



STUDENTS' GUIDE BOOK

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Dear Student,

A hearty welcome to you to the NSHM family.

In this Institute, we are committed to fulfill your learning objectives. We shall provide a free and fair environment in the campus for you, enabling an overall development of your physical and mental abilities.

We also repose a great trust on you to build and project a positive image of yourself in every transaction with the society, in curricular/extra-curricular activities and by following a model code of conduct, behaviour and discipline.

This student handbook is meant to provide information on various services of the Institute and also your responsibility towards adherence to rules and regulations.

Learning is always participative. Some of our most precious and promising students made the best use of their tenure here.

With Best Wishes,


Arnab Roy
Co-Founder & Director
NSHM Knowledge Campus

INTRODUCTION

NSHM Knowledge Campus (hereinafter referred to as the 'institute') generically refers to the entire educational management organization, operated by the respective Trusts, viz. NSHM Academy and Hari Charan Garg Charitable Trust. The term 'NSHM Knowledge Campus' or 'institute' thus covers the respective Groups of Institutions, their constituent colleges and other colleges located in different campuses and operating under these trusts. The colleges are governed by their respective Governing Bodies and the Principal/Director of a College is its Executive Head. This handbook is applicable to current and future students of all existing and new colleges covered under the term NSHM Knowledge Campus, as mentioned above.

NSHM Brand Logo



Elements of the Logo

Sun: I am the creator. I am the provider. I am the light of the Universe. I am enlightenment.

Book: I am the source of Knowledge. In turn I serve to inspire Knowledge.

Knowledge Campus: I am the Knower. I am the Known. I am the key to unlocking what is yet unknown.

The above elements in the logo of your institute have the following complimenting attributes:

Neutral | Universal | Immortal | Elixir of Life and Society

NSHM Brand Colours

Orange

- It is a mixture of red and yellow, said to combine passion with flair
- It is the colour of assimilation, of testing, of judging and of acceptance or rejection
- It is considered to be a genial colour representing tender feelings, a warm heart and friendship
- Orange helps to break down barriers, to remove obstacles and allow turbulent feelings to be resolved

Symbolism

- Being surrounded by this hue will broaden perspectives
- It will give one the courage to make necessary changes and to accept the consequences of one's action. People who are very strongly influenced by the vibration of orange will never be content to leave an unsatisfactory situation untackled

Identity of NSHM

N for Notabilis:	(worthy to note)	be my order of existence
S for Sociatrix:	(united as alliance)	be my strength of purpose
H for Humanus:	(humanity)	be my soul of sustenance
M for Maxime:	(extent possible)	be my benchmarks

Noteworthy collaboration for best development of human kind

There are four houses of NSHM by thenames of Notabilis, Sociatrix, Humanus and Maxime, in which students are categorized as members.

1. ADMISSION/REGISTRATION

- 1.1 Acceptance of a student by NSHM Knowledge Campus (institute) into any of its courses is referred to as 'admission' or 'registration'.
- 1.2 For being considered for admission to a course at NSHM Knowledge Campus, candidates are required to meet the specific eligibility criteria and selection norms concerning the course, whose details are available at the Front Office. Fulfillment of the minimum eligibility criteria is necessary but not sufficient for admission. In case an applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he/she has indulged in ragging, admission may be refused or cancelled at any stage.

If a candidate is offered registration on the basis of the assumption that he/she will qualify in some eligibility examination(s) for which results are yet to be announced, such registration will automatically remain a provisional registration till the candidate actually qualifies in the said eligibility examination(s). [JEHOM/CET/JEMAT/MAT/others (as applicable), or 10+2/Graduation etc. (as applicable) are some of the examples of such eligibility examinations for the concerned courses.]

It will remain the responsibility of the candidate to produce evidence of having qualified in such eligibility examination(s) as soon as the results are announced or before the course commencement or before the date notified by the concerned university/any other regulatory body (as the case may be), failing which the admission will stand automatically cancelled. The mere fact that the candidate was allowed to attend some classes will not make him/her eligible to continue.
- 1.3 Normally a Selection Letter will be issued to candidates both for normal registration and for provisional registration as above. Candidates who do not pay in full the Registration Fee and/or other fees/security deposits, etc. payable by the dates mentioned in this letter will lose their right to admission and seats may be offered to waitlisted candidates.
- 1.4 If an existing undergraduate student of any college of NSHM Knowledge Campus wishes to pursue a postgraduate programme with the institute, he/she may be entitled to certain fee waivers, vide item 4.9, but the student will have to go through the process of registration and all other rules pertaining to registration will be applicable.
- 1.5 Where there is a regulatory requirement for a student to be registered or otherwise accepted by the concerned University/other affiliating body or bodies, the registration of the student with NSHM Knowledge Campus will become a confirmed registration only on such registration or acceptance being effected by the University/affiliating body. The student will be entitled to the status of confirmed registration in NSHM Knowledge Campus automatically upon such registration/ acceptance by the University/affiliating body.
- 1.6 Admission/Registration, as mentioned here, refer to the first semester/trimester from which the student commences his/her course. For every subsequent semester/trimester, a formal enrolment would be necessary, subject to the student acquiring the eligibility for the same. Clearance of all dues from Finance Department, Administration Department and Library will be a requirement for such enrolment to a higher semester/trimester.
- 1.7 Admission/Registration to a particular course is not transferable to another course.

1.8 Admission/Registration in a particular year/session is not transferable to another year/session.

1.9 Admission/Registration of a particular individual is not transferable to another individual.

2. ACADEMICS

2.1 The medium of instruction for all courses will be English, unless specifically mentioned otherwise.

2.2 In his/her own academic interest, a student of NSHM Knowledge Campus has to clearly understand that, as applicable to respective courses, all theoretical/practical classes are to be attended, the entire duration of all on-the-job training like summer/industry training etc. are to be completed along with prescribed deliverables, and all assignments, projects etc. are to be submitted within the due dates in order to get full benefit of the programme. Any relaxation by way of a 'minimum attendance requirement' (see 3.2 below) is provided for only to take care of some unforeseen and unavoidable exigency like illness.

2.3 This spirit of adherence to the academic plan will be an essential part of the active learning partnership between the student and the institute wherein the student has the responsibility to take a participative and continual interest in education and the allied process, including all assignments and other deliverables, in order to develop his/her intellectual, cultural and professional abilities.

2.4 To establish and project himself/herself as a responsible citizen and an emulable member of the society, every student of the institute is required to hold and demonstrate an exemplary moral and ethical value. In this context, cases of malpractice, plagiarism etc. may attract strict disciplinary action including suspension/debarment/expulsion.

2.5 The class routine (schedule) for every batch will be notified at the beginning of a semester/trimester normally through a notice. Subsequent amendments as may be necessary to this will also be notified through the notice board/Student Self Service Portal.

2.6 NSHM emphasizes on the academic delivery by Student-Faculty interaction not only in classroom but also via Learning Exchange Community..

2.7 Students must come fully prepared for their sessions. Completion of laboratory notebook etc., as applicable, is an example of such preparatory work.

2.8 While using equipment in the laboratory or elsewhere, students must adhere to the instructions from the concerned instructors.

2.9 NSHM Knowledge Campus reserves the right to reschedule batches/classes even at short notices, if the situation so warrants.

2.10 NSHM Knowledge Campus, at its own discretion, may offer certain complementary studies (value added programmes/life-style management programmes) that lead to a holistic development of students.

2.10.1 As may be applicable to select programmes from time to time, such value added courses may be compulsorily part and parcel of the respective courses as offered by the institute.

2.10.2 In select courses from time to time the institute may also offer optional value added courses which the student may opt for on additional payment. The institute, at its discretion, will decide upon the sequence and timing of their delivery, keeping in mind the overall interest of students.

2.11 NSHM Knowledge Campus, at its own discretion, may provide, in selective courses, certain value added student accessories like laptop, video camera or ophthalmoscope.

- 2.11.1 As may be applicable to selective programmes from time to time, such value added accessories may be compulsorily part and parcel of the respective courses as offered by the institute.
- 2.11.2 In selective courses from time to time the institute may also offer optional value added accessories which the student may opt for on additional payment.
Students may be required to use such items during the entire course and must use them only for bona fide academic purpose (also vide 21.2).
- 2.12 Every student is encouraged to utilize the opportunity of formal feedback sessions by expressing himself/herself clearly and constructively to enable the faculty and the institute to review the progress and take such measures as may be necessary to facilitate student learning and development.
3. **ATTENDANCE AND PUNCTUALITY**
- 3.1 A student is expected to have an attendance of 100% in scheduled classes – theoretical as well as practical, on-the-job training etc. and complete all assignments, projects etc. within the due dates. This pertains to complementary study sessions also. Defaults from this norm may get penalized by way of deduction of internal marks or otherwise.
- 3.2 The minimum attendance requirement of a course will be 75% each for academic sessions (including projects) and complementary study sessions, unless the concerned University/affiliating body prescribes a more stringent requirement, in which case the higher attendance requirement will prevail. It is to be clearly understood that the minimum attendance requirement is set below 100% only to provide for unavoidable absences like for illness etc., for which the student must submit a written leave application to the Batch Coordinator for recommending approval by the Principal. Failure to attain the prescribed minimum requirement will disqualify a student from appearing in the end-semester/end-trimester examination.
The institute may prescribe stricter minimum attendance requirements from time to time and/or prescribe both overall as well as subject-wise minimum attendance requirements in the interest of the students' study and development.
- 3.3 In order to make up for any unavoidable absence due to illness etc, the student must discuss the implications with the Batch Coordinator, work out a corrective action plan, and be responsible to implement it.
- 3.4 Even if the institute may follow, at certain points of time, a practice of alerting its students or their parents/guardians regarding short attendance, the responsibility of keeping a track of his/her own attendance lies with the student himself/herself.
- 3.5 For the purpose of attendance record, data from the institute's manual or automated attendance tracking system will be treated as final.
- 3.6 It is compulsory for the student to attend on the last working day before a vacation and the first working day after a vacation. On violation of this, the student will not be allowed to resume classes unless specially approved by the Principal of the college.
- 3.7 Punctuality is an integral part of regularity of attendance and a student who is not punctual may be denied attendance in a class or an activity.
4. **PAYMENT OF FEES**
- 4.1 The total amount payable to the institute by a student for the complete course has the following components, as applicable to respective courses:
- 4.1.1 **REGISTRATION/ADMISSION FEE**
- 4.1.1.1 This is payable one-time for Registration/Admission to the complete course

- 4.1.1.2 This covers Registration/Admission into the academic programme and those value added programme, lifestyle management programme etc. (as applicable, vide 2.10.1), which are incidental and ancillary to the main programme and hence an integral part of the total course.
- 4.1.1.3 The Registration/Admission fee does not cover the cost of registration for any optional value added programmes, etc. (vide 2.10.2).
- 4.1.2 **TUITION FEE/COURSE FEE/COLLEGE FEE**
- 4.1.2.1 Tuition Fee/Course Fee/College Fee covers the cost of the total course, viz.
- 4.1.2.1.1 The total duration of the main academic programme,
- 4.1.2.1.2 Compulsory value added/lifestyle management programmes (if any, vide 2.10.1) which may have been explicitly offered at no additional cost in the prospectus for a select programme in a particular year of admission, as an integral part of the total course, and
- 4.1.2.1.3 Compulsory value added student accessory (like laptop, video camera, ophthalmoscope, etc., if any, vide 2.11.1) which may have been explicitly offered at no additional cost in the prospectus for a select programme in a particular year of admission, as an integral part of the total course.
- 4.1.2.1.4 During the tenure of the course, if there is any new implementation with regard to Clauses 4.1.2.1.2 and 4.1.2.1.3, the same shall be collected over and above the Tuition Fee.
- 4.1.2.2 Tuition Fee/Course Fee/College Fee does not cover the cost of optional value added programmes (vide 2.10.2) or optional value added accessories (vide 2.11.2), if any.
- 4.1.2.3 Tuition Fee/Course Fee/College Fee does not cover such fees or charges as are payable by the student to the university/other bodies/agencies, e.g. Registration Fee, Examination Fee, Development Fee, Courseware Fee etc. These are payable separately by the students.
- 4.1.2.4 Tuition Fee/Course Fee/College Fee covers fees payable to the university, other affiliating body on the part of the institute (besides fees payable on the part of the students).
- 4.1.2.5 Tuition Fee/Course Fee/College Fee does not cover any other fees (vide 4.1.3 below) like Development Fee, Library Fee, Laboratory Fee, NSHM Alumni Lifetime (Deposit) Membership Fee etc. which are shown as separate components of fee structure for a particular course, in addition to Tuition Fee/Course Fee.
- 4.1.3 **NON TUITION FEES**
Courses for which the fee structure shows other components of fees like Development Fee, Library Fee, Laboratory Fee, Student Welfare Fee, Sports, Games Fee and NSHM Alumni Lifetime (Deposit) Membership Fee, etc, these are payable by the student additionally.
- 4.1.4 **CAUTION DEPOSIT/SECURITY DEPOSIT**
This is payable at the beginning of the course and refundable on completion of the course or discontinuance from the course, after adjustment of institute claims, if any. There may be separate caution deposits for different services, e.g. for library, computer centre, etc. The original receipt will have to be retained by the student and submitted for obtaining refund.
- 4.2 **PAYMENT PLAN**
Registration/Admission Fee (vide 4.1.1) is payable in full at the time of Registration/Admission. Unless stated otherwise, other fees (vide 4.1.3) may be payable at the beginning of the course itself.
Tuition Fee/Course Fee/College Fee (vide 4.1.2) is payable as per the fee structure given in

the relevant prospectus/selection letter for semesters/trimesters of the course. But, wherever offered, a student may choose a down-payment/yearly-payment option also. Not all courses in all academic years may have all such payment plan options. Once the student makes his/her one-time choice of the payment plan (viz. down payment, yearly payment, semester/trimester payment etc.) out of the alternatives available, all payments will be deemed to fall due according to the said plan.

To accommodate exceptional situations (like terms of sanction of a bank study loan, etc.), the institute may at its discretion approve a change in the payment plan, for which the installments payable may be recalculated if deemed necessary.

Adherence to the payment plan is the student's responsibility, irrespective of anyfee-payment notice additionally sent by the institute or not.

The down-payment or the payment of the first installment of fees/other payments is to be made within a specified number of days from the date of registration (normally within 15 days or before commencement of the course, whichever is earlier). All subsequent installments are to be paid on or before the first day of the month in which it is due as per the payment plan chosen. In case the said first day is a holiday, the working day immediately preceding that day will be treated as the due date of payment without attracting late fee.

- 4.3 Apart from Registration Fee, Examination Fee, Development Fee, Courseware Fee etc. payable by the student to the University/other affiliating body (vide 4.1.2.5), any additional/new fees that may be prescribed by a concerned university/affiliating body will also be payable additionally by the student directly to the University/affiliating body within the respective due dates. Even where the institute facilitates collection of such fees from its students for forwarding the same to the University/affiliating body in a lump sum, the students will be required to deposit such fees additionally within the due dates.

- 4.4 Any taxes, statutory fees, etc. which may be levied by the government or any other statutory or regulatory body during the continuation of the course, will be payable by the student additionally within the respective due dates.

- 4.5 All payments to the institute are to be made by/on behalf of the student only at the designated receipt counter at Bank or Campus, against a signed receipt, during the designated time and day of the week.

- 4.6 Wherever summer/industrial training or internship is involved, all payments which may fall due any time during such training period must be cleared in full before proceeding for the training. Wherever necessary, the student may advise the bank in advance to disburse the loan installment accordingly.

- 4.7 Payments may be made by cash up to the limit fixed by the Government authorities on a yearly basis or through a bank draft/Banker's Cheque or a cheque payable at par through local clearing or demand draft or NEFT or RTGS, in favour of the concerned Trust – in the exact name and style as given in the selection letter.

In case of payment by cheque, if there is any incident of dishonour of cheque for whatever reason, all charges associated with the return of cheque must be borne by the student. Such charges and the payments due must be paid only in cash along with late fee, if any, that may be applicable, within three days from the date of intimation.

- 4.8 In case a student is permitted to repeat a semester/trimester/year:

- 4.8.1 All payments must continue to be made according to the original payment plan as chosen by the student at the time of admission. The payment plan does not get staggered to that of any

subsequent batch of students, with which the student may actually be completing the course.

- 4.8.2 The additional amount required to be paid by such a student will be payable on or before the first date of the month immediately following the last month of the batch in which the student was originally admitted.

- 4.8.3 For such repeat study the student is required to pay afresh the tuition fee for the repeat semester/trimester/year, but no fresh Registration Fee.

- 4.8.3.1 As a special consideration, the institute will restrict such fresh Tuition Fee payable to only 25% of the normal semester/trimester/yearly fee (total Tuition Fee, as per semester/trimester/yearly payment plan as applicable for fresh registration at that point of time). This applies to a student who is required to repeat a part of the course with a subsequent batch of students in order to complete the course and the rule of the institute/university/any other affiliating body specifies a repeat minimum attendance requirement for the student, necessitating availing of regular academic and other services (including library, computer centre, examination department, etc.) from the institute along with a subsequent batch. This also applies to a student who chooses to repeat a part of the course by availing himself/herself of regular academic/other services of the institute along with a subsequent batch of students.

- 4.8.3.2 In case a student is not required to fulfill a repeat minimum attendance norm, but being 'ineligible for promotion' should attend only the remedial classes with regular students of a subsequent batch, he/she will be required to pay afresh 25% of the total Tuition Fee for the repeat semester/ trimester/year, but no fresh Registration Fee. The Tuition Fee for the concerned semester/trimester/year will be computed according to the payment plan as applicable for fresh registration at that point of time.

- 4.8.2.3 If the student had chosen a down-payment or yearly-payment option, calculation of additional semester/trimester/yearly Course Fee will be on pro-rata basis based on fees applicable for fresh registration at that point of time.

- 4.9 If a student or ex-student of any undergraduate programme at any College of any NSHM Knowledge Campus wishes to pursue a postgraduate programme with the institute (at any of its existing campuses), vide item 1.4, he/she will be entitled to:

- 4.9.1 Waiver of Prospectus Fee and (if applicable) any Application Fee.

- 4.9.2 A special one-time waiver of 25% on the total Tuition Fee, Registration Fee and Development Fee applicable (exclusive of payment for a compulsory value added accessory, if applicable).

- 4.9.3 The amount of waiver for 4.9.1 and 4.9.2 will be allowed at the time of admission itself. The waiver in respect of 4.9.2 will be adjusted against the last payment as per the payment-plan selected by the student.

The student must submit the requisite document verified by the principal of the college where he/she pursued the undergraduate programme, in order to justify his/her eligibility. This fee waiver will be advised in writing to the student through a special fee-structure sheet authorised by the Campus Director/Head-Educational Counselling & Communication Department. The student as well as his/her guardian must affix their signature on a copy of this document confirming their acceptance of the same. This document must be retained by the student till the end of the programme.

- 4.9.4 The mode of collection of payment of fee and the time may change as per the policy framed by the organization even during the continuation of the course. The organization

can collect the fee in the form of post dated cheques at one go for all the remaining semesters in the duration of the course.

5. LATE FEE

5.1 Initial payment: If a candidate does not pay in full the Registration Fee and/or Tuition/Course/ College Fee and/or other fees/security deposits payable, by the due date mentioned in the selection letter, he/she will lose the right to admission and seats may be offered to waitlisted candidates (vide 1.3).

5.1.1 Even when the institute is in a position to accept the candidature of a student beyond the due date mentioned in the selection letter, subject solely to its own discretion (based on availability of seats, compliance to norms specified by any Affiliating/Regulatory body, etc.) Late Fee will be charged at ₹500 for delay by a week or part thereof beyond the original due date.

5.1.2 Beyond the due date, admission by payment of dues along with Late Fee cannot be claimed by a candidate as a matter of right.

5.2 For subsequent payments: In order not to attract the 'defaulter' status, the student must clear in full all fees/other amounts payable to the institute strictly on or before the following due date depending on his/her payment plan:

5.2.1 Due Date: Payments become due on the first day of the month in which it is payable (payment month). It has to be cleared on or before this date without attracting late fees.

5.2.2 Late Fee Structure: Non-payment of fees/other amounts (or part thereof) on or before the due date will attract Late Fee according to the following schedule:

5.2.2.1 After the due date fees may be paid along with a late fine of ₹500 up to the 10th of the payment month.

5.2.2.2 Between 11th and 20th, the late fine is ₹1,000.

5.2.2.3 Between 21st and the last date of the month, the late fine is ₹1,500.

5.2.3 In case fees/other amounts payable are not paid in full by the last date of the payment month along with the applicable late fee, a student becomes a 'permanent defaulter' and is not entitled to any academic and other services unless re-enrolled at the sole discretion of the institute and on payment of a re-enrolment fee of ₹7500 in addition to the late fine of ₹1500.

5.2.4 If a due date or cut-off date in 5.2.1, 5.2.2 or 5.2.3 is a holiday, the working day immediately preceding that day will be treated as the last date for payment without attracting late fee/higher late fee.

5.3 All fees/other dues/late fee must stand cleared before filling up examination forms or collecting evaluation documents like mark sheet, certificate etc.

6. RULES ON FEES REFUND

6.1 Student Fee refund shall be carried out on the basis of the rules and guidelines as stated in this Student Guide Book of NSHM Knowledge Campus.

6.2 Prevailing and relevant norms and guidelines, of the applicable affiliating/regulatory bodies shall be followed with regard to its respective courses.

6.3 No refund shall be allowed in cases where the applicable affiliating/regulatory bodies direct that the fees are not refundable.

6.4 Registration Fees that are payable at the time of taking admission into a course shall be refunded only in cases where a student has obtained provisional registration before the

publication of the result of some eligibility examination essential for admission to the course, but is declared 'failed' when the actual result is announced. Proof of this will be required to be submitted with the application for refund to the Head-Educational Counseling & Communication Department of the concerned campus.

6.5 For discontinuation of the course, if a student applies in writing:

(i) To the Head – Educational Counseling & Communication Division, at the concerned Campus, at least 15 (fifteen) days before the commencement of his/her batch in the first semester/trimester, or

(ii) To the Principal of the concerned College, at least 15 (fifteen) days before the commencement of his/her batch in any subsequent semester/trimester, or

(iii) To the Principal of the concerned College, within 15 (fifteen) days of publication of result/review result announcing a year lag for the student, Refund of tuition fee (4.1.2) and non tuition fee (4.1.3) for the future semester(s) / trimesters will be considered as per the guidelines of the applicable affiliating/regulatory bodies.

6.6 Such refund shall be excluding University Fee (4.1.2.6), and (if applicable) payment for compulsory value added programs (4.1.2.1.2) and compulsory value added accessories (4.1.2.1.3), already availed. For any fees collected on behalf of other agency/body, refund shall be governed by the respective rules of the latter, as applicable. The institute will make a refund to the student if and when the actual refund is received by it from such agency/body. In case of discontinuation, the student will be required to pay balance amount that may be due on account of a value added accessory item, and will be entitled to take delivery of the same without further recourse to the institute. Such dues and expenses incurred shall be computed on a proportionate basis on tuition fee already paid and payable in future. Any refund shall be considered only after adjustment of such due.

6.7 Applications for refund have to be made in the prescribed Refund Application Form, that shall be available at the institute and a soft copy of which shall be available for print out on the website of the institute. The student shall fill the form with the necessary particulars and shall either submit it by hand at the institute or send the same via Registered Post with AD. It should be noted that the date on which the institute receives the Form, is the date which shall be considered as the date of application of refund. The application has to be strictly made in hard copy with supporting original documents such as receipt, registration letter, sanction letter etc. No application through electronic mail or any other format shall be accepted.

6.8 Refund Applications may be submitted on the following grounds: (i) Medical Emergency (ii) Transfer (iii) Marriage (iv) Death (v) Employment (vi) Financial Crisis (vii) Failure in Penultimate examination

6.9 When the student chooses a down payment or yearly-payment option, calculation of semester/trimester tuition fees shall be on pro-rata basis on actual fees paid.

6.10 If the student is required to make any "caution money deposit" (e.g. for laboratory, library, hostel etc.), this shall be retained by the institute as a non-interest bearing deposit and shall be refunded on completion/discontinuation of the course (or when the student is permitted to discontinue the hostel boarder-ship) on production of the original receipt. Refund amount is, however, subject to deduction of dues to the institute.

6.11 Wherever applicable, any refund may be made by the Institute not to the student but directly to Bank etc.

7. COURSE MATERIAL

- 7.1 Any course material which the institute may provide to its students is for their use only in connection with the course. The institute will retain the intellectual property rights in all such material.
- 7.2 No part of such materials may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, excepting as may be specifically provided under the terms of the copyright applicable.
- 7.3 Similar restrictions will be applicable also in respect of copyrighted materials of a University/any other entity, which may be made available to the students.
- 7.4 Any violation of clauses 7.2 & 7.3 will attract penalty and/or punishment as prescribed by law.
- 7.1 Any course material which the institute may provide to its students is for their use only in connection with the course. The institute will retain the intellectual property rights in all such material.
- 7.2 No part of such materials may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, excepting as may be specifically provided under the terms of the copyright applicable.
- 7.3 Similar restrictions will be applicable also in respect of copyrighted materials of a University/any other entity, which may be made available to the students.
- 7.4 Any violation of clauses 7.2 & 7.3 will attract penalty and/or punishment as prescribed by law.

8. EVALUATION

Evaluation will be in accordance with the prescribed norms of individual courses. Wherever applicable, the evaluation of a student's performance in a semester/trimester may consist of internal assessment, end-semester/end-trimester examination, performance evaluation in summer/industrial training, project reports, presentation, seminar, value added programme, life style management programme etc.

- 8.1 An internal evaluation (or internal assessment) of the student during the course will enable the student to know his/her areas of strengths and weaknesses.
- 8.2 The students' end-semester examination will be governed by the examination rules of the respective courses. Wherever applicable, examination rules of the concerned University/affiliating body would be followed.
- 8.3 In all examinations, every student is required to maintain strict academic discipline and decorum befitting an educational institution.
- 8.4 Evaluation documents like mark sheet, certificate etc. are to be collected by the student in person from the Examination Department after obtaining clearance from Finance Department, Library and Administration Department.
- 8.5 Students can also view the marks obtained in semester / trimester examination through Student Self Service Portal.

9. RULES OF SUMMER/INDUSTRIAL TRAINING OR INTERNSHIP & FINAL PLACEMENT

9.1 SUMMER/INDUSTRIAL TRAINING OR INTERNSHIP

- 9.1.1. Training may be conducted as a full semester/trimester or a specific-period activity or as a periodic activity as per the curriculum requirements. Students must compulsorily attend such training, wherever applicable, as an integral part of the respective courses. Even when a specific declaration/consent is not obtained from the parent/guardian, they will be deemed to have no objection to their child/ward attending such training and undertaking local/outstation tours or tours abroad in this connection (vide item 13).
- 9.1.2 The decision of the institute regarding the assignment of its students for training at different organisations (site organisation) will be final. Under special circumstances the institute will have

the authority to withdraw a trainee from some particular site organisation even during the course of training, and assign him/her to another site organisation.

- 9.1.3 The students should maintain their daily activity records for the entire period in their log book and get it countersigned by the guide/mentor, wherever applicable.
- 9.1.4 Any irregularity in attendance/punctuality etc. during summer/industrial training or internship may adversely affect the evaluation.
- 9.1.5 For any short leave during training, prior sanction may be taken from the concerned site organisation, as per their applicable rules. Long periods of leave will not be permitted during training.
- 9.1.6 Students will have to exhibit high moral character in the place where he/she is deputed for training. Any violation of the discipline of the site organisation may lead to disciplinary action including expulsion. Any abrupt and unscheduled exit by a student from the training without an explicit permission by the institute may result in cancellation of training.
- 9.1.7 The student should report back to the institute immediately on completion of summer/industrial training or internship.
- 9.1.8 The evaluation of summer/industrial training or internship will normally be based on certification by the designated person in the site organisation, project report, presentation and viva voce, as the case may be. The student should collect his/her training certificate from the site organization on completion of his/her training and submit a copy of the same to the institute.
- 9.1.9 The institute will not be responsible for either the provision of or non-receipt of stipends, or any remuneration, and such matters will be subject to the sole discretion of the site organisation.

9.2 FINAL PLACEMENT

- 9.2.1 On passing out at the end/during the final year of a relevant course at the institute, students of NSHM Knowledge Campus will receive assistance/guidance from the institute, according to the student's choice, broadly in one of the following future occupation areas:
- Taking up a job in an organisation.
 - Higher education, e.g. for pursuing Master's degree after completing a graduation course from the institute.
 - As a prospective entrepreneur.
- 9.2.2 NSHM Knowledge Campus will facilitate job placement of its students of relevant courses who have registered themselves for that purpose, by providing a certain number of placement opportunity by way of job interview.
- 9.2.3 To be eligible for placement assistance in the final semester/trimester:
- A student has to clear
 - all subjects including backlogs till the preceding semester/trimester, as applicable, and obtain requisite grade score as regulated by the concerned examination authority, and
 - the evaluation in respect of complementary studies (value added programmes/lifestyle management programmes).
 - A student has to pay all fees due to the institute till the time of placement assistance.
 - A student must not have been debarred due to any reason whatsoever for placement assistance.
 - A student has to maintain the required attendance percentage as directed by the University
 - A student has to fulfill the required criteria as specified by the college in academic discipline and attendance.
- 9.2.4 Once placement is obtained, no subsequent interview opportunity to a student will be offered by the institute.

10. IDENTITY CARD

- 10.1 Each student of NSHM Knowledge Campus will be issued an Identity Card upon admission to the college. For this they will be required to provide relevant data including their blood group and submit requisite number of colour photographs.
Students are advised to check up the correctness of all details as soon as the identity card is issued and bring it to the notice of the issuing authority in case of any discrepancy. The institute will rely on the data submitted by the student and will not be responsible in any manner for incorrect data furnished by the latter. The same will also be used as a Library Membership Card.
- 10.2 An Identity Card is valid only if it contains the student's name, batch code, registration number, duration of the course, blood group, expiry date, a recent photograph of the student, an emergency contact number and is duly stamped/signed by an authorized signatory of NSHM Knowledge Campus.
- 10.3 An Identity Card is valid only at the campus where it is issued. Students must wear identity cards when in the campus/ student transport etc., and may be asked to produce it on demand by any official authorized by the institute. Normally students will be required to produce the Identity Card for entry to NSHM Knowledge Campus premises, issue of equipment/any other material, or for any other purpose as specified by the concerned authorities at the campus.
- 10.4 In case of loss of identity card, a duplicate identity card will be issued on a written request (along with a copy of diary to the concerned Police Station) subject to the approval of the appropriate authority and on payment of duplicate document charge of ` 100/-.
- 10.5 Students should hand over their identity cards to the Administration Department of the institute on completion of their respective courses or in case of discontinuation of studies

11. UNIFORM & DRESS-CODE

- 11.1 The institute has the discretion to introduce uniform for the students of some or all of its courses in a particular campus. Wherever introduced, uniform must be worn on all days, including Fridays and Saturdays.
- 11.2 Wherever necessary, separate and/or special purpose uniform may be introduced for sessions of different kinds, e.g. practical sessions pertaining to a particular profession.
- 11.3 Wherever such uniforms are introduced, all students of the concerned course must mandatorily wear the same for respective sessions in the campus as well as when on formal visits to an outside location.
- 11.4 In order to maintain uniformity, students may be required to procure the uniform at his/her cost from designated suppliers directly or, wherever possible, through the facilitation of the institute.
- 11.5 Wherever no specific uniform has been prescribed, students must wear only formal dress from Monday to Thursday. On Fridays and Saturdays, however, wearing of 'business casual' dress may be allowed, provided students are not required to meet any guests/visitors or make outside visits.
- 11.6 On special occasions like fest, cultural functions etc. students may be specifically exempted from wearing uniform/formal dress.
- 11.7 Under all circumstances students must follow a dress code which is in keeping with the environment of an academic institution.
In case of any difference of views in this regard, the decision of the Head of the Campus will be final.

12. SAFETY & SECURITY

- 12.1 Students will be expected to conduct themselves in such a manner that their actions do not in any way pose a threat to the security and safety of themselves/others or to any property, data etc. Additional special care must be taken by every student in practical sessions while working with or near burners, stoves, chemicals, electrical and mechanical equipment etc. and during movements along vehicular pathways, parking areas etc.
Under no circumstances should a student operate a vehicle in such a manner that may pose any kind of threat to his/her own safety or that of others.
- 12.2 Security and/or administrative officials at the NSHM Knowledge Campus will have the authority to take appropriate measures and actions in order to ensure security and safety of people, property and data. Observance of directions and guidance of security officials/other officials of the institute will be mandatory in the general interest of all.
- 12.3 Directions and guidance in the matter of security and safety may extend to movement and presence of people, movement and parking of vehicles, placing of bags and other belongings, frisking, searching of belongings, use of equipment, electricity, burners etc. Entry as well as presence within the campus after working hours and on weekends/holidays may be subjected to additional strictness like prior approval in writing, etc.
- 12.4 The institute would generally be appreciative of its students taking a supportive role in maintaining safety and security in the campus. Students will be required to get familiarised with exact locations of fire exits of different buildings, use of fire extinguishers, "do's" and "don'ts" in case of a fire/earthquake etc.
- 12.5 In case of sickness of a student, the Administration Department of the campus should be contacted immediately; and facilities of the first-aid room of the campus should be utilised till further arrangements may be made. Students are advised to familiarise themselves with the location and facilities of the first-aid room.

13. TOURS & STAY

- 13.1 For local/outstation tours or tours abroad in connection with any training/project/internship of the student, all expenses (viz. travel, local conveyance, ooding, lodging etc.) will be borne by the student, excepting those cases where the institute might have specifically undertaken to bear some part of an expense.
- 13.2 Arrangements for such travel/stay will also be the responsibility of the student himself/ herself. The institute/the site organisation might only provide the usual support or guidance wherever feasible.

14. DISCIPLINE

- 14.1 In order to uphold and project the right image of themselves and their institute, students of NSHM Knowledge Campus must abide by a strict code of discipline and decorum both within the campus and outside.
- 14.2 The rules pertaining to student discipline and decorum thus extend beyond the campus, e.g., wherever applicable, to students' hostels, students' bus/transport, sites of summer/ industrial training and may even extend to a public place in so far as the conduct of a student in such a place may have an effect on the general image of his/her institute and of its students. During summer/industrial training at the premises of another organisation, all administrative/disciplinary rules of such site organisation will be automatically binding on the student during the period of his/her training.

- 14.3 Any act of violating the academic or administrative discipline of a college/campus is a serious offence. Use of mobile phones/mp3 players etc. in the class or other sessions, laboratory, library, etc. is strictly prohibited.
- 14.4 The entire campus is a no-smoking zone. Practices like chewing of betel leaf, tobacco in whatever form, consumption of any intoxicant, indulging in any addiction anywhere within the campus and hostel premises are strictly prohibited.
- 14.5 Non-wearing of uniform, wherever applicable, or violation of dress-code will be considered as an act of indiscipline, which may preclude a student from being allowed entry to campus/class etc.
- 14.6 Any act of misbehavior, misconduct, unfair means, etc. on the part of a student will be construed as a serious violation of the discipline of the institute.
The term misbehavior includes that with any other student, member of staff, agency personnel, visitors or any other third party including the people at the site organisation for summer/ industrial training/internship.
- 14.7 Taking recourse to unfair means during examination/assessment etc. may invite disciplinary measure over and above what may be prescribed by the concerned university/affiliating body.
- 14.8 In all matters related to student welfare, including sports and games, cultural activities, etc. in the campus as well as in the hostels, students will be governed by the Student Welfare Committee of the campus.
- 14.9 The Student Discipline Committee of a particular campus will have the authority to investigate into all matters concerning student indiscipline and recommend appropriate action. The Principal of the concerned College is the Disciplinary Authority. The decision of the Disciplinary Authority is binding upon all students. However, there will be a provision for a student to appeal to the Campus Director in respect of a disciplinary action.
- 14.10 Punishment on account of any act or behavior tantamount to indiscipline may include any one or more of the following and may also be in the form of other punishment(s) as deemed appropriate by the competent disciplinary authority:
- 14.10.1 Withholding of scholarship and/or other benefits
- 14.10.2 Debarring from representation in events
- 14.10.3 Suspension from classes or the campus for a limited period
- 14.10.4 Suspension from the hostel for a limited period
- 14.10.5 Suspension from availing of certain service(s) for a limited period
- 14.10.6 Imposition of a fine
- 14.10.7 Withholding of results
- 14.10.8 Expulsion from hostel
- 14.10.9 Expulsion from the institute
15. **ANTI-RAGGING**
- 15.1 "Ragging is any disorderly conduct, whether by words spoken or written or by an act, which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or in-disciplined activity, which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or in a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student" [Supreme Court – Writ Petition (Civil) no. 656 of 1998].

Ragging constitutes one or more of any of the following acts:

- any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Punishable ingredients of Ragging:

- Abetment/instigation to ragging
- Criminal conspiracy to rag
- Unlawful assembly and rioting while ragging
- Public nuisance created during ragging
- Violation of decency and morals through ragging
- Injury to body, causing hurt/mental trauma or grievous hurt
- Wrongful restraint
- Wrongful confinement
- Use of criminal force
- Assault as well as sexual offences or unnatural offences
- Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation
- Attempt to commit any or all of the above mentioned offences against the victim
- Physical or psychological humiliation
- Any act/abuse by spoken words, e-mails, snail mails, blogs, public insults etc.

- Any act that prevents, disrupts or disturbs the regular academic activity of a student
 - All other offences following from the definition of "Ragging"
- 15.2 Ragging is banned in NSHM Knowledge Campus and its hostels/transport, wherever such facilities are available. Any one resorting to or indulging in ragging in any form will be liable to be punished appropriately. In case an applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he/she has indulged in ragging, admission may be refused or cancelled.
- 15.3 **Punishment against ragging**
Whoever directly or indirectly commits, participates in, abets or instigates ragging, inside or outside the institute, shall be liable for punishment. Depending upon the nature and gravity of the offence as established by an Anti-Ragging Committee of the institute, the possible punishments for those found guilty of ragging at the institute 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 placement opportunities/recommendations
 - Debarring from appearing in any test/examination or other evaluation 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 institute for a period, ranging from 1 to 4 semesters
 - Expulsion from the institute and consequent debarring from admission to any other institute for a specific period
 - Imposition of a monetary fine
 - Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institute may resort to collective punishment as a deterrent to ensure community pressure on the potential raggers
- In respect of every single incident of ragging the institute has also been given the responsibility and authority to file a First Information Report (FIR) with the local police authorities by the order of the Supreme Court of India. The possible punishment includes rigorous imprisonment.
- 15.4 In line with the above, in matters of ragging reported to the institute or coming to its notice otherwise, the institute may report the same to the police/any other authority as required under the provisions of law or as felt necessary by the institute, without any reference to students concerned and/or their parents/guardians.
- 15.5 The Anti-Ragging Committee in the campus operates with the Campus Director as its Chairperson, and the Head/In-charge of Administration Department as the Convener and Member Secretary and other committee members. The Anti Ragging Committee shall ensure compliance with the above mentioned Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad prevention of ragging in the institution.
- 15.6 The Committee also operates an Anti-Ragging Squad under its overall guidance. The Anti Ragging Squad shall be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

- 15.7 For any information regarding the Anti Ragging Committee, the student may approach the Administration/Portal Directors/any Faculty Member.
- 15.8 Every student as well as their guardian will be required to give a specific undertaking/affidavit, on a non judicial stamp paper of Rs. 10/- duly attested by the Oath Commissioner as provided for at the end of this handbook, as regards anti ragging and to follow the same in letter and spirit.
- 15.9 For any further information and clarification, please refer to the rules on anti ragging uploaded by the affiliating/regulatory bodies on their respective websites.
16. **LIBRARY RULES**
The students' library in a particular campus may have its specific sets of rules and regulations, which will be binding on all.
- 16.1 The library would operate according to its opening and closing hours and off days/holidays.
- 16.2 Personal belongings will not be allowed to be taken inside the library and must be deposited at the designated baggage counter.
- 16.3 In case of delay or default in returning borrowed items from the library, access to further services may be denied till such time the prescribed compensation or fine is paid.
- 16.4 Marking, defacing etc. of any book or other material are strictly forbidden. Any damage to library property in this manner or otherwise may invite denial of services and/or imposition of fines. As a general rule, in case of loss of a book/other material, a student will be required to either replace the item or pay three times the cost of the item lost.
- 16.5 Under no circumstances, eatables or drinks may be taken inside the library.
- 16.6 Mobile phones should be either switched off or kept in silent mode inside the library. Calls cannot be made or received inside the library.
- 16.7 Wherever online access facility is available, a student must use his/her own login ID only and will be responsible for the use of one's own password.
- 16.8 Silence and discipline must be maintained at all times anywhere in the library.
17. **COMPUTER CENTRE RULES**
Computer Centre(s) in a particular campus which may be accessible by students may have its specific sets of rules and regulations, which will be binding on all.
- 17.1 The computer centre would operate according to its opening and closing hours and off days/holidays.
- 17.2 A valid Identity Card may have to be produced for access to computer centre and its facilities.
- 17.3 Personal belongings will not be allowed to be taken inside the computer centre and must be deposited at the designated baggage counter. Students may be required to take off shoes for entering the computer centre.
- 17.4 All care must be taken and prescribed disciplines followed so as to keep the computers free from virus attacks.
- 17.5 No floppy disk/CD/DVD/pen drive/detachable hard disk, etc. may be brought in or used without explicit permission from the computer centre authorities.
- 17.6 Any restrictions on website access as may be prescribed by the computer centre authorities will need to be followed strictly. It is strictly prohibited to load/use/communicate any kind of objectionable matter or send any hate mail/spam/ threat mail etc.
- 17.7 Under no circumstances, eatables or drinks may be taken inside the computer centre.

- 17.8 Mobile phones should be either switched off or kept in silent mode inside the computer centre. Calls cannot be made or received inside the computer centre.
- 17.9 Wherever online access facilities are available, a student must use his/her own login ID only and will be responsible for the use of one's own password.
- 17.10 Silence and discipline must be maintained at all times anywhere in the computer centre.
18. **HOSTEL RULES**
Hostel facilities, wherever applicable, will be governed by the rules and regulations issued by the concerned authorities.
- 18.1 Unless otherwise provided for, hostel seats will be allotted on 'first come first served' basis.
- 18.2 For a student coming to study from outstation locations, the institute may insist upon being informed of the details of a local guardian, and for any purpose might like to contact the latter.
- 18.3 In the matter of allotment of rooms/seats, the decision of the hostel authorities need to be followed. No change of rooms/seats or shifting of furniture/other items should be made without prior consent of the hostel authorities.
- 18.4 Hostel charges and food charges are to be paid according to the respective payment schedule and modes.
- 18.5 All boarders will be required to follow the rules of the respective hostels with regard to
- Entry/exit timings
 - Recording of entry/exit
 - Obtaining of prior permission from appropriate authorities for staying out/leaving the hostel, etc. for which the hostel authorities may insist upon a letter from the parent/guardian etc.
- 18.6 Smoking/chewing of tobacco in any form/consumption of alcohol or any other intoxicants are strictly forbidden anywhere inside the hostel.
- 18.7 The general academic atmosphere in students' hostel must be maintained; especially in recognition of the fact that the students of different courses may have different examination schedules.
19. **CANTEEN/CAFETERIA RULES**
Wherever canteen/cafeteria facilities are available for students, utilisation of such services will be subject to the rules prescribed by the concerned authority. All students will be required to abide by such rules in letter and spirit. Maintenance of discipline and a proper ambience in the canteen/cafeteria will be part of general campus discipline.
20. **TRANSPORTATION RULES**
Wherever applicable, bus or any other transportation service arranged by the institute for its students will be subject to the rules prescribed by the concerned authority. All students must abide by such rules including payment of charges for the service, wearing of identity cards /special identification cards, maintenance of timing and discipline, any special care to be taken for safety of self and others, etc.
In a particular campus of the institute such transportation service may or may not be available. Provision of this service may be based on feasibility and other considerations and its introduction, continuance and discontinuance will be at the sole discretion of the institute. Also, if deemed necessary, the service may be available only for certain sections of students, it may be temporarily or permanently withdrawn at short notice etc.

21. **PROTECTION OF PROPERTY**
Every student should be careful about all the properties they are using or handling in any manner while they are in campus/hostel/transport etc. Such properties may be personal to themselves or other students or may be institute property or properties of third parties, like hiring agency, leasing organisations etc.
- 21.1 **STUDENT PROPERTY**
Every student must take care of their own property. It is generally advisable that no student should bring in valuable items to the campus/hostel beyond what is required in connection with their courses. Under no circumstances shall the institute bear any responsibility for the loss or damage of personal items.
- 21.2 **VALUE ADDED ACCESSORY ITEMS**
If under the provision of item 4.1.2.1.3 a value added accessory like laptop, video camera, ophthalmoscope, etc. is provided by the institute without any additional charge, this will be handed over to the student in course of the relevant semester/trimester of the course for his/her use. The terms and conditions of this arrangement entrusts the student, inter alia, with the following responsibilities:
- The student will take all necessary care of the item and arrange as well as pay for all its maintenance besides and beyond the warranty terms and period
 - The student will ensure safe-keeping of the item and in case of any loss will at the minimum be required to either replace the item or pay its current market price
 - At all points of time, the student will own the complete responsibility of the use of the item/its accessories/any other associated software and facilities etc. It has to be clearly understood that the institute has provided the item to him/her purely for the purpose of his/her studies as assigned by the institute and any violation of this by way of use of such items by the student or any other person(s) in any illegal or otherwise objectionable manner may attract appropriate disciplinary and/or legal action without making the institute liable in any manner. The student to whom a particular item has been provided under such arrangement, will keep the institute indemnified in this regard at all points of time
All such value added accessory items will remain the property of the institute till the completion of the course and clearance of all dues by the student. Thereafter, this will become the property of the latter.
In case of discontinuation, the student will be required to clear his/her total dues to the institute in respect of a value added accessory item and thereby be entitled to take delivery of the same, without further recourse to the institute (vide 6.3).
- 21.3 **OTHER INSTITUTES' PROPERTY**
Other institutes' property may constitute of building, furniture & fixtures, vehicles, books & journals, stationery and other items, equipment, etc. Wherever any such item is made available for students, these are for their bona fide use only with the clear understanding that students will be responsible to exercise care and caution and protect such property from damage. Any loss or damage as may be caused by misuse, carelessness or mishandling by students(s), will need to be compensated for by the latter as per the decision of the competent authority.
- 21.4 **THIRD PARTY PROPERTY**
All third party properties are to be handled with similar care as in 21.3 above. In addition to the

compensation determined by the institute authorities, the student will be liable to settle the claims of any third party in case of any loss, damage etc.

22. HOLIDAYS

Holidays will be governed as per the campus list of holidays, normally announced at the beginning of a calendar year, and any modifications that may be announced from time to time.

23. GENERAL

23.1 RIGHT TO FRAME AND CHANGE RULES

23.1.1 NSHM Knowledge Campus reserves the right to frame rules for its students and change any or all rules laid down for its students in this handbook and elsewhere, e.g. in the delivery of academic, value added or lifestyle management programmes, conducting internal evaluation/ end-semester/end-trimester examination etc. and operations of library, computer centre, hostels, cafeteria, transportation etc. to which reference is made in this handbook. Such rules/changed rules apply automatically to all students of NSHM Knowledge Campus availing of the respective services.

23.1.2 For any issue not specified in the handbook, the institute authorities will have the right to frame and follow the respective rules and regulations and will be within their rights to take decisions on the merits of specific case(s) and such decisions will be binding upon the student(s).

23.1.3 On any change being made in an existing rule, normally the students will be informed through a notice displayed in the notice board. The corresponding earlier rules will automatically be replaced by the new rules and the latter will come into effect for all students from the respective dates of effect.

23.2 COMMUNICATION TO STUDENTS

23.2.1 In general, any relevant changes in rules and regulations will be communicated to students through the concerned notice board, e.g. general notice board, library notice board, hostel notice board etc. While notices may be displayed for limited periods of time, changes communicated through them may continue to be in force for the specified periods or till further notice, as the case may be. The said communication can also be sent through institution provided email IDs for each and every individual student.

23.2.2 In specific situations, the institute might decide to communicate with its students and/or their guardians through website, intranet, letter, sms, email etc. When a letter containing a notice/decision etc. is mailed to the address of a student as recorded with the institute, it will be deemed to have been duly served.

23.2.3 It is the responsibility of the student to take note of all communications made by the institute from time to time and to inform their parents/guardians.

23.2.4 Every student must promptly inform the institute in writing regarding any changes in the postal address, phone number, email address etc. of themselves and their parents/guardians.

23.3 MECHANISM FOR REDRESSAL OF STUDENTS' GRIEVANCE

In order to improve the quality of various services provided to its students, NSHM Knowledge Campus actively seeks, appreciates and acts upon feedback from students about such services. Apart from constructive feedback which the students are expected to provide during formal feedback sessions, students may approach the respective authorities at a particular campus, e.g.the batch coordinator for academic delivery services, the librarian for library services,

the hostel warden for hostel related services, etc. either for offering their suggestions or for redressal of a grievance.

The institute also has dedicated e-mail ids feedback-dgp@nshm.com (for Durgapur Campus) and feedback-kol@nshm.com (for Kolkata Campus) for receiving student feedback. Students may forward their feedback/suggestion etc. through this channel.

The Student Welfare Committee at a particular campus may also be approached with suggestions for student welfare activities. Normally, however, the concerned officials for the respective services must be approached first

23.4 ENTERPRISE RESOURCE PLANNING (ERP)

ION is a strategic unit of Tata Consultancy Services focused on Educational Institutions, Examination Boards and Manufacturing Industries (SMB). TCS iON offers end-to-end cloud based business solutions.

NSHM is leveraging TCS iON solutions to deliver a unique experience to its students from the time of admission till separation, across several academic years depending upon the course duration. NSHM is also leveraging TCS iON Digital Learning platform by providing aninteractive learning environment enabling its students to collaborate and engage with their peers, faculty and alumni without any boundaries. Powered by a best-in-class Learning Management System (LMS), the platform facilitates participatory learning by enabling course delivery, assessment and other learning opportunities in a community setting. With its powerful analytics engine, students can monitor their progress of a daily basis, promoting personalized mentoring. Students can cherry-pick the content in any preferred format including video, audio, PPTs, and other forms of content. In addition, NSHM has deployed TCS iON Digital Campus to automate end-to-end campus management facilitating entire student lifecycle management from inquiry to alumni. Day-to-day activities are automated and simplified like Leave Application, Timetable, Attendance, Exam and Grading, Library and Hostel. Students can now perform various tasks from their mobile device, irrespective of their location. Seamless flow of communication is achieved through SMS and email notification.

Unique Email ID: Will be provided by the institution to all the students.

Any notification will be mailed in this institution email id. Student must check this mail id on regular basis.

Digital Learning: Students can follow the progress of the course and the topics covered in the class. Extra notes can be shared by the faculties which will be accessible to the students online.

Community and Communication: Student will be part of their required communities (decided by the institution) and can be a part of some internal communications like Byte, Blogs, User poll, Quiz etc.

Timetable and Attendance: Students and Parents can monitor the attendance on a day to day basis as well as follow the timetables online.

Feedback: Student will be able to provide feedback on-line.

Library: Students can check the availability of the books and reserve the same if required. They can check the number of books issued to them as well and their due dates to be returned. day to day basis as well as follow the timetables online.

Hostel: If any student avails hostel facilities, then they can see their allotted room details. Also they can request for availing hostel through self services;

Fees: Parents and students can see their outstanding dues with the due dates and generate duplicate receipt as well for record keeping purpose. It helps them to pay the fees on time and avoid any late fines.

23.5 FORCE MAJEURE

NSHM Knowledge Campus shall not be liable for any delay or failure in performance of any of its obligations when such delay or failure arises from the events or circumstances beyond the reasonable control of the institute (including, without limitation, acts of God, fire, flood, war, explosion, sabotage, terrorism, embargo, imminence or the existence of any state of emergency, civil commotion, acts or omissions of any government entity, supplier delays, communications or power failure, equipment or software malfunction, or labor disputes). As such, under the above mentioned circumstances, candidates are not entitled to claim any refund of fees paid.

23.6 LIMITATION OF LIABILITY

The liability of NSHM Knowledge Campus towards its students is limited only to the extent of the fee paid by them. The institute shall not be liable under any circumstances for punitive, exemplary, special, indirect or consequential damage including, without limitations, lost profits.

23.7 JURISDICTION

Any dispute arising out of or in connection with the candidature or studentship of an individual in a particular campus of the institute is governed by the laws of India and will be subject to the jurisdiction of the courts in Kolkata, India.

DECLARATION BY PARENT

I, Sri/Ms.,permanently residing at
..... hereby declare and solemnly affirm that any claim and / or
dispute arising out of studentship of my son/daughter, myself Sri/Smt.
..... admitted in course.....
..... at NSHM Group of Institutions, Kolkata, will be exclusively
adjudicated at the appropriate court of Kolkata, West Bengal only.

Date	Signature of the Guardian
	Name
	Relationship
	Address

Noted and accepted the above
Signature of the authorized signatory.

Name:
Designation:.....
Date:.....



DECLARATION BY THE STUDENT

This is to confirm that I have received and read the NSHM KNOWLEDGE CAMPUS STUDENT HANDBOOK: VERSION 5, DATED JULY 2017 and also fully understood it.
I shall strictly abide by the rules and regulations as contained therein along with amendments, if any, as may be made from time to time.
I hereby declare that I will make my copy of this handbook available to my parents/ guardian also.
Date:

Place:

Signature

Name of the Student:

Registration No.:

College:.....

Course:.....

Postal Address of Student.....
.....
.....

Mobile No. of StudentEmail Address of Student.....

Name of the Parent/Local Guardian.....

Relationship with the Student

Postal Address of Guardian

Mobile No. of Guardian.....

Email Address of Guardian.....





AFFIDAVIT BY STUDENT PERTAINING TO ANTI RAGGING
(On a Non Judicial Stamp Paper of Rs. 10/- and duly notarized)

I, Mr. /Ms., son / daughter of
aged....., resident of
admitted to the Course Programme, Registration No. College.....
a student of NSHM Knowledge Campus, do hereby solemnly affirm, state and undertake on this
.... Day of, 20...., to comply with and abide by the following in connection with the compliance of
All India Council for Technical Education (AICTE) norms incorporated in the rules of the institute
contained in the NSHM Knowledge Campus Student Handbook: Version 5 Dated July 2017

1. I have carefully read and fully understood the rules and regulations of the institute contained in the Student Handbook.
2. I have, in particular, perused the relevant portion of the rules (Clause 15) and am aware as to what constitutes ragging.
3. I have also, in particular, perused the rules and regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote or carry out ragging.
4. In accordance with the norms, procedures and conditions prescribed by AICTE, I hereby solemnly swear that I am aware of the laws regarding prevention of ragging.
5. I hereby solemnly aver and undertake that
 - a) I will not indulge in any behavior or act that may be constituted as ragging under the rules contained in the Student Handbook
 - b) I will not participate in or abet or propagate any act of commission or omission that may be constituted as ragging under the rules contained in the Student Handbook
6. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to the rules contained in the Handbook, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
7. I hereby declare that I have not been charged, expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Signature of Deponent

VERIFICATION

I, the above named deponent, do hereby verify that the facts stated in the above affidavit are true to the best of my knowledge and belief. No part of the same is false and nothing material has been concealed there from.
Verified at on this Day of 20.....

Signature of Deponent





AFFIDAVIT BY PARENT/GUARDIAN PERTAINING TO ANTI RAGGING
(On a Non Judicial Stamp Paper of Rs. 10/- and duly notarized)

I,, resident of, aged, father / mother / guardian of, who has been admitted to the Course Programme, Registration No. College..... at NSHM Knowledge Campus,, do hereby solemnly affirm, state and undertake on this Day of, 20...., to comply with and abide by the following in connection with the compliance of All India Council for Technical Education (AICTE) norms incorporated in the rules of the institute contained in the NSHM Knowledge Campus Student Handbook: Version 5 Dated July 2017

1. I have carefully read and fully understood the rules and regulations of the institute contained in the Student Handbook.
2. I have, in particular, perused the relevant portion of the rules (Clause 15) and am aware as to what constitutesragging.
3. I have also, in particular, perused the rules and regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote or carry out ragging.
4. In accordance with the norms, procedures and conditions prescribed by AICTE, I hereby solemnly swear that I am aware of the laws regarding prevention of ragging.
5. I hereby solemnly aver and undertake that
 - a) My ward will not indulge in any behavior or act that may be constituted as ragging under the rules contained in the Student Handbook
 - b) My ward will not participate in or abet or propagate any act of commission or omission that may be constituted as ragging under the rules contained in the Student Handbook.
6. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to rules contained in the Handbook, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
7. I hereby declare that my ward has not been charged, expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Signature of Deponent



VERIFICATION

i, the above named deponent, do hereby verify that the facts stated in the above affidavit are true to the best of my knowledge and belief. No part of the same is false and nothing material has been concealed there from.

Verified at on this Day of 20.....

Signature of Deponent

