



Shivalik
Institute of Professional Studies

STUDENT MANUAL

DOC. NO. : SIPS/SM/01
ISSUE NO. 01
REV NO. 01

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2021-22

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Shivalik Institute of Professional Studies

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1. Vision-Mission of Institute

Vision

To be a premier technical institution that provides experiential learning and multi-disciplinary research to develop socially responsible and competent professionals.

Mission

- Create an ambience that fosters a passion for learning and collaborative research and effectively disseminate knowledge between highly competent faculty and student community.
- Foster professionals, who can add value to organizations, engage in higher studies and pursue innovative entrepreneurial activities.
- Provide best in class infrastructure to facilitate experiential learning in cutting edge technologies.
- Develop leaders who exhibit ethical behavior in professional and societal activities

2. Quality Policy

Shivalik Institute of Professional studies (SIPS) is committed to achieve the stakeholder's satisfaction by providing technical education in different streams inculcating leadership qualities among the students with sound academic growth by consistent use of modern teaching process with ultramodern teaching aids. Our goal is to exceed stakeholder's expectations by implementation of Quality Management System and by providing the best value to the students for their time & money. Shivalik Institute of Professional studies (SIPS) shall strive for continual improvement in meeting statutory and regulatory requirement timely.

Quality Objectives

- To become dynamic, vibrant, demand driven, quality conscious, efficient, forward looking and responsive to rapid economic and technological development occurring both at National and International level so as to offer instructions in Science and Engineering at the level comparable to the very best anywhere in the world.
- To strive for total quality management in order to have quality faculty and churn out quality students having prowess in their technical/managerial domain with cultural values.
- To prepare Students for a life time leadership.

3. Courses, Specializations and Value-added courses:

Under Graduate Courses –

➤ **Management**

- B.B.A.
- B.B.A. in Entrepreneurship and Innovation
- B.B.A. in Business Analytics
- B.B.A. in Information Technology
- B.B.A. in Health Care
- B.B.A. in Hospitality and Tourism Management
- B.B.A. in Retail Management
- B.B.A. in Human Resource
- B.B.A. in Finance
- B.B.A. in Marketing

➤ **Agriculture**

- Bachelor of Science in Agriculture

➤ **Education**

Bachelor of Education.

4. Rules for Academic Discipline

1. Students are expected to be necessarily present in person in the campus as per the notification or schedule given by the Institute.
2. Students are required to deposit their hostel and academic fees as per the notification provided to them via appropriate authorities' office.
3. If a student fails to report even after 15 days from the date of reporting given by the Institute, his/her name shall be struck off from the institute's enrollment list. The student shall have to re-enroll themselves as per the process detailed in re-enrollment SOP.
4. The power to waive off or provide relaxation on fees and/or fines shall fall under the purview of Director's Office.
5. Students are required to attend all academic activities including but not limited to lectures, practical, and tutorials. As per the norms of the University, if any student fails to attain 75% attendance they shall be ineligible to appear in the sessional tests and end Semester Theory and Practical Examinations. This includes final year students of graduate and diploma courses as well. If any student has genuine reason that explains their absence such as medical issues, death in the family, etc., they shall be given the grace of 25% attendance at most.

6. If any student is found absent for continuous 3 working days, his status of absence shall be informed to the parents through an automated generated message delivery system of ERP.
7. If any student is found absent for continuous 10 working days, his/her status of absence shall be informed to the Registrar office through a letter from the HOD of the concerned department. His/her name shall be struck off from the enrollment list.
8. Students are expected to show academic integrity. They must appear in all the assessments given by the course instructors within the stipulated time period. Students should bear in mind that the internal assessment marks are given solely on the basis of their performance in these assessments.
9. Evaluation of performance in various assessment tools such as tests, practical, projects seminars, quizzes, presentations , etc. as well as attendance record of any subject shall be made by the concerned subject instructor for the purpose of award of internal assessment marks. The attendance shall be displayed fortnightly on departmental notice boards. Students are expected to raise any grievances regarding the above with the concerned subject instructor.
10. The roll call shall be finished within 5 minutes after the commencement of the class. Late entry and interim/early departure requests from the classrooms, laboratories, etc shall not be entertained.
11. Aimless presence of students in the corridors, cafeteria, grounds or any other part of the campus during academic hours is strongly discouraged. It should be noted that during the academic hours, students are not allowed to engage in sports activities /games. Indulgence in the above mentioned activities shall be treated as a serious violation of academic code of conduct. The student in violation of the same shall be presented to the Proctor Board for disciplinary proceedings.
12. Students are always required to carry their I-Cards on their person. They are to strictly observe civility in their dress and behavior. They shall wear appropriate dress as per the season and the occasion. They will follow a general decorum, rules and guidelines appropriate for a professional and academic institution on a daily basis.
13. Food and beverages should not be consumed inside the classrooms, laboratories, library, corridors, stair-cases etc.
14. Use of electronic gadgets unless approved by a subject instructor for educational purpose is strongly discouraged. Mobile phones and/ or any other personal electronic gadgets must be

switched off during in academically active hours. If found guilty of the same, any faculty member is authorized to seize the said electronic gadget and submit it to Dean Student Welfare for a suitable course of action.

4. IT Infrastructure Do's and Don'ts

Do's

- Maintaining privacy and security by keeping all passwords confidential. Follow Security guidelines to protect your data.
- Honoring all computing security procedures implemented by the Institute. Be accountable for uses of your IT assets safely.
- Not wasting resources i.e., logging off/shutting down when not using a PC's, UPS Units, Projectors & its Screens and storing only files needed for future use only.

Don'ts

- You may not use Institute computing resources for illegal behavior or activities.
- Users may not misuse or damage Institutes technology equipment/assets.
- No one may sell or provide access to the Institutes computing resources to not belong to or outside individuals.
- You may not install or use any software or hardware designed to disrupt the security of any technology equipment owned by the Institute.
- Activities designed to spy on the network traffic or to access passwords, user Ids, files or programs of other users is prohibited.
- Access of Mobile Phones, Pen Drives, and CD Drives OR any other USB storage/data carrying device inside the computer Labs & classes.

5. Fee Policy

Student's fee becomes due at the start of each academic year. Generally, this date is 15th July each year. For fresh incoming 1st year students the fee is due at the time of admission.

Flexible payment option is available to students and parents, wherein they can deposit the fee in two installments as follows:

- 1st installment due date: 15th July every year.
- 2nd installment due date: 15th January every year.

In each installment, 50% of the yearly amount due has to be deposited with the accounts department. In case the fee is not deposited in time, a late fee shall be charged and may result in suspension of academic activities of the concerned student.

For 2nd year/3rd year/4th year students the entire fees become due on 15th July. First installment had to be paid by 15th July and second installment had to be paid on or before 15th January. If the fee is deposited between 16th July – 25th July, late fine of Rs. 500/- will be applicable after that Rs. 100/- per day i.e., from 26th July to 14th August will be implemented. 16th August onwards Admission and Provisional promotion may be cancelled or re-admission charge of Rs. 5000/- in addition to the Institute fees will be payable by the student after the due date. If this fee has not been deposited on time, then there will be late fee amount added to the statement of accounts. This non-compliance can also result in suspension of academic activities of the concerned student.

For 1st year admissions the 1st installment of fees became due at the time of admission and 2nd installment became due on 15th January. For example, if the student enrolled as a fresher in 1st year on 15th November, 2020 then their 1st installment was due on 15th November.

To make the fee payment easy and secure, online payment facility has been setup with Axis Bank. Please visit our website <https://www.shivalikInstitute.edu.in/> and click on “Pay Online” to use this facility. We recommend that you use this method as the preferred mode of payment.

For fee related matters, please contact the accounts department at the following number: +917088411155.

6. Internal Examinations

Continuous assessments are a part and parcel of academic experience. For this purpose along with other tools of assessment, internal or sessional examinations are conducted at regular intervals. Students should bear in mind that:

- First sessional exams shall be conducted after the completion of approximately 40 % of the syllabus and second sessional exams shall be conducted after completion of the total syllabus. Question papers of both the sessional examinations shall be strictly modeled on the question paper given by the affiliating university. It will be compulsory for students to appear and pass in both the examinations. If any student fails to appear in the examination due to extenuating circumstances, they shall be given a chance retaking the missed examination. Performance of these examinations shall be communicated to students as well as parents so as to open a dialogue about the need of further improvements in the student's performance.
- First year students should note that along with their performance in the sessional examinations, their performance record from their 10th and 12th class, whichever applicable shall also be taken into account while determining their progress. In case their progress shows a downward slope, the students shall be required to retake the internal examination.
- Students who remain absent during the length or any particular sessional examinations without any explanation or information shall not be awarded any marks. Such students shall not be provided with an additional chance to retake the examinations.
- Students should note that their sessional marks are sent to the university. All precautions should be taken by students to ensure their availability as per the schedule of sessional examinations.

7. Debarred Policy

The policy of 75% attendance (80% in case of SIPS Students) will be strictly followed for all kind of examinations which include both Sessional Exams the University/Board Exams. The attendance percentage (%) will be counted from the date of registration of the candidate. However, the academic days for the Final Year students (including diploma students) will be notified by the Dean Academic Office, as and when required.

- The dates of commencement of the semester will be as under:
 - In Odd Semester: **Third week of July every year**
 - In Even Semesters: **First week of February every year**
- **As per University Notice**
- With due consideration of the career prospects of Final Year some relaxation and flexibility in the academic program may be given by the Dean/HOD with the approval of Director.
- In case of final year students of graduate and diploma programs, who are already placed, relaxation of the classes may be considered with a proper copy of appointment letter from the employer, duly verified and endorsed by the placement department of SIPS, regarding the genuineness of the letter and the company.
- In case of final year students wishes to devote more time for projects, skill up-gradations, participation in interviews, internships etc. They have to achieve the target of 75% attendance as per norms, though their schedule can be altered with a prior approval of Dean/HOD, but it cannot be claimed as a right.

Standard Operating Process For Re Enrollment:

The student if failed to register himself with in the speculated time schedule provided for the purpose, including the period of fine, has to apply for the registration again. An application addressed to the Director, SIPS on a plain paper can be written in his own handwriting, stating the cause of not registering in due time. All the relevant proofs of his statement can be attached with the application.

The Director Office will be having an authority to approve the application to allow him to deposit the **re-enrollment fee of Rs 5,000/-** for the registration process. After depositing the fee, the application with all proofs and a copy of the receipt of deposited fee will be submitted to the mentor and filed. The mentor will be registering him for the course. However the attendance will be counted from the day of his re-enrollment to ascertain 75% criterion.

8. Hostel Rules and Regulations

Hostel is a home away from home. Hostel helps the residents to build an independent identity while simultaneously forging friendships for life. Shivalik provides on campus residential facility to both male and female students. It is in the spirit and sense of direction that rules and regulations are framed carefully for orderly and peaceful living to make the resident's transitions easier.

Preamble

Both the on campus hostels for male and female students are managed by a dedicated staff. As the main authority figure, the Chief Warden manages the day to day activity and handles grievances of the residents. The Chief Warden is assisted by a team of Wardens and a Superintendent and all of them, as a rule, reside in the campus or within the hostels. The maintenance of the hostels and the mess facilities is managed by the Superintendent with the help of the supervisory staff. The mission of Institute as well as Anti-ragging rules is prominently displayed a tall important and strategic points within the hostel building. This dictum silently contributes to the healthy environment of commitment and discipline among the students. Students are expected to read and internalize the **All-India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Student Redressal of Grievances in Technical Institutions) Regulations, 2016 published on 10th June 2016 in The Gazette of India**. Hostels are a melting pot of culture and vibrancy. Students are encouraged to develop community life and inculcate the spirit of tolerance. This helps students toward the direction of being leaders of tomorrow. Life in hostel always provides many fond memories and all efforts are made to make the living in hostel most memorable.

Admission and Removal

1. The right of Admission to the hostel is reserved. Admission to the Institute hostel will not be made as a matter of routine and it will be at the discretion of the Chief Warden.
2. Application for admission to the hostel must be submitted to the Chief Warden.
3. The allotment of rooms to the applicants will be made by The Chief Warden/Warden only after deposition of hostel fee. The hostellers are not permitted to change their rooms once occupied without the written approval from the Chief Warden/Warden.
4. Students suffering from chronic medical problems shall not be admitted to the hostel. If any student with chronic medical problem manages to get themselves allotted a hostel room; he/she will be asked to vacate the room immediately when it is brought to the notice of Chief Warden. It is done so as to enable students to be under proper medical care and observation by the parent/guardian.
5. If any student who avails the hostel facility is regularly absent from the classes, the monthly tests, and/ or University Exams may not be permitted to continue to stay in the hostel. The same is applicable to students scoring less than the minimum pass marks in the sessional Exams and the University Exams. The continuity of the stay in the hostel of a resident depends upon their academic performance apart from their conduct. The final decision is under the preview of Chief Warden.
6. If a student is expelled from the Institute for any reason whatsoever, he/she would immediately vacate the hostel on the day of expulsion from the Institute. His/her continuance in the hostel will be treated as unauthorized occupation.
7. Hostels are allotted for whole academic year and no resident is allowed to leave hostel in-between the academic year. If any resident wants to leave hostel in-between the academic year (due to valid reason, requested by parents and permitted by competent authority), he/she has to pay fee for whole academic year.

General Rules

1. The hostel rooms are subject to inspection by the college/hostel authorities to make sure that they are kept neat and tidy and/or according to the instructions given by the competent authority.
2. No unauthorized or illegal items including but not limited to liquor, drugs, lethal weapons etc., should be kept in the rooms.
3. The hostellers themselves are personally responsible to safe guard their belongings. They are not to keep large amounts of cash or valuable like gold ring, costly wrist watch etc. in their rooms. They should also take care of their purse, calculators, cell phones, computers, laptops, books, etc. In case of theft or loss of any item, it will not normally be possible to carry out any investigation. The hostellers are advised to keep their rooms, boxes, suitcase, cupboards etc. securely locked.
4. All movements to and from the hostels should be recorded in the Movement Register kept with the security guard at the entrance of the hostels. All the details should be properly written and the register should be signed. No hostellers are permitted to stay out of the hostel beyond the time limits given by the competent authority.
5. The Institute and/or the hostel authorities are authorized to conduct surprise checks periodically. If the residents are found using the computer for reasons other than academic If students want to stay during the weekends with their local relatives or guardians or if their local relatives or guardians like to visit him in the hostel, then a mess and addresses of such local relatives guardians, duly authenticated by the parents/ guardians, should be furnished along with the application.
6. The hostellers are generally discouraged from going out of the hostels during holidays. However , In ordinary circumstances, if they want to leave the hostel ,written permission has to be obtained from the Warden after informing them about their travel plans in writing. They are also required to return on the specified dates and submit the slips, which is a part of the Performa, signed by their parents as an indication that they stayed with their Parents/Guardians during the holidays. In addition, they have to put in writing their in and out move maintain the register kept with the Security Guard of the block.
7. The residents shall padlock their own rooms. If a student is vacating the hostel after the completion of the semester or discontinuing their stay, they shall not lock their rooms and cupboards. If the padlock and keys have been provided by the warden, the same shall be returned.

8. Students are not allowed to keep any power driven two or four wheeler vehicles in the hostel.
9. Rules regarding the use of computers and cell phones:
 - a. If a resident wants to install computer system in their hostel room, a written permission shall be obtained duly signed by the Chief Warden.
 - b. The usage of computer shall be for solely academic purpose, disciplinary action will be taken against him/her and the computer facility given to them may be withdrawn.
 - c. Cell phones can be used by the residents.

Living Arrangements of Guests

Guests, parents, local guardians or relatives visiting the residents of the hostels are not permitted to stay in the hostels. If the guests, parents, local guardians or relatives wish to stay, then the student/parent may approach the Warden for accommodation. The due diligence should be done well in advance before the facility of accommodation is to be availed. On the spot requests might not be entertained and may be subjected to the availability of the accommodations.

9. DISCIPLINE

These ordinances are applicable to the full time students of all programs viz. Under Graduate Degree Programs and Diploma Programs.

- All the students must abide by the discipline rules and regulations framed by Shivalik Group of institutions here after referred to as SGOI from time to time.

1. DISCIPLINE RULES TO BE OBSERVED BY THE STUDENTS WITHIN SHIVALIK GROUP OF INSTITUTIONS

- 1.1 Ragging in any form is strictly prohibited and is a punishable offense. Anyone involved in such cases will be dealt strictly with according to the rules of SGOI.
- 1.2 Every student must carry his/her Identity Card which should be produced when demanded.
- 1.3 The Students are expected to behave in a responsible manner and abstain from chatting amongst themselves while the class is in progress.
- 1.4 The Students are expected to be polite individually or in groups and show respect to the faculty and other staff members of the institute.
- 1.5 The students are expected to be in classrooms / Laboratories or any place of study on time prior to the commencement of the study.
- 1.6 On uniform days (Monday to Friday) student will wear proper Institute uniform with black leather shoes. No students will be allowed to attend the classes without proper uniform. On Saturday, students can wear decent clothes and shoes. Low waist pants, Cargo jeans, Capri, slippers etc are not allowed.
- 1.7 Dress Code: To regulate discipline and uphold decorum, a prescribed dress code is to be observed by students, which requires that they be formally dressed while on campus.
 - During summers: Monday to Friday- Full sleeves Shirt, Trouser, Tie, Black leather shoes
 - On Saturday: Formal shirt, pant and shoes

- During winters: Monday to Friday- Full sleeves Shirt, Pant, Tie, Half/full sweater and blazer, Black leather shoes
- On Saturday: Formal shirt, pant, half/full sweater, jacket/blazer and shoes.

1.8 All the students are expected to maintain their 100 percent attendance in all the academic and extracurricular activities of the Institute. Absence due to illness or unavoidable circumstances will be considered only if the application is supported with medical certificate and parent's signature.

1.9. Any act of indiscipline or misbehavior in the class or in the Institute or in Institute transport will lead to taking disciplinary action against the students.

1.10. Indecent behaviour of the students in any form will not be tolerated.

1.11. Smoking and /or drinking alcohol and /or found drunk in the Institute premises is totally prohibited and is subject to be viewed with serious concern.

1.12. Use of mobile phones is strictly prohibited in the class rooms, Laboratories, corridors, Library or anywhere in academic and administrative area.

1.13. Use of helmet is compulsory for the students those who rides a two-wheelers to and from the campus. In case of not to do so, the security officials will not allow the student to get inside the campus.

1.14 Students should park their vehicles only in the specified area. A designated parking space is provided for all students to park their vehicles. No vehicle would be allowed to be parked in any other part of the Institute premises.

1.15 Students should not participate in any political and antisocial activities.

1.16 The student is expected to read the notices put up on the notice board/ERP of the Institute regularly. The Institute is not responsible for any loss or damage caused to the student due to his failure to read the notices from time to time.

1.17 Any change in the residential address, self mobile number and parents mobile number of the student must be communicated to the office of Registrar SGOI immediately.

1.18 Students shall take proper care of the Institute furniture and fixtures. They must not cause any damage to the Institute property. It could attract disciplinary action against them.

POLICY OF FINE AND PUNISHMENT FOR STUDENTS

The competent authority may impose any one or suitable combination of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct mentioned above from 1.1 to 1.18 as the case may be in Rule1.

Sr..No.	Offence/Act/Behave	Punishment
(I)	RAGGING (Strictly prohibited as per the order of Hon'ble Supreme Court of India)	Suspension and enquiry—Cancellation of admission/ suspension of attending classes/withholding or withdrawing scholarship or fellowship and other benefits/debarring from appearing in any test or examination or other evaluation process/withholding results/debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc/suspension or expulsion from the hostel/rustication from the institution for period from 1 to 4 semesters/ expulsion from the institution and consequent debarring from admission to any other institution/ fine of Rs.25000/ collective punishment—when the person committing or abetting the crime of raging are not identified and legal action/any other action as per directions of Hon'ble Supreme Court
(II)	<u>DRUGS</u> Possessing/Handling/Using/Distributing/Sale of Drugs/Intoxicants (Eg. Alcohol, Tobacco products, Pharmaceutical drugs, Illegal drugs,	Suspension and enquiry – debarring for a minimum period of one semester / Expulsion/ Rustication on finding and proving faulty/guilty after investigation by concerned authority/ committee besides legal action, if applicable

	Poisonous things, etc)	
(III)	<u>THEFT /SNATCH</u> any property of campus/ employee/ student/ visitor such as laptop/ mobile/pen drive/ book, any valuable item, etc	Suspension and enquiry – recovery of item or value of item–debaring for a minimum period of one month/ Expulsion/ Rustication on finding and proving faulty/guilty after investigation by concerned authority/ committee besides legal action, if applicable
(IV)	<u>FIGHTING</u> (In SGOI campus/ SGOI buses)	1 st Attempt 2 nd Attempt 3 rd Attempt
	(IV)A Usage of derogative/ threatening, abusing language	<div> <div> Fine of Rs.500 to be deposited within 3days along with submission of written apology by student — written warning </div> <div> Fine of Rs.2000 to be deposited within 3days along with submission of affidavit by student and parents— last written warning </div> <div> Suspension and enquiry – debaring for a minimum period of one semester/ Expulsion/ Rustication on finding and proving faulty/guilty after investigation by concerned authority/ committee besides legal action, if applicable </div> </div>
	(IV)B Slapping, Scuffling, Assault & Battery (threat or display of violence) provocation for violence, promoting enmity/	<div> Suspension and enquiry —Fine of Rs.5000 along with submission of affidavit by </div> <div> Suspension and enquiry – debaring for a minimum period of one year/ Expulsion/ Rustication on finding and proving </div>

		physical harm	student and parents — written warning	faulty/guilty after investigation by concerned authority/ committee besides legal action, if applicable	
	(IV)C	Fighting, causing Injuries, use of injurious items in the fight or taking part with other fellows for use of weapons/items injurious to body	Suspension and enquiry – debarring for a minimum period of one semester/ Expulsion/ Rustication on finding and proving faulty/guilty after investigation by concerned authority/ committee besides legal action, if applicable		
(V)	<u>Misact—Misbehave/Misconduct</u>		1 st Attempt	2 nd Attempt	3 rd Attempt
	(V)A	Mis behaviour with employee/ officer/ security officials by disobeying instructions/ obstructing employee to do his work	Suspension and enquiry— Fine of Rs.2000 to be deposited within 3days along with submission of written apology as well as apology in the assembly/class by student— written warning	Suspension and enquiry– debarring for a minimum period of one year/ name to be struck off from the rolls/ Expulsion/ Rustication on finding and proving faulty/guilty after investigation by concerned authority/ committee besides legal action, if applicable	
	(V)B	Sexual Behaviour by way of comments/ remarks/ body language/ gesticulation/ assaulting, etc.	Enquiry —Fine of Rs.2000 to be deposited within 3days along with submission of written apology by student and parents —	Suspension and Enquiry —Fine of Rs.5000 along with submission of affidavit by student and	Suspension and enquiry – debarring for a minimum period of one Semester / Expulsion / Rustication on finding

			written warning	parents— written warning	and proving faulty/guilty after investigation by concerned authority/ committee besides legal action, if applicable
	(V)C	Membership/ Joining/ Assembling/ Meeting in the campus or at the gate of the campus with other students/outside rs intentionally to act against interest of SGOI	Fine of Rs.2000 to be deposited within 3days along with submission of written apology by student and parents — written warning	Suspension and Enquiry —Fine of Rs.5000 along with submission of undertaking by student and parents —written warning	Suspension and Enquiry- Fine of Rs.10000 along with submission of affidavit by student and parents— written warning
	(V)D	Without Complete Uniform	Fine of Rs.200 to be deposited within 3days along with submission of written apology by student— written warning by Dean/HoD	Fine of Rs.500 to be deposited within 3days along with submission of undertaking by student – written warning by Dean/HoD	Fine of Rs.1000 to be deposited within 3days along with submission of undertaking by student and parents — written warning by Dean/HoD

	(V)E	Without Identity Proof (ID Card/Campus Pass) of SGOI	Fine of Rs.200 to be deposited within 3days along with submission of written apology by student — written warning by Dean/HoD	Fine of Rs.500 to be deposited within 3days along with submission of undertaking by student — written warning by Dean/HoD	Fine of Rs.1000— debarring from campus till deposit of amount along with submission of undertaking by student and parents — written warning by Director
	(V)F	Wearing exploiting/ obscene/ objectionable dress	Fine of Rs.500 to be deposited within 3days along with submission of written apology by student— written warning by HoD	Fine of Rs.1000 to be deposited within 3days along with submission of undertaking by student— written warning by Dean/HoD	Fine of Rs.2000— debarring from campus till deposit of amount along with submission of affidavit by student and parents — written warning by Director
	<ul style="list-style-type: none"> • <i>Loss of ID Card/Bus Pass—Fee of Rs.300 and Copy of application for getting duplicate ID Card/Bus Pass</i> • <i>Spoiled/Damaged ID Card/Bus Pass— Fee of Rs.300 along with submission of Spoiled/Damaged ID Card/Bus Pass</i> 				

(VI)	<u>MISUSE</u>				
	(VI)A	Electronic Devices/Gadgets (such as laptop/ mobile/ camera/projector/ internet/ iPod/ Pornographic material/ Films/ CDs/ DVDs, etc either related to campus/ owned by student or any other)			
	(VI) A-a	Use of mobile in buildings of SGOI /Playing music in campus/SGOI buses – objectionable/ creating nuisance	Fine of Rs.500 to be deposited within 3days along with submission of written apology by student — written warning by HOD	Fine of Rs.1000 to be deposited within 3days along with submission of written apology by student and parents — written warning by HOD	Suspension and enquiry – Fine of Rs.2000 along with submission of affidavit by student and parents — written warning by Director
	(VI) A-b	Playing/Recording of objectionable videos/ audios/ images, Messaging-SMS/ MMS/ Email, Misuse of Internet through owner/ campus or any other devices	Suspension and enquiry – Fine upto Rs.20,000 along with submission of affidavit by student and parents /debarring for a minimum period of one year/ Expulsion/ Rustication on finding and proving faulty/guilty after investigation by concerned authority/ committee besides legal action, if applicable		
	(VI)B	College Transport Facility			
	(VI)B-a	Travel in SGOI Transport without payment of Fee in advance	Fine of Rs.2000 and suspension till deposit of fine and submission of affidavit by student and parents		
	(VI)B-b	Travel in SGOI Transport through Forged/Fake Bus Pass/ID Card	Fine up to Rs. 5,000 along with submission of affidavit by students and parents/debarring for a minimum period of one month/ Expulsion/ Rustication on finding and proving faulty/guilty		

			after investigation by concerned authority/ committee besides legal action, if applicable		
VII	<u>DAMAGES TO THE PROPERTY OF INSTITUTION</u>				
			1 st Attempt	2 nd Attempt	3 rd Attempt
	(VII) A	Breakage/ Losses/ Damages/ Spoiling	Enquiry — Fine of double of cost of damaged item to be deposited within 3days along with submission of written apology by student — written warning by the Director	Enquiry — Fine of five times cost of damaged item to be deposited within 3days along with submission of undertaking by student and parents —written warning by Director	Suspension and Enquiry — Fine of ten times cost of damaged item along with submission of affidavit by student and parents— written warning by Director
	(VII) B	Defacing/Writings on glass/wall/ instrument/ furniture, disordering	Fine of Rs.500 to be deposited within 3days along with submission of written apology by student — written warning by HOD	Fine of Rs.1000 to be deposited within 3days along with submission of undertaking by student— written warning by HOD	Fine of Rs.2000 to be deposited within 3days along with submission of undertaking by student and parents— written warning by Director

	(VII) C	Violating rules by damaging the Plant(s) and Lawn(s) like plucking, hanging, pulling, pushing, etc. of plants — throwing papers/ wastage in open area/ lawn(s)	Fine of Rs.500 to be deposited within 3days along with submission of written apology by student — written warning by HOD	Fine of Rs.1000 to be deposited within 3days along with submission of undertaking by student— written warning by HOD	Fine of Rs.2000 to be deposited within 3days along with submission of undertaking by student and parents— written warning by Director
VIII	Any kind of Act/Offence/Behave, other than above, violating the rules and regulations of SGOI		Suspension and/or Fine / Debarring from Campus/Classes /Expulsion/ Rustication on finding and proving faulty/guilty after investigation by concerned authority/ committee besides legal action, if applicable		

Note: Any kind of act committed by student and action taken by authority shall be recorded in the personal file of student

Mess Timings and Rules

1. Residents of the hostel should take their meals and refreshments in the allotted mess only.
2. The kitchen area of the mess is strictly Out of Bounds for the students. Under no circumstances students are allowed to enter the kitchen. If the resident is the cause or bearer of any accident caused due to the breach of the rule, they shall be deemed solely liable. In such circumstances, the resident shall also bear the financial responsibilities for any damage caused or borne.
3. The meal timings are displayed at the entrance of the dining hall. These timings are to be strictly adhered. It is not feasible and obligatory on the part of the kitchen or the mess staff to serve the meals outside the prescribed timings. The fixtures, furniture, cutleries, raw materials and condiments including but not limited to chairs, tables, tumblers, plates,

spoons etc. are shall not be taken out of the dining hall. If anyone is detected breaching this rule, the cost of the material shall be recovered from them along with a penalty.

4. Residents, who are ailing or engaged in various activities in the campus which forces them to miss their meal, can request the Wardens to send their meals to their hostel rooms or allow such residents to take their meals post the prescribed hours respectively. Residents need to inform the Wardens well in advance if any such facility is required.

Arrangement at the Time of Vacation

Residential spaces require maintenance for its general upkeep. So as to cause minimum hindrance to the hostel life of the residents, the process is done during vacations when students proceed to go home. To make the process easier, residents shall bear in mind the following point:

1. All residents shall vacate their rooms just after completion of even semester exam or vacation announced by Institute authority.
2. A separate cloak room shall be made available to keep their belongings. The in-charge shall record the details of the items and owner. The submitted items including but not limited to suitcases, trunks, boxes shall bear complete details of the owner so as to avoid wrongful claim of any item in the future.
3. Residents who have kept their belongings in the cloak room shall report on the previous or the same day of reporting and claim their belonging. They shall move their belongings to their allotted rooms. Residents reporting later than the due date shall not be entertained if there is any loss of property and shall be penalized.

10. Dr.A.P.J.Abdul Kalam Learning Resource Center (LIBRARY)

In furtherance to the legacy of former President of India Late Dr. A.P.J. Abdul Kalam, Shivalik Institute has built and developed a Learning Resource Centre in its campus and has named it “Dr. A.P.J. Abdul Kalam Learning Resource Centre”, a befitting tribute to Late Dr. A.P.J. Abdul Kalam, one of the best role models of our times. The Hon'ble Chief Minister of the State inaugurated the library and appreciated the institution's efforts to bring about the necessary changes in the field of education.

Things to look out for in the Central Library

- ☐ Almost 4972 titles and 48,847 volumes of books
- ☐ Access to Learning Resource Center during and after study hours.
- ☐ Online Journal (DelNet) membership, NDL(National Digital Library)
- ☐ Newspapers are available with daily updated Job Alert Clippings
- ☐ Area of 541 sq. mt with a seating capacity of 120 students at a time.
- ☐ Updated dedicated section for GATE, PSUs and other competition books.
- ☐ National and International Journals (Hard Bound)
- ☐ Inspirational Bibliography Collection of former President of India Late Dr. A. P. J. Abdul Kalam is available

Students shall take care of the following rules:

- ☐ Students shall enter the library in proper uniform and I.D. card. Resources from the library cannot be issued without I.D. card.
- ☐ Students shall ensure that they borrow the resources from the library on their own I.D. card. If they allow anyone else to use their I.D. card and there is a loss or damage to the resources, the owner of the I.D. card shall pay the fine.
- ☐ Students must check the resources before borrowing them for any tampering or damages. It should be brought to the notice of the Librarian and/or library staff before borrowing the said resource(s). If any damage is detected during the return of the resource(s), the borrower shall be fined irrespective of their actual involvement in the damage.
- ☐ Resources may be borrowed for 15 days at a stretch. Any resource kept past the due date of return shall be deemed as a late return. Borrowers shall be fined of any such delay.
- ☐ If all copies of a book are already issued, a student can reserve it.
- ☐ If borrowers lose or irreparably damage any resource(s), it should be immediately notified to the Librarian and/or the library staff. As a replacement to the lost resource(s), the latest edition of the book shall be furnished along with the fine decided by the Library Committee.

- ☐ Books lent out are liable to be recalled if required even before the expiry of the due date. What is the nature of emergency?
- ☐ Students shall note that access to resources is a privilege and should treat it as such. Lack of general discipline, damage to the resources, non-abiding of the library rules, etc may lead to the cancellation of membership of the library, besides any other punitive action that the Library committee deems fit.
- ☐ In the event a student loses a library book, the student is responsible for providing a new book to the library. Second-hand books will not be accepted.
- ☐ Day scholars those who want to use library after Institute hours will have to take written permission from the Student Welfare Office.

11. Directorate of Training and Placement (DOTP)

The Office of DOTP is a coordination point for the Institute as well as a broad array of corporate and business relationships. The Office works closely with the corporate partners to develop & support collaborative activities beneficial for all. Institute promotes continuous student-faculty interaction, focused study tours/industrial visits, summer internships, industry-based dissertations and innovative project work.

The broad activities of the Office include:

- Organizing Summer Internships
- Organizing Industrial Visits
- Coordinating Final Placements
- Liaison with Industry bodies and think tank organizations
- Organizing experience sharing Seminars
- Conducting CRT (Campus Recruitment Training) activity
- Alumni related activities

11.1 Summer Internships

The Summer Internship Program offers a unique and rewarding corporate exposure to our budding pool of talent. While gaining professional work experience and completing relevant academic coursework, students go through six to eight weeks of real-world work experience during their internship placement.

The DOTP& faculty members from respective domains plays an important role in ensuring that all students get an opportunity to experience corporate life and culture through these summer internships. Some of the projects that students have completed through their internships have been greatly appreciated by the industries. Every year students of all years undergo Summer Internships of 6-8 weeks across companies of repute. The DOTP plays a vital role in providing various training programs both in- house and out-house –such as Summer Placement, Workshops, Seminars, Industry Visit, Personality Development Programs, etc. To imbibe in the students and make them acquainted with the corporate culture and the practical implication of the various theoretical subjects.

The DOTP maintains a close liaison with the Industry and other employers in order to facilitate the placement of the students. Moreover, the cell tries or arranges interaction of the students with professionals from industry regularly so as to provide them with first-hand knowledge of the industry.

Earnest efforts are made to attract the best of the recruiters to pick up our students both via on- campus and off-campus recruitment process. The target obviously is to have all our students suitably placed before their final semester examinations. The DOTP handles all aspects of campus placements for the students at SIPS. The office is well equipped with excellent infrastructure to support every stage of the Placement Process. Arrangement for Pre-placement Talks, Interviews, Group Discussions etc., are handled by the Training & Placement Officer in consultation with the Student Coordinators and Representatives. The Process of contacting companies for recruitment is handled by the Placement Cell which consists of the TPO and the nominated students from the departments.

- Assist the student to develop their academic and career interests, through individual counseling and group discussion.
- Assist the students to develop and implement successful job search strategies.
- Work with Trainers, Faculty Members, Departmental Research Innovation and student progression (RISP) Coordinator and administration to integrate career planning with academic curriculum.

- Empower students with lifelong career decision making skills.
- Providing resources and activities to facilitate the career planning process.
- Act as an interface among students, alumni, and employment community.
- Awareness in the students regarding future career options.
- Assisting different Companies in recruiting candidates as per their requirement.
- Coordinating Summer Training/Internship Programme.
- Bridging gap between Industry and Academia.

11.2 Summer training procedure

- SIPS requires students to complete mandatory 6 to 8 weeks of industrial training for 3rd and 4th Year Students. Students can be assigned companies for the same through the DOTP.
- After the application deadline for the students the procedure is carried out as per the suitability of both Company and the DOTP.
- Companies may shortlist candidates on the basis of their resumes which are provided by the DOTP.
- Shortlisted/selected candidates are notified through the online system on the same day.

11.3 Career Service

Assist in placement of students and provide them with relevant career counseling and guidance, the Institute has a Career Planning and Development division. This division will keep resumes of the students and facilitate them for training and job placement.

Placement Policy

The placement policy will be applicable to all the eligible students, duly registered with the Career Services Office. Any student, who does not register, within the stipulated date, will not be permitted to participate in the placement process. All full time final year students of SIPS are eligible to participate in the recruitment process for placements through the DOTP.

- Self arranged training by students is allowed only after the approval by the respective department Faculty Coordinator and DOTP.

- If for whatever reasons the student remain absent from any stage/round of selection process he/she would be immediate de-registered and would not be allowed to take part in any further training process till he/she gets himself/herself re-registered with approval of Training & Placement Officer.
- This process could take a minimum of two working days, till such time he/she would remain deregistered.
- If a student is interested in a company that is not visiting the campus, then he/she may directly contact them. He/she should ask the department faculty Coordinator/TPO to contact the company & thereafter proper selection procedure will be conducted as per policy
- No request for change of the company will be entertained, once placement is secured. Students go for industrial visits to gain practical knowledge about how various industries & organizations operate. The ethos behind such tours is to expose the students to a different landscape, variety of people thereby encouraging interaction, exchange of ideas and to acquire the knowledge about the basic functionality of a company.

Master CV and Verification

- The eligible students are required to fill in the 'T&P' Master CV' and also upload their photograph in the space provided.
- It is expected that a student shall NOT add any ambiguous/wrong/Fraudulent/misleading information in his/her resume. Resume checks will continue throughout the placement process. If, on verification, discrepancies are found, the student would be debarred from placement. This may also invite strict disciplinary action.

Qualifying Criteria

- A 'Pass' in every subject, separately, in all preceding semesters.
- Active back logs cases will not be allowed to appear in the process, till such time the 'NC' or NO active back logs status is cleared. However, if some company allows the students with few backlogs, Institute will not stop them.
- Performance Evaluation Form, duly filled by the industry mentor, assigned during summer internship, will be an essential document, for reference, at the time of final placement.

- 80% mandatory attendance, in all the personality enhancement sessions/aptitude tests /special preparatory classes, being organized, to enhance students' probability of placement, by the university and the Institute simultaneously.
- Proven good conduct exhibited by the student during his/her entire academic tenure with the Institute. In case, a student is facing any disciplinary action/committee, shall not be allowed to appear for the placement process, till such time, the committee clears his/her name and approves his/her candidature for being eligible to participate in the subsequent placement process.
- Students that have already completed their course from SIPS in previous two years are also eligible to participate in the campus drives.

Mandatory Dress Code:

During the entire process of campus placement interviews (on campus/off campus) students are required to wear the prescribed Institute uniform, failing which, (s) he will be liable to be debarred from the placement process.

Process

- Students' Placement Committee consisting of Student Placement Representatives known as Place-Com is constituted, through a process of nomination by the entire class, in consultation with the in house training team and the respective placement coordinator &TPO at the beginning of the academic session.
- The Place-Com would be assigned specific responsibilities and will report to the TPO.
- A student, who qualifies for the final placement, has to participate in all placement opportunities provided by the DOTP. Any student with two negative Sign-Ups would not be eligible for participating in further placement process.
- Company profile details of job profile-role-offered, pay package, place of posting, eligible departments are available on website as well as DOTP Office/Notice Board and will be shared on official mail IDs.
- After notification from DOTP, students shall be able to view all the details, and eligible students may apply online.
- The DOTP will notify the dates for the campus interviews.

- After the completion of the selection procedure on campus, company is required to announce the final list of the students on the same day or after some days.
- If the student is selected and DOTP declares that this is the suitable job for that student then this offer will be registered against him/her and he/she would not be allowed to appear for more interviews as per placement policy. However if any better opportunity arrives DOTP may allow the student again.
- A list of permitted students will be displayed before the respective on/off campus drives, sincere participation by all such students will be mandatory. List will be prepared after considering all the factors; therefore, it does not matter whether any student has prior offer or not.
- Students must understand that participation in placement drives with best preparation will directly affect the future association of the company with the Institute, therefore everyone must take every opportunity very seriously.
- In case a company/organization/firm directly offers placement to a student (also known as a pre placement offer), in such case the student must inform to DOTP and must take the prior approval before accepting the offer.
- If a student is unable to convert any opportunity into an offer, out of the seven opportunities extended, (s) he may be put on hold, till all the remaining eligible students have been extended the requisite opportunities, by the Institute.
- A student shall not bring in outside influence (including parents / relatives/ well-wishers) at any stage/process of Placement. Doing so, will lead to being “debarred”, from the placement process, with immediate effect.
- The Institute shall endeavor to keep in view the student’s area of interest while facilitating placement; however, it may not be the only parameter to be adopted and may not be applicable in all the cases. Students must be ready to be flexible with the changing trends of the industry.
- The decision of the DOTP, on all matters per training a student’s final placement, shall be final.
- Each student will be required to inform the DOTP Office, within 2 working days of receipt of the offer from the organization and shall send a copy of the appointment letter / offer letter to the DOTP, upon joining the organization, for record.

Clarity

- Prior short listing based on profile & resumes/Selection/recruitment criteria and recruitment processes are “company defined”. We expect the students to follow the same unconditionally DOTP does not interfere with any organizations’ recruitment criterion.
- One student is allowed to secure only one job. And therefore, after one secures an appropriate job, he/she would be automatically de-registered from that day onwards.

Pre-Placement Offer Policy

All pre-placement offers extended to any student have to be routed through the DOTP. If one likes the offer, he/she is advised to accept the offer. Such students who accept the PPO would, however, be de-registered from the on-campus placement process. In case the candidate does not accept the PPO, he/she would be allowed to appear for the on-campus placement process till such date that the company visits the campus. After that day, he/she would be de-registered.

Student Conduct during Placement

Absenteeism rules and policy:

- If for whatsoever reason(s) the student remains absent from any stage/round of selection process he/she would be immediately de-registered from T&P and would not be allowed to take part in the placements till he/she gets himself/herself re-registered.
- Impersonation in tests or any kind of malpractice is a serious offence. Such students would be de-registered immediately and referred to the concerned authorities for disciplinary action.

Un-authorized participation:

- A list of companies for on-campus recruitment is put up on the DOTP Notice Board. Students must NOT apply to any of these companies off-campus, as under an accord of mutual understanding between the firms and SIPS.
- Students are NOT allowed to appear in final selection process (Test/GD/Interview etc) of companies they have not applied to through the DOTP system or have not been shortlisted in those companies. Students must refrain from contacting personnel of such companies when they are on-campus. Violation of this will attract de-registration and suitable disciplinary action.

General Guidelines

Students must carry their I-cards at all times during interviews & screening tests. No one would be allowed to enter the test/interview venue without the I-card.

The date/time/venue of the interviews will be subject to changes which, at times, may be at a short notice. Students must keep themselves well informed by visiting DOTP Notice Board.

Students must carry a complete file with a few copies of the resume, passport size photos, original certificates (If possible) and copies thereof while appearing for the interviews.

At the time of appearing for interviews, students MUST carry copies of the DOTP resume only that is submitted to the concerned company online & No other resume. Discrepancies in resumes are not appreciated by companies and may become a cause for rejection.

Keeping the company's convenience in view, selection processes may take place in any city/town in the states. The students may be required to travel and attend the same. The DOTP shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel and other arrangements or as deemed fit by the Institute.

Do's

- The students will appear for placement drives in proper formal uniform with neat hairdos.
- Carry a professional folder for an interview to carry necessary items.
- The things students are required to carry for an interview are as follows:
- A portfolio notebook that includes a notepad, pen-holder, file pocket and passport size photograph where a notebook is required to take notes or note down information during the placement process.
- A good pen or pencil and at least one copy of resume and list of references.
- All the testimonials in original and photocopies duly verified and self-attested.

Don'ts

- The students must observe and adhere to all the codes of conduct and rules specified by the DOTP. While answering question in the interview, students should observe proper decorum. They should refrain from making any kind of derogatory remarks about others.
- The impact of the behavior exhibited by the interviewee has, at times reduces the opportunities available to future batches of students. Irresponsible behavior, such as efforts to “market” oneself, derogatory remarks about other candidates or the Institute, negotiations other than those purported under the due process, will be seriously viewed. Such students may be denied from further Placement Assistance.

Conclusion

- DOTP shall aim to provide placement assistance for all graduating students. Placement is a privilege extended to the students, not a right.
- These guidelines are framed to ensure equality and fairness of opportunities to all the students. All the students who opt for placement through the DOTP shall abide by the guidelines prescribed herein above.
- DOTP which, in turn, will view the matter and take action against the student, as it may deem fit.
- Students shall not try to gain unauthorized access to communications regarding placements from the Institute's administrative system like the DOTP Office. Dispatch and if, in the judgment of the DOTP, a student has behaved in a manner unbecoming of a graduate of the Institute, the DOTP would be free to impose a suitable penalty to

the extent of withdrawing further placement assistance to the concerned student and taking other action as necessary.

- The Management along with DOTP reserves the right to modify any or all of the above norms and/or stipulating additional norms for placement which, in its judgment and discretion, are likely to benefit the students, immediately or in the future.
- In case of any dispute the final decision would be taken by the Director/Management which would be final and abiding in all circumstances.

11.4 Industry-Oriented Courses

Industry oriented education is an approach to learning from an industry perspective. With traditional technical methodologies in educational environments, the conventional pathway is to build the foundation learning through subject based teaching of science and engineering independently. Subjects based on the knowledge required for the discipline usually follow on from this. The problem with this traditional methodology of learning is that there is no close relationship with industry requirements.

One industries-oriented courses should be designed in every department to meet the requirement of the industry as well as to cater the need of the industry. The curriculum of these courses should be designed keeping in view the latest trends of the industry. The Dean- (Training & Development) in collaboration with TPO runs Campus Recruitment Training program that is intended to groom students for better placement and enhance their employability prospects.

Right from the beginning in the Institute, each student is closely monitored to ensure that there is a significant step-up in their overall personality and approach to their career, rather than a single-minded focus on grades alone. Industry oriented courses provide the students a platform to bridge the gap between theoretical knowledge of their respective domain and its application. In view of this, they are exposed to the basic requirements of selection at the time of interviews during campus placements and made aware of personality related aspects which companies expect in every aspirant. All new students are trained to add sheen to their personality and improve their communication and soft skills. Likewise, all the graduating students are given a comprehensive training capsule to refurbish/brush up their skills.

The program is conducted for a period of 3/4 years for all the students of all courses. The subjects covered are:-

- | | |
|-------------------------------|--------------------------|
| ✓ CV Writing | ✓ Assessment Test |
| ✓ Basic English Communication | ✓ Team Spirit |
| ✓ Language Labs | ✓ Corporate Etiquette |
| ✓ Presentation Skills | ✓ Mock Interviews |
| ✓ Extempore | ✓ Aptitude Training |
| ✓ Group Discussion | ✓ Aptitude Practice Test |
| ✓ Interview Skills | |

The first two years of interactive sessions are to enhance students' understanding of the demands of their respective domains, thereby, improving their employability in the market. The last two years are there for the conduct of Classes of Aptitude Training, On-line Assessment Tests, Group Discussions, Mock Interviews (GD/MI) and so on.

Each student is made to undergo three/four mock rounds of GD/MI. CRT helps students to understand and analyze their actual value in the market. Students get an opportunity to be exposed to various aspects that require immediate attention. It enables them to prepare themselves well in advance in the areas which otherwise impede their chances of better placements.

12 Student Welfare

12.1 Societies

- o **Shivalik Agriculture Society**

12.2 Institute Fest (Shivafest)

Shiva Fest a highly anticipated annual techno-cultural festival of college. It is a three-day festival at Institute featuring music and dance. It is held in April every year

12.3 Mentoring System

The Institute monitors the progress of the students at a closer level by a scheme called Mentor Scheme. Under this Scheme, students are assigned to a faculty who will maintain a record of the academic progress (Mentor's Diary) of the students and have closer interaction with the students and provide guidance and counseling. The mentor can call for a meeting of the students during assigned hours or at the convenience of both faculty and students. He/she can have meetings with the parents if needed. Normally the guidance and counseling provided by a Mentor may include:

- Giving information concerning career opportunities and availability of educational/instructional resources.
- Helping students to cope with any difficulties in learning
- Solving personal problems, if any.
- Providing help to improve interpersonal relationships
- Serving as a bridge between parents and the teachers.

The details of each student, guidance and counseling provided by the Mentor from time to time and a record of academic progress of the students is maintained in the 'Mentor's Dairy'.

12.4 Cafeteria

Institute life is full of fun and memories and what better way to it than over shared meals and laughs. Our cafeteria offers range of refreshment sand meals at nominal charges fixed by the Institute authorities .It is operational during the Institute hours and provides a variety of eatables, beverages, snacks, etc for students. So as to make students of all faith and beliefs feel at ease. Many students find themselves more enthused and productive during the later hours of a day. To quell those hunger pangs, the Institute offers the facility of Night Café for the residents of boys and girls hostels.

12.5 Gym

Well equipped Gymnasium facility is available for students. Gym facility is available for day scholars also.

12.6 Institute Transport System

Students can avail the school transport subject to the availability of seats. The routes of the buses are planned by the Institute. Parents/Students are requested to consult the school manager shared services for providing necessary details.

1. All students using the school bus are expected to be on the right side of the bus stop at least five minutes before the arrival time of the bus.
2. Buses do not wait for the late comers.
3. All students must occupy seats immediately after boarding their respective buses. Reservation of seats for co-commuters is not allowed under any circumstances.
4. No student will board the bus without the identity card/Bus pass.
5. The bus in charges are authorized to stop the buses at the designated bus stop points only, unless otherwise directed by the manager shared services. The list of bus stop points is prepared keeping in view the convenience and safety of all bus commuters and is subject to change.
6. When the buses are in motion, students should not move around in the bus and no part of their body should be outside the windows.
- 7 Students will be held responsible for any damage to buses caused by negligence or vandalism.
8. Students must make sure that the aisle of the bus is clear and their bags and other belongings are placed in an orderly manner.
9. Discarding of trash or food either inside or outside the buses is not permitted.
10. Unruly behavior like shrieking and shouting or playing of loud music is strictly prohibited. Courteous behavior from students is expected at all times.
11. The driver's attention must not be distracted for any reason.
12. List of students with bus stop points is available in each bus.
13. Under no circumstances students will be allowed to go behind or under the buses parked in the Institute campus. Students are also not allowed to sit in the parked buses during Institute hours.
14. Under no circumstances should the students touch the instrument panel of buses.

15. No student should come to the entry door of the bus until it comes to a complete halt. The front door of the bus is the only authorized entrance and exit point.
16. Boarding and alighting from buses should be done in silence and in an orderly manner.
17. In case of change in stop and/or bus (of a temporary or permanent nature), the permission for the same has to be sought through an application from manager shared services.
18. At all times while travelling in the bus COVID-19 protocols are to be strictly followed.

12.6 Extra-Curricular activities

12.6.1 National Cadet Corps (NCC)

“Never settle for less than you deserve”

NCC unit of Shivalik Institute is affiliated with 29 UK Battalion, Dehradun.

The Armed Forces are an inseparable part of the philosophy of the state of Uttarakhand, and this is reflected in the form of the Cadets you would see around the campus, preparing for their parades and rigorous training to be a part of the forces. From participating in the Republic and Independence Day official parades to getting inducted into the Armed Forces, the NCC Team at Shivalik Institute has innumerable stories to tell

AIM:

- To develop qualities of Character, Courage, Comradeship, Discipline, Leadership, Secular Outlook, Spirit of Adventure, and the ideals of Selfless Service amongst the Youth of the Country.
- To Create a Human Resource of Organized, Trained, and Motivated Youth, to Provide Leadership in all Walks of life, and be Always Available for the Service of the Nation.
- To Provide a Suitable Environment to Motivate the Youth to Take Up a Career in the Armed Forces.

National Service Scheme (NSS)

“Inculcate the spirit of contributing something useful”

With a view to inculcate amongst its students the spirit of contributing something useful & beneficial towards the welfare of the society, Shivalik Institute, Dehradun is running a full-fledged unit of NSS duly approved by Sri Dev Suman Uttarakhand University, Dehradun.

The students of this unit take a keen interest in arranging various activities like Adult education, Tree Plantation, Drug de-addiction Program, Anti Dowry & Women Empowerment. Seminars, Blood Donation Camp, propagating preventive meanings against AIDS, Swine Flu, Malaria, Polio and other problems from time to time, creating awareness in public regarding Swachhh Bharat Abhiyan, Saving Fuel and avoiding wastage of water.

12.6.2 Clubs

Various student clubs at Shivalik Institute generate a creative, fun and vibrant campus life. These clubs help the students to explore their creative potential and areas of interest. It serves as a common platform for all the students from diverse background to come together and explore. The student bodies of various clubs put lot of effort and devote countless hours in making the clubs significant. These clubs also provide leadership, teamwork, time management and various management skill development opportunities for the students which augment their experience in the campus.

Name of Club	Function/ Activity
Fine Arts and Craft Club (Nexus)	Nexus club will groom the students through the medium of art. This vibrant club will have a tradition of mentoring the youngsters through workshops on Sketching, Painting, Photography, Calligraphy and Photoshop.
Girl-Up-SHIVALIK Society	Girl Up is a United Nations Foundation's adolescent girl campaign. This society envisions a world where every girl can reach her full potential and lead the way to bigger dreams, healthier communities and stronger nations. The Girl Up platform exposes girls to issues at the intersection of gender equality, sports and storytelling. This society organizes events that in still social empowerment amongst girls through higher self-confidence, compassion, empathy, social collaboration and civic participation.
Literary Club (Litcore)	The primary objective of Literary Club is to inculcate among students a keen sense of language and appreciation for myriad literary expressions, forms and genres.
Music and Dramatic (MUDRA) Club	The objective of this club is to hone the extra-curricular skills of students in the area of Music, Dramatics and developing managerial prowess contributing towards their overall personality.
Paryavaran Welfare Club (PWC)	In the ongoing era, our fragile earth needs acute attention for its prevalence, PWC will maintain the biodiversity, conservation of water, air and energy resources.
Society for Promotion of Indian Classical Music & Culture Amongst Youth (SPIC MACAY)	SPIC MACAY is a non-political nationwide voluntary movement that organizes programmes of classical music and dance, folk arts, crafts, yog, classic cinema screenings, heritage walks, etc. inside school and Institute campuses throughout the world to make students more aware about Indian and world heritage. This initiative makes education more holistic and meaningful as it highlights all that is abstract, subtle, inspiring and mystical in the world teaching one to look within oneself.

Shivalik Model United Nations (SMUN)	Model United Nations, also known as model UN or MUN, is an educational simulation of the UN General Assembly and other multilateral bodies in which students can learn about diplomacy, international relations, and the United Nations. In Model UN, students step into the shoes of ambassadors from UN member states to debate current issues on the organization's agenda.
Fitness and Adventure Club	A forum for adventure enthusiasts, trekkers, climbers and armchair mountaineers in the student community. It will work to develop the spirit of fitness and adventure in Students. While the stock activities will be trekking, rock climbing and mountain cycling, the adventure club will organize skiing and river rafting sporadically.
Dance Club 'NOX'	Shivalik dance club 'NOX' is a platform for the students to augment their dancing skills through workshops conducted by professionally trained choreographers. The students will get the opportunity to showcase their dancing talents in the various events organized by Institute and to represent the college in various competitions.
Ek Bharat Shreshtha Bharat Club	Ek Bharat Shreshtha Bharat (EBSB) programme has been initiated by AICTE for promoting National Integration through systematic exchange between paired States/UTs in the Cultural, Literary and Linguistic fields. The expectation is that the students of the paired Institutions should learn the linguistic and cultural aspects of the paired state Institutes covering history, culture, language, cuisine, festivals, clothing etc.
Gender Champions Club	A special initiatives for gender sensitization. Gender Champions Club will look after the issues pertaining to gender equity in particular. Nodal teachers of this club will help in providing overall guidance to the gender champions on various aspects of activity implementation and also collect quarterly reports, assess them, and send it to the head of the institution. The club will also conduct training programs so as to motivate, influence, and communicate with different stakeholders.
Photography and Cinematography Club	This Club aims to hone the photograph and cinematography skills of the students, and to cover all events of the Shivalik Institute. This club organized activities like expert session, field trips and regular competition, etc to enhance the skills.
Health Club	This Club aims to encourage and promote the adoption of professional standards, ethical practice and conduct in the provision of Health and Fitness services. This platform will be used to promote the widespread participation of students, staff and faculty to national initiatives regarding Health and Fitness under the aegis of Fit India Campaign.
Kalam Club	Aim is to provide education to underprivileged children, who are living in slums or roads and are begging on the streets. Kalam aims to generate employment amongst the family members of those underprivileged kids, who are not able to peruse their education because of their monetary circumstances which are making them beg on the streets.
TEDx	TEDx SHIVALIK aims at bringing the best of orators and speakers to the institute platform under the TED initiative.

Health and wellness

Shivalik believes in ensuring the physical and mental wellbeing of all its students. All steps to make the campus hazard and disease free are ensured. If any student requires medical attention at any point during the day, a 24/7 infirmary has been setup within the campus. Wardens accompany residential students to their visits to the doctors or hospitals. Institute also provides the facility of an ambulance in case of emergencies.

Student Counselors

Student Counselors for the support of students in their academic life to foster, promote interpersonal competencies and Academic achievement

Group Insurance for Students

To facilitate financial access to health services through Insurance for students of the Institute. The Institute has partnered with insurance company for group medical policy where students are insured for their medical emergency.

Drugs, Tobacco and Plastic Free Campus

As per the guide lines issued by Ministry of health and family welfare and AICTE Shivalik Institute is a **Drugs, Tobacco and Plastic Free Campus**. Any violation will be a punishable offence.

13. Ragging

13.1 Ragging – ‘A Punishable Offence’

“Ragging is a reprehensible act which does not do good to any one and no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished” (Hon’ble Supreme Court of India)

It goes without saying that subjecting a human being particularly in his/her adolescence, to a series of 'sadistic acts' in the name of ragging results in serious psychological consequences and in extreme case has led to suicide.

As per the Hon'ble Supreme Court's Ruling, Sri Dev Suman Uttarakhand University has issued instructions to the effect that "Migration Certificate" shall be issued by the institute stating about the general conduct and behavior of the students as well as whether the students had participated and in particular was punished for ragging". Taking into account the above facts and practice prevailing in different institutions, the Disciplinary Committee has adopted the most stringent measures against any student involved in ragging are:

- Expulsion from the Institute
- Rustication
- Financial penalty to be decided by the Disciplinary Committee
- Cancellation of the result of the guilty student
- Deduction of General Proficiency Marks

In case of failure in identification of any particular student involved in ragging, the entire group present on the spot is liable to be punished severely as mentioned above.

"Ragging can be stopped by creating awareness amongst the students, teachers and parents" (As quoted by the Hon'ble Supreme Court of India) A Fresher who is new to the Institute environment and does not know how to react to ragging, can undergo severe emotional and psychological consequences. It not only bruises his/her ego, faith and confidence but in extreme circumstances leads to suicide, if the fresher is too sensitive and/or weak (Physically/mentally/emotionally).

Safety Tips (To Fresher) Against

The apprehension to join Institute and the first few days of trauma can easily be overcome. All student needs to do is:

- ✓ To know the concerned person in the Institute for lodging complaint against ragging.
- ✓ To be aware of his/her rights
- ✓ Not to retaliate back physically or mentally to any incident or vulgar action done/words spoken by a senior.
- ✓ To know that forcing someone to sing and dance is one of the forms of ragging.
- ✓ Not to confront but find ways to escape from ragging

3.2 Anti-Ragging Committee

Sr.No	Name	Contact	Sr. No	Name
1	Dr. Prahalad Singh (Director)	7900800057	8	Mr. Prem Singh (Warden Boys Hostel)
2	Dr. Sk. Pande (Dean Agriculture)	7819824923	9	Anuradha Sharma (Warden Girls Hostel)
3	Mr Rakesh Bhandari (Registrar)	9410129656	10	Mr. Amit Singh
4	Dr.U.C Gupta (Proctor)	7088311199	11	Sweta Singh (Student)
5	Mr.Surmadhur Pant (DSW)	7088311199	12	Aman kumar (Student)
6	Mr.Ajay Verma (Chief Warden)	8938940960	13	Mohd. Faiz (Student)
7	Ms. Gunjan Bhatia	9838587878		

Student Grievance Redressal Mechanism

Preamble

This Student Grievance Procedure (“Procedure”) provides a mechanism for students to resolve grievances internally without recourse to legal procedures. It should be recognized that the majority of grievances should be resolved as near to their source as possible. It is for this reason that the Procedure provides for a number of stages, both informal and formal in the handling of a grievance. The purpose of the Procedure is to ensure that grievances are resolved amicably in so far as possible and to the mutual satisfaction of both complainant and respondent. It is expected that the majority of grievances will be resolved at the informal stage.

Student Facilitation Centre

To act as a smooth interface between the students and the institution for seamless communication and faster resolution of queries student facilitation centre has been established.

The objective of SFC is to -

- To engage with students, document their queries and take it up with concerned department for timely resolution
- To engage with departments for student related issues and take it up with students for timely resolution
- To communicate the status of inquiry to the respective parties
- To ensure timely resolution of open queries and requests from both student and management
- To track the status of all fulfilled, in-process, pending issues in real time
- To conduct student and management satisfaction surveys, document them and analyze them for continuous improvement in service delivery
- To put up any issue which is unresolvable or delayed beyond a stipulated time, before the DSW for resolution

1. General

- The Institute will endeavor to ensure that grievances are treated seriously and constructively at all stages of the Procedure. It will also seek to ensure that grievances are dealt with fairly and consistently and in accordance with the principles of natural justice.
- All staff and students of the Institute are required to fully and promptly co-operate with this procedure.
- If a grievance is upheld, appropriate remedial action will be implemented. If a grievance is not upheld, the reason(s) for the decision will be communicated to the complainant and respondent.
- The Institute will seek to ensure that student grievances are addressed promptly within specified timescales outlined in this procedure. If a timescale for addressing a grievance is not achievable at any stage in the procedure, then the complainant and respondent shall be notified in writing and provided with an explanation for any delay.

- Privacy and confidentiality will be respected both for complainants and respondents. However, it may be necessary to disclose information to others in order to deal with the grievance and in these circumstances the parties concerned will be informed of such disclosure.
- No student who brings a grievance in good faith under this Procedure, whether it is upheld or not, shall be treated less favorably by the Institute or any member of staff than as if the grievance had been upheld. Where a student feels that he/she has been victimized for availing of this Procedure, a further grievance may be made under this Procedure in relation to that matter to the next authority of the Management.

2. Vexatious, Malicious or Mischievous Complaints

- While students are encouraged to avail of this Procedure and will be provided with all necessary support, it should only be invoked in the case of legitimate grievances.
- Making a complaint concerning a grievance which is found to be vexatious, malicious or mischievous may be considered a breach of this Procedure which may be subject to further action under the Student Disciplinary Procedure. For the avoidance of doubt, a complaint that is not upheld is not necessarily vexatious, malicious or mischievous. It is generally only in exceptional cases where there is evidence that the student(s) knowingly or recklessly made a complaint relating to illegitimate grievances that such further action will be considered by the Institute.
- The Institute shall endeavor to ensure that the reputations and professional integrity of members of staff are protected in so far as possible from unsubstantiated complaints.

3. STEP 1: Informal Grievance Procedure

- The Institute is committed to ensuring that student grievances are resolved in a co-operative, rather than adversarial, manner.
- Accordingly, it is expected that the majority of grievances can be resolved at this stage through the complainant first raising their grievance with the respondent. This can be done by:
 - Telephoning the respondent to discuss the grievance;
 - Making an appointment to see the respondent to discuss the grievance;
 - Writing to the respondent to outline the grievance.

- The grievance should be raised as soon as possible, normally within five working days of the incident that prompted the grievance.
- In outlining their grievance, the complainant should state the time, date and briefly describe the incident with series of event which have happened that prompted the grievance. It is also necessary for the complainant to clearly outline/ explain the outcome that is expected.
- Every effort should be made by the parties at this stage to arrive at a solution by Consensus.
- When the student meets with the respondent with a view to resolving the matter the meeting should be under mutually agreed conditions, without friends/colleagues or witnesses present.
- It is recognized that there may be exceptional circumstance in which the complainant considers they cannot approach the respondent directly. In this case the complainant may go to a senior member of staff within the department, school, faculty, Institute or service concerned to informally discuss the grievance. Such senior member of staff may attempt to handle the grievance through correspondence or meetings with the relevant parties.
- It is also open to a student to initiate his/her complaint directly at Step 2 below if he/she feels it will not be possible to resolve the matter informally through Step 1.

4. STEP 2: Formal Grievance Procedure

- If the complainant is unable to resolve the issue at the informal stage they should submit a Student Grievance application to the HoD responsible for the area that is the source of the grievance.
- On the Student Grievance Application, the student is required to briefly outline the grievance and to include dates, times, the nature of the incident and any individual(s) involved. The student must also state the outcome he/she is hoping to achieve and mention any attempts made to informally resolve the grievance. A copy of the submitted Student Grievance Application will be provided to the respondent.
- The Student Grievance Application should normally be submitted within 15 working days of the occurrence of the incident which prompted the grievance. It must be signed and dated by the student. It is acknowledged that the timing of the submission of the student

Grievance Application may be affected by any attempts at informal resolution of the grievance under Step 1.

➤ The appropriate authority shall acknowledge receipt of the Student Grievance Application within 7 working days of receipt of the Student Grievance Application and shall investigate the matters which will normally include a meeting with the respondent. As part of the investigation, the student will normally also be asked to attend a meeting to discuss the grievance in greater detail. The authority may also request a meeting at which both parties (and their respective colleagues) will be present.

➤ The person raising the grievance may request withdrawal of the grievance at any stage. Approval to withdraw will be at the discretion of the relevant authority.

Following the conclusion of an investigation, the Head of Faculty/Institute shall make a decision as to whether or not the complaint should be upheld and whether any action is necessary. The precise nature of any action to be taken will depend on the circumstances of each case. Such action may include:

- Recommending that the Institute take certain specified steps to resolve the grievance.
- Directing that the respondent apologize to the complainant.
- Directing that the respondent amend his/her behavior or practices as appropriate.
- Directing that the complaint be withdrawn.
- Directing that the complainant apologize to the respondent for making a vexatious, malicious or mischievous complaint.
- Warning parties as to future conduct and detailing possible action for further infringements.
- Recommending that the matter should be progressed further through other Institute procedures as appropriate, including the Student Discipline Procedure and the staff Disciplinary Procedure.

➤ The Head of Faculty shall endeavor to conclude the investigation under this Step 2, make his/her decision and communicate same in writing to the relevant parties within 15 working days of having acknowledged receipt of the Student Grievance application.

➤ A copy of the Student Grievance Application shall be appended to the written response sent to all parties, with the Faculty/Service retaining the original for information and for the

recording of grievances. Records will not be kept any longer than necessary and should not normally exceed the period of the individual student's attendance in the Institute.

5. STEP 3: Grievance Review Procedure

- If the complainant or respondent is dissatisfied with the decision and/or action taken under Step 2, an appeal can be made to the Grievance Review Panel.
- As part of its review, the Panel will have access to all prior records and documents relating to the initial grievance. The panel will normally request to meet with all parties involved in the grievance, individually or collectively.
- The Panel should endeavor to have completed its review within 30 working days of receipt of the response from Step 2. Having completed its review, the Panel will make a determination as to whether the original decision should be upheld, overturned or modified. The Panel has the authority to take the same action as a Head of Faculty/Institute under Step 2.
- The parties, including the relevant Head of Faculty/Institute, will normally receive written confirmation of the Panel's determinations within 7 working days of the hearing. A written summary of the hearing will be kept with any other relevant paper in the Office. Records will not be kept any longer than necessary and should not normally exceed the period of the individual student's attendance in the Institute.
- The decision of the Panel is the final stage of this Procedure.
- The Panel shall comprise of:
 1. Dean Student Welfare
 2. HOD/COD
 3. Proctor
 4. Faculty Member

12. Proctor Board

The discipline committee of Institute tries to help and guide the student community to acquire the required sturdiness in their conduct and character so that they can successfully strike with great success in any social environment during their studies and after graduation.

Sr. No	Name	E-Mail	Contact No
1.	Dr.U.C Gupta (Committee Head)	ucgupta@sce.org.in	7900800057
2.	Dr. S.K. Pande	dean.agriculture@sce.org.in	7819824923
3.	Dr. Shambhu Prasad	shambhu.prasad@sce.org.in	8279845548
4.	Mr. Anurag Nagar	anurag.nagar@sce.org.in	9389674797
5.	Ms. Prerna Bhargav	prerna.bhargav@sce.org.in	8580740515
6.	Mr. Kushal Gupta	kushal.gupta@sce.org.in	7017949492
7.	Ms. Shabnam Ara	shabnam.ara@sce.org.in	9927687222

Objectives of the Proctor Board

- Ensuring that the Institute environment is peaceful and highly academic
- Enabling the dedicated staff member of the Institute to understand and nature and pulse of each and every student during different activities of the students
- Motivate the students to acquire a higher level of disciplined behavior through an excellent teacher student relationship
- Judging the students involved impartially and judiciously in an event of indiscipline
- Preventing any incidence of ragging by properly educating the students by exhibiting good posture and conducting expert seminar frequently.
- Making the student community understand that discipline conduct and character should bring them success during Institute days and even throughout their life

13. Internal Complaints Committee (ICC)

As per the AICTE guidelines Internal Complaints Committee (ICC) is formulated with the following objective:

- The Committee will deal with the cases / complaints of sexual harassment and any other type of harassment of the female students, teaching and non-teaching women staff of the Institute.
- The Committee shall process all the individual complaints and take immediate suitable action.
- The Committee will provide assistance to the Faculty/Institutes for taking preventive steps in the matter of gender discrimination and sexual harassment.
- The Committee may form / review the guidelines / policy for Redressal of the grievance as required from time to time, which may be in accordance with those issued by Supreme Court and Government Agencies.
- The Committee may also conduct various workshop or other activities to educate the female of the Institute.

The names and contact information of the teaching staff and the names of the student representatives are as follows:

Dr. Saba Sabir Chairperson 9027745513	Dr. Raksha Vashist (Faculty) 9149200955	Ms Prerna Bhargav (Faculty) 8580740515	Ms. Harshidhi Singh (Faculty) 6397918829	Mr. Anurag Nagar (Faculty) 8280740515
Mr. Amit Singh 7905719958	Sweta Singh Student	Aman Kumar Student	Mohd. Faiz Student	Mr. Baijnath (External Member) 9411114434

Grievances can be reported in person or via official Email id: iccshivalik@gmail.com

14. Alumni Relations

The best measure of the success of an educational institution is the success of its alumni. Shivalik Institute has a strong community network of over 2500+ alumni, who have strong career graph in various organizations in India and across the globe. Periodically, series of Alumni talk programs are held which allows the students to engage deeper with Alumni fraternity. An alumni meet, organized every year, is marked with the sharing of success stories, experiences and memories amidst a myriad of cultural events and the successes of Shivalik graduates. The spirit of the education and camaraderie is celebrated during Alumni meet.

15.

Shivalik Institute of Professional Studies Important Contact No's.

S.No	Name	Designation	Contact Details
1.	Dr. Prahalad Singh	Director Chair Person Anti Ragging Committee	director@sce.org.in
2.	Dr. S.K. Pande	Dean, Agriculture	dean.agriculture@sce.org.in
3.	Mr.Rakesh Bhandari	Registrar	registrar@sce.org.in
4.	Dr.U.C.Gupta	Controller Of Examination HOD –Applied Science	ucgupta@sce.org.in
5.	Mr.Surmadhur Pant	Dean Student Welfare	surmadhur.pant@sce.org.in
6.	Dr. Shambhu Prasad	HOD- Agriculture	shambhu.prasad@sce.org.in
7.	Mr.Shailendra Pundir	Training & Placement Officer	shailendrapundir@sce.org.in
8.	Mr.D.N.Joshi	Librarian	library@sce.org.in
9.	Mr.Manish Bhatt	Manager-IT Services	manish.bhatt@sce.org.in
10.	Mr.AjayVerma	Chief Warden-Boys	ajay.verma@sce.org.in
12.	Dr.Saba Sabir	Chair Person ICC	saba.sabir@sce.org.in
13.	Lt. Annirudha Kulkarni	ANO	aniruddha.kulkarni@sce.org.in
14.	Mr. Anand Khemwal	NSS Coordinator	prabhat.chaudhary@sce.org.in

Declaration

I _____ S/O.D/O
Mr/Ms _____ have read the student manual and
agree to abide by the rules and regulation mentioned in it.

Name & Signature of Student

Name & Signature of Parent/Guardian

