problem.

#### **Modus Operandi:**

- Write your grievance in the format attached with this book and drop it in boxes marked for this purpose.
- Attach all the necessary documents with your application.
- The GRC will take up only those matters which have not been solved by any other department.
- Grievances related to financial matter like fees etc. will be taken up for consideration only if the relevant documents like demand drafts etc are attached with them.
- However, the GRC will not entertain any application in the following cases:

- Decision of the Executive Council, Academic Council, Board of Studies and other Administrative or Academic Committees constituted by the Institute from time to time.
- Decisions with regard to awarding of scholarships, fee concession, medals etc.
- Decisions made by the Institute with regard to disciplinary matters and misconduct.
- Decisions of the University about admissions in any courses offered by the institute.
- Decisions by competent authority on assessment and examination results.

## **6.8 DO's AND DON'Ts FOR STUDENTS**

### **6.8.1 DO's**

1. All students of GEC should enter college premises with the uniform prescribed for them.
2. Students should attend all the classes and must maintain perfect discipline in the class room.
3. Every student will be placed under the charge of a Proctor who shall ordinarily be member of teaching staff. The student shall meet the Proctor at least once in a week or as many times as necessary and discuss his/her difficulties and problems.
4. The student shall furnish such information to the Proctor as are required for the maintenance of the Proctorial record.
5. The students should maintain decorum befitting the dignity of the Institution.
6. Student should be courteous and behave properly with members of faculty, employees of the Institution and other students.
7. Students should take care of the Institution property such as furniture and fixture, laboratory equipment, electrical fittings, transport etc.
8. Students should preserve the cleanliness of the classroom, laboratory, toilet and surrounding as well.
9. The students must inform immediately the concerned authority such as Proctor/ Coordinator/HOD /Dean Administration/ Principal at any time if they face any type of ragging.
10. Students should always carry their ID-Cards and produce before the authorities whenever required.

## **6.8.2 DON'T'S**

1. Ragging of any sort is strictly prohibited.
2. Students should not cause any damage to Institutional property such as laboratory equipment, electrical fittings, furniture and fixtures, transport facilities etc.
3. Spitting on walls, stairs and throwing litters in the campus are prohibited.
4. Students should not try to cheat copy or indulge in any sort of malpractices during the course of any examination.
5. Students should avoid Hawaii/Bathroom slippers while attending classes and official functions.
6. Using of mobile phones in the academic area is not allowed.
7. Consumption of tobacco, alcohol, chewing of betel leaves etc. is totally prohibited.
8. Students are not allowed to enter the library when they have scheduled class work. Students should not bring outsiders into the college campus unless and otherwise desired by the college administration.
9. Misbehavior of a student in the classroom or any of the college meeting or during matches or athletic meet, or any other function is liable to be punished with a fine or expulsion or both.

## **6.9. DOs AND DONOTs FOR PLACEMENT:**

### **6.9.1 DOs:**

- Attend placement drives in complete formal dress.
- Carry College ID Card and Registration Card.
- Carry attested copies of all relevant documents like certificates etc along with a latest resume.
- Keep all your documents properly arranged in a file.
- Maintain proper discipline keeping in mind the dignity of the Institution.
- Keep mobiles in switched on mode while you are out of station for easy communication.
- Switch off the mobile phones at the time of written examination, attending Personal Interview or corporate presentations.
- Follow the instruction of the concerned authority accompanying you while going for a campus Outside GEC.

### 6.9.2 DON'T's:

- Don't wear casual dress while attending the placement drive.
- Don't use tobacco, alcohol or any other addictive substance.
- Don't use vulgar or obscene language while traveling during campus drive.
- Don't spit in the bus, damage properties of the bus, shouting or misbehaving with staff members while traveling

N.B: Violation of all or any of the above mentioned rules and regulation will be treated as gross misconduct and will invite disciplinary action, which may lead to debarring from attending campus interviews in future.

### 6.10 INFORMATION TO PARENTS:-

GEC, Bhubaneswar is one of the premiere technical institutes of India, aspires to produce technocrats par excellence and tries to impart quality education for producing skilled, committed and responsible citizens who can hold the banner of our nation high.

This lofty mission of ours can't be realized without the active support of the parents. So we call upon the parents to work hand in hand with us in nurturing the talent of students and enabling them to realize their full potential.

#### Parents are requested to:

Please • Be vigilant and have a strict follow up on the attendance of their wards to ensure that their wards attend all their classes.

Please • be in regular touch with class teacher to know regarding their sons/daughter academic progress of ward's.

Please • advise their wards regarding value of discipline punctuality and sensitize / educate them about importance in building a meaningful career.

Please • contact the Proctor class teacher, Head of the Department and Principal if they feel their ward is not progressing academically as per their expectation.

Please • make it a point to respond promptly to any written or oral communication sent to them by the Institutions.

Please • ensure timely deposit of college/other related fee.

Please • sign an undertaking at the time of admission that they will abide by the rules and regulations of the Institution.

Please • avoid giving big amount of pocket money to their wards as it has the potential of distracting the attention of the ward and drag them to go astray from their path.

Please • Avoid giving costly mobile phones.

Please • take a note that the decision of the management on all matters regarding rules & regulations shall be final and binding as these are beneficial for their wards.

## **7.0 FACILITIES**

### **7.1 MEDICAL FACILITIES:**

A healthy mind lives in a healthy body. GEC, Bhubaneswar is fully aware of role and responsibility in maintaining the health of students and has taken all possible measures to provide healthcare service to the students.

A dispensary equipped with all necessary facilities to meet any health related emergency is available inside the campus. Qualified doctors and pharmacists working round the clock to provide health care service to students and staff of GEC. Doctors, Director / Principal, Dean (Admin.) and Warden regularly visit the hostels and monitor the health care situation. The Institute has Ambulance vans to medical emergency. Consultancy for staff & students is free in the institute dispensary.

### **7.2 TRANSPORT FACILITY:**

The institute provides transport facilities to all students. The Dean (Admin.) looks after the facility on a day to day basis.

The students are advised to follow the following rules:

- The buses have specified stops. All the students must wait at those specified stops to board the bus.
- Students must travel by the bus allotted to the route concerned and must not change their bus number or routes.
- Decency & discipline must be maintained while travelling in the bus.
- Use of any addictive substance including smoking, consumption of tobacco, alcohol etc in the bus are strictly prohibited.
- Ragging of any form in the bus is strictly prohibited.
- Commuters must not damage any of items like seats, lights, glasses etc. in the bus. In case of any such incident, they have to pay fine for the damage as decided by the authority.
- Students must behave politely with the transport staff.
- Violation of any of these rules in any manner shall invite strict disciplinary action.
- Any suggestion related to the transport services should be communicated to the Transport Supervisor / Dean (Admin.).

### **7.3 LIBRARY FACILITY:**

#### **7.3.1 FACILITIES AVAILABLE TO THE STUDENTS:**

- Text Books
- Reference Books
- Photocopy
- Spiral Binding & Lamination
- Digital Library & E- Resources
- CD & DVD Library
- Web OPAC to search the book
- Magazines & Journals and back volumes

#### 7.4 GAMES & SPORTS FACILITY:

Sports and games play an important role in maintaining a healthy body and mind. The institute gives equal importance along with study and has built a massive infrastructure for both outdoor and indoor games. Regular sports and games related activities are organized and a qualified trainer looks after the training as well as organization of such activities. Students actively participate in Inter-college / Interuniversity level sports / games meets. The Institute takes pride in encouraging the sportspersons and honor them with awards, prizes, certificates etc.

The Institute encourages sportspersons of boys & girls equally without any discrimination. Moreover, even girl students are encouraged to participate in sports and games as well as cultural activities in a big way and the Institute takes all possible steps to fulfill their attempts. Lady faculty members accompany girl students to guide them whenever there are any off-campus sports or cultural activities. The institute has also built a massive swimming pool, and appointed a trained swimming instructor to train the students. Different time slots are allocated for boys and girls students as well as staff members for the swimming session.

Some of the facilities available in the Institute are:

- Five-track National Standard Swimming Pool.
- Separate play grounds are available in the campus for:
- Foot-ball
- Cricket
- Basket-ball
- Volley-ball
- Badminton

As part of the indoor games, following facilities are also available for the students:

- Table-tennis
- Chess
- Carom etc.

## **8.0 SPECIAL ACTIVITIES**

### **8.1 SEMINARS:**

Seminar is an integral part of academic activities. Every department, under the guidance of a senior faculty member, conducts seminars and workshops regularly which provide new exposure to both the faculty members as well as students. The management actively supports and encourages such programs. The regular features of such activities are:

- Inviting experts, guest faculties, eminent scholars, scientists et al. from outside to deliver talk in the field of their expertise.
- Seminars by the faculty members of the Institute on specific area of interest.
- Conducting students' seminar, personality development programs etc.
- Every student is allowed to participate in one conference/seminar/workshop in a year.
- Registration fes up to Rs.500/- or as per actual on submission of relevant supporting document in original.
- To & Fro sleeper class train tickets (student concession) from the BBSR railway station (break journey and Premium Tatkal tickets will not be considered.) to the destination.
- Local conveyance allowance (such as auto, City Bus etc) for metro cities shall be Limited to Rs.100/- only.

### **8.2 CULTURAL & SOCIAL WELFARE SOCIETIES:**

After a entire day's uninterrupted study, mind needs entertainment and fun for refreshment. Our Institute regularly organizes different cultural activities on the campus. Cultural committee headed by a senior Faculty member and supported by student representatives and achieving participate in such programs.

At the same time, GEC, Bhubaneswar has not forgotten its social responsibility towards creating an educated and empowered society. The Institute undertakes various welfare schemes to empower the local population of Badaraghunathpur and its adjoining villages. The NSS wing of

the Institute also actively organizes different programs from time to time at different places/spots.

### **8.3 SCIENCE & TECH FEST:**

Our students are not one-dimensional personalities but multidimensional potentialities waiting for a proper platform to blossom. Keeping this in mind, GEC organizes a Techno Management Fest (usually for two days) named *SCIENCE & TECH FEST* every year.

All students eagerly wait for this event as it gives them an opportunity to exhibit their talents in their respective fields. Besides a National level paper presentation where a substantial number of students from Odisha & outside the state participate, the event features many fun-filled competitions and cultural programs.

### **8.4 CAMPUS FLASH:**

The institute publishes a monthly Newsletter called "GEC Campus Flash" which gives information about the happenings on the campus. The newsletter highlights various achievements of the students as well as the faculty members, as like their participation in various Seminars / Conferences / Workshops and other commendable deeds. The students are also encouraged to contribute their news items to the Newsletter through the correspondent of their respective department.

### **8.5 Hobby Club.**

To develop the innate talents of students in extra-curricular activities, GEC has introduced a concept of Hobby club in which 13 fields like Vocal music, Guitar, Key Board, Drum, Dance, Tabla, Fine Arts, Robotics, Software development, Electronics club, Animation, literary club and sports are included. On every Saturday, the last two periods are devoted for the hobby club, in which invited mentors from outside guide the students. In-house faculty mentors monitor and co-ordinate the activities of each club.

## 8.6 Literary Society

Unique activities have been carried out in GEC to inculcate the literary talents of the students and to make them updated with day to day affairs on business, economy, society, polity literature, and technology, current affairs on national and international importance. They are mentioned below

**8.6.1 Wall Magazine** is a platform where the literary talents of students can be showcased and as a medium, through which campus happiness could be better known. The articles are being newly-issued in every 15 days. It has become a success with the active co-operation of students. The Wall Magazine covers the areas like ENIGMA: Stories, Poems (Literature), BIZZFUZZ: Business market happening, Frolic: Sports, Science & Technology, Coat the wall, Paintings, Run & Fun, Joke, Quote of the Week, Quotations, Movie Mania, Research article, culture & Heritage etc.

**8.6.2** Every morning it travels either on a small piece of paper or in the mind of a student, who by making a small effort to place that on a white board specifically meant for it at the entrance gate of the college reaches the minds of the approximately 1500 members of GEC family instilling them to look within. It's a thought (Golden Words/Quotes) that becomes "Thought for the Day" at GEC.

**8.6.3 "The Day Today"**: Often people live through a day without having any clue about its significance to mankind. It is not for any ordinary reason that sometimes people resolute to observe a specific day of a year as a commemoration to some significant event of the past. Here at GEC, such days don't pass by without the acknowledgement of all its members. On such important day, a write up and quiz has been read and discussed in each class.

**8.6.4 Fun Quiz**: Regularly e-mail has been sent to students and staff-members on interesting facts, picture, article, quotations on daily basis. It has been done in GEC to make the GEC community updated.

**8.6.5 E-magazine**: Each month an e-magazine Oasis has been uploaded in the website of

GEC which covers articles, poems, stories on varied interest contributed by both students and staff-members of GEC.

### **8.7 NSS:**

The institute patronizes NSS units for pioneering the social scheme.

### **8.8 WOMEN DEVELOPMENT CELL (WDC):**

WDC girl students regarding communicating health aspects and makes fear free environment. Encourage female staff and student for debating seminars, competitions etc and handle any problems and grievances of female staff and students.

### **8.9 PROFESSIONAL TRAINING AND CERTIFICATION PROGRAMME**

The Institute floats professional courses on IBM-DB2, RAD, ORACLE and BEC. We are also tied up with professional bodies like Purple Leap, Confidence Factory, You Succeed and Co-Cubes for better employability of the Students. Infosys campus connect programme is a very recent addition to the above purpose.

Students have to get a certification either through the College or from any outside service provider in the following area, to be eligible to sit for our Campus interviews:

- i) ORACLE / ROBOTICS / JAVA / DOTNET
- ii) Regular training in SOFTSKILL

### **8.10 INSTITUTIONAL PROGRESSIVE FORUM**

Every great accomplishment that one witnesses around oneself, may it be an engineering marvel or any masterpiece by an artist, must have had its roots in great thoughts/ideas. ‘An Idea can change a Life (or say Lives)’ goes a popular buzz. Yet an Idea that finds the right forum to pitch in has got a higher probability to affect changes than an idea that does not find a right forum.

And within a college, who else can propose a better idea that all students would appreciate other than the student themselves. Majority of the students generally fail to realize that he/she is already an inseparable part of an organization where his/her performance, contribution or behavior can shape up things to make it better.

To allow the student play an indispensable role in shaping up an Institute, beyond the boundaries of the classroom, Institutional Progressive Forum (IPF) is established at GEC.

#### **8.10.1 THE CONCEPT**

IPF has been established to provide students with a forum to air their views, opinions or ideas for the larger interest of the Institute and to channelize the energies and innovative ideas of the students & staff for improvement of the institute and community. IPF functions through 15 different committees that comprise of student members & faculty mentors.

The structure, functions & modus operandi of the constituent Committees has kept evolving so as to make it more relevant in the present context, realistic, measurable, executable & controllable.

IPF is functional at GEC since October 2009 & over these years the involvement of student & staff members has been praiseworthy considering the initial progress and achievements of different committees.

### **8.10.2 AIMS**

1. To inculcate Positive and Progressive thinking into the mind-sets of the Staff & Students of the college.
2. To channelize the energies and innovative ideas of the students & staff for improvement of the self as well as the institute and the community.
3. To ensure proper implementation of the policy of the institute by becoming a channel of communication between the faculties and students. Ensure proper utilization and distribution of facilities provided by the institute.

### **8.10.3 List of Committees & Functions.**

#### **Academic Committee**

The objectives of this committee are to recommend the Principal and Faculty regarding the day-to-day Academic activities, and suggest feasible means for its improvement. It works as an interface between the Student Community & the Faculty in all academic matters.

#### **Industry Interface Committee**

1. The Committee shall assess the training needs of Students in conformity with the Market trends. Help choose the most suitable Trainers available in the respective fields. Assist in conducting Training Programs (such as Pre-Placement Training classes), developing Industry-Institute Interface, assisting in obtaining Internship opportunities, act as a Liaison between students and organizations.
2. Develop and maintain Student Database, collect resumes, short-list them, suggest modifications so as to suit to the requirements of the Industries.
3. Help in arranging On-Campus & Off-campus interviews including hospitality and logistic support

#### **Seminar Committee**

1. This committee shall plan, organize and conduct Seminars, Workshops, Conferences and other developmental programs

2. Coordinate and arrange Guest lectures on varied subjects including Spirituality and extend hospitality and logistic support for its conduct.
3. Organize Intra-college competitions & help to select students to be sponsored for different Seminars, Technical or Management Fests or other academic activities.

#### **Social Responsibility Committee**

1. Shall comply with the Social Responsibilities of the institute and propose new initiatives to reach out to the society e.g. conducting blood donation camp, organizing & participating in demonstrations on important days like World Aids Day, Earth day, reaching to the affected people during flood & natural calamities, initiating a forestation programs.
2. Help identify scope for the students to get involved in different events of relevance.

#### **R&D –cum-Consultancy Committee**

1. Encourage the spirit for taking up Research activities.
2. Collect Information about various Conferences, & promote them for participation by students. Promote Innovative ideas by organizing events, such as Paper presentations and finding feasible ways to implement them.
3. Collecting and disseminating information about various Projects going on at Premier Institutes to arouse interest of the students.
4. Actively managing the on-going R&D Projects of GEC and search for consultancy opportunities.

#### **Disciplinary Coordination Committee:**

1. The committee will help ensure discipline inside the college including proactive anti-ragging measures,
2. Shall oversee that the utilities and installations of the college are not damaged,
3. Frame Rules and Regulations and quantum of punishment for infringement of minor

rules (to be further approved by Faculty IC /Principal / Dean Admin) like not wearing uniform & Identity cards, not providing thumb impression when entering or leaving the College, disturbing the classes etc.

4. This Committee may form subcommittees or task forces to oversee compliance.

**Industrial Visit Committee:**

The objective of this committee Coordinating and helping in arranging- Industrial visits & conducting of study tours.

**Campus Beautification-Cum-Sanitation Committee:**

The objectives of this committee are

1. Shall make recommendations to ensure hygiene of the food served in the canteen, shops inside the campus etc.
2. Propose ideas for campus beautification and maintenance.
3. Help in measures to keep the atmosphere of the college clean.

**Library Committee:**

1. Suggest actions to ensure effective & maximum utilization of Library resources.
2. Shall help in maintaining discipline and decorum in the Library and upkeep of its resources.
3. Build-up, upkeep and utilization of e-library that contains Reading materials, Videos and Photographs of the college functions and associated activities.

**Cultural Committee:**

1. Shall be responsible to organize different Cultural programs in the college.
2. Shall ensure smooth functioning of all Music and Fine-art Clubs.
3. Shall remain in charge of all Pujas, display of Art inside the college.

### **Hostel Committee:**

1. To ensure proper functioning of the hostels. Any problem inside the hostel or inconvenience faced by the students and staff including damage to the fittings and appliances are to be sorted out & brought into notice by this committee.
2. Recommend measures to mitigate health problems of the students.

### **Health Committee:**

1. Will be responsible to take care of the health issues of the students.
2. One of the committee member should accompany the patients to the hospital for providing administrative support.

### **Literary Committee:**

1. Help conducting all literary activities including competitions.
2. Help publishing, and circulating Quarterly News Letters etc.

### **Sports Committee:**

- a. Help Organize and conduct different inter and intra sports tournaments/competitions.
- b. Help maintain the Students Common rooms, Playgrounds.
- c. May conduct awareness sessions, yoga sessions for the students.
- d. Shall be in charge of organizing Independence Day and Republic Day celebrations.

### **Technical Wizard Committee:**

Shall help in development of Electronics club, Robotics club etc. Help in Maintenance of college and student websites. Help in-house development of software.

### **New Horizon**

The institute publishes a quarterly Newsletter called “NEW HORIZON” which contains, among others news related to various achievements of students, their participation in various Seminars / Conference / Workshop and other commendable deeds. Any student can contribute through their correspondent of the department in the said Newsletter.

## 9.0 RULES & REGULATIONS

### 9.1 Library Rules

- **Admission to the Library**
  - A student has to show Identity Card while entering the library.
  - Before entering the Library, every student shall enter his / her name, Roll No, section and time in the gate Register.
  - Personal books and belongings except papers and note books shall be deposited at the property counter.
  - Students are not allowed to enter the Library when they have scheduled class work.
  - Outsiders are not allowed into the Library without prior permission.
  
- **WORKINGTIMINGS**
  - Reference section - Flexible hours for working day and Holidays
  - Issue section - 9.00 AM To 6.30 PM on working day
  - Xerox Section - 8.00 AM To 8.00 PM. both on working day and holiday
  
- **CONDUCT WITHIN THELIBRARY**
  - Silence should be strictly observed inside the library.
  - Spitting, smoking, sleeping, gossiping inside the Library or putting one’s leg on the library furniture is strictly prohibited.
  - Combined, group study / discussion is not allowed in the reading room.

- The library premises shall not be used for any purpose other than reading.
- No person shall write on books, journals & periodicals, either for the purpose of correcting an error or otherwise, make any marking on publications belonging to the library, underline words and sentences therein, tear pages or any other thing which can damage above documents.
- Personal books, photocopied materials etc. are not allowed inside the library
- If any publication is lost / damaged on account of disfiguring, any page or graph / picture is removed by a reader, he / she must replace it by a new copy or pay three times the cost of that volume and pay any fine that may be imposed on him / her by the authorities.
- If someone loses a book, he / she must report the matter to the Librarian on the same day. Otherwise late fine will be added with the amount payable for the lost book.
- If one volume of a set is lost by the user, the whole set shall have to be replaced.
- Before leaving the library each person shall return the books/ documents taken for reference / reading in the reference counter.
- Users are requested to allow search of person at library exit gate while leaving the Library.

▪ **BORROWING PRIVILEGES**

- A student has to get enrolled as a member of the Library.
- Library card will be issued to the member. The library card will be valid for one academic year and shall be renewed in the beginning of the subsequent year.
- Documents will be lent to a borrower only against the Library card.
- No of books issued to the student:

Class	No of Book Issued	Maximum Days
B.Tech 1 <sup>st</sup> Year	02	7 Days
B.Tech 2 <sup>nd</sup> Year	02	7 Days
B.Tech 3 <sup>rd</sup> Year	03	6 Days
B.Tech 4 <sup>th</sup> Year	03	7 Days
M. Tech	03	8 Days

Student shall have to return the book(s) within a period of seven days (including last day) failing which he / she shall have to pay the following fines per day per book from the 7<sup>th</sup> day of issue of books.

From Day	To Day	Fine/Day/Book
7 <sup>th</sup>	13 <sup>th</sup>	Re.1/-
14 <sup>th</sup>	20 <sup>th</sup>	Rs.2/-
21 <sup>st</sup>	27 <sup>th</sup>	Rs.4/-
28 <sup>th</sup>	On wards	Rs.8/-

N B: Immediately after 28<sup>th</sup> days, disciplinary action will be taken against the defaulter

■ **LENDING LIBRARY**

The College Library is equipped to lend costly text books to the students. At a nominal annual subscription which is subject to change, a student can draw in an academic year books whose printed cost taken together does not exceed 4 times the amount of annual lending library subscription as applicable to him/her. It is also clarified that not more than 4 books at any one time and not more than 4 books per semester can be drawn by a student.

If a student having subscribed does not avail the Lending Library

facilities partially or fully, the residual unused portion of the subscription shall be adjusted against his/her college dues for the current or the next academic year. In case no dues are outstanding, the balance amount shall be directly refunded to the student. Modalities of calculating the unused amount shall be as under;

- Amount of Annual Subscription - :a
- Total Printed cost of books drawn during the academic year - : b
- Amount to be refunded - : a-(b/4)
- A student wishing to draw books (number not exceeding 4 at a time and 4 per semester) whose combined printed cost is more than 4 times the annual subscription, may do so by paying the excess amount i.e.,(b-4a) at the times of drawing the books.
- Lending Library book issues shall confine to following norms.
  - Not more than 4 books can be drawn at any one time.
  - Total number of books standing against a student's name at any one time shall not exceed4.
  - Not more than 4 books can be drawn in a semester.
  - Total printed costs of the books drawn in an academic year shall not exceed 4 times the amount of annual subscription except for circumstances elucidated at para 3above.

#### ■ **OTHER RULES**

- Books are not transferable to other accounts.
- Loss of Library Cards shall be reported immediately to the Librarian. A duplicate Library card may be issued by payment of Rs.30.00 and a color passport size photograph for the card. The borrower shall be solely responsible for misuse of the lost card, specifically for all books issued against the card before the loss of the same was reported.

- If any student disfigures / removes the barcode / call number label of the books or library / identity card an amount of Rs.10.00 (per level) will be imposed as fine.
- The Principal /Dean/ HOD / Librarian have the right to stop the facilities of the library including issue of books at any time to any or all the borrowers.
- Books will be issued only on production of Library Card and Identity Card.
- Reference Books, Rare Books and periodicals are not to be issued.
- All borrowers shall secure a “No dues certificate” from the library after clearing all the dues while leaving the college.
- Any case of misbehavior or discourtesy by the staff or unwillingness to provide service shall be reported to the Librarian.

#### ■ **IDENTITY CARD**

Identity Card of an individual student is handed over to him / her from GEC Office during the start of concerned student’s academic career at GEC; **this is a very important document and must be preserved with utmost care.** However if the Identity Card (I-Card) is lost, a procedure as given below is to be carried out:

- For issuing a duplicate I-Card, a student has to write an application to the Principal.
- After getting approval from the Principal the student has to get a FIR copy (from the police station) or get an affidavit from the notary.
- He / She has to submit the application along with FIR / Affidavit to the Librarian.
- After receiving the ‘NO-DUE’ Certificate from the Librarian he / she is required to deposit Rs. 200.00 (Rs Two hundred) in the Account Section.
- The student must submit the money receipt in the library and

collect the I-Card in a day or two.

## 9.2 HOSTEL RULES.

These rules are applicable to all the hostellers of the Institutions

### THE MISSION

- A student shall be eligible for admission to a hostel only after his / her admission to the college.
- All applications for admission to a hostel shall be made in the prescribed form and addressed to the Principal / Director / Dean of the college. Seat shall be allotted by the Warden /Dean.
- Once admitted, a student shall be allotted to any one of the hostels of the college. Boarders are not allowed to change their room / hostel without written permission from the authority. However, the authority may change the room / hostel of any boarder at any point of time on disciplinary grounds.
- A student shall not be entitled to retain accommodation in the hostel beyond his / her tenure of the course. However, a student who has submitted his/ her thesis may be permitted to retain hostel accommodation till his / her final Viva-voce test. This is subject to payment of usual rent and availability of hostel accommodations, provided he / she actually reside in the hostel.
- A student wishing to get College Leaving Certificate has to get his / her all hostel related dues cleared.

### WITHDRAWAL

- After allotment, application for withdrawal from the hostel shall not be entertained unless the same is countersigned by the Father /

Guardian of the student and the Principal /Director / Dean through student welfare officer (SWO) /Superintendent/ Matron as the case may be. Such application shall be entertained only after hostel dues have been cleared and a certificate to this effect is obtained from SWO / Hostel Superintendent / Matron and Warden.

- While finally vacating the hostel, the boarder must hand over the charge of room along with the hostel properties issued to him / her, obtain a NO OBJECTION CERTIFICATE from the SWO / hostel superintendent / matron and warden.

### **THE STUDY HOUR**

A boarder must observe study hours between 06:30pm – 07:30pm in the evening & after dinner i.e. 09:00-10:30pm (for girls) 06:30-08:30 in the evening &after dinner i.e.10-11 pm (for boys). He/she must also observe strict silence during the study hours. Playing musical instruments radio, tape recorder or creating any kind of noise or disturbance during study hours is strictly forbidden. Boarders found violating the same are liable for disciplinary action.

### **REPORTING TIME**

- All the boarders should reach their respective hostels before 6.30 PM to maintain study hours.

However, in the case of girls the following shall be the reporting time at Hostels:

A)	1 <sup>st</sup> March to30 <sup>th</sup> September	6.30PM
B)	1 <sup>st</sup> October to28/29 <sup>th</sup> February	6.00PM

### **LEAVE OR ABSENCE**

- For leave or absence from hostels or leaving headquarters, the boarder shall obtain prior written permission from the respective Superintendent or Warden and the same should be submitted to the SWO.
- In case of girls the boarders shall also obtain written permission from Superintendent or Warden. The same should be submitted to the Matron.
- Absence from the hostel beyond 6.00PM without prior permission of the Superintendent or Warden is considered as an act of gross indiscipline and misconduct and would invite heavy punishment. Such cases must be brought to the notice of the Dean / Principal by Matron / SWO.

Repeated violation may lead to expulsion from the hostel and College

### **HOSTEL PROPERTY**

- Boarders will be responsible for the safe upkeep of their rooms and the furniture and fittings provided to them. Damage or breakage of any hostel property will invite heavy punishment. Such cases must be reported immediately to the SWO /Matron.
- Any loss or damage caused to the Hostel property by any student must be made good by him / her. In case of un-identifying the offenders, who actually caused such loss or damage, collective fine may be imposed on all of them.
- Students are expected to keep their rooms neat and tidy and maintain cleanliness all through. Spitting on walls, furniture, doors, etc. should be avoided and these should not be defaced with pencil / chalk marks, posters etc. or by indiscriminate driving of nails etc.

### **ELECTRICITY**

- Use of electrical appliances like heaters, iron, table lamps, music system, etc. without permission is punishable. Anyone using immersion heater or other type of heater may be fined Rs 5000/- and such appliance may be confiscated.
- Cooking inside the room in the hostel is not allowed. Any body found cooking in his/ her room is liable to be severely punished.

## SECURITY

Boarders are advised not to keep any valuables in their rooms. They should take care of their personal belongings, and should be kept under lock and key. The college shall not be responsible for any loss on account of theft or carelessness.

## VISITORS OR GUEST

No visitor is allowed into the hostel after 6 PM. Friends of opposite sex are not allowed into rooms at any hour. Visitors can meet boarders at the appointed place in the premises. A boarder keeping guest without permission of the hostel Superintendent / Warden is liable for punishment.

## MEDICAL ASSISTANCE

All cases of illness should be reported at once to the SWO / Matron, who will refer the matter to the warden. In case of emergency the boarder may be removed from the hostel till his / her recovery.

## MESS

- Boarders shall not remove common room articles, dining hall utensils, furniture and other articles of hostel from their respective places.
- Mess charges must be paid regularly and immediately within 10 days of announcement of dues. **Mess is compulsory.** No food is

served in the rooms of the boarders. However, on medical grounds, and on advice of the Doctor, he / she may be allowed taking food in the respective room with the knowledge of SWO /Matron.

- The Boarder should behave properly to the hostel and Canteen staffs.

## DISCIPLINE

- A boarder shall be liable for expulsion from the hostel, if he / she is in the habit of staying away without permission or is negligent in studies or is found guilty of misconduct or indiscipline, by the Principal / Dean on recommendation of the SWO / Matron and warden.
- Ragging of any kind in the hostel is an offence and hence prohibited. Anybody detected in the act of ragging or reported for indulging in ragging will be liable for severe punishment. Such a student may be expelled by the Principal. Such cases shall be reported to the police for necessary action in view of the decision of the apex court.
- The boarder must not take intoxicating drinks or any kind of intoxicants or indulging in gambling in the hostels or outside. For rowdy and undisciplined behavior a boarder is liable to be expelled from the college.
- Any meeting to be held in the hostel premises should have the prior approval of the Principal / Dean, who may give approval if such meeting if concerned with hostel affairs only.
- No boarder is allowed to keep any fire arms, lethal weapons, poison or intoxicants of any kind in the hostel. In case, any body found with said items, disciplinary action as deemed fit shall be taken by the authority.
- All kinds of shouting, violent demonstration, knocking or any

other act of movement or behavior, which is likely to cause disturbance or annoyance to the boarder's/ neighbors, are strictly prohibited.

- Quarrels and disputes with fellow boarders should be avoided. Boarders must not take the law into their own hands but must report all quarrels and disputes to the SWO / Matron immediately.
- All the boarders must attend the class regularly in the college. Boarders are not supposed to be in the hostels, if their class work is going on.
- Every boarder must be acquainted with all rules and regulations of the hostel. He / she must observe these rules strictly. Ignorance of rules will not be considered as an excuse.
- A boarder found guilty of having committed breach of any of these rules shall be punished.
- These rules may be changed, modified or altered at any time by the college.

### 9.3 COMPUTER LAB RULES

#### ▪ Dos

- Student should sign in the Lab-monitoring sheet.
- Student should prepare the program code before coming to the lab for the respective current assignment.
- Student should work in the respective student directory only.
- Student has to ask the faculty or lab assistant doubts regarding coding errors found during compilation and execution time.
- Student should submit the lab records after completion of every assignment and get it signed by the concerned faculty.
- Student should attend the lab on time & submit I-card before entering to the lab.
- Student should maintain discipline and decorum inside the lab.

- Student should shut down the system properly, unless otherwise specified, before leaving the lab.
- Student should shut down the system as well as monitor five minutes after the power failure.

**▪ DON'Ts**

- Students should not tamper the system files.
- Students should not delete or modify other files and folders.
- Students should not handle other utilities and equipment except the allotted systems.
- Student should not carry bags in the lab.
- Students should not leave the lab during the lab time without the permission of the faculty or lab assistant.
- Students should not talk to other students in the lab hours.

#### **9.4 RULES FOR BROWSING INTERNET**

- Students should bring their ID card along with Internet Browsing token.
- Students are allowed for minimum of 30 minutes and maximum of 1 hour at a time.
- Students should not open more than one site at a time.
- Students should use the net for mailing and for browsing the sites related to educational document only.
- Students may avail the internet Facility on first come first serve basis.

Violation of rules and misuse of the net will be viewed seriously leading to punishment.

#### **9.5 INTERNET LAB REGULATIONS: FOR CAMPUS HOSTELSTUDENTS**

(AFTER 9PM.)

- Student shall book the slot in advance for slots after 09P.M.
- Student shall bring the I-Card (Specially issued for the purpose of library) during booking and usage time.
- Students shall not chat.
- Students shall book 1 hour per day.
- Students shall use the net for educational purpose only and shall not open unauthorized sites.
- Students found violating the regulations shall be liable to severe punishment.
- Students shall come in normal dress.

## **10.0 INTERNSHIP GUIDELINES FOR B.TECH**

### **10.1 INTRODUCTION**

The main objective of this internship of technical students is to expose them in industrial environment, to let them know about modern technology, to develop project report writing process, to understand the psychology of workers, to develop team spirit, responsibility, ethics etc.

By undergoing internship, a student can develop the practical skill, can select his/ her career, can know the importance of time management & team spirit, can grade his/ her CV during interview for a job. One B.Tech. student to undergo 600 to 700 hours of internship during his/ her course i.e.- full time 1 month of training at the end of 1<sup>st</sup> year, 2<sup>nd</sup>. Year & 3<sup>rd</sup>. year during summer vacation. However, a student can undergo part time internship training for same hours during each semester (subject to condition).

**After 1<sup>st</sup> Year**

One-month Internship during summer vacation.

Total Credit as per the University (BPUT).

A student can undergo 1-month training: --

- At other institution as IIT or NIT Or,
- Soft skill training at GEC Bhubaneswar Or,
- One-month training/ contribution at GEC Incubation Center/ GEC Innovation Cell/ GEC Entrepreneurship Cell. Or,
- One-month learning at Departmental Lab/ workshop of GEC Or,
- Doing Consultancy or Research project work of GEC as assistant.

For above training, the certificate to be issued by concerned program head or Cell in charge. The performance evaluation shall be as under.

Total Marks: 100

The break-up of marks as follows:

Internal Guide Evaluation:	20Marks
External Guide/Program head/Cell in charge Evaluation:	20Marks
Internship Report:	20Marks
Presentation & Viva:	40Marks

**After 2<sup>nd</sup> & 3<sup>rd</sup> Year**

**One Month Internship during summer vacation from any one category as detailed below.**

**Total Credit as per the BPUT guidelines.**

**(A) Innovation/IPR/Entrepreneurship Category**

- A student can undergo one-month training at IIT/ NIT center of excellence. or,
- Can compete in innovation competition as hackathon etc. Or,
- Can work in startup for development of new product or business plan or,
- Can work in GEC - Innovation council for business, technical expos, IPR workshop etc. Or,
- Can work in family business to gain work experience.

**(B) Internship Category**

A student can undergo training on live projects with Industry or Government or PSU or NGO or any micro- small- medium enterprise or on line work.

**(C) Rural Internship Category.**

With a long time goal, a team of students to work for development of nearby village people under any one of following activity program as:-

- Sustainable water management
- Low cost sanitation facility.
- To improve quality of life by technical means.
- Solution for energy conservation.
- Efficient garbage disposal.
- Doubling of village income.
- Improving the education quality of village.

**(D) Skill Course Category**

A student can undergo short term training course of NSQF Level 3 or 4 or 5 for 1 month.

For all above internship category, the certificate to be issued by concerned Program Head/ Skill training center Head/ Industry Supervisor. But in case of “Family Business” the certificate cum undertaking to be provided by the parents. Further in case of ‘Rural Internship’ the certification to be done by Faculty mentor, NSS Head and T & P cell head.

For all above category the performance evaluation shall be as under.

**Total Marks: 100**

The break-up of marks as follows:

- Internal Guide Evaluation: 20Marks
- External Guide/Program head/ Cell In charge Evaluation: 20Marks
- Internship Report: 20Marks
- Presentation & Viva: 40Marks

## **10.2 INTERNSHIP PROCESS**

Students shall be guided by T & P Head for choosing a type of Internship and about the importance of Internship.

- a. PPT to be regularly provided by T & P cell on CC/TI/PI.
- b. For Internship related issues, each section shall have 2 or 3 student coordinator (one as leader), who will report to Department/ Branch Faculty coordinator who will report to T & P head.

- c. Each student to request for Internship training to T & P Officer in prescribed “Student Internship Program Application Form” through concerned branch faculty Coordinator.
- d. T & P cell to forward the students request to concerned Cell/ Industry/ NGO/ PSU/Government etc. for slot allocation and do the necessary official works for approval before training starting date.
- e. If for one industry/ cell/ program more students are interested, then GEC shall scrutiny the students on basis of interview or CGPA.
- f. One student can arrange internship at its own, but he/ she has to submit one undertaking stating about not requirement of GEC help for Internship. However, the confirmation letter to be submitted to T&P cell via Faculty mentor before training start date.
- g. On joining at Internship, each student to e-mail GEC regarding joining.
- h. During Internship, the concerned GEC Faculty mentor shall visit 2 to 3 times to concerned industry/ Institution/ cell/ etc to evaluate the performance of student. If found absent without prior information) , his/ her entire training shall be cancelled.
- i. A student can avail 1-day leave during 1 month of internship.
- j. At the end of Internship, the student to collect Certificate from concerned industry/ skill center/ cell etc. in the prescribed format attached and submit the same to college along with project report, daily diary, certified attendance sheet etc.
- k. All students undergoing internship shall be insured for health & Safety.

- l. Concerned Industry supervisor/ Program coordinator shall evaluate the DPR regularly (copy attached).
- m. During internship, a student to maintain the prescribed “daily training diary or Log book” and the same to be signed by Industry supervisor/ program supervisor/ or concerned officer daily. During surprise visit of GEC faculty mentor to training place, the same diary shall be verified by mentor.
- n. In daily training diary (format attached) a student to record the information gained, knowledge gained, plot drawings & sketches, organization information, technology, working principle etc. regularly.
- o. At the end of training, the student to submit the prescribed attendance report (copy attached) to GEC

For reference of students and all concerned the prescribed format of Student Internship Program Application form, Internal guide evaluation sheet, Supervisor Evaluation sheet, Internship report evaluation sheet, presentation & Viva Evaluation sheet, Request letter from GEC, relieving letter of student, Students daily diary/ daily log book, Students feedback form, Students attendance sheet are attached here with.

**10.2.1 These are the following content should be there in a perfect Interneship Report.**

- Cover Page
- Internship Certificate
- Table of Content
- Industry Profile
- Company Profile

### **10.2.2 Internship Objective:**

What do you intend to learn, acquire and clarify through this internship? Try to use concrete, measurable terms in listing your learning objectives under knowledge & understanding and skills.

### **10.2.3 Job Description:**

Describe in as much detail as possibly our role and responsibilities while on your internship. List duties, project to be completed, deadlines, etc. How can you contribute to the organization/site of internship?

### **10.2.4. Daily Log/Daily Diary:**

The format has been added below.

**10.2.4.1 Supervision:** Describe in as much detail as possible the supervision to be provided/ needed at the work site. List what kind of instruction, assistance, consultation you will receive from whom, etc.

**10.2.4.2 Statistics or any information presentation through Figures & technical tools:**

Pie Charts, Tables, column, bar etc.

**10.2.4.3 Evaluation Forms:** These forms are needed to be attached; Internal Guide evaluation Form, External guide evaluation Form, Student evaluation form, Internship report evaluation form, Evaluation form for Presentation & Viva, Attendance sheet.

**10.2.4.4 Findings & Conclusion**

**10.2.4.5 Annexure & Reference**

## 10.3 REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER

### ANNEXURE-I

## 11.0 INCUBATION CENTRE

### 11.1 SUMMARY

The goal of Gandhi Engineering College Incubation Centre (GEC-IC) is to promote technology based entrepreneurship and thereby facilitate practical application of knowledge for public use. GEC-IC wishes to facilitate the creation of new ideas and inventions that are for the benefit of society. To this end, GEC-IC has adopted this Incubation Policy to provide guidance and management structure to facilitate development of entrepreneurship.

Incubation Centre at GEC, Bhubaneswar is supported by *Gandhi Engineering College (GEC)* that funds, mentors and nurtures ideas, startups and entrepreneurs. Virtual incubates can operate from anywhere in India.

The scope of this document is to define the policies and procedures for the operational matters related to the GEC- IC. It covers the following processes:

- 1) Introduction
- 2) Governance Structure
- 3) Eligibility Criteria
- 4) Incubation Admission Process
- 5) Intellectual Property
- 6) Infrastructure
- 7) Services
- 8) Rent And Consideration
- 9) Campus Accommodation
- 10) Seed Loan

- 11) Periodic Assessment
- 12) Incubation Branding
- 13) Information Submission
- 14) Tenure
- 15) Virtual Incubation
- 16) Conflicts Of Information And Confidentiality Of Information
- 17) Exit(Graduate) Policy
- 18) Agreements
- 19) Disclaimer
- 20) Annexure

GEC-IC to update themselves from time to time on amendments in Incubation policy and procedures. GEC reserves the rights to make an exception of all or any of the terms of policy for a particular company or a promoter on a case to case basis.

### **11.2 INTRODUCTION of GEC INCUBATION CENTRE – (GEC-TBI)**

Incubation Centre (GEC-TBI) are considered to be promising policy tools that support innovation and technology oriented entrepreneurial growth. They have emerged as sound platforms to bring about economic development in any economy. They help mitigate several avoidable risks in an early stage start-up thereby increasing the rate of success of start-ups as well the time taken to gain traction. During the past decade as in several parts of the developed and developing world, the concept of business incubator has taken root in India.

With the recommendations of the National Expert Advisory Committee, Incubation Centre (hereafter referred as the GEC-TBI) has been established at **Gandhi Engineering College, Bhubaneswar** (hereafter referred to as the Host Institution). Incubation Centre is defined as GEC-TBI and the following defined objectives:

- i. To setup a vibrant startup ecosystem so as to align itself with our country's major policy initiatives of Make in India and Start-up India; Stand-up India.
- ii. To set up incubator facilities, provide cost effective infrastructural support and value added services to startups like mentoring, legal, financial, technical, intellectual property related.
- iii. To support GEC in creating a platform to nurture creativity, innovation and entrepreneurial skills of faculty and students.
- iv. To provide a platform for speedy commercialization of technologies developed by GEC or by any other academic/technical/R&D institution or by an individual.
- v. To build a close and pragmatic collaboration between the educational institutions, research institutions, management institutions on the one hand and industry and other user organizations on the other.
- vi. To facilitate the dissemination of information by organizing conferences, seminars, lecture series, workshops and boot-camps, hackathons etc.
- vii. To generally do and perform all the above acts and such other things as may be deemed incidental or conducive to the attainment of the above objects or of any of them or any allied objects or which may advantageously or conveniently be combined with the programme of the Society in a profitable way.

GEC extend its valuable support to the faculty, students and alumni of GEC College by providing incubation facility to the young minds with ideas and innovation in various field of science and technology. The goal of this incubation program at GEC campus is to promote these creators to come up with the start-up ideas that can solve some real-world problems and make them be a great entrepreneur in the future. This initiative of ours will provide them opportunities for skill development and aid creation of a new venture.

This document contains policy and procedures for operational matters related to GEC-IC and cover the following processes:

### **11.3 GOVERNANCE STRUCTURE**

Except the ex-officio members, the remaining members will serve for a period of up to three years, and can be re- appointed for further periods. The Director, GEC will nominate the initial Executive Committee Governing Body, which will make subsequent appointments. In addition to its above members, the Executive Committee Governing Body may invite experts in legal, finance, audit, IPR, and other such areas, to its meetings as needed. It may also constitute subcommittees including such outside experts for specific tasks when needed.

The initial Executive Committee Governing Body is as follows

- I. Principal, Gandhi Engineering College (GEC)
- II. Dean Research, Gandhi Engineering College (GEC)
- III. AO(HR) , Gandhi Engineering College (GEC)
- IV. Chief Co-coordinator (MSME/Incubation/Start-up/Entrepreneurship),GEC
- V. SPOC(MSME/Incubation/Start-up/Entrepreneurship),GEC
- VI. Head (Training and Placement),GEC
- VII. President -GEC Alumni Association
- VIII. Nominee-1
- IX. Nominee-2
- X. Nominee-3

### **11.4 EXECUTIVE COMMITTEE STRUCTURE**

The following will be the structure of the Executive Committee

- 11.4.1 Principal, Gandhi Engineering College (GEC)
- 11.4.2 Dean Research, Gandhi Engineering College (GEC)
- 11.4.3 AO(HR) , Gandhi Engineering College (GEC)
- 11.4.4 Chief Co-coordinator (MSME/Incubation/Start-up/Entrepreneurship), GEC

- 11.4.5 SPOC(MSME/Incubation/Start-up/Entrepreneurship), GEC
- 11.4.6 Head (Training and Placement), GEC
- 11.4.7 President -GEC Alumni Association
- 11.4.8 Governing BodyNominee-1
- 11.4.9 Governing BodyNominee-2
- 11.4.10 Governing BodyNominee-3
- 11.4.11 CSE Department StudentNominee-1
- 11.4.12 CSE Department StudentNominee-2
- 11.4.13 ECE Department StudentNominee-1
- 11.4.14 EE Department StudentNominee-1
- 11.4.15 EEE Department StudentNominee-1
- 11.4.16 Civil Department StudentNominee-1
- 11.4.17 Mechanical Department StudentNominee-1
- 11.4.18 MBA Department StudentNominee-1

## **11.5 ELIGIBILITY CRITERIA**

Admission to GEC-IC (Gandhi Engineering College – Incubation Centre) opens to

- [1] The existing Student, research scholars of GEC
  - [2] The alumni of GEC i.e host institution
  - [3] Universities/Institutions having R&D collaboration with GEC
  - [4] Faculty/Staff of GEC (current or retired)
- [1] Others those deemed suitable for incubation from search procedures or refers from GEC-IC partners and stakeholders.

The applicant can apply throughout the year. The proposals for incubation must meet with one or more of the following parameters:

- i) Proposals which will have social and strategic impacts

- ii) Proposals with potential for large resource generation and/or impact value
- iii) Proposals with Intellectual Properties (IP) generated within GEC and transferred to the company for a consideration
- iv) Proposals with IP belonging to faculty, staff, student or alumni (created outside GEC)
- v) Proposals with potentials for strong identifiable involvement or interaction with GEC faculty with/without usage of GEC facilities

It is expected that the application will be in line with the Start up India and Start up Odisha recognition style. Priority will be given to the applications which are already recognized by Start up India or Start up Odisha.

Applications for admission to GEC-IC will be made in the name of registered unlisted companies within the meaning of the Companies Act, 1956. If a company has not been registered, an application may be made in the names of all promoters/ founders; however, the promoters/ founders must ensure that the company is registered within a period of three months from the date of approval of the application for admission in GEC-IC.

In case if the applicant or one of the promoters of the company is existing student of the host institute, He needs to obtain No Objection Certificate from his concerned department and has to attach the same along with the application form.

## **11.6 INCUBATION ADMISSION PROCESS**

### **STAGE 1: Submit Executive Summary/ Business Plan**

At the opening level, the potential incubates for admission in GEC-IC will be required to submit a pre qualifier form for admission in Incubation Centre. After initial screening and eligibility check, applicants will be invited for an initial meeting with the GEC-IC management. Upon affirmative preliminary assessment, applicants will have to submit an application Form and detailed proposal consisting of:

- i) Business Plan
- ii) Details of IP/ technology based on which a company is proposed to be promoted/ founded. In case the IP/ technology is developed at GEC, a copy of letter of approval from GEC for transfer of / licensing of/ permission to use IP in favour of prospective incubate companies.

The business plan must cover all aspects including: company description, value proposition, products and services, market and competition analysis, revenue model, milestones and timelines, development and marketing plan, organizational structure, core team, risk analysis, funding requirements and projected financials. Applicants may give such additional information as they think would help in the assessment of their proposal.

Based on the documents submitted, the Business Plan will be screened by the GEC-IC team for assessing the suitability of the proposal for further evaluation by expert members regarding its potential for incubation. Detailed scrutiny including financial and technical due diligence of the proposal shall then be carried out by the expert members for evaluation of the proposal. The expert members would be invited/ identified depending on the nature of the proposal. Applicants may be invited with their teams to make a presentation on their proposal. In order to enable the expert members to take an appropriate decision, members may ask for any additional information from the applicants and/or revision in the proposal. Submissions to GEC-IC will be treated with utmost confidentiality.

Some representative criteria to be applied for evaluation (but not limited to these):

- i) Strength of the product idea in terms of its technology content, innovation, timeliness and market potential
- ii) IP already generated and the potential of the idea for IP creation
- iii) Profile/Strength of the core team/promoters
- iv) Funds requirement and viability of raising finance
- v) Time to market
- vi) Break-even period

- vii) Commercial potential, demand and requirement in India
- viii) Scalability

## **STAGE 2: Presentation to Executive Committee of GEC-TBI**

If the initial evaluation of the business plan / executive summary is positive, GEC-TBI will arrange a meeting with the company founders, during which the company will be expected to present a PowerPoint presentation describing critical aspects of the business plan to the evaluation committee. The presentation will be followed by Q&A session. After the presentation, a final decision will be made regarding the company's entry into the incubator. The company will be informed of the final decision after the presentation.

GEC-IC will have a sole discretion whether to admit or reject a proposal for incubation and the decision of GEC- IC in this regard shall be final. GEC-IC is not bound to give any reason in case a proposal is rejected.

### **11.7 INTELLECTUAL PROPERTY**

Intellectual Property (IP) can be a patent, copyright, design registration, developed product, algorithm, software or computer program, technique, process, formulation or other such invention. Submissions to GEC-TBI are treated with utmost confidentiality. Care is also taken in case of partial information used for validation and reviewing purposes.

GEC-IC and the incubate may agree on sharing rights for any IP created during incubation.

The foregoing shall also apply to:

- Pre-existing IP already created at GEC, or created in association with GEC
- Improvements and derivative works carried out on pre-existing IP, whether from GEC or from other sources.

Applicants need to provide IP details as per format given below:

<b>IP Description</b>	<b>Owner</b>	<b>Sharing of IP-Agreement Details.</b>

IP for incubation purpose will be assessed based on the following details:

1. Whether any seed grant (from public or private sources) has been used in developing the technology which will go into the product(s) of the proposed company.
2. If yes, details of the understanding with the funding agency in terms of sharing of the IP.
3. Whether any people other than the applicants have worked on the technology and if their work will be incorporated in the product(s). If yes, whether such other person has a right in IP ownership.
4. If the IP is developed at GEC-TBI, whether any GEC, Bhubaneswar infrastructure (hardware, testing setup, instrumentation, computing resources, processes) has been used in developing the technology that will go into the product(s).
5. If the IP is developed at GEC-TBI, whether any consultancy projects were executed in the proposed area.
6. A statement from the “owners/ innovators/ creators” of IP to the effect that they are the “owners/ innovators/ creators” of IP as the case maybe.

Applicants, who are current faculty or students and alumni of GEC, Bhubaneswar aspiring for incubation shall first obtain necessary permission and approval from the Institute for transfer / licensing to use IP in favor of prospective incubate companies in the Business Incubator intended to be promoted/ supported by the inventor.

The companies or promoters/founders will pay consideration in lieu of the transfer / licensing of / permission to use IP in their favor, which will be decided by GEC-TBI. IP transfer/ IP licensing/ permission to use IP will be in favor of only the registered companies.

## **11.8 INFRASTRUCTURE**

Upon admission to GEC-IC, the following infrastructural facilities will be offered to the incubate companies on an individual basis, apart from a set of shared/ common infrastructure mentioned hereinafter:

- i) Office space (12SFT x10SFT)
- ii) Internet connection (10MBPS)
- iii) Personal Computers (as per availability)
- iv) Standard Furniture as decided by GEC-TBI

Besides, GEC-IC will facilitate the incubate companies to access departmental laboratories and other resources of Host Institution for their products development purposes. Access to departmental resources is possible through Head of the Respective Department of GEC and usage of such resources should be with permission of the concerned department to avoid conflict with departmental activities and objectives. Further usage of such resources shall be on commercial basis and in conformity with the policies of Host Institution.

Apart from company specific infrastructure as stated above, GEC-TBI will provide certain facilities be shared by all incubate companies which would include:

- i) Laser Printing
- ii) Photocopier
- iii) Scanner
- iv) Teleconferencing facilities
- v) Meeting/Conference room with projection equipment
- vi) GEC Library facilities
- vii) GEC Pantry facilities
- viii) GEC Recreational facilities
- ix) Common secretarial pool/staff depending on availability of such staff with GEC-TBI

## 11.9 SERVICES

In addition to physical infrastructure, GEC-TBI intends to provide other support and services including:

- i) Mandatory Mentoring Support: Technology and Business
- ii) HR services
- iii) Intellectual Property (Copyrights, Trade Marks, Patent) filings
- iv) Training/Conferences/Workshops & Entrepreneurship meets
- v) Seed Funding support
- vi) Governmental Agency funding
- vii) Networking and linkages with GEC Alumni for mentorship, funding, technical expertise and market access
- viii) Venture capitalists / Angels / Investors Introductions
- ix) Meetings with visitors of GEC (such as alumni, VCs, industry professionals)
- x) Showcasing GEC incubated company through networking and events the incubate will be assigned a mentor by the host Institution.

## 11.10 RENT AND CONSIDERATION

In lieu of support and services provided by GEC-IC, Nominal Rent for the incubate companies will be guided by the following norms:

- i) Office space (12 SFT x 10 SFT) with 1 workstation – Rs.100/-pm
- ii) Office space (12 SFT x 10 SFT) with 2 workstations – Rs. 200/-pm
- iii) Additional workstation space – as per existing market.

The incubate firms/companies will be subject to consideration on following accounts to the extent applicable:

- Monthly rent/ facilities charge at discounted rate for physical infrastructure to be paid to Policy for usage of GEC department's laboratory facilities.

### **11.11 CAMPUS ACCOMMODATION**

Subject to availability, an incubate may be provided with campus accommodation, on a payment basis. Incubate will have to pay the monthly rent as per the norms of the host institution.

### **11.12 EQUITY**

In lieu of support and services to be provided by GEC-TBI/ GEC, the incubate companies may be subject to consideration in the form of equity and/or revenue sharing of the respective companies. The percentage of equity and revenue sharing will be decided by GEC-TBI and is to be given in favor of GEC-TBI or GEC. The indicative range of the equity holding by GEC-TBI or GEC will be 3-8%.

### **11.13 SEED LOAN**

GEC-IC in order to promote innovation and entrepreneurship may provide seed loan at nominal interest rate of 5% per annum subject to the availability of funds/ grants/ schemes meant for this purpose. Seed loan will be sanctioned only to the registered companies and shall be based on merits of each company. Promoters / founders whose companies are not registered at the time of application shall not be eligible to apply for seed loan until their companies are incorporated. Further, admission to GEC-IC shall not automatically entitle the companies to seed loan.

The provision kept for Seed loan in a financial year is kept as

- [1] Up to INR 1 lakh per financial year for the students of GEC from the college corpus fund.
- [2] Up to INR 1 lakh per financial year for the alumni of GEC from the GEC AA Funds.

The total loan money can either be given to single application or be divided among different applications.

The applicant can apply for the seed loan throughout the year but the processing of the application will take place twice a year [March to April and October to November].

A company desirous of getting seed loan may submit an application for seed loan on admission in GEC-TBI. Sanction of seed loan will be decided based on the eligibility criteria as decided by GEC-TBI. It would be also subject to the terms stipulated under specific grant or scheme as the case may be. Though seed loan may be sanctioned, disbursement shall be linked to the milestones. One of the criteria for approval of the seed loan will be to help the company reach a level of maturity in terms of product development or go-to-market stage. Preference will be given to companies with strong commitment and contribution from their promoters. GEC-TBI will have sole discretion to sanction or reject an application for seed loan and the decision of GEC-TBI in this regard shall be final. GEC-TBI is not bound to give any reason in case an application for seed loan is rejected.

#### **Processing of Loan Application**

The loan applications of the existing students will be scrutinized through concerned Department Academic Committee and Executive Committee for Incubation.

The loan applications of the alumni will be scrutinized through GEC Alumni Association and Executive Committee for Incubation.

#### **11.14 PERIODIC ASSESSMENT**

GEC-TBI will evaluate the performance of incubate firms/companies, who are required to submit information to the GEC-TBI on a quarterly basis in a prescribed format. Additionally, incubate firms/companies may also be subject to annual assessments.

Firms/companies who have availed a seed loan additional checks will be done on the financial health of the company in terms of its order booking, expenses, profitability,

utilization of seed money loan for the specified purposes and its ability to repay the loan They must submit a Utilization Certificate duly certified by an auditor, and will also be subject to periodic audit. Any undisbursed portion of the seed grant may be adjusted subject to the performance of the firm/company.

Incubate firms/companies have to submit their annual reports within a period of 30 days from the date of their approval along with minutes of their Board Meetings and AGMs.

Periodic assessment would vary depending on the stage of incubation the company is in. Some representative criteria for evaluation are:

**A. Ideation / Innovation stage**

- Concept development / Opportunity spotting
- Product Development
- Market assessment / Competition analysis
- First level Business Planning / Business Modeling
- Founding Team
- Intellectual property protection
- Seed Funding

**B. Pre-Market Stage**

- Proof of Concept/Prototyping
- Product Development and enhancement
- Financial Assistance Required
- Test marketing
- Full scale business planning including production, sales and sourcing.

**C. Implementation Stage**

- Full scale Business Planning
- Pitching for Venture Funding

- Scaling up operations
- Large scale commercialization
- Mature Team Formation

#### **D. Exit stage**

- Going National /Global
- Exit options for GEC-IC
- Full scale business Graduation
- Post incubation Survival

The incubate may be asked to provide more frequent updates to GEC-IC.

### **11.15 BRANDING AS INCUBATED BY GEC-TBI**

Firms/companies incubated at GEC through the IC may apply for permission to brand themselves as “GEC Incubated Firms/Companies” or “Incubated by GEC”. Conditions on terms of use of such branding will be defined in the signed incubation agreement.

### **11.16 INFORMATION SUBMISSION**

Incubate firms/companies will submit information to GEC-TBI about all material changes or developments taking place in their firms/ companies from time to time. Such information could be (but not limited to) change in name of the firm/company, change in business or product profile, change in directors, promoters, partners or shareholders, acquisition of a new office, additional equity or debt investments. GEC-TBI may require incubate firms/companies to submit other information as it deems fit. Prior concurrence of the GEC-IC should be obtained for effecting such changes.

### **11.17 TENURE IN GEC-TBI**

Companies will be permitted to stay in GEC-TBI, to begin with, for a period of 18 months that may be extended to another 12 (6+6) months after review at each stage. A nominal monthly charge will be levied to a company for this period of 30 months. GEC-IC may, at its own discretion, permit companies to extend their stay further for a maximum period of another 12 months, for which they will have to pay the charges at the prevailing market rate to be decided by GEC-TBI.

### **11.18 VIRTUAL INCUBATION**

Virtual Incubation is a concept of incubation that allows an incubate to be part of an incubator without being physically located at incubator's premises. GEC-TBI is open to virtual incubation and will extend all support as made available to other incubates that would be physically located. Virtual incubators will have to pay INR 1000/year as the registration fee.

### **11.19 CONFLICTS OF INTEREST AND CONFIDENTIALITY OF INFORMATION**

When a person plays two separate roles in two different positions and he/she uses one position for his/ her personal benefit in the other role, a situation leading to conflict of interest arises. GEC-TBI endeavors to draw a line between appropriate and inappropriate interactions among its board members, employees, mentors, consultants, affiliates, incubatee firms/ companies, their employees, persons connected to them or their promoters, employees and staff, various service providers and suppliers.

Conflicts between private interests and official responsibilities of all stakeholders must be handled in a transparent manner, and GEC-TBI considers full voluntary

disclosure as the best mechanism for managing conflicts of interest.

Since situations leading to conflicts of interests are inevitable, a transparent policy, based on full disclosure of relevant information by the concerned parties, and discouraging their influence on decisions and activities to avoid personal benefit to them, is appended hereto as the following guidelines are suggested for management of actual or potential conflict of interests and to address disputes arising out of conflict of interests and maintenance of confidentiality:

- i) Appropriate disclosure of the conflicting situations involved in a decision or transaction
- ii) Abstaining from participating in decision making process or transactions involving such situations
- iii) Obtaining appropriate approvals to avoid conflicts
- iv) Reporting of the breach of the policy without deliberate intention or knowledge.

The policy is not exhaustive, and hence situations having potentials for conflicts of interest though not covered in the policy will nonetheless be subject to the policy. The policy makes all stakeholders related to GEC-TBI and Incubate firms/companies aware that no one should use his/ her position in one role for the personal gains in the other role, and when necessary, explicit permission of relevant stakeholder may be obtained. Appropriate judgment should be applied by all concerned parties while assessing the genuineness of conflicting interests.

This policy also deals with maintenance of confidentiality of proprietary information. A committee may be set up by GEC-TBI to resolve any dispute over such situation causing conflicts of interests.

Further during the process of incubation, certain proprietary information may also be exchanged between various parties which are of confidential or sensitive nature. The confidentiality of such information needs to be maintained.

## **11.20 EXIT (GRADUATE) POLICY**

Incubatee firms/companies will leave the incubator under the following circumstances:

- i) Completion of stay for 18 months, unless the stay is extended by GEC-TBI
- ii) Underperformance or unavailability of the business proposition: criteria for the same will be decided and applied by GEC-TBI on the case to case basis.
- iii) Irresolvable disputes between promoters/ founders. GEC-TBI will decide the position or point when disputes are deemed to be irresolvable.
- iv) When the company enters in an acquisition, merger or amalgamation deal or reorganization deal resulting substantially a change in the profile of the company, its promoters, directors, shareholders, products or business plans, or when a company plans for a public issue.
- v) Change in promoters'/ founders' team without concurrence of GEC-TBI.
- vi) Any other reasons which GEC-TBI may find it necessary for an incubate company to leave.

Notwithstanding anything written elsewhere, GEC-TBI decision in connection with the exit of an incubate company shall be final and shall not be disputed by any incubatee company.

## **11.21 AGREEMENTS**

The following agreements are required to be signed by the companies to the extent applicable:

- i) Service Agreement: Between GEC-TBI and Incubate company for admission of the company to GEC-TBI.
- ii) Loan Agreement: Between GEC-TBI and Incubate company on sanction of seed loan to the incubate companies.

- iii) Equity Agreement: Between GEC-TBI and Incubate company for GEC-TBI equity holding in the Incubatee company.
- iv) Transfer of Technology/Technology License Agreement: Between GEC & an incubatee company for transfer of technology from GEC in favor of incubatee companies.
- v) Usage of Host Institution Lab Resources: Between GEC & an incubatee company for usage of departmental resources of GEC by the incubatee company as per the prevailing policy of GEC.

### **11.22 JURISDICTION**

All the agreements to be signed by Host Institution will have the jurisdiction of the Civil Courts at Khurdha District and shall be governed by appropriate laws in India. The Institute may consider including Arbitration clause and UNCITRAL rules in case of international technology licensing.

### **11.23 DISCLAIMER**

The incubatee firm/company will understand and acknowledge that GEC-IC intends to provide support and services to the Firm/Company in good faith to pursue its objective to promote entrepreneurship by converting innovative technologies developed in the Institute to commercialization by incubating and supporting new enterprises. It is understood that by agreeing to provide various supports and services, GEC-IC does not undertake responsibility for:

- a. Ensuring success of an incubatee firm/company, its products/ process/ services or marketability.
- b. Ensuring quality of support and services provided by GEC-IC to the complete satisfaction of the Incubatee firm/companies or their promoters/founders.

- c. Ensuring quality of services of the consultants engaged by the incubate firm/companies through the GEC-IC network. Incubatee firms/ companies will have to apply their judgments before getting in to a relationship with them.

The incubate firms/companies will understand and agree that GEC-TBI or their employees shall not be held liable for any reason on account of the above.

The policy is subject to periodical review and amendment. GEC-TBI reserves the right to make exceptions to the terms of the policy where justified for a particular company or promoter on a case by case basis.

#### **Annexure –A-1**

##### **Pre Qualifier Form for Incubation Centre at GEC**

1. Name of the Applicant:
2. Address of registered office:
3. Authorized capital:
4. Share/Equity distribution:
5. Name of Directors and Promoters:
6. Name of Mentor (if any):
7. Business /Idea Details
8. Title of your Business/Technology proposal for Incubation:
9. Brief Description of the Product/Services/Technology business you plan to incubate:

10. Have you interacted with the concerned department and has they consented to collaborate with you?
11. Infrastructure requirement for space, workstations or PCs:
12. List any special requirements for usage from the college:
13. Specify requirement of Mentoring and other professional services/support:
14. Indicate how your business might benefit from access to Gandhi Engineering College's human and physical resources:
15. Have you prepared a Business Plan? If yes, please submit a copy.
16. Please indicate your sources of funds
17. Profile of your Company  
(Type of business, details as the date of registration, etc., membership of stock exchange if any, key personnel/associates, specific achievements, etc.)
18. Profile of Directors and Promoters: (Attach brief resume)
19. Please give names and addresses of up to 3 referees who are acquainted with your career profession/ achievement.
20. Any other detail which would help in evaluating your proposal:

**Declaration:**

I/We hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I/We am/are aware that I/We may be held liable for it.

**Signature**

**Annexure –A-2**

## Application for Incubation Centre at GEC

1. Name of the Applicant:
2. Name of existing / proposed company (if any):
3. Names and details of the Founding Team (attach resume):
4. If registered, give Registration No. and details:
5. Contact Address:
6. Contact Phone No(s):
7. Contact E-Mail ID:
8. Website (if any):

### GENERAL DESCRIPTION OF BUSINESS

- 1) Describe your proposed business (products / services) in brief highlighting the following:
  - a) Strength of the product/service idea in terms of its technology content, innovation, timeliness and market potential
  - b) Value Proposition
  - c) IP already generated and the potential of the idea for IP creation
  - d) Extent of involvement of GEC, Bhubaneswar faculty, alumni, employees and students
  - e) Strength of the core business team
  - f) Funds requirement and viability of raising finance
  - g) Break-even period
- 2) What unmet market need or demand your products /services fulfill?
- 3) How IP has been generated and future plans for further R&D on the IP:  
(Modus operandi viz. Consultancy / Sponsored Research / Projects etc.)
- 4) Does your business require any governmental or regulatory approvals?

- 5) Describe management and technological expertise of your key personnel, experience that relates to your product / services and the length of that experience (attach resumes)
- 6) Details of your potential customers.
- 7) Details of market research activities for the product / service that have been performed.
- 8) Details of your major competitors.
- 9) What are your competitive advantages?
- 10) Describe your pricing strategy.
- 11) Promotional activities of your products/services.
- 12) Distribution methodology.
- 13) Who are your major suppliers?
- 14) Break even sales volume and time frame thereof.
- 15) Investment requirements for first two years (with source of finance, if any)
- 16) Cash flow projection for first two years of operation
- 17) Current balance sheet and income statement, if available. If not, specify reasons
- 18) Major risks attached to your business.
- 19) Job creation (Project in minute detail for first two-year period)
- 20) Any other factors for consideration.

#### **FACILITIES REQUIREMENTS IN GEC-TBI**

- 1) Why do you want to locate in the GEC-TBI?
- 2) Infrastructure requirement for space, workstations /PC setc.
- 3) List any special requirements for usage of GEC, Bhubaneswar laboratory facilities:
- 4) Indicate how your business might benefit from access to GEC's human and physical resources.
- 5) If accepted as an incubate, when would you want to start occupancy in the incubator?

- 6) How many total employees will be occupying space? (Give year-wise projection for both full- time and part-time employees).
- 7) If you are currently occupying a facility give details of the area occupied in square feet with Rent in Rs. and Utilities cost in Rs.
- 8) What is the duration of Incubator support that you contemplate to avail?
- 9) Specify requirement of Mentoring and other professional service / support that you envisage from the Incubation Centre. (Please tick the following and give specific details)
  - a. IP portfolio Management Assistance
  - b. Marketing Assistance
  - c. Business Plan Development
  - d. Links to other Higher Education institutions
  - e. Business Training Programs
  - f. HR Support
  - g. Business Etiquette
  - h. Other Management Assistance
  - i. Any Other

**HOW GEC-IC WILL BENEFIT THROUGH YOUR BUSINESS INCUBATION:**

Explain in details how the institute and especially the students will be benefited through your proposed start-up company incubated at GEC-TBI.

**Declaration:**

I/We hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I/We am/are aware that I/We may be held liable for it.

**Signature**

**Annexure –A-3**

**NOC for Incubation Centre at GEC**

(Permission for engaging in commercial activity by student)

(Please note that this permission can be withdrawn by the Institute if the applicant breaches any conditions imposed by the Institute)

1. Name, Address, E-mail, Mobile:.....
2. Contact Details of parents:.....
3. Department: .....Program: ..... Year:..... SPI:.....
4. Commercial activity proposed:.....
5. Number of Hours per month expected towards this activity:.....
6. Name, Brand of product/service or company:.....
7. Applicant's role: .....
8. Other person(s) involved: .....

I..... (Name of the student) declare that I have read and understood all the rules and regulations regulating the commercial activities applicable to students. I agree to abide by them. I also undertake to repay dues of GEC Bhubaneswar or GEC Incubation Centre.

.....  
..... Signature

Name

Date

Endorsement by the Parent/Guardian

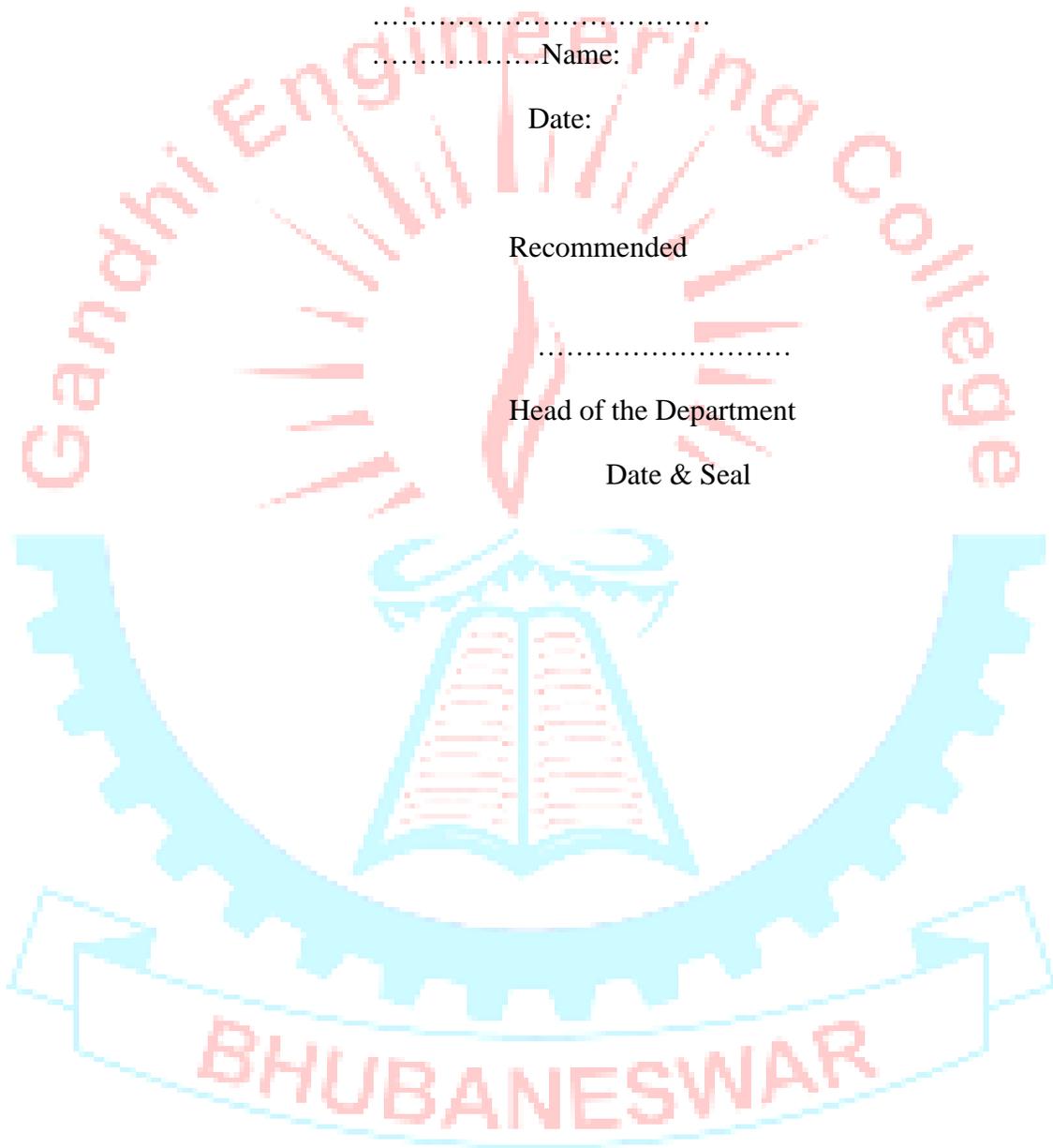
.....  
.....Name:

Date:

Recommended

.....  
Head of the Department

Date & Seal



**ANNEXURE-I**

**Date: -**

**To**

**The General Manager (HR)**

.....  
.....

**Subject:** REQUEST FOR 04/06 WEEKS Summer Internship Program of B.Tech/M.Tech/MBA.

Dear Sir,

Our Students have undergone internship training in your esteemed Organization in the previous years. Acknowledge the help and the support extended to our students during training in previous years.

You must be aware that AICTE has made internship mandatory for all technical education students. In view of the above, I request your good self to allow our following students for practical raining in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

SI No	Name	Roll No	Year	Discipline

If vacancies exist, kindly do plan for Campus/Off Campus Interview for batch passing out students in the above branches.

A line of confirmation will be highly appreciated.

Sincerely,

Internship Coordinator  
Gandhi Engineering College (GEC, Bhubaneswar).