

RCC INSTITUTE OF INFORMATION TECHNOLOGY

A unit of RCC Institute of Technology

An Autonomous Society of Department of Higher Education, Govt. of West Bengal

General Instruction for Students

1) Academic Program

Each year of study consists of two semesters. The 1st semester spans from mid July to end December and the 2nd semester from January to end May. There is usually a 6 week summer vacation/training during June to mid July. At the end of each semester there is a semester examination conducted by the University. The students are required to pass each subject in each semester to be eligible to finally get the Bachelor's degree. A student who fails to clear any subject has to appear in supplementary examination in the subject with the next batch of students. A student who fails to clear any practical paper will suffer 1 year lag in his/her course of study.

The pass marks for each theoretical paper and practical paper is 40%. However, in order to have good placement prospect a student should secure 70% or more marks in aggregate in each semester examination.

2) Attendance

As per prevalent University rules a student must have at least 75% attendance in both theory and laboratory classes for each subject to be allowed to appear in the semester examinations conducted by the University. It will be the student's responsibility to know the record of his/her attendance and ensure the required minimum percentage. Department/Institute may debar a student from appearing in the semester examination for not fulfilling the minimum attendance criteria without giving any warning/notice whatsoever. No amount of persuasion to relax the attendance criteria of any student on any ground (not even medical) will be entertained.

3) Tests within a semester

Two internal assessments are conducted by the institute during each semester. The internal assessment in a subject bears 30% of the total marks of which 70% comes from semester examination. The break-up of internal assessment is 15% from class test, 10% from quiz, viva, assignment, etc. and 5% from attendance. The 1st test is usually held after about 8 weeks of classes and the 2nd test 2 to 3 weeks before the semester examinations. A student's average performance in the tests is taken towards his/her internal assessment. A continuous evaluation of lab performance is done internally for each practical paper for which 40% is allotted out of the total marks; the rest 60% is allotted for practical test during semester examination.

4) Library

The students are issued 3 books at a time against their library card. They can retain each book maximum for 2 weeks. Fine is charged for late return of books to maintain smooth circulation. Under the Book Bank scheme, on 2nd semester onwards, each student is issued 4 more books for the entire semester. The students can avail the reading room facility of the library whereby they can study reference books and periodicals. They can also access the digital library section there. The institute authority reserves the right to cancel library membership of any student for alleged misconduct like theft or vandalism of library property, misuse of library facilities or any other reason deemed objectionable.

5) Fees and freship

The details of fees payable by the students is as per stipulated guideline of state govt. and the year-wise fees structure and break-up is already intimated to the students (during admission) and is also available in the institute website. There is a provision of fine in case of non-compliance of timely deposit of fees.

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(Signature of the Student)

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(Signature of the Parent / Guardian)

However, the fees payable is subject to change as per government order and it will be bearing on all the students to pay the revised fees with effect from date as may be implied in the govt. order or as may be decided by the institute management. No request to reduce fees for any student on any ground will be entertained. As per order of state govt., the institute will provide half freship to a maximum of 10% student of each year and each discipline from 2013-14 onwards based on a criteria set for family income and academic performance of students. No lobbying or persuasion for availing freship will be entertained.

6) **Placement**

The Training and Placement (T&P) cell of the institute organizes different in-house trainings and campus interview for placement of the final/pre-final year students. The cell forwards the names of only those students, for on-campus / off-campus / pooled-campus interview, who fulfill the eligibility criteria as fixed by the company concerned. The T&P cell can only provide placement opportunity but can never ensure successful placement of each and every student as the industry requirement of the freshers varies year-to-year. It is ultimately the students responsibility to satisfy minimum eligibility criteria and other quality (technical and HR) requirements to be able to get placed in a company. As the institute doesn't give guarantee of placement, any agitation or forceful persuasion or non-cooperation or any other act of student(s) (on the ground of non-placement) that may disrupt normal academic activities will be considered as gross violation of discipline.

7) **Discipline**

All student of this Institute shall come under the purview of "Students' conduct & discipline rule". Any students found indulging in any of the below-mentioned acts of indiscipline has to face disciplinary consequence. The measures depend on the severity of the act and may vary from a letter of warning to expulsion from the institute.

Some of the acts of indiscipline:

Misbehavior, insubordination, violation of norms and decorum of decent human behavior, involvement in acts or outside the campus resulting in degradation in the reputation/image of the Institution, willful damage to the Institution's property, unauthorized removal of institute's documents/notices/displays from their place of storage/display, all acts of pilferage, drunkenness, drug addiction, smoking, indecent behaviors, improper/indecent dressings, all cases of moral turpitude, willful causing of physical injury to others, agitation etc.

8) **Ragging**

As per guideline of AICTE (regulation no. 37-3 / Legal / AICTE / 2009 dated 01.07.2009), referring the direction, of Hon'ble Supreme Court in W.P.@ No. 656 of 1998 dated 4th May, 2001, ragging both inside and outside the institute campus is strictly prohibited and will be considered as an act of gross indiscipline leading to expulsion from the institute.

Ragging is defined as behavior of one or a group of students towards another (usually junior students) which makes the latter feel physically or mentally uncomfortable. In case of any complain of ragging received against a student or a group of students, the students(s) concerned will be summarily suspended and after investigation may be expelled from the institute. Any student may lodge complaint related to ragging to the Anti-ragging Committee comprising of senior faculty members of the institute. The e-mail ids and phone numbers of the members are displayed in the website and in posters in the campus.

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(Signature of the Student)

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(Signature of the Parent / Guardian)

To
The Principal (O)
RCCIIT
Kolkata – 700 015

Sir/Madam,

Sri/Smt. (Student) and Sri/Smt.
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(parent/guardian) have gone through all the points of “General Instruction for Students”, understand fully and accept it and also agree to abide by the rules and norms mentioned therein. We also accept to bear any disciplinary consequence in case any rule is violated by my ward.

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(Signature of the Student)

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(Signature of the Parent / Guardian)

Name, Address, Organisation and Telephone No. of Parent / Guardian :

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