

STUDENT MANUAL

(Guideline booklet for students: Session 2021-22)

**BY B. N. COLLEGE OF ENGINEERING AND
TECHNOLOGY (BNCET) LUCKNOW**

www.bncet.ac.in



**FOR
B. TECH., M. TECH., MBA &
POLYTECHNIC**

VISION

Strive to develop as an institution of excellence in professional and technical education that enables youth to be innovative with inherent morality and skills, to be a valuable asset for society and nation.

MISSION

- ◆ To produce innovative and technically strong professionals with adequate knowledge, skills, and attitude to make them capable of facing challenges in all spheres of life.
- ◆ Impart excellent environment for the development of professional skills by providing quality education, extra-curricular activities and creating an ethical culture to benefit society and industry.

QUALITY POLICY

BNCET, Lucknow is committed to offer technology related education of exceptional quality to students by developing their total personality with due emphasis on ethical values and preparing them to meet the growing challenges of the industry and human society. We believe in providing quality education through:

- ◆ Excellent academic ambience
- ◆ State-of-the-art infrastructural facilities
- ◆ Dynamic leadership with a clear vision and mission
- ◆ Dedicated and highly motivated team of faculty
- ◆ Innovative management tool practiced for the development of the institution
- ◆ Value-added courses offered to students
- ◆ Excellent academic track record of students in university Examinations
- ◆ Social commitment reflected in scholarships and tuition fee waiver schemes for academically brilliant, economically backward students
- ◆ Community services like computer literacy for residents of nearby villages by Lucknow
- ◆ MoU with major Industries
- ◆ Innovation and Entrepreneurship Development Centre is formed in the college for promoting entrepreneurship among the engineering students with the guidance of ROBONOMICS AI.

Shri. Mahesh Singh Patel Ji **(Hon'ble Chairman)**

At the outset, I wish to thank you for your interest in joining this institution and I welcome you to our portals. I am fully aware of the aspirations and hopes of the young. I deem it an honor to be at the helm of an institution that helps so many youth like you to achieve their heart's desire in entering the vocation of their choice. I wish to assure you that our predominant aim is to ensure that you build the foundation of your successful career in this institution.

Modern education is all about preparing for the future. In this I am referring to educational standards that are in vogue all over the world. And with our country launching itself into the globalization process, it is quite likely that many of you will rub shoulders with the academic cream of the world and will find yourselves competing with the best among the best.

In such a scenario, the realization is clear that the precious years immediately ahead need to be concentrated with productive activity. Every minute needs to be planned and accounted for. Every hour must be programmed to contribute to your preparation for the arduous but glorious days ahead. Each drop of sweat and each step of effort go towards conditioning you in every manner

in order that you may surge ahead of others.

At this point of time, I wish to reiterate two points the first being that in the light of what I have just mentioned, the institution will do all in its capacity to bring out the best in you. The second is that on your part, we would like you to supplement the efforts of the management by co-operating in its overall plan to establish the highest standards of academic excellence.

I look forward to greet you.

Prof. (Dr.) Raghuvir Kumar **(Hon'ble Director General)**

BNCET Lucknow, The pioneer of technical education in Uttar Pradesh. It's established under auspicious genesis of Hon'ble Baij Nath Charitable and Educational Trust in 2008. The institute is committed to provide high-end educational programs in the area of Engineering and Technology to churn out industry professionals. In our academic programs, industrial visit and hands on experience on technology applications including software and hardware are conducted to improve the quality of education. Apart from this , we have very skilled faculty members having experience of both academic and industry.

BNCET has seven engineering discipline; B.Tech.: Civil Engineering, Computer Science and Engineering, Electrical Engineering, Information Technology, Mechanical Engineering, Electronics & Communication Engineering, and Bio-Technology, M.Tech. Discipline: Computer Science and Mechanical Engineering. Polytechnic: Diploma in Civil, ME (Production) ,Electronics Engineering as well as M.B.A. program.

The college is approved by the AICTE and Ministry of MHRD, Government of India and affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow. We are committed to provide ragging free

campus along with personal counseling. For purpose of conference and workshop, the campus has auditorium with 250 seats capacity.

In the series of achievements, The College secured 44th rank all over India in NIRF ranking by MHRD, Government of India. We have best placements since last three years. Life at BNCET encompasses a wide range of activities in addition to academic, such as seminars, workshop, Industrial tours, cultural events, sports, and dramatics, etc, for overall development of students. We intend to care for quality infrastructure, world class facilities and innovative teaching. Let's find positivity and let's be connected always for education growth

Prof. (Dr.) Ashutosh Dwivedi (Hon'ble Director)

The goal of education is to produce technocrats & professionals of quality who could combine competence with virtue. It, therefore calls for the development of human resources to ensure a sustainable social transformation, development of knowledge society and durable technological progress. The development of human resources therefore requires a multi directional approach for the development of technical, communications & managerial skill, innovativeness, entrepreneurship, versatility, flexibility and team work.

In B N College of Engineering and Technology this goal of education is achieved by having a commendable and dedicated squad of teaching faculty. A quality teacher, on account of his or her leadership instinct, high intellectual capabilities and excellent moral values is always a source of inspiration. In our college besides grooming and reinforcing the existing faculty the students are revamped from time to time to cope with the requirement of industries and other organizations. Committed to academic excellence the college employs well qualified and experienced faculty. Besides, this splendid façade of college building is matched by its solid infrastructure. Our vision and mission is to see that one student grow to contribute their best towards the economic and social growth of the nation and place the country among the few top most developed countries of the world.

Our aim is to encourage students from all background who wishes to become an Engineer. The pedagogy in teaching that we follow is interacting and the well experienced faculty members also give personal attention to weak students and also ensure participation of all the students in various academic and extracurricular activities. We provide a solid foundation among all the undergraduate students to enable them to understand the concepts clearly and also encourage them to participate in project designing and implementation to gain practical experience and knowledge.

Our students prepared a Solar Electric car with the assistance of the faculty members which participated in the national Solar Electric Car ISIE championship and were able to finish as first 5 car participants among more than 120 colleges who participated in the competition, also won Rs 1,00,000/- (One Lac) prize money and Rs 10,000/- as prize money for their performance.

We also impart personality development learning to assist students from various different backgrounds to upgrade themselves and become presentable. Our focus is to create engineering graduates who would find a suitable place in the industry and contribute in a positive way for the development of the society.

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ABOUT BNCET

BNCET is a consortium of leading colleges of International standards has been established under the auspicious aegis of Baij Nath Charitable and Educational Trust in the year 2008 for setting trends and raising standards for management & technical education.

The objective of our techno-managerial programs is to equip our students with knowledge, skills and confidence needed to develop corporate leaders, strategists and decision makers who can significantly contribute in nation building exercise.

An exhaustive, intensive industry and trade related curriculum covers almost all the functional dimensions of techno- managerial education. Case-studies, live projects, presentations, seminars, symposiums, internships, study trips and industrial visits are the part and parcel of the program.

It is our endeavor to make each BNCETian a success story and BNCET as a pre- eminent techno management college of India for nurturing talent and advancing knowledge in multi ethnic learning environment.

BNCET SCHOLARSHIP

Institute has the following Scholarship Scheme for the Meritorious Students:-

University Toppers : 100% tuition fee.

Class Toppers : 60% tuition fee (for all who scores more than 80% in external theory exams.)
: 30% tuition fee (for all who scores more than 75% in external theory exams.)

**Other scholarship schemes offered by Department of Social Welfare Govt. of India are also available for students belonging to GEN/OBC/SC/ST categories.*

COURSES OFFERED & INTAKE IN UG AND PG

COURSE	BRANCH		INTAKE
UG (B.Tech.)	B.Tech	Civil Engineering	60
		Computer Science & Engineering	90
		Information Technology	40
		Electrical Engineering	60
		Electronics & Communication Engineering	40
		Mechanical Engineering	100
		Biotechnology	60
PG	M.Tech	Computer Science	18
		Mechanical Engineering	18
		MBA	60
POLYTECHNIC	Civil		60
	Electronics Engineering		60
	Mechanical Engineering (Production)		120

Effective from session 2020-21

ANTI-RAGGING COMMITTEE

In order to prevent any incident of ragging, an anti-ragging Committee headed by the Director (for detailed members list please visit www.bncet.ac.in).

All committee members are to keep an extra vigil at all times to ensure that no ragging takes place in any form. Any incidence of ragging is to be reported to the committee Head and Chief Proctor at an earliest.

Note : 1. Anti-ragging undertaking is to be filled by student and their parent. (See Annexure I-A & I-B and submit duly filled undertaking to Assistant Registrar.

2. Please go through the AICTE regulation 2009 before filling anti-ragging undertaking. (See Annexure-II).

You can also download Anti-ragging undertaking and AICTE regulation 2009 undertaking from www.bncet.ac.in under download section.

WHAT CONSTITUTE RAGGING

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

Any conduct by any student or group of students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.

Indulging in rowdy or in disciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

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

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

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

Any act that affects the mental health and self-confidence of a fresher or any other student

with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher.

Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

Anti-Ragging Steps:

In the incident of ragging, students have to report the matter forthwith to any member of anti-ragging committee. Students have to report as per the following steps: **STEP I:** Respective Class coordinator/ Mentor

STEP II: Respective HOD/ Anti-Ragging Committee Members

STEP III: Chief Proctor

STEP IV: Director/ Additional Director

STEP V: AKTU Anti-ragging Cell/ Anti-Ragging Cell (ARC)

FORMS OF RAGGING

Some of the most popular forms of ragging are:

1. Dress Code Ragging:

The freshmen are asked to dress in a specific dress code for a particular period of time. But this isn't as easy as it seems. For the dress code prescribed is generally weird, e.g., dressing totally in white or black with the hair oiled and combed in a particular style. The dress code ragging may make the freshmen feel awkward and uncomfortable as it often brings them unnecessary attention from everybody.

2. Formal Introduction:

This involves asking the freshmen to introduce themselves in 'Shudh Hindi'. The introduction includes the freshmen's name, address, school, marks, etc.

3. Verbal Torture:

Verbal torture involves indulging in loose talks. The freshmen may be asked to sing the lyrics of any vulgar song or use abusive language while talking to the seniors.

4. Sexual Abuse:

This is the severest form of ragging that takes place in colleges. The seniors are mainly interested in 'juicy' details such as the anatomical description of one's body parts, his or her sexual interests, etc. In many cases, the freshmen have been asked to strip before the seniors.

5. Playing the Fool :

The freshmen may be asked to enact scenes from a particular movie or mimic a particular film star. In many cases, the seniors may also ask the freshmen to do silly things like climbing a tree, kissing a tree, proposing to someone from the opposite sex, etc.

6. Hostel Ragging :

Outstation students who stay in the hostel are most vulnerable to ragging. They may be asked to do all odd acts from cleaning the room of seniors to washing their clothes, from fetching them water or milk to completing their assignments.

7. Drug Abuse :

This can be the worst form of ragging wherein the freshmen are forced to try drugs there by driving them into addiction.

ACTIONS TO BE TAKEN AGAINST STUDENTS FOR INDULGING AND ABETTING RAGGING IN INSTITUTION

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-
 - Cancellation of admission.
 - Suspension from attending classes.
 - Withholding/withdrawing scholarship/fellowship and other benefits.
 - Debarring from appearing in any test/examination or other evaluation process.
 - With holding results.
 - Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

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- Suspension/expulsion from the hostel.
 - Rustication from the institution for period as may be decided by concerned authorities.
5. The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Committee Head/Director from time to time.

ANTI RAGGING SQAUD

BNCET has constituted an Anti-ragging Squad as per the University and AICTE guidelines. The squad will conduct an immediate enquiry in case of incidents of ragging or any misconduct by the students. For detailed list please visit www.bncet.ac.in.



INTERNAL COMPLAINTS COMMITTEE

In pursuance of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Rules framed there under, the college has constituted ICC and hereby adopts the following procedure for determining complaints filed to the Internal Complaints Committee (ICC):

Definition of Sexual Harassment:

"Sexual harassment" includes any unwelcome sexually inclined behavior, whether directly or indirectly, such as:

- Physical contact and advances.
- Demand or request for sexual favours.
- Sexually coloured remarks.
- Showing any pornography.
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Who can file a complaint?

- Any woman employee of BNCET including faculty and staff in the Campus may file a complaint against an incident of sexual harassment.

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- Any student, irrespective of age and/or gender, may file a complaint against an incident of sexual harassment.

The formal complaint must contain the following:

- Date and time of the incident.
- The place where it occurred.
- Name and contact information of the accused. Name and contact information of witnesses.
- Detailed description of the incident

What are the possible actions that can be taken against the respondent?

- Warning.
- Written apology.
- Bond of good behavior.
- Adverse remark in the confidential report.
- Stopping of increments/promotion for employees. Suspension.



Dismissal. Any other relevant actions as per discussions of the competent authority. In particular cases police/civil authorities may also be approached.

Internal Complaints Committee (ICC)

For detailed list please visit www.bncet.ac.in.

STUDENT INDUCTION PROGRAM

The student Induction Program is a multi-pronged approach where one will have to work closely with the newly joined students in making them feel comfortable, allow them to explore their academic interests and activities, reduce competition and make them work for excellence, promote bonding within them, build relations between teachers and students, give a broader view of life, and build character.

When new students enter an institution, they also come with diverse thoughts, backgrounds and preparations. They come into a new unfamiliar environment, and many of them have little knowledge of a university/college. An important task, therefore, is to welcome the new students to higher education and prepare them for their new role and the smooth transition from school to university/college life which is one of the most challenging events in a student's life.

Purpose & Concept

It is a 3-week long induction program for the UG students entering the institution, right at the start. Normal classes start only after the induction program is over.

Purpose of the Student Induction Program is to help new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members, and expose them to a sense of larger purpose and self exploration.

The term induction is generally used to describe the whole process, to conduct a well planned event to educate the new entrants about the environment in a particular institution, and connect them with the people in it.

At the start of the induction, the incumbents learn about the institutional policies, processes, practices, culture and values, and their mentor groups are formed. Then the different activities start, including those which are daily activities.

Here is a list of activities:

- Physical Activity
- Creative Arts and Culture
- Mentoring & Universal Human Values
- Familiarization with College, Dept./Branch
- Literary Activity
- Proficiency Modules
- Lectures & Workshops by Eminent People
- Visits in Local Area
- Extra-Curricular Activities in College
- Feedback and Report on the Program

The time during the Induction Program is also used to rectify some critical lacunas, for example, English background, for those students who have deficiency in it. These are included under Proficiency Modules.

The Universal Human Values component, which acts as an anchor, develops awareness and sensitivity, feeling of equality, compassion and oneness, draw attention to society and nature, and character to follow through. It makes them reflect on their relationship with their families and extended family in the college (with teachers, administrative staff, hostel staff and others).

CODE OF CONDUCT FOR STUDENTS

- Students when in the campus must possess the college ID. They should enter the college with college ID card. Students not possessing college ID card will not be allowed to attend the classes.
- The Students will have to show their college ID card whenever they are inquired by the Director, Professors, faculties and the Non-teaching staff.
- The students should contact the concerned HOD for any queries regarding the college office.

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- It is compulsory for all the students to attend the classes, practical sessions, tutorials etc. Students are expected to maintain full attendance from start to end of the semester.
 - Students should follow uniform/dress code as per the college guidelines.
 - The students should maintain silence in the corridor. They should not disturb the academic / college work.
 - The students should not harm destroy the college property otherwise group penalty will be charged.
 - The students should not misbehave and be responsible to avoid any disturbance in the classroom teaching. The students should not misbehave with principal, Professors, Non-teaching staff and the girls students.
 - While borrowing the books from the library the students should check them. If the pages are found torn while returning the student will be held responsible.
 - Students should returns the books to the library on due dates or a penalty will be charged as per the rules of the library.
 - While borrowing or returning the books in library and while doing official jobs students should strictly observe discipline
 - It is mandatory for the students to follow the instructions given by the faculty members while they are out of stations for youth festivals, sports competition, education and industrial tour, N.S.S., Program etc.
 - Probably, the decisions concerning the college annual festival and social Gathering will be taken in the meeting of office bearers of Association, Director and HODs. Still, in certain situations the decisions taken by in charge faculty, and Director will be final and will be mandatory for all.
 - Students should not keep with them weapons or objects which can hurt or terrify others. Those who disobey this rule will be legally punished.
 - The vehicle stand is available for the safety of vehicles only in such reserved spaces.
 - To know the complaints, and problems of students, the facility of complaint box is provided. The separate complaint box is provided in Ladies Room for girl students. The received problems and inconveniences will be solved time to time.

DISCIPLINE POLICY

Student Discipline Policy

Objective of the Policy:

Good discipline is the fundamental requirement for the achievement of any institute's Vision and Mission. The primary focus is the overall development of each and every student. Discipline is a collaborative effort by the institute's administration, parents, teachers and students and all other stakeholders. When this happens, we believe that a very positive and productive learning environment prevails, enabling students to strive for excellence. We seek to build within each student a passion for learning, a sense of responsibility, self-discipline, an

entrepreneur mindset and respect for others. Institute's goal is to create a community in which each one is respected and encouraged to reach their full potential.

All students of BNCET are expected to make positive behavior choices that promote their safety, the safety of others and a productive learning environment. However, mistakes are a natural part of growth. When any student disregard rules, disobey instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the faculty and staff members, other students or anyone else, then this leads to disciplinary action against them. In order to combat discipline issues, BNCET has developed a discipline policy that is firm, transparent and will be consistently followed. The disciplinary policy is aimed at ensuring that issues of indiscipline and misconduct are managed and dealt within a fair, unbiased and confidential manner.

Disciplinary Rules and Procedures :

Details of various acts of indiscipline along with corrective action(s) for each are enumerated in the table given on the next page. The disciplinary process is not intended to be punitive in nature. The procedure therefore describes the steps to be taken to deal with each situation reasonably and, wherever possible, help the student(s) concerned to improve their standards of conduct to reach to the acceptable level. However, it also allows taking necessary and sufficient steps to avoid any severe and repeated act of indiscipline.

In case, any act of indiscipline is noticed, respective HOD's/ Chief Proctor/ other Functional Heads can give a suitable decision as per implementation modality.

It is expected that all students at BNCET shall be responsible for conducting themselves in a manner that helps augment environment of learning and discipline during their stay in campus.

SR.NO.	ACT OF INDISCIPLINE	CORRECTIVE ACTION(S)
1.	Damage of college property due to negligence, e.g.; causing damage to window panes while playing at unauthorized places.	1. Warning to student.
		2. Information to Parents.
		3. Suitable monetary penalty.
2.	Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the institute.	1. Counseling/Warning to student along with undertaking from student.
		2. Information to parents along with undertaking from parents.
		3. Suspension from classes.
3.	Use of abusive language or Any act of disrespect towards the faculty & staff members.	1. Information to Parents and their physical presence in the college along with undertaking from parents.
		2. Suspension from classes.

4.	Pasting of posters or distributing pamphlets handbills etc., of an objectionable nature or writing on walls and disfiguring buildings.	1. Warning to student along with undertaking from student.
		2. Information to Parents.
		3. Suspension from classes.
		4. Termination from hostel.
5.	Creating public nuisance and disturbing the natural ambience by means of shouting burning crackers, banging doors etc.	1. Counseling/warning to student.
		2. Information to Parents.
		3. Suspension from classes.
6.	Violation of the status, dignity and honor of a student belonging to differently abled or tribal communities. Discrimination against any student/member of staff on grounds of caste, creed, language, and place of origin, social and cultural background or any of them.	1. Warning to student.
		2. Information to Parents.
		3. Suspension from classes.
		4. Termination from hostel.
		5. Expulsion from the college.
7.	Organizing meetings in the institute and/or Displaying notices on the institute notice boards without permission of competent authority.	1. Warning to student.
		2. Information to Parents.
		3. Suspension from classes.
		4. Termination from hostel.
		5. Expulsion from the college.
8.	Staying in the hostel during academic hours without permission.	1. Counseling/Warning to Student.
		2. Repetition may lead to information to parents.
9.	Fighting/using abusive language with hostel staff/mess boys/ security guards/ attendees etc.	1. Counseling/warning to student.
		2. Information to Parents.
		3. Termination from hostel.
10.	Improper behavior while on industrial visits/ pool campus visits/educational tours.	Debarring from participation in visits / tours.
11.	Bullying (includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination) that cause physical or substantial emotional harm to another student or group of students.	1. Information to Parents.
		2. Suspension from classes.
		3. Debarring from participation in sports/cultural/placement activities.

12.	Misbehavior with company representatives/ Faculty and Sta involved during placement drive.	Restrain from placement drive along with apology.
13.	Possession and consumption of cigarette and chewable tobacco as well as smoking alcoholic drinks as well as other banned narcotic substances (Opium, marijuana etc.) And/or Entering the campus in intoxicated state.	1. Information to Parents.
		2. Suspension from classes.
		3. Termination from hostel.
		4. Expulsion from the college.
14.	Deliberate act of mental harassment to any fellow student causing psychological trauma of serious nature amounting to ragging.	As per AICTE Regulations (2009) on Prevention and Prohibition of Ragging in Technical Institutions.
15.	Possessing or using any weapons such as knives, iron chains, iron rod, sticks, explosives and fire arms in the institute premises.	1. Information to Parents.
		2. Suspension from classes.
		3. Termination from hostel.
		4. Expulsion from the college.
16.	Stealing of money or costly electronic items like Laptop, Smart watch, Mobile or Camera etc.	1. Warning to student.
		2. Information to Parents.

Implementation Modality :

S.NO.	CORRECTIVE ACTION(S)	DECISIVE AUTHORITY (INCIDENT HAPPENING DURING ACADEMIC HOURS)	NON ACADEMIC HOURS	
			DECISIVE AUTHORITY (INCIDENT INVOLVING HOSTELLERS)	DECISIVE AUTHORITY (INCIDENT INVOLVING NON -HOSTELLERS)
1.	Suspension from Classes up to three days.	Respective HOD	Respective HOD/ Chief Proctor	Respective HOD
2.	Suspension from Classes from four to five days.	Respective HOD in consultation with Chief Proctor & Additional Director	Additional Director/ Chief Proctor	Respective HOD in consultation with Chief Proctor & Additional Director
3.	Suspension from Classes beyond five days/ Termination from Hostel/ Expulsion from the Institute.	Director/ Chief Proctor /Additional Director	Director/ Chief Proctor /Additional Director	Director/ Chief Proctor /Additional Director

4.	Counseling of Student /warning to student/ Information to parents / Undertaking by student & parents.	Respective HOD on the recommendation of faculty or staff with whom incident took place	Chief proctor on the recommendation of Warden with whom incident took place	Respective HOD on the recommendation of Proctorial Board Member
5.	Debarring from Participation in Visits /Tours.	Director/Respective HOD/Chief Proctor/ Additional Director	Director/Chief Proctor	Respective HOD/Chief Proctor/Additional Director
6.	Restrain from Placement Drive along with Apology.	Head CRG in consultation with Respective HOD	Head CRG in consultation with respective HOD	Head CRG in consultation with respective HOD
7.	Debarring from Participation in Sports/Cultural and Other Activities.	Respective HOD/ Chief Proctor	Director/Chief Proctor	Respective HOD/ Chief Proctor/ Additional Director
8.	Suitable monetary penalty.	Director/Respective HOD/ Chief Proctor /Additional Director	Chief Proctor	Respective HOD/ Chief Proctor/ Additional Director

NOTE:

Every student along with their parents will have to submit undertaking to the institute (In case parents are called because of any in disciplinary activity).

Repetition of any of the above act of indiscipline will lead to the severe punishment, which may have bad impact on the character certificate of student.

Every indiscipline act made by student along with the corrective action(s) must be registered in the mentoring record by respective class coordinator/mentor at the department level.

A copy of the same will also be maintained by the respective Proctorial Board member in the format issued from the office of Director/Chief Proctor. Respective Proctorial Board member has to submit the data at the end of every fortnight to the office of Chief Proctor/Director for the purpose of record keeping and vigil for repetitive nature of students.

PROCTORIAL BOARD

BNCET has constituted a Proctorial Board as per the University guidelines. The Proctorial Board will ensure discipline in the college, institute rules are understood and followed and keep an eye on the general moral behavior of the students.

LIBRARY RULES

- No personal belongings except wallet & notebooks shall be allowed in the library. All other belongings shall be kept in the Library entrance.
- Every user entering the library shall sign the Visitor's Register for the purpose of records for office use.
- Student shall maintain silence within the Library Reading Room/ Stack Area.
- Student is liable for punishment and fine, if they either misbehave or damage Library books/underlining or any other property.
- Issue and return of books and other reading materials must be done timely. Each student (except diploma) shall be provided course book as Book-Bank at the start of the semester.
- Beside the book-bank each student shall be provided two books at a time
- One non-transferable library ID card will be issued to each student. Books will be issued against library ID card only.
- The borrower is fully responsible for the books issued against the cards issued to him/her. Books are issued to the student for the period of 10 days.
- The students have to return the books on or before the due date mentioned on the Date-Slip pasted at the last cover page.
- If the due date falls on holidays, the book shall be due for return on the first opening day of library.
- If the user fails to return the book on time, the following penalty will be realized from the students--
- Fine of Rs. 5/- per day per book (First ten days)
- Fine of Rs 10/- per day per book (after ten days)
- If any book issued is lost or not returned within twenty days after the due date, the defaulter will be charged with Current Cost of the Book + Penalty Fine of Rs. 100/+Normal Fine up to a maximum of Rs. 500/.
- No book will be issued after 20 days to the defaulter student until he/she returns all the books issued to him/her and pays up all his dues to the library as detailed above.
- Each faculty member shall be provided four books at a time. Technical & Supporting staff will be provided two books at a time.
- Reference books, Dictionaries, Magazine, Journals & unbound materials will not be issued.
- A separate register is maintained in the Library for making Advance booking for the books, which have already been issued to some other student. These books when returned will be issued in priority to the student who has made the advance booking.
- In no case a book would be re-issued to the student immediately on the date of return.

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- If any student is found tearing, stealing or defacing Books/Journals/Magazine, then suitable disciplinary action will be taken against him/her including recovery of cost of book.
 - The last borrower shall be responsible for any damage to the books unless it has been pointed out of the time of issue.
 - Student are required to return all the books issued to them including Book-Bank within three days after the semester exams are over, failing which they will not be allowed to appear at Viva-Voce/Practical Examination.
 - Photocopy facility is available @ Rs. 1/- per copy in Library.
 - Students must keep chairs, Journal, News-papers, and Magazines etc. At proper place before leaving the Library.
 - The Director will have the right to alter or modify any of the aforesaid rules as per the need of the hour.

STUDENT SUPPORT

College is responsible for providing support services to all students throughout their time in campus. College will also support the students in academic, placement, co-curricular and cultural activities.

For any services students are advised to follow the given instructions:

- **Examination & result related :**

If students have any query regarding their result/exam/back paper/bonafide certificate/enrollment/ discrepancy in marks sheet etc he/she may visit to registrar office from 12:30 pm to 4:30 pm (Lunch 2:00 pm to 3:00 pm).

- **Verification of document/attesting any document or a photograph/application form:**

The student can visit P.S. to Director from 02:00 pm to 04:00 pm on all working day.

- **Query/permission/approval for Cultural/Sports/Activity outside the campus:**

Students are advised to visit Director/Additional Director office on all working days.

- **Discipline related issues:**

All students are advised to report immediately to the Proctorial Office regarding any indiscipline issue. The office will entertain indiscipline matters 24X7.

- **Gender based harassment:**

If a student feels any harassment regarding abuse/ discrimination can contact any time to members of Internal Complaint Committee (ICC).

- **Hostel related matter:**

Students residing in the college hostel can raise their problem related to any issue to their respective warden/residential faculty In-charge only with a written application.

● **Academic holidays:**

Students are advised to follow the academic calendar issued by the college only. They are also advised to follow the notices regularly issued by Director Office. Students can also consult to the respective HOD regarding any confusion in above respect.

- Students are advised to visit Account department/Counter only for any query related to fee/scholarship/reimbursements.
- Students are advised to contact the placement faculty coordinator/HOD-CRG of respective departments for training letters/placement related matter. Students are advised to contact the placement faculty coordinator/HOD-CRG of respective departments for training letters/placement related matter.
- For scholarship related issues, students are advised to contact the Asst. Registrar / admin office.
- Students are advised to contact Transport Incharge, admin office for their query regarding transport facility.
- For Library related matters (like fine, lost of Library ID-card, lost of book... etc), Student should contact the librarian.
- All students can send their grievances regarding any problem related to attendance/marks/ hostel/extra curricular activities etc. either to deptt. head or through student ERP portal available on BNCET website/ BNCET mobile app.
- Students can send their grievances either to Chief-Proctor HOD or through ERP portal if having any Indiscipline/hostel regarding issues.

General Rules

Each student should have certain vision and mission in his / her life. In order to achieve their goals, they should develop good manners, and accept to adopt certain principles. The following steps are suggested,

General Routines:

- College working hours: 8:50am to 4:40pm
- Lunch break: 12.00pm to 12.50pm / 1:00pm to 1.50pm.
- Students should always wear their Identity card inside the college campus which is issued by the College for identification and security reasons.
- Students should focus more upon conversing in English inside the college premises.
- Students should greet and give proper respect to all the elders and faculties.
- Use of cell phones, camera, iPods, MP3 players or any other electronic gadgets during the class room lectures is strictly prohibited.
- Students should maintain discipline in the campus. An appointed disciplinary committee will enquire any in disciplinary incidents pertaining to students discipline and recommend suitable action to be taken.

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- Students should not leave the college premises during working hours without prior permission of HOD / competent authority.
 - Chewing bubble gum, chocolates and Student's roaming outside the classroom during the lecture hour is strictly prohibited.
 - Practical files should be completed before the next laboratory /workshop class.
 - Students shall bring all materials necessary for the classes and examinations as being instructed.
 - Assignments given to the students should be submitted before the due date for consideration of internal assessment marks.
 - Students are encouraged to take part in co-curricular and extra-curricular activities. Students are allowed to organize or attend any activity inside or outside the college only with the prior permission of the HOD/ competent authority.
 - Students should use the facilities in the campus without causing any damage. If any damage is caused, necessary action will be taken to rectify and recover the cost, in addition to any disciplinary proceedings, if applicable.
 - Students should not throw waste papers, covers etc. inside the class rooms, corridors, laboratories etc. Writing on walls, pillars, bathrooms, furniture or boards is strictly prohibited. They should keep the college campus neat and clean.
 - Students are encouraged to regularly check the notice board and ERP for current information.
 - Documents or promotional materials circulation without the permission of the higher authority is not permissible.
 - Students should park their vehicles only in the space meant for parking. Helmet and Driving License are mandatory.
 - Visitors will not be allowed to contact the student during the class hours. However, under unavoidable circumstances, they will be permitted to meet the student with prior permission from the HOD/ competent authority.

Attendance and Examination

- The students should have minimum 75% of attendance for theory classes and 100% of attendance for the laboratory classes. Students fulfilling the minimum attendance criterion as given by affiliating University will be allowed to appear in the semester and internal examinations.
- Students must avail leave only after getting prior permission from Class Coordinator and HOD. Leave message over Telephone / E-mail is not entertained. However, sudden sickness or unforeseen circumstances may be considered with medical certificate. Parent / guardian should accompany the students if the above condition is violated.
- Bridging any holiday with the adjoining working day is strictly prohibited. Students should attend all tests and show good academic progress.

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- Students those who have failed in more than one subject in the semester examination/internal examination should bring their parents in to meet HOD in the scheduled date.
 - Any student involved in malpractice in the tests/exams would be debarred for the rest of the tests/examinations of the particular semester as per protocol.
 - Periodical reports will be sent to parents / guardians calling their attention regarding the student's attendance, progress and conduct. Students should bring their parents/guardians to HOD/ competent authority for any discussion regarding the same, as and when required.

Extra Attendance

The purpose of extra attendance as per the affiliating University guidelines is to give all the students an opportunity to participate in various extracurricular and co curricular in-campus/out-campus activities without being worried for short attendance penalties. However fulfilling the minimum (including the relaxation in attendance) attendance criterion, is sole responsibility of students. Through extra attendance medical cases of students are also taken care off. The extra attendance is given to the students as per the details given below:

- In the case of a student who is selected to participate in the inter- college Youth Festival, or a student who is required to participate in inter-college sports, debates, seminars, workshops, national/international conferences, project activity, ISIE activity or social work projects etc. will be eligible for extra attendance. Extra attendance to such students is given after the recommendation/verification of HOD and final approval of Director and is added in final percentage attendance as per the each case and approval.
- The Director may consider, on the basis of the Medical Certificates produced, exceptional cases of students who had fallen seriously ill or had met with an accident during the year disabling them from attending classes for a certain period, with a view to determining whether the lectures etc. delivered during the period, or a part thereof, could be excluded for purposes of calculation of attendance of the semester and decide each case on its own merits.
- Extra classes are also conducted for the students falling short to fulfill minimum attendance to give them a chance to reach up to the minimum attendance requirement and to improve/cover the left topic to cope up with the examinations at the end of semester.

Dress Regulations

All the students in the campus shall follow college dress code with formal/ polished black Shoes, Socks & clean shaved face is must on all days including all examinations, project viva voice, student presentations, guest lectures, campus drives and any formal college occasions.

Violation of Dress Code

Any form of improper clothing is strictly restricted in the college premises. If it is found that a Student is in violation of the Dress Code, the student's parents or guardians will be notified of the violation, for immediate correction.

Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the Institution.

Rules and Regulation for Hostel Residents (Boys & Girls)

Accommodation

- Hostel accommodation is available for a maximum length of stay for Four years /Three years/two years/one year as per the course respectively. Every year end students have to vacate the hostel.
- At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed Personal Data Form.
- Residents are expected to update their personal information in the hostel whenever there is any change in the address, parent's contact number(s), etc.
- The Hostel Management/Administration will generally provide minimum furniture and fittings for each room, consisting of one for each. Residents will be personally responsible for the safety of their belongings.
- Students should occupy the rooms allotted to them. If any resident is in need in change of room in hostel, he/she is required to get prior permission from the Hostel Management/Administration.
- Before vacating the rooms, the students should follow the formal room vacating process.

Code of Conduct

- Day scholars are not allowed to enter into the hostel.
- Residents shall maintain a high standard of decorum and behavior.
- At the time of joining in the hostel, students are expected to make sure that furniture, walls and electrical equipments are in good condition. If any damage is noticed, the same may be reported to the Warden in writing.
- The residents shall not remove any fittings/furniture from any other room and get them fitted/kept in his/her room.
- Residents shall not fix posters, notices, pictures, or anything that might deface or damage the walls and/or other infrastructure.
- The rooms, common areas and surroundings should be kept clean and hygienic. Residents are expected to dress decently while visiting the mess hall.

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- Warden / Resident Warden have the authority to conduct surprise checks in hostel rooms.
 - Any act of threats or violence, willful damage to property or drunken and riotous behavior constitutes an offence and attract severe punishment.
 - Student must be proper for daily attendance taken by the wing in charges. Lights in the room shall be switched off at 12:00 midnight.
 - Dispose the waste and napkins properly in the respected dustbins. If improper disposing is found in any floor, the entire floor students will be fined.
 - Don't leave slippers outside of the room.
 - Student's room cleanliness will be checked randomly and action will be taken.
 - Residents are expected to sign in the movement register while going out of the hostel.
 - Any Resident observing that his/her room-mate(s) is/are facing any difficulty and needs/need external help, the same may be informed to the Warden / Resident Warden immediately
 - Students are not permitted to convene meetings of any kind in the hostel without the written permission from the hostel management
 - In case of damage to or loss of hostel property, the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Warden.
 - Ragging of students admitted to the college is totally banned. Any violation of this by the students will be dealt with very severely.
 - Smoking and consumption of alcoholic drinks and / or narcotic drugs in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and suspended from the Institute. Hostel zone is a smoke-free zone in the Institute. Students should not smoke inside the hostel / room / common room / dining hall / toilets / corridors / terrace etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
 - Residents should not participate in any anti-national, anti- social or undesirable activity in or outside the campus. The visit of a person of the opposite gender in the hostel is restricted to common room and lounge.
 - Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:
 - a) He / she will be expelled from the hostel.
 - b) A record of his/her misconduct will be made in the personal file.
 - c) The cost] of damage will be fully recovered from him / her together with penalty.
 - d) He / she will also be fined commensurate with the offence committed.
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e) The privilege of appearing for campus interviews will be denied, when he / she reaches the final year.(f) No recommendations will be given to him / her for studies abroad or other Universities.

- Residents shall settle all the dues on time.
- Hostel or college authorities are not responsible for any loss of private property of the students residing in the hostels.
- Visitors / parents / relatives to the Hostel are to meet the inmate in the reception area on the ground floor with the Warden's / Resident Warden's knowledge only.
- Warden / Resident Warden will inspect rooms to ensure that no student is staying in the hostel without permission.
- Residents shall return to their respective hostels as per the in/out time schedule. In case if any student wants to go out for a genuine reason, prior written permission shall be taken from the Warden.
- When vacating the hostel, the inmates shall get the signature from the Warden/Resident Warden certifying that all the furniture and the room are returned in good condition.
- Misbehavior with wardens or any employee of the institution will attract strict action.
- Residents are expected to make conscious efforts to take into account the larger interests of the institution and promote a healthy feeling of friendship during their hostel life. Students shall not keep unauthorized property and unauthorized guests in their room.

Use of Appliances

- The use of electrical appliances such as electric stove is forbidden in any of the rooms allotted for residence. Private cooking in the hostels / Student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.
- The uses of audio systems which may cause inconvenience to other occupants are not allowed.
- When the students go out of their room they should switch off all the electrical / electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.

► Hostel In – Out Timings for Girls and Boys

GIRL'S HOSTEL-GARGI GIRLS HOSTEL				
S.No	COURSE/YEAR	REGULAR ENTRY TIME	TIME IN CASE OF EMERGENCY	OUTSOURCED CLASSES FOR HIGHER STUDIES
1.	B.Tech/M.Tech/MBA/Polytechnic 1st year students	Till 7:00PM	Till 8:30PM with written permission of warden.	Permission of warden with request letter of parents.
2.	B.Tech 2nd, 3rd , 4th year, M.Tech/MBA 2nd year, Polytechnic 2nd, 3rd year students	Till 7:00PM	Till 8:30PM with written permission of warden.	Permission of warden with request letter of parents.

BOY'S HOSTEL-SARDAR VALLABH BHAI PATEL HOSTEL				
S.No	COURSE/YEAR	REGULAR ENTRY TIME	TIME IN CASE OF EMERGENCY	OUTSOURCED CLASSES FOR HIGHER STUDIES
1.	B.Tech/B.Pharm/M.Tech /MBA/Polytechnic 1st year students	Till 7:00PM	Till 8:30PM with written permission of warden.	Permission of warden with request letter of parents.
2.	B.Tech/B.Pharm 2nd,3rd, 4th year, M.Tech/MBA 2nd year, Polytechnic 2nd,3rd year students	Till 7:00PM	Till 8:30PM with written permission of warden.	Permission of warden with request letter of parents.

Visitors

- All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.
- The visit of men students to the women's hostel and vice- versa is not permitted.
- Parents/guardians will be allowed to visit the inmates only during visiting hours as mention below:

DAY	TIMING
Holidays	10 am to 7:30 pm
Working Days	5 pm to 7:30 pm

► Mess Rules

- No student is allowed to stay in the hostel without being a member of hostel.
- Residents should not take the food and drinks (milk, tea, coee & Snacks) to their room.
- The mess timings are as follows and the students should strictly adhere to these timings:

DETAILS	START TIME	END TIME
Breakfast	7:30 am	8:45 am
Lunch	12 Noon	2 pm
Dinner	7:30 pm	9:30 pm

- The quantity of food will be unlimited except in the case of special items.
- Students on no account whatsoever will be permitted to take food outside the mess. Nor can they take mess utensils such as plate, spoon, tumblers, etc, to their rooms.
- No food will be served in the rooms of the hostel for any student in their rooms. Assist in maintaining the mess and surroundings neat and clean.
- No notices shall be pasted on walls. Notices put up on notice boards should not be removed.
- After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins. Students should not bring any pet animals into the mess halls or encourage such practice.

Canteen Rules

No student is allowed in the cafeteria during academic hours. They can avail the facility only during tea break/lunch hours. Students should enter the cafeteria quietly, orderly and be seated. Loud talking, yelling, screaming, and other disruptions are strictly prohibited. Respect and politeness must be shown to all, including the cafeteria sta. Each student is responsible for the disposal of his/her trash in an appropriate receptacle kept in the dining hall.

Penalty for Acts of Indiscipline

The Institution reserves the right to charge ne for the following acts of indiscipline, without any further enquiry or proceedings:

- Use of tobacco / chewing pan / any intoxicating substance in the hostel premises
- Shouting / whistling / using abusive words
- Late coming to the hostel even after warnings.
- Disobedience towards Warden / Staff Members etc.
- Damaging hostel property.
- Use of electrical appliances, which are not allowed as per the rule.
- Bursting crackers or creating such avoidable noisy scenes without the warden permission.
- Use of mobile phones / laptops etc. when they are disallowed.

STUDENT'S CLUB

BNCET has different student's club in all the departments. The purpose of these clubs is to provide a platform through which students may exercise or organize various activities for leadership development, learning, own engagement, and fostering of shared interests.

STUDENT'S CLUB	DEPARTMENT	FACULTY COORDINATOR
Mechleague	Mechanical Engineering	Please visit www.bncet.ac.in
CSSB	Computer Science & Engineering	
Stambh	Civil Engineering	
Bio-Sapiens	Bio-Technology	
Vyom	Electrical Engineering	
Udaan	Electronics & Communication Engineering	
Management elites	MBA	
Amogh	Polytechnic	

STUDENT COUNSELING FACILITY

OFFLINE:

Counseling cell supports the students through their tough times and empowering them to face the challenges of life offers. Students have been successfully seeking the expertise opinion through the counselor for issues like; anxiety, homesickness, anger, low confidence, stress, general loss of interest, deteriorating academic performance, problem in adjustment with peers, relationship problems, nightmares, career confusions, placement anxiety, etc.

ALUMNI CELL

Aim and objective of BNCET Alumni Forum is to Support BNCET mission and vision, to build and sustain a strong belongingness to BNCET & students and to promote communication between old students and the BNCET.

BNCET Alumni Forum which consists a team of faculty members and current students from each department organizes Alumni meet at least once in a year, which includes Alumni sports, Alumni talks etc. this empowers the alumni network of students, recruiters, teachers and alumni.

INSTITUTION INNOVATION COUNCIL (IIC-BNCET)

IIC-BNCET aims to be a solid platform to encourage the students in doing brainstorming and research in innovative world using the latest available technologies and tools. IIC-BNCET helps students to become a role-model and successful entrepreneurs helping the society, nation and world.

Our college is an active member of Startup-cell AKTU also. The various innovation activities such as Dr. Kalam Startup Parikrama is organized in this cell in collaboration with Dr. A.P.J. Abdul Kalam Technical University, Lucknow.

IIC Committee: Please visit www.bncet.ac.in

LOCAL CHAPTER AND NODAL CENTER

NPTEL (National Program on Technology Enhanced Learning):

NPTEL which stands for Program on Technology Enhanced Learning is an initiative funded by MHRD, Govt. of India and coordinated by IIT-Madras and other IITs. The project central idea is to put recorded lectures taught by its member institutes online for open access.

Being Local Chapter-NPTEL BNCET is also offering self study courses across Engineering, Humanities and Management since January, 2017.

More than 1200+ students and almost all faculty members have completed many courses through NPTEL. Many of them have been awarded with Gold and Silver medals also. Few of our students have been selected for paid Internship in different IITs on the basis of NPTEL certificates and score.

SPOC (Single Point Contact Person): Mr. Sanjay Tiwari

Remote Center IIT Bombay (Under NMEICT):

BNCET has established in collaboration with IIT Bombay a Remote Center (Center ID-RCID1327) at BNCET Campus in year 2013. Various training and workshops by using modern tools are conducted for faculty members and students at this remote center for their upgradation. Approximately all faculty members from different departments have completed many certified courses from this platform. More than 13 workshops have been conducted till date.

SPOC (Single Point Contact Person): Mrs. Kiran Kumari

UHVPE Nodal Center:

As per AICTE initiative, BNCET has also become UHVPE Nodal Center in year 2019. The Faculty development programs are being conducted to inculcate the Universal Human Values and Professional Ethics among the faculty members and students. UHVPE FDP programs not only benefit faculty members and students academically but also enable them to meet all the graduate attributes as defined by National Board of Accreditation.

VALUE EDUCATION CELL: For detailed mentor list please visit www.bncet.ac.in.

Nodal centre for virtual labs

BNCET has added one more achievement during this year 2020 only by getting the approval as Nodal Center for Virtual Labs in affiliation with IIT Kanpur through Virtual Lab Regional Nodal Centre at Rajkiya Engineering College Banda. Many well known institutes including IITS, RECs, COE Pune, IIITs etc. are participating institutes in Virtual Labs. The virtual labs use a teaching method called simulation. The simulation is an educational method that the teacher usually uses to bring students closer to the real world. The simulation method is believed to be closer to what is happening in areas that do not accept the lowest percentage of error, such as nuclear industries and some military industries.

The simulation serves many educational objectives such as “goal of acquiring skills” in an environment similar to reality. It helps the learner to gain a lot of knowledge about the real work environment and its requirements.

All the departments of BNCET are conducting virtual labs for students and getting marvelous response from all the faculty members and students.

VIRTUAL LAB FACULTY COMMITTEE: For details please visit www.bncet.ac.in.

Nalanda E-Consortium:

The main aim of the e-Consortium is to provide large volume of information through e-resources in order to facilitate the faculties and students of the BNCET to enrich their knowledge and wisdom with the recent updates. All faculty members and students of BNCET are already member of Nalanda E-Consortium and utilizing the benefits of it.

SPOC (Single Point Contact Person): Dr. Smriti Srivastava (HOD MBA)

CORPORATE RELATION GROUP-CRG

The Corporate Relations Group or the Placement Cell plays a vital role in bringing the industry and academia close to each other by providing Career Counseling; need based education and organization support. It has the task to organize campus interviews for student placement and training and also organizes corporate guest lectures and industry interaction.

CRG grooms young & dynamic individuals to face the challenges in the competitive industry & the corporate world. The interdisciplinary Graduate & Post Graduate programme provides them both theoretical knowledge & practical insights to develop a holistic perspective on business realities. The practical inputs are given through rigorous field – Industrial Tours, Workshops, Seminars, Guest Lectures, Summer & Winter Projects, and Case Study & Live Projects. The Soft Skills & Personality Development programmes help students to improve communication skills, build confidence & develop positive attitude, etc. Making them industry worthy and confident individuals.

CRG invites renowned companies to its throughout the year Campus Placement drive. CRG with an exquisite Placement Record provides a platform where students can kick-start a promising career of their choice in the industry.

ACADEMIC CALENDAR

BNCET publishes an academic calendar for every session to give a clear view of planning about various Academic/Co-curricular/Extra-curricular activities, as per the reference of academic calendar published by Dr. A.P.J. Abdul Kalam Technical University, Lucknow. For details visit www.bncet.ac.in.

Annexure-I-A

UNDERTAKING BY THE STUDENT

I, (full name of student with roll number)..... s/o
d/o Mr./Mrs./Ms. Having been admitted to
.....(name of the institution), have
received a copy of the AICTE Regulation dated 1.7.2009 on Curbing the Menace of
Ragging in Higher Educational Institutions, (hereinafter called the "Regulation") carefully
read and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused **Clause 4** of the Regulation and am aware as to
what constitutes ragging.

3) I have also, in particular, perused **Clause 5(3)** and **Clause 8(4)(a)** of the
Regulation and am fully aware of the penal and administrative action that is liable to be
taken against me in case I am found guilty of or abetting ragging, actively or passively, or
being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) I will not indulge in any behavior or act that may be constituted as ragging under
Clause 4 of the Regulations.

b) I will not participate in or abet or propagate through any act of commission or
omission that may be constituted as ragging under Clause 4 of the Regulations.

5) I hereby solemnly affirm that, if found guilty of ragging, I am liable for
punishment according to **clause 8(4)(a)** of the Regulations, without prejudice to any
other criminal action that may be taken against me under any penal law or any law for
the time being in force.

6) I hereby declare that I have not been expelled or debarred from admission in any
institution in the country on account of being found guilty of, abetting or being part of a
conspiracy to promote, ragging; and further affirm that, in case the declaration is found
to be untrue, I am aware that my admission is liable to be cancelled.

Declared this day of month of year.

Signature of Student.

Name

Mob./Tel.No.

Annexure-I-B

UNDERTAKING BY THE PARENT/GUARDIAN

I, Mr./Mrs./Ms. (full name of Parent/ Guardian)
father/mother/guardian of Mr./Mrs./Ms.
(full name of student with roll number) having been admitted
..... (name of the institution),
have received a copy of the AICTE Regulation on Curbing the Menace of Ragging in
Higher Educational Institutions, 2009, (hereinafter called the "Regulation") carefully read
and fully understood the provisions contained in the said Regulations.

2) I have, in particular, perused **Clause 4** of the Regulation and am aware as to
what constitutes ragging.

3) I have also, in particular, perused **Clause 5(4)** and **Clause 8(4)(a)** of the
Regulation and am fully aware of the penal and administrative action that is liable to be
taken against me in case I am found guilty of or abetting ragging, actively or passively, or
being part of a conspiracy to promote ragging.

4) I hereby solemnly aver and undertake that

a) My ward will not indulge in any behavior or act that may be constituted as
ragging under **Clause 4** of the Regulations.

b) My ward will not participate in or abet or propagate through any act of
commission or omission that may be constituted as ragging under **Clause 4** of
the Regulations.

5) I hereby solemnly affirm that, if found guilty of ragging, my ward is liable for
punishment according to **clause 8(4)(a)** of the Regulations, without prejudice to any
other criminal action that may be taken against me under any penal law or any law for
the time being in force.

6) I hereby declare that my ward has not been expelled or debarred from admission
in any institution in the country on account of being found guilty of, abetting or being
part of a conspiracy to promote, ragging; and further affirm that, in case the declaration
is found to be untrue, I am aware that the admission of my ward is liable to be cancelled.

Declared this day of month of year.

Signature of Parent/Guardian.

Name

Address

.....

Mob./Tel.No.

Annexure-II

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION New Delhi

NOTIFICATION [AICTE Regulations 2009] Clause 4, 5(3), 5(4) and 8 (4-a)

Dated 01-7-2009

Sub: Prevention and prohibition of Ragging in technical Institutions, Universities including Deemed to be Universities imparting technical education.

F.No.37-3/Legal/AICTE/2009 – In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, the All India Council for Technical Education, hereby makes the following Regulations:-

1. Short title and commencement:-

- (i) These Regulations may be called the All India Council for Technical Education (Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to be Universities imparting technical education) Regulations 2009.
- (ii) They shall come into force on the date of the notification.

2. Objectives:-

In view of the directions of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically, of all students, the All India Council for Technical Education, (AICTE) brings forth these Regulations.

3. Definitions:-

- (a) **"Act"** means the All India Council for Technical Education Act 1987 (52 of 1987);
- (b) **"Technical Institution"** means an institution of Government, Government Aided and Private (self financing) conducting the courses/programmes in the field of technical education, training and research in Engineering, Technology including MCA, Architecture, Town Planning, Management, Pharmacy, Hotel Management & Catering Technology, Applied Arts & Crafts and such other programmes and areas as notified by the Council from time to time;
- (c) **"University"** means a University defined under clause (f) of section 2 of the University Grants Commission Act, 1956 and includes an institution deemed to be a University under section 3 of that Act.
- (d) **"Academic year"** means the period from the commencement of admission of students in any course of study in the institution up to the completion of academic requirements for that particular year.
- (e) **"Head of the institution"** means the Vice-Chancellor in case of a university or a deemed to be university, the Principal or the Director or such other designation as the executive head of the institution or the college is referred.

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- (f) **“Fresher”** means a student who has been admitted to an institution and who is undergoing his/her first year of study in such institution.
- (g) Words and expressions used and not defined herein but defined in the Act or in the General Clauses Act, 1887, shall have the meanings respectively assigned to them in the Act or in the General Clauses Act, 1887, as the case may be. And
- (h) All other words and expressions used herein and not defined but defined in the All India Council for Technical Education Act, 1987 (52 of 1987), shall have the meanings respectively assigned to them in the said Act; Clause 4:-

CLAUSE 4

4 What constitutes Ragging: – Ragging constitutes one or more of any of the following acts:

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

CLAUSE 5

Measures for prevention of ragging:-

It shall be mandatory for every technical Institution, University, deemed to be University imparting technical education to take following measures for prevention of ragging at such institutions.

1. The advertisement issued for admission by a technical institution, University including Deemed to be University concerned and/or the admission authority/ affiliating University/State Govt./UT/Central Govt. as the case may be, shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
2. The 'Prospectus' and other admission related documents shall contain directions of the Supreme Court Affiliating University/admission Authority/State Govt/Central Govt. shall make it

mandatory for the institutions under their jurisdiction to compulsorily incorporate such information in their 'Prospectus'. These Regulations shall be printed in the brochure of admission/instruction booklet for candidates.

3. The application form for admission/enrolment shall have a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.

4. The application form shall also contain a printed affidavit, preferably both in English and Hindi and/or in one of the regional languages and the affidavit should be signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.

CLAUSE 8

Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:-

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. a) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-
 - (i) Cancellation of admission
 - (ii) Suspension from attending classes
 - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
 - (iv) Debarring from appearing in any test/examination or other evaluation process
 - (v) Withholding results
 - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - (vii) Suspension/expulsion from the hostel
 - (viii) Rustication from the institution for period ranging from 1 to 4 semesters
 - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
 - (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

(Member Secretary)



B. N. COLLEGE OF ENGINEERING & TECHNOLOGY, LUCKNOW

Approved by AICTE & Affiliated to AKTU & BTEUP

Address : NH -24, Sitapur Road, Near Sahara Art And Management, Bakshi Ka Talab,
Lucknow, Uttar Pradesh 226201 | Phone : 9919990713 | E-Mail : enquiry@bncet.ac.in