

Student Handbook

Kalinga University



Campus

Kalinga University

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Student Handbook



Dr. Asha Ambhaikar
B.E. , M.Tech & Ph.D (CSE)
Dean Students Welfare

The student handbook is designed to provide information that will assist the students in their academic and extra-curricular endeavors at Kalinga University.

The handbook describes how Kalinga University works, where students should go, and who they should see to resolve questions and concerns. Policies, procedures and regulations are outlined here so that all students are aware of the parameters within which our University functions.

Information, procedures and programs may change during the year. The students will be notified if a change should occur, and the revision will appear immediately in the web version. In addition, changes may be published in handbook supplements.

The Office of Dean Students Welfare is here to help you. You will always find a friendly face and helping hand. Best wishes to you as you begin a new academic year and new chapter of your life.

A handwritten signature in black ink, appearing to read "Asha".

Dr. Asha Ambhaikar
Dean Students Welfare

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ADMISSION PROCEDURE

Application form

Candidates seeking admission in Undergraduate, Postgraduate and Doctorate Programs have to take Kalinga Scholastic Entrance Examination (KALSEE) unless exempted. For more information regarding KALSEE click on the following link admission.kuerp.in

For Diploma Courses and other exempted programs candidates may apply on the pre-printed form attached with the prospectus or may download from our website www.kalingauniversity.ac.in or can be collected from the Reception by paying Rs. 1000/- in cash or via demand draft in favor of Kalinga University payable at Raipur. Downloaded form will be accepted only with Rs. 1000/- cash or demand draft as above mentioned.

Note: Candidates applying through KALSEE need not to pay Rs. 1000/- application fee.

Certificates

Application form must be attached with self-attested photocopies of all eligibility certificates as given below:

- For Under Graduate Programs Copy of X, XII Mark Cards, Migration Certificate & Transfer Certificate.
- For Post-Graduate Programs Copy of X, XII, Graduation Certificate (all years Mark sheet, Degree/Provisional Degree) & Migration Certificate.

Kalinga Scholastic Entrance Examination (KALSEE)

Admission to Kalinga University UG/PG/Doctorate programs are based on the **Kalinga Scholastic Entrance Examination (KALSEE)**. KALSEE is a Computer Based Test (CBT) conducted by Pearson VUE (for Kalinga University) and will be held in various cities across India & other countries. For more information regarding courses & test centers login to <http://admission.kuerp.in/>

Mode of examination: Online

Type of Questions: MCQs

Duration: 90 minutes (For all UG & PG Courses) 120 minutes (for M.Phil& PhD)

Total Questions: 90 (For all UG & PG Courses) 100 (for M.Phil& PhD)

Negative marking: No

Pass Percentage: 50%

Fee: The application fee for KALSEE 2019

1. India & SAARC - Rs. 1000/- for all courses except M.Phil & PhD
2. India & SAARC - Rs. 2000/- for M.Phil & PhD

3. Fee for other countries & NRI - 40\$ -for all courses except M.Phil & PhD
4. Fee for other countries & NRI - 50\$ - for M.Phil & PhD

Note: Test window will open from April onwards (Registration will start from February).

Deposit of Fee

- Selected candidates will have to deposit the fee within ten working days after the declaration of successful candidates list. In case the fee is not deposited in the stipulated time, the student's claim to the admission expires & the same will be passed on to the waiting list candidates.
- Students can pay the fee by any mode - Online/ Cheque/Draft.
- At the time of deposit of fees students need to deposit the original certificates with the Admission/Administration department & collect the receipt of the same. The same shall be returned after verification.
- Enclosures to be attached with the filled in application forms:
 - Self attested photocopies supporting academics and evidence of proof for employment, self-employed candidates must attach relevant document as proof of work experience from their organization.
 - Candidates have to produce the originals of all documents at the time of personal interview as well as at the time of admission, if selected

Academic Calendar

The academic calendar of Kalinga University will be followed for all the academic and examination matters.

Discipline

The students of the program will be governed by the University rules in regard to minimum attendance, discipline and evaluation for award of Degree Certificate .Students shall abide by the statutes ordinances, Rules and Regulations of University that are in force.

.They shall give due respect to the teachers and staff of the University and shall display decent and cordial behavior to fellow students.

NOTE:

The admission rules, including eligibility criteria, and procedures are subject to alteration at any time with or without notice. Candidates who are finally selected for admission will be required to show the originals of all their certificates for verification. The decision of the University in all matters relating to admission shall be final. The University reserves the right to admit or reject an application. Dispute, if any, will be subject to jurisdiction of Raipur courts only.

A candidate, who furnishes particulars which are found to be false or suppresses material information, will not be considered for admission. In such a case, notwithstanding Legal action under the law of the land, his admission shall be cancelled, and all fees deposited by him shall be forfeited

Kalinga University Student Information System (KUSIS)

Kalinga University Student Information System (KUSIS) is an integrated digital student information system with the following features:

Life Cycle Management: Supports student throughout the student life cycle with communications tools, smart workflows and efficient access to documents.

User Friendly: Modern, responsive user interface provides an enhanced experience to students and/or parents on any device.

Student Demographics: This component provides basic details of the student. It gives the information about the progress of the student and registered data.

Admission: Eliminates manual admission processes and automation enables tracking of the entire recruitment from inquiries and applications to admission and enrollment.

Course History: Maintenance of course history of a student is simple and fast. View the student past and current course with ease.

Notification System: Students receive important notices and announcements using the robust communication system.

Transport Management: Manages transport, showing the bus timing and all the necessary details.

Fees and Scholarships: Manages student fee payment & Scholarships.

Hostel Management: Manages all information related to rooms, mess etc. Track details of menu and optimize room allocation.

Feedback: Provides a powerful system of feedback to reduce student grievances.

Examination & Result: Provides a system for Examination and Result.

Attributes of Student Information System

1. DASHBOARD (Includes Holiday Calendar and Academic Calendar)
2. NOTICE
3. SYLLABUS
4. RESULT
5. DATESHEET
6. TIME TABLE
7. FEE DETAILS
8. HOSTEL DETAILS
9. TRANSPORT DETAILS
10. PLACEMENT FORMS
11. DOWNLOAD FORMS
12. PREVIOUS QUESTION PAPERS
13. DELNET E-BOOKS
14. IMPORTANT PHONE NUMBERS
15. TODAY'S WEATHER
16. FEEDBACK/COMPLAINTS

Exam/ATKT Related Rules

1. University Examination

- 1.1 The University shall hold examinations for all such academic programs as are approved by the Academic Council and as it may notify from time to time for awarding Bachelor/ Master degrees, Under-graduate/Post-graduate diploma and certificates, as the case may be, as per the pre prescribed Schemes of Teaching & Examinations and Syllabus as are approved by the Academic Council.
- 1.2 Examinations of the University shall be open to regular students and ex- students provided the Academic Council may allow any other category of candidates to take the University Examination for any specified academic program subject to the fulfillment of such conditions as may be laid down by the Academic Council from time to time.
- 1.3 No Student who has been expelled or rusticated from the University or has been debarred from appearing at the University Examination shall be admitted to any Examination during the period for which the sentence is in operation.
Provided further that, a student may be debarred from appearing in the semester/year end examination due to shortage of attendance and other reasons as provided in any other ordinance of the University.

2. Program Content & Duration

- 2.1 A Bachelor/ Master degree, M. Phil. degree and Under-graduate, Post-graduate diploma programs shall comprise of a number of courses and/or, other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned program, as are approved by the Academic Council. Each course shall be assigned a weightage in terms of specified Credits/Marks from time to time.
- 2.2 The minimum period required for completion of a program shall be the program duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned program.
- 2.3 The maximum permissible period for completing a program shall be double the duration of the course e.g. A 2 years course can be completed in maximum 4 years.

3. Semester

- 3.1 An academic year shall be apportioned into two semesters. Each of the two semesters shall be of 90 working days.
The Academic Calendar shall be notified by the University each year before the start of Academic session.

4. Admission to the University Examination

- 4.1 For permission to appear at any of the Examination of the University all the students have to fill up the prescribed no dues form and forward it to the Controller of Examination after taking signatures of the relevant authorities of the university
- 4.2 Application for ATKT Examinations wherever applicable must reach the office of the Controller of Examinations/Registrar within the permitted last date.
- (i) An ex-student shall offer the subjects or optional papers which he/she had previously offered as a regular candidate unless on account of a change in the scheme of examination the subject/ paper offered by him earlier ceases to be a part of the scheme of examination or syllabus for the examination and he is permitted by the University to offer instead a different subject or paper.
- (ii) An ex-student will be required to appear in the examination in accordance with the current syllabus.
- 4.3 In computing the attendance for fulfillment of the condition regarding persuasions of a regular course of study.
- (i) Attendance at lectures delivered and practical/clinical/sessional, if any, held during the academic session shall be counted.
- (ii) Attendance kept by a regular candidate in a higher class shall be counted towards percentage of attendance for the examination of the lower class to which he/she may revert as a result of his/her failure to pass in the ATKT examination.
- 4.4 A candidate shall not be admitted into the Examination Hall unless he/she produces the admit card before the superintendent of the examination center of the invigilator or satisfies such officers that it shall be produced. A candidate shall produce his admit card whenever required by the superintendent or the invigilator.
- 4.5 In the examination hall, the candidate shall be under the disciplinary control of the superintendent of the center and he/she shall obey his/her instructions.
- 4.6 University ID card is compulsory during examination for verification purpose.

5. Attendance

- 5.1 A candidate shall be deemed to have undergone a regular course of study in the University, if he/she has attended at least 75% attendance in the aggregate of lectures, tutorials and practicals in order to be eligible to appear in the examination.
- 5.2 A relaxation of the maximum extent of 15% of the total attendance can be accorded to student by the university on account of sickness, attendance at N.C.C/N.S.S camp and parades. Participation as a member of the University team in any inter or intra University competition, participation in the University functions and the prescribed educational tours/ field trips / field work, provided that the attendance record, duly, counter signed by the teacher-in-charge, is sent to the office of registrar within two weeks of the function / activity, etc.

6. Evaluation & Examination

Name of Course	Passing %	Theory				
		Total Marks	External Marks		Internal Marks	
			Max	Min Passing Marks	Max	Min Passing Marks
Diploma	35%	100	70	25	30	11
UG	40%	100	70	28	30	12
PG	45%	100	70	32	30	14
B. Pharmacy	50%	100	75	38	25	13
D. Pharmacy	50%	100	80	40	20	10

- Note:** - 1. Passing in both Theory and Internal is mandatory.
2. In every semester, 2 class tests will be conducted and the best of the marks of the 2 class tests will be considered for awarding internal marks.

7. Assignments

- (i) A minimum of two assignments per subject per semester will be given to the students.
- (ii) Each student will be required to defend his assignment after submission through a process of presentation/viva-voce.
- (iii) Students will be required to submit the assignments within one week from the date of issue.
- (iv) Assignments submitted after the due date will not be assessed for more than 50% marks.

8. Dissertation/Thesis

For dissertation/thesis for Master's degree programs, wherever specified in the syllabus, the evaluation shall be done and marks awarded by a Committee comprising 'of an internal' examiner, who will ordinarily be the supervisor, and one or more external examiners.

9. Criteria for ATKT Candidate

- 9.1 In the case of subject ATKT examination in which there is also a practical test a candidate shall be required to appear in the written papers only if he has passed in the main examination in practical and in practicals only if he has passed in the written papers. A candidate who has failed both in written paper and practical shall be examined in both the part of the subject. Failing in practical and theory papers will be taken as failure to pass in two different papers.
- 9.2 Except when otherwise provided in the ordinance a candidate who has been declared eligible for ATKT examination may appear as ATKT examination candidate in the next examination immediately following the examination in which he/she was declared to be eligible and thereafter he shall be required to appear in all the papers in the next examination.
- 9.3 A candidate appearing in the ATKT Examination shall be declared to have passed the examination if he/she secured the minimum pass marks in the subject of group as the case may be except when provided otherwise in the examination ordinance. The marks obtained by the candidate in the ATKT / semester end examination shall be taken into account in determining the final division obtained by the candidate at the examination.
- 9.4 In case a candidate fails to pass his ATKT examination in first attempt, he/she will be provided one more attempt known as Second ATKT Examination for that particular subject, to pass those papers along with the regular examination of that particular semester, whenever it is conducted by the University.

10. Criteria for Divisions

Second Division: An undergraduate candidate obtaining at the end of the program 45% marks and a post graduate candidate obtaining 50% marks and above but below 60% marks shall be placed in Second Division.

First Division: A candidate obtaining at the end of the program 60% marks and above but below 75% marks shall be placed in the First Division.

First Division with Distinction: A candidate obtaining at the end the program 75% marks in aggregate and above shall be placed in First Division with Distinction provided the candidate clears all the paper in the 1st attempt.

10.1 There shall be a provision for grace marks for the students failing a paper by a narrow margin. In case a student is failing in theory paper by such deficiency, maximum 5 marks may be awarded to him/her as grace marks to pass that paper. Grace marks shall not be more than 5. Grace marks shall be awarded in only one of all the theory papers of a Semester End/Year End Examination.

This facility shall be available only to those candidates who clear that particular Semester/Year End Examination in full (i.e.in all theory, practical and sessional in first attempt) by availing 5 grace marks.

10.2 In case division of a student improves from II to I or from I to Distinction by awarding him/her maximum 1 grace mark then the university may award such mark.

11. Declaration of Result

- A candidate whose result has been declared may apply to the controller of examination in the prescribed format within twenty days with prescribed fees of as decided by the examination committee from the time of the declaration of his/her result for the re-evaluation of any answer books/ rechecking of marks or results.
- The candidates applying for reevaluation of their answer scripts will have to deposit the prescribed fees which will be decided by the examination committee from time to time.

12. Use of Unfair Means & Misbehavior

- 12.1 No candidate shall bring with him/her in the examination hall any book, paper, notes, electronic gadgets or other materials which may be used by him/her in connection with the examination, nor shall he/she communicate to or receive from any other candidate or person any information in the examination hall.
- 12.2 No candidate shall note or write anything on the blotting paper or question paper or on any other object/material, except the answer book supplied to him/her.
- 12.3 No candidate shall assist or receive assistance from any other candidate or person at an examination or make use of any dishonest or unfair means in connection with the examination.
- 12.4 Any candidate detected cheating or making use of any dishonest or unfair means in connection with an examination shall be reported to the controller of examinations by the superintendent of examination or through him by an invigilator or an official of the University, as the case may be. The controller of examinations shall place the aforesaid matter before the examination committee for consideration which may if satisfy that the facts alleged are true and disclose premeditation on the part of the candidate, disqualify the candidate from passing that examination and debar him/her from appearing at any University examination for a period not exceeding three years.
- 12.5 Any candidate using unfair means in an examination hall shall be reported to the controller of examinations by the superintendent of examination or through him by an invigilator or an official of the University, as the case may be. The controller of examinations shall place the aforesaid matter before the examination committee for consideration which may if satisfies that the facts alleged are true, but do not disclose any premeditation, disqualify the candidate from passing that examination and debar him/her from appearing at any University examination for a period not exceeding two years.
- 12.6 Any candidate bringing any book, paper, notes or other material to the examination hall shall be reported to the examination committee for consideration by the controller of examinations, as reported by, the superintendent of examination or through him by all invigilator or by an official of the University, as the case may be, and the examination committee may, if satisfies that the facts alleged are true but that the candidate has made and use thereof, disqualify the candidate from passing that examination.
- 12.7 In case of UFM, the student will get an opportunity for hearing before the UFM committee. In case the student does not appear, the committee can take the decision in his/her absence.

Library Rules & Regulations

Library Visiting Hours

- Monday to Saturday- 9:00AM to 5:00 PM
- Sunday – 10:00 AM to 5:00 PM (Hostellers only)
- Extra Timing for hostellers only- 5.00 PM to 7.00 PM(Monday to Saturday)

When visiting the library, Students must remember the following points:

- All the students/scholars entering the library shall keep their bags and other personal belonging at the entrance and collect coupon for the same
- University Identity Card is compulsory for entering into the library
- Students need to enter their name and sign in the register kept at entrance counter before entering library.
- Only notebooks and the library books will be allowed inside
- Books borrowed should be protected from RAIN, DUST, INSECTS and DAMAGE.
- Newspapers should be folded properly after reading and kept back in the designated place
- All the students/scholars are required to bring their recent passport size photograph while applying for library membership.
- All students are allowed to borrow 2 books at a time from the general shelf for a period of 15 days. After due date, fine of Rs 5 per day per book will be imposed.
- Students going on long leaves like deputation, study leave, maternity leave will have to return all borrowed material before leaving.
- Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.
- If the books are lost then the borrower shall replace the books of the same edition or latest edition or pay cost of the book after getting permission from librarian.
- Coupons are available for photocopy at the library counter.
- Conversations and discussions disturb the library ambience. Therefore, all are requested to maintain silence.
- All users are requested to keep their mobile on silent/switch off mode.

- Beverages and Eatables are not allowed inside the library.
- New book demand and existing book reissue slips are available with the librarian.
- Loss of borrower card should be reported to the librarian immediately and reissue of card is chargeable of Rs 50.



Library Form

To,
The Library In-charge
Kalinga University
Naya Raipur, (CG)

Sub. - For availing Library Services & Facilities.

Dear Madam/ Sir,

I,.....Son/Daughter of Shri....., am the student of Course.....Year/Sem.as a regular student. I wish to avail the services & facilities of the library. I have deposited my complete fees of this Year/Sem. with receipt no.....dated.....

You are kindly requested to do the needful in this regard.

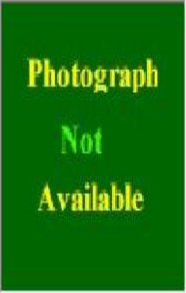
Thanking you.

Applied By	Verified By	Approved By
Sign.	Sign.	Sign.
Name.....	Name.....	Name.....
Mobile No.		
Date	Date.....	Date.....

Member Registration

Member Registration

Member Registration


Member No.	<input type="text"/>	<input type="button" value="Browse Photo"/>	Application No.	<input type="text"/>	Date Format:	<input type="text"/>
Member Type	<input type="text"/>				Date of Birth	<input type="text"/>
First Name	<input type="text"/>				[Press enter key for DOB]	
Last Name	<input type="text"/>				Registration Date	<input type="text" value="04/18/2019"/>
	<input type="text"/>				Reg. Expiry Date	<input type="text" value="04/18/2019"/>
	<input type="text"/>				ID Card Issue Date	<input type="text" value="04/18/2019"/>
Address	<input type="text"/>					
City	<input type="text"/>	Pincode	<input type="text"/>	Country	<input type="text"/>	
					Sex (M/F)	<input type="text"/>

[Member Details - Specific Information]

Occupation	<input type="text"/>	Course/Discipline	<input type="text"/>	<input type="checkbox"/> Membership Activation
Designation	<input type="text"/>	Subject Interest(SDI)	<input type="text"/>	
Phone No.	<input type="text"/>			
Fax No.	<input type="text"/>	Telex	<input type="text"/>	
Reference	<input type="text"/>			
E-mail Address	<input type="text"/>			
Nationality	<input type="text"/>	Caste Category	<input type="text"/>	
Proposer	<input type="text"/>			
Remark	<input type="text"/>			
Department	<input type="text"/>	Section	<input type="text"/>	

Membership Charges

Receipt No.	<input type="text"/>
Subscription Charges(Rs.)	<input type="text"/>
Library Security Fee(Rs.)	<input type="text"/>
Grand Total (Rs.)	<input type="text"/>



<input type="button" value="Add New"/>	<input type="button" value="Save"/>	<input type="button" value="Modify"/>	<input type="button" value="Update"/>	<input type="button" value="Member Search"/>	<input type="button" value="Cancel"/>	<input type="button" value="Close"/>
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Rules and Regulations for Hostel

General Rules

All the students who are staying in the hostel are required to follow the below mentioned rules and regulations:

1. Ragging is Strictly Prohibited: Ragging in any form i.e. making unpleasant noise, disorderly conduct, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear or shame or an embarrassment to the new student whether by words, spoken or written or by an act which includes teasing, abusing, playing practical jokes on or causing hurt to such students or asking the new student to do any act or to perform such things which such student will not in the ordinary course willing to do is strictly forbidden. If anyone is found guilty of directly/indirectly being involved or abetting in ragging he/she will be punished/ suspended / expelled/ rusticated from the University and also liable to prosecution in terms of the laws of India.
2. A student seeking admission to the hostel shall have to submit another affidavit along with his application for hostel accommodation that he is aware of the ragging law in this regard and agrees to abide by the punishment meted out if he is found guilty of ragging and/or abetting ragging.
3. Hostel rooms are equipped with furniture and fittings of appliances. Student occupying

the room will sign for the receipt of items in Inventory Register. He will be responsible to hand over the items in their original serviceable condition to hostel authorities while leaving the rooms on closing of the academic session.

4. Rough handling of dining hall furniture, room furniture or any furniture/property or fittings of the hostel is strictly forbidden. If any individual or group is identified to have caused the damage, double the cost of the damaged property will be recovered from him/group. Repetition of damage to the hostel property will result in expulsion from the hostel.
5. The hostellers themselves are personally responsible to safeguard their belongings.
6. Hostellers are neither allowed to keep private electrical equipment nor would tamper electrical fittings provided in rooms. Unauthorized possession will lead to confiscation of the goods.
7. It is mandatory for students residing in the Hostel to join the mess attached to the hostel. Hostellers are required to dine in the dining hall. No hosteller is permitted to take food in the room except for those reported sick with prior permission of hostel warden. Indoor cooking including making of tea/coffee in the rooms is strictly prohibited. The hostellers shall not waste food, electricity & water. Wastage of food is a national loss and will be penalized.
8. Smoking, Gambling in any form such as Playing Cards (even without money at stake), consumption of alcohol, use of any type of intoxicants and even possession of such things and keeping any kind of weapons are strictly prohibited. Anyone found indulging in the use of such things will be penalized as per the University rules.
9. The University timings are 9.00 am to 3.45 pm. (Monday to Friday) Students are not allowed to stay in the hostel during the class hours unless the stay is unavoidable due to illness or any other valid reason. In such cases they should take permission and communicate the information to the Warden in writing.
10. Students should wear decent dress any time when they enter in University campus.
11. No student shall leave the hostel without prior permission of the hostel warden.
12. Use of any electrical appliances except table-lamp, Mobile & Laptop, is prohibited.
13. All students will report for the Roll Call every day as per prescribed timings.
14. No student shall remain absent from the hostel during night between 7.00 pm to 5.00 am IST unless student has obtained night out pass from the hostel warden. Night out permission to hostellers will be given on weekends only if the request of the inmate has prior approval of the parents.
15. Students who require attending weddings/social functions or going outstation will

require permission of the Manager Administrator and Hostel Warden, subject to permission for the same from parent of the students.

16. Students having any Chronic/Communicable disease are not allowed to stay in hostel. Hostellers falling sick or feeling symptoms of sickness should report to hostel warden for evacuation to hospital. 24 hours vehicle-Service is available in the campus (On Payment basis)
17. Parents/Guardians/Visitors can meet their ward in the meeting room only in hostel with the permission of the hostel warden before 7.00 PM. No Parent/Guardian/Visitor is allowed to stay in their room.
18. Loud music in the room/ hostel is strictly prohibited.
19. No notice will be displayed by hostel inmates in the University/hostel notice board without the counter signature of hostel warden.
20. Taking part directly/indirectly in any movement or agitation or strike of students in the University for any reason whatsoever will attract punishment, expulsion or rustication, which in the opinion of the management/director is subversive to the discipline of the University.
21. Day scholars are not allowed to enter the hostel.
22. Coolers, Lights, fans etc to be switched off when no one is in the room.
23. No hosteller shall leave the University's campus during class hours. The out pass shall be issued only in certain circumstances by hostel warden.
24. No hosteller shall leave the University campus without making necessary entries in the register kept at the exit of the hostel and main gate.
25. Leave for home can be sanctioned by authority and it should be intimated to hostel warden.

Hostel Charges

1. The hostel charges are fixed by the University. Such charges should be paid by Hostellers every half-year in advance in the first week of the beginning month of the half year.
2. If the dues are not paid on time, the membership shall cease automatically and the student will have to apply for a fresh renewal of their candidature to the administration through warden.
3. The University will not refund hostel fees if a Hosteller leaves the hostel before the academic session.
4. Hostel and mess charges can be revised any time without prior intimation and the student has to comply accordingly. In this regard management's decision will be final and binding.

Use of Facilities

1. Hostellers shall be responsible for all furniture, electrical and other fixture in their rooms. They shall not disfigure or paint or stick photos, poster, etc on the walls, doors and windows or otherwise damage them. In case of damage a collective fine of Rs. 3,000/- along with repair charges will be payable by Hosteller(s).
2. At the end of academic year or while leaving the University, each Hostellers shall hand over the charge of his allotted room with all furniture and fixture to the warden and pay the cost of all damage and shortage detected in his or her room (if any).
3. Hostel furniture shall not be moved from one room to another under any circumstances.
4. Hostellers shall not use electric heater, electric rods and any other power appliance in their room.
5. Use of Cigarettes, alcoholic drinks, narcotic material or gambling in any form and keeping any kind of weapons is strictly prohibited in the hostel and in University premises. University administration is free to take appropriate action in case of violation by Hosteller(s).
6. Hostellers should maintain decorum and dignity and should not create any nuisance or disturbance which may annoy others.
7. Hostellers should inform the warden when they suffer from illness or injury. Charges for stay at hospital, consultation, medicines, taxi/vehicle, etc will be borne by the Hosteller(s).
8. Hostellers shall not organize any party, assembly or activity without permission of the administration.
9. Hostellers shall not remove furniture, games materials from the recreation room/ sports room.
10. Hostellers shall cooperate with the warden and follow their instruction on all matters concerning the hostel/mess.

Gate Pass/ Home Pass

1. Gate pass will be given only twice in a week to one student.
2. Gate pass for local market will be given on Wednesday and Saturday only.
3. Gate pass to be issued by the warden only.
4. Gate pass for Raipur City to be given on first & third Sunday after approval from authority.
5. If any student is late by more than half an hour will be fined as under:

a) Late by two hours.....Rs.40/-

b) Late by three hours.....Rs. 60/-

c) Does not come at night.....Rs. 500/- + apology letter with signature of parents/ local guardian.

d) Warden will inform the parents of student who is absent at night.

6. For giving home pass warden will talk to the parents of the student and then forward application to authority. Home pass to be given after sanction of leave and to be intimated to warden. If the student comes late after sanctioned leave should be fined as under:

a) Rs. 100/- per day after completion of sanctioned leave.

b) Warden will immediately inform the parents of the student who is late from leave. If not able to contact parents, message will be sent.

Attendance

1. For attendance, students have to gather at designated place for roll call at 9.30 PM after dinner.
2. Warden will check the attendance and note down in register.
3. Biometric system will also be used for attendance.
4. Daily report to be submitted to Registrar office as below-
 - a) No. of Students present at the time of roll call.**
 - b) No. of absentees at the time of roll call & submit the list of absentees.**
 - c) No. of students went on leave on that day. List of students to be submitted.**
 - d) No. of students returned back from leave on that day & list to be submitted.**

General Rules

If any student is found guilty in any of the below mentioned activity he/she will be fined as below:-

a) Smoking.....Rs. 50/-

b) Alcohol.....Rs. 500/-

c) Using electrical appliance in room.....Rs. 500/-per appliance per head.

d) Using abusive & threatening language....Rs.50/-

e) Indulge in physical fights.....Expulsion from hostel.

f) If any student repeats mistakes, the amount of fine will be doubled every time.

Right of the University Administration

1. On matters not covered by these rules, the discretion of the administration shall be final and binding.
2. The University management has the right to deny accommodation to any or all students at any time in the overall interest of the University.
3. The University administration reserves the right to change the rules and regulations in the overall interest of the University.

Other Facilities

1. Library facility will be available daily for use till 7.00 PM
2. Evening classes for Martial Art and Music will be available for Hostellers.
3. All sports facilities in campus will be available till 7.00 PM
4. Following facilities will be additionally available for the Hostellers:
 - a). Common Room (for entertainment)
 - b). Gym
 - c). Sick Room
 - d). 24*7 Security
 - e). 24*7 Free Wifi.

Points to Remember:

For Boys Hostel:

1. Hostellers are not allowed to go outside from the campus during class. Evening outing on working days may be restricted from 5.00 pm to 8.00 pm by prior permission of the hostel warden.
2. Lady visitors are not allowed to visit students in their living rooms.
3. Discussion on politics and religion is completely forbidden in the hostel & mess.
4. The University/Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rules, disciplinary action will be taken against him. The hostel rooms are subject to inspection by the University/Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons etc., are kept in the room.
5. Hostellers are not permitted to stay out of the hostel beyond 8.00 pm on all the days of the week.
6. Bus facility will be provided on every Sunday to go to city as per the schedule mentioned below-

From Campus (Naya Raipur) to Kalinga City Office (Telibandha) - 10.00 am
From City Office (Telibandha) to Campus (Naya Raipur) - 6.00 pm

Timings to be followed strictly, bus waiting time is five minutes only, if in case any Hosteller(s) misses the bus he shall be responsible to reach campus at his own cost and in stipulated time.

For Girls Hostel:

1. Students are and not permitted to stay out of the hostel beyond 7.00 pm.
2. Male visitors are not allowed to visit students in their living rooms.

3. Discussion on politics and religion is completely forbidden in the hostel & mess.
4. The University/Hostel authorities accompanied by female staff will conduct surprise checks periodically and if anyone is found violating the above rules, disciplinary action will be taken against her and will be penalized as per the university rules.
5. Gate pass will be given on any two days.
6. Gates pass for Raipur City to be given on every Sunday after approval from authority.
7. Bus facility will be provided on every Sunday to go to city as per the schedule mentioned below-
From Campus (Naya Raipur) to Kalinga City Office (Telibandha) - 10.00am
From City Office (Telibandha) to Campus (Naya Raipur) - 6.00pm
Timings to be followed strictly, bus waiting time is five minutes only, if in case any Hosteller(s) misses the bus she shall be responsible to reach campus at her own cost and in stipulated time.
8. A staff nurse is available at the hostel for dealing with sick students.



AFFIDAVIT

I,.....,(Full name of student with admission / Registration / Enrolment number) S/o, D/o Mr. / Mrs. / Ms. - _____ got admitted into the course _____ at, Kalinga University, for the academic session 2019-20 and seeking admission into this university Hostel, do hereby solemnly affirm and state on an oath as follows:

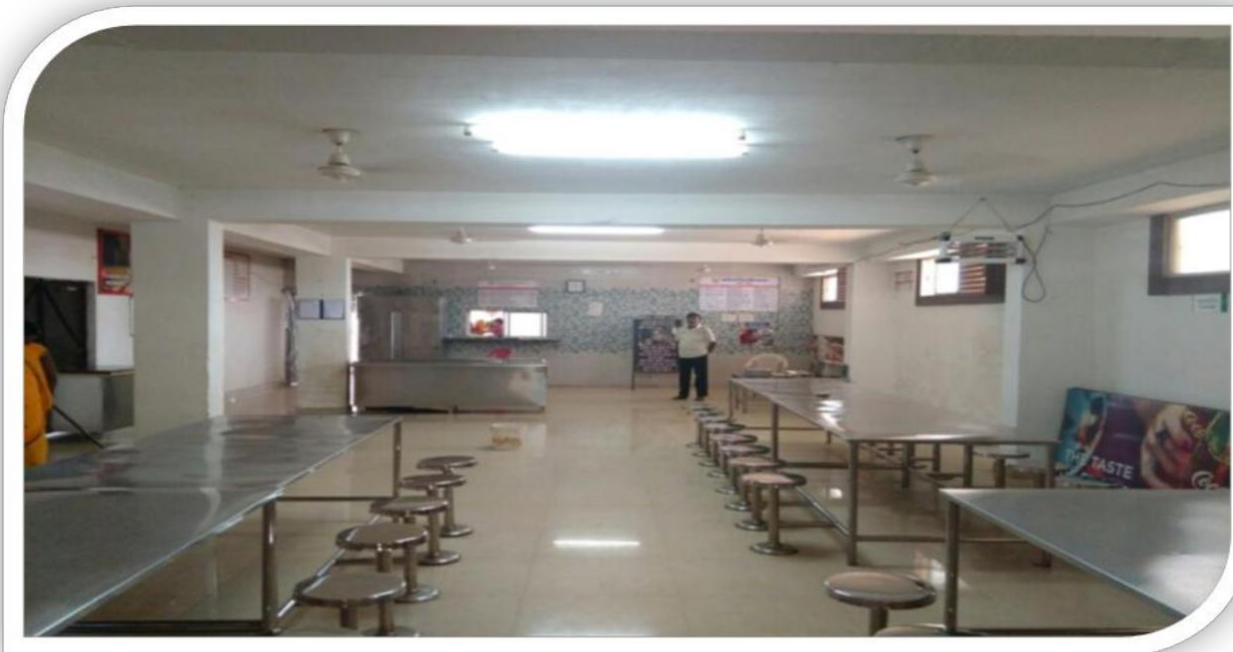
- i) That, I will do abide with the rules and regulations of the university hostel, in particular, perused clause 3 and as prescribed by the university authority from time to time.
- ii) I will not indulge in any behavior or act that may come under the definition of ragging.
- iii) I will not participate in or abet or propagate ragging in any form.
- iv) I will not hurt anyone physically or psychologically or cause any other harm.
- v) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and fully aware of the penal and administrative action that is liable to be taken against me in case if any time, found guilty or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging inside the university/ hostel, may be punished as per the provision of the UGC/ AICTE regulations or as per law in force, or core decision of appropriate authority in this university.
- vi) I do confirm that I have not been expelled or debarred from admission by any institution/ hostel in the country on account of being found guilty of abetting, of being part of a conspiracy to promote ragging; and further undertake that I will pay the hostel payment time to time.
- vii) That, I have carefully read and fully understood, the law prohibiting ragging, the rules and regulations on curbing the menace of ragging in Higher Education Institutions, as well the directions of the Supreme Court,2009,"what constitutes ragging" the contents and facts of this deposed with sound mind, if any amendment /alternation are made within my academic session in regard to boarding charges and any other means further then also, myself abide with that rules and regulation of this institution from time to time as per decision of the authority.

I sworn this affidavit with sound mind and depose that the facts stated above are true and correct to best of my knowledge and belief. I signed this affidavit without any coercion and compulsion from any corner by any authority.

Deponent

Advisory for Code of Conduct in Mess and Canteen

1. Do not fail to wash your hands before you go through the buffet line. Do not make the serving until your hands are dry.
2. If you aren't keeping well (have fever or cold) ask your friend to prepare a plate for you.
3. Do not reserve space for friends when you are in the buffet line.
4. While making the serving, do not over dump food onto your plate. Pick only a fair share.
5. Never dawdle or chat while taking food as you are making the others in the line wait.
6. Never grab a spoon from the nearby table just to make the serving, wait for your friend to finish with his/her.
7. Always cover your mouth with a handkerchief or tissue before you sneeze.
8. Always look behind when you are to turn or move from the place as there may be someone standing with a loaded plate. Never push or hurry up with the plate as you may spill food and make a mess.
9. Do not leave the dropped food on table or in your plate. Pick them up and put them into waste bins.
10. Smoking, use of narcotics, consumption of alcoholic beverages and gambling are strictly prohibited.
11. Etiquette and table manners are a must to follow as it is the only way to make the unknown know and feel good about you.



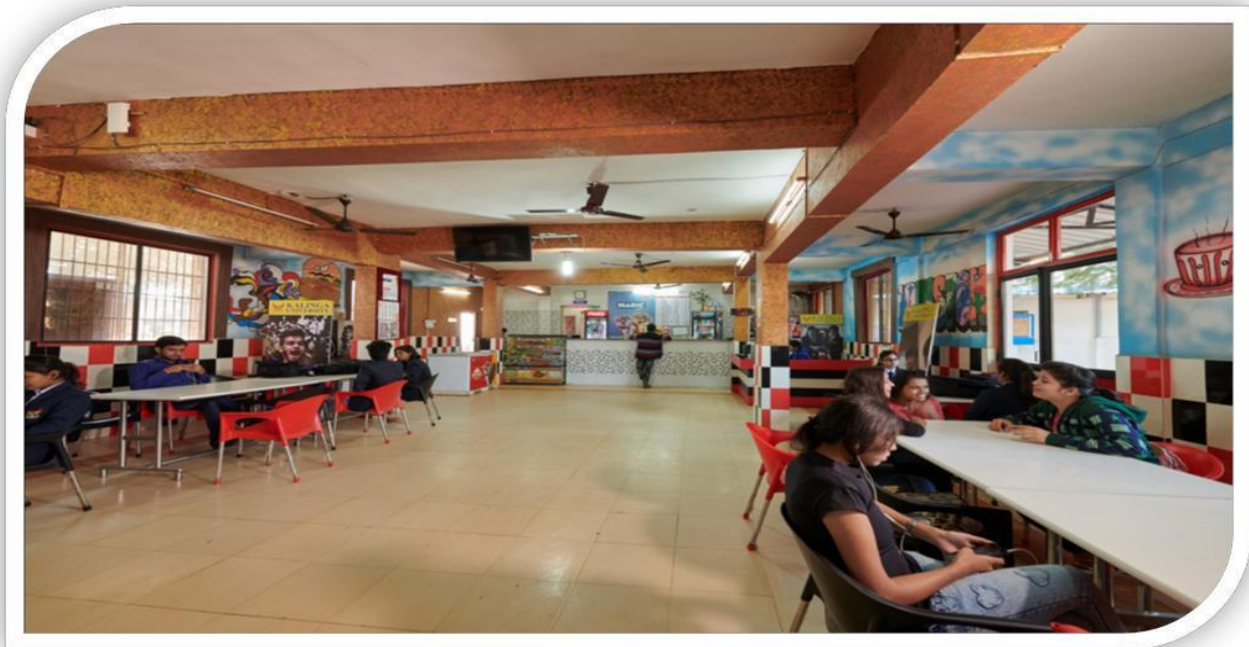
Mess & Canteen

Mess Rules:

1. Hostellers should take all their meals in the dining hall of the mess. The meal includes breakfast, lunch, evening tea & dinner.
2. Hostellers will be served meals only during the prescribed timing.
3. There will be a common menu for all the hostellers.
4. The Hostellers should not carry their meals whole or in part outside the mess nor should carry any utensil or other property of the mess outside the dining hall.
5. Hostellers will not interfere with cooking or other services & shall not meddle with mess equipments.
6. Sick students may be allowed to eat their meals in their rooms with the written permission of the warden. They may obtain special sick diet, such as porridge, cornflakes, toasts and milk on the recommendation of the medical officer or with the permission of the warden.
7. No outsider should take breakfast, lunch and dinner without the prior permission of the hostel warden. If permitted, the host Hostellers shall pay the charge in advance to the mess in charge and to accounts for the stay. Hostellers are advised to carry their hostel card at the time of meals.
8. Hostellers should cooperate with the mess employees and deal with them in a polite and courteous manner.

Points to remember:

- Spitting not allowed in Mess & Canteen
- No loud music
- No slogans on tables & walls
- No bags on table
- Don't throw food on table
- Sit properly on canteen chair
- No smoking
- Food wastage strictly prohibited. Take only as much you need and finish it all .
- Please keep the area clean
- Put the trash in the dustbin



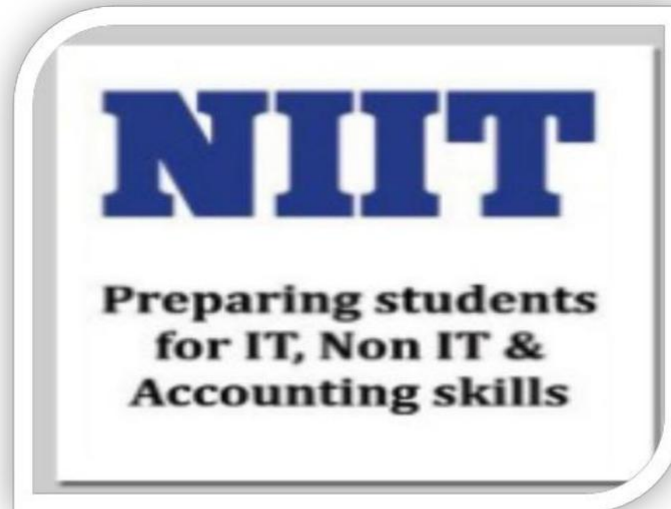
Timing

The following timings have been fixed for various activities for maintenance of discipline in the hostel and in the University campus.

S. No.	Hostel Activity	Time
1	Break Fast	7.30 am-9.00 am
2	Lunch	12.00 pm-2.05 pm
3	Tea	5.00 pm-6.00 pm
4	Dinner	7.00 pm-8.45pm
5	Roll Call	9.30 pm

Free Training Facility for the Students

Kalinga University has tie ups with various institutions like NIIT, Career launcher, Bosch etc which helps our students in developing and enhancing skills by providing free training to our students which is required to achieve their academic goals. It will also help the students to become industry ready.



Training & Placement Policy

Campus Placement Policy for Students of Kalinga University, Raipur

The placement policy guidelines are as follow-

1. The students of final year, who want to avail the Training & Placement services, have to register with Department of Training & Placement by filling an undertaking form, failing to which they cannot have any claim on T & P Services. Every student who registers with Department of Training & Placement will be bound by the terms and conditions of this Placement Policy.
2. At the beginning of the academic calendar, students will go through aptitude tests or counselled to chalk out their career plan- whether to pursue higher education or to seek an employment.
3. Eligibility criterion is specified by every company participating in the Campus Recruitment. Every student, who fulfils this criterion, will only be allowed to undergo the Recruitment Process of any company until he/she gets the offer.
4. The students who wish to apply to a particular company/organization are required to submit their willingness by giving their names to the Department of Training and Placement before the specified deadline. No late entries will be entertained under any circumstances. It will be obligatory on the part of the students to attend the Campus interviews. If three consecutive placement opportunities will be missed by the student then they will be considered as non eligible or uninterested candidate for placement opportunity.
5. Once registered, students will not be allowed to withdraw their candidature from a particular campus recruitment drive. In such a case, exceptions can be made only after the consent of the TPO. Any student who withdraws candidature, rejects offer at any stage, remains absent from any round during recruitment process without the justified reason, will not have any further claim on Training & Placement Services.
6. Once the student appears before the recruitment process they have to clear all details about job profile like place of work, salary, work profile, etc. After that student cannot reject the offer made by the company.
7. After accepting a job offer, if any student decides to withdraw his/her job offer he/she will not be considered for the upcoming placement opportunity.
8. No further attempts will be permitted to the students who have accepted offer from a company, irrespective of job profile, salary offered, etc. Thus, students can have only one job offer. All the students who secure an offer will have to compulsorily join the Company.
9. If the Pre-Placement Offer is accepted, the student will have to opt out of the institute's placement process. However, a student with pending Pre-Placement Interview Offer is eligible to participate in the placement process.

10. Those students who do not succeed to clear the Group Discussion stage for 5 companies or the Personal Interview stage for 5 companies will not be allowed to appear for the placement till the management doesn't allow.
11. Some of the recruiters, in addition to the academic performance of students, ask for their performance in the Mock Tests, Training Sessions, etc. conducted by Department of Training & Placement and feedback about their general behavior from concerned Faculty Members and Departmental Heads. Therefore, the students are advised to adhere to the Academic and other Disciplinary rules of the Institution.
12. The students selected through campus interview will complete all the necessary formalities asked by the employer and will join the organization within stipulated time frame. He/ she will keep the Department of Training & Placement updated regarding his/ her progress in the Company. Department of Training & Placement, in turn, will obtain regular feedback from the employer regarding the performance of selected students. As a matter of policy, the selected students will work at least for the duration of one year in that organization.
13. Students are required to note that the Training & Placement Services is a facility offered by the University and cannot be construed as a guarantee of a job offer. The decision regarding making job offers is left to the discretion of the companies participating in the Campus Recruitment. At the end of academic year if students are not placed, Department of Training & Placement will extend support to those students but only for off-campus recruitment drives or as per Company's requirement that time.
14. Students will be considered ineligible for placement activities if any of the below mentioned is true:
 - a. If students have not cleared the tuition fee dues.
 - b. Students who have less than 70% attendance.
 - c. Students who fail to achieve 100% attendance target in pre placement training.
 - d. Student registers to attend a company's interview and on the day of interview doesn't turn up.
 - e. Student attends 5 interviews of his choice and still fails to get the offer.
 - f. If there is a misbehavior / indiscipline case on the part of the student during the interview process.
 - g. If three consecutive placement opportunities are missed by students.
15. Ineligible (refer section-14) student will be placed only after all the students are placed. Debarred students will be considered for placement again based on their improved performance and meeting the other criteria as approved by the recruitment committee.
16. Department of Training & Placement can stop a student from attending the interviews if they have fees due of more than one semester. Department has right to allow a student to attend the interview if there is a genuine case with substantial evidence
17. The terms in this policy will be reviewed from time to time and may be modified by Department of Training & Placement as the situation demands.

Form: I

Department of Training & Placement

Undertaking for Participating in Campus Placement Opportunity Kalinga University, Naya Raipur

I _____, student of (Course) _____

Semester/Year _____, want to avail all the placement opportunities that will be provided by the college.

To avail these opportunities I am committing for the following:

A) I will appear for each and every activity organized by Department of T&P, which will include

- 1) Placement Drives (On /Off Campus)
- 2) PD Training / Preparatory Classes
- 3) Seminars / Workshops / Guest Lectures
- 4) Industrial Visits
- 5) Assessment Tests (Online / Off line)
- 6) Any other activities arranged by Department of T&P

B) I will regularly update the Department of T&P regarding all information with respect to

- 1) % of Marks & Result Updation
- 2) Contact Details
- 3) Any Additional Course / other information

C) I assure to maintain 95%(+) attendance in all the activities conducted by the Department of T&P, failing which means I may be debarred from any further T&P activities.

I am aware that in case I fail to deliver on my commitments made above, I will not be eligible for any placement support from Department of T & P.

Name: _____ Signature _____

Date: _____

Course Name: _____

Sem/Year:- _____

Enrollment No.:- _____

Contact No.:- _____

Whatsapp No.:- _____

Note: Those who will not submit this consent form to Department of T & P. (On or before 3 days after receiving this form), will be presumed that they are not interested in T&P activities.

Form: II

Department of Training & Placement

**Undertaking for not availing Campus Placement Opportunity
Kalinga University, Naya Raipur**

I _____, student of (Course)_____

Semester/Year_____, do not require any placement assistance. Further I am not interested in Training & Placement opportunities that will be provided by the University. I am aware that as a result I will not be eligible for the following:

**1) Any placement opportunity provided by University (On Campus / Off Campus/
Online / Offline Assessment or Placement)**

Reasons for not availing placement opportunity:-

I am also aware that I will not be able to change my option throughout the course.

Name: _____Signature_____

Date: _____

Course Name: _____

Sem/Year:-_____

Enrollment No.:-_____

Contact No.:-_____

Whatsapp No.:-_____

Note: Those who will not submit this consent form to Department of T & P. (On or before 3 days after receiving this form), will be presumed that they are not interested in T&P activities.



National Cadet Corps (NCC)

Organization

The National Cadet Corps in India is a voluntary organization which recruits cadets from high schools, colleges and universities all over India. The Cadets are given basic military training in small arms and parades. NCC aims at developing discipline, character, and brotherhood, the spirit of adventure and ideals of selfless service amongst young citizens. Not only these, it also aims to enlighten leadership qualities among the youth who will serve the nation regardless of which career they choose. It also motivates the young to choose a career in armed forces.

The NCC is the only organization of its kind, which imparts leadership, discipline, integration, adventure, military, physical and community development training to over 13 lakhs youth of the country. The youth of the country are the future of India. NCC is the organization to install the values of "Unity and Discipline" - the Motto of the National Cadet Corps.

NCC cadets are given the opportunity to participate in a host of adventure activities including Mountain Treks and Expeditions, Trekking, Parasailing, Sailing, Scuba Diving, Kayaking, Camel Safari, etc. Adventure based activities enable cadets to hone leadership skills and enhance their character qualities.

Benefits

A. Students of Kalinga University have the option to join any one of the following NCC units:-

1. 8CG Girls Battalions (only for Girls)
2. NCC Air-Wing (Girls & Boys)

B. Several training aspects of NCC like Drill, weapon training, annual training camps, etc are almost common for both the units.

The cadets of Air wing, in general, undergo training in ground subjects of Flight principles, Air campaigns, Navigation, Metrology, Aero-engines, Aero-modeling (static and flying), etc and also very basic training in Flight controls is imparted in Zen Air Microlight / Pipestral Virus trainer Aircrafts, if he/she is in a Flying squadron, with the Commanding Officer of the unit (An experienced Air Force Pilot) being the instructor.

For further details Contact:

Dr. Asha Ambhaikar

Dean Students Welfare

Mb.No: 6260344188



NCC



NCC-AIR-WING



National Service Scheme (NSS)

Organization

NSS has been promoted by the Sports Ministry & Youth Welfare Department, Government of India. NSS was started in the year 1969 with the hope that the students engaged in higher education ought to have a sense of respect towards labor with self motivated discipline. Higher Education Department, Chhattisgarh Government is running this scheme under its control.

- Kalinga University has an active unit of 100 NSS Volunteers (Boys and Girls)

Benefits:

Personality Development of Students through community service.

For further details contact-

Dr. Asha Ambhaikar

Dean Students Welfare

Mb. No: 6260344188

Assisted By:

- Mrs. Smita Premanand, NSS Program Officer







Young Indians (YI)

Young Indians (YI) is an integral part of the Confederation of Indian Industry (CII), India's premier business association, formed in the year 2002, with an objective of creating a platform for young Indians to realize the dream of a developed nation. YI has over **1300 direct members in 40 city chapters**. Yi has **160 members in 3 corporate chapters** and engages another **12,000 members** through its **district chapter, Farmer Nets and Student Nets**. The Yi membership includes young progressive Indians between the age group of 25 & 40 years. The members comprise of entrepreneurs, professionals and progressive achievers from different walks of life. "To become the voice of young Indians globally" being the vision of Yi, it provides a platform for young Indians to participate in and contribute by becoming an integral part of the Indian growth story.

The following are the benefits of being a member of the Young Indians:

- Get a Chance to interact with other successful Young Indians.
- An opportunity to start thinking and working for India.
- An experience on leadership and team building.
- Valuable motivation for young minds to see how other Young achievers are making a difference.
- A unique networking opportunity with peers across the country.
- An opportunity to participate & get actively involved in the programme organized by Yi at the **Regional, National and International levels**.



In order to become part of this esteemed vibrant group you can contact -

Ms Bhoomika Jadhav

CIYI Coordinator

Raipur Chapter

Sports

At Kalinga University we encourage our students to take part in all sports of physical activities. Sports are a major element into that. The sports arena of Kalinga University is spreaded over 16 acres. We have all the latest sports equipments for our students. We have both indoor and outdoor sports such as table-tennis, Carrom, Pool, Chess, Basket ball, Volley Ball, Badminton, Football, Cricket, Hand ball, Hockey, Kho-Kho, Kabbadi and many more interesting sports.









Gym Facility

Kalinga University has the facility of Gym for its students. Separate gym facility is available for both Boys and Girls.

Gym trainer is also available for the training. The gym has the following facilities:

- The chest press **machine**
- The chest fly **machine**
- Shoulder press **machine**
- Cable row **machine**
- Biceps curl bench
- Triceps extension bar
- The leg press **machine**
- The leg extension **machine**

The gym timings are from morning 5.00 am to 7.00 am and at Evening from 5.00 pm to 7.00 pm. The purpose of the gym is to have physical fitness and mentally healthy environment for students.





Martial Art Facility

Kalinga University provides martial art training classes in evening hours from 5.00 pm to 7.00 PM at University campus. Kalinga University has a dedicated martial art trainer at campus to train and prepare the students for self-defence and physical, mental & spiritual development.



Music Club

The Music Club has been set up to encourage talent in music- instrumental as well as vocal. This club is run by the students, which was formed in 2014. Students participate in all the cultural activities of the University and also in the inter-college and intra-university functions. All interested and talented students are encouraged to join the club. The Music Club is a place where students come to learn and make music of different type. The club conducts a variety of activities throughout the year ranging from grand intra-campus shows to various musical competitions to productive musical workshops to participation in nation-wide competitions.

The students have their own 'KALINGA ROCK BAND' which shall bring together those who genuinely enjoy Music and also arranges events & activities for students and the community. This Music Club helps students to retain and enhance their own, individual interest of music.

University provides regular Music Classes on Monday, Wednesday & Friday by professional teacher from 5 to 7 PM.



Medical Facilities

- Excellent Medical facility is available for the students at campus 24*7.
- Following medical facilities are provided in medical room :-
 - General Body Check up
 - First Aid
- A trained, qualified nurse is appointed for medical room in the university campus.
- In our medical room we provide First Aid treatment 24x7. In case of any Emergency we refer the patients to RIMS (Raipur Institute of Medical Sciences) or other hospitals.
- We organize regular health check up camps in our University.



Transport Service

A full-fledged Transport department functions in the University with buses to provide transport facility to students and staff from various places. This service is offered ensuring a hassle-free and safe transportation. This transport facility is also used for various educational purposes like field trips, industrial visits, etc. Fee details are given in the University website. For more information contact the Transport Incharge

Rules, Regulations and Responsibilities of Students for using University Transportation

- Student can pay the bus fee at University Campus or University's City Office.
- The payment of bus fee can be done either in the form of DD, through cheque or in cash.
- Part payment of transport fee is acceptable.
- The bus fee paid receipt should be produced on demand.
- Bus pass will be issued to the student on the payment of bus fee.
- The bus pass is not transferable.
- Student has to present his/her bus pass before boarding the bus. If the student does not produce the bus pass on demand, he/she may not be allowed to board the bus.
- Every student has to board at their given boarding point only.
- Bus will not wait for any student coming late to the bus stop.
- The student indulged or involved in any kind of indiscipline in bus or misbehave with faculty/driver/fellow student then his/her bus pass may be cancelled.
- The student will have to pay Rs 100/- for the replacement of lost bus pass and get the duplicate pass.
- Facility of GPS system and Camera, Speed Governor available in all buses.
- Trained attendants are available in all buses.
- Regular maintenance & periodic service is done for all buses.
- Bus facility is available for prayer every Friday to Mosque (sector) and Sunday to Church (Mandir Hasaud).



Basic Rules & Procedures

Fine for Loss of Admit Card:

Student will have to pay Rs. 100/- fine for procuring duplicate admit card.

Attendance Rule:

- 75% attendance is compulsory
- 5 % attendance relaxation can be given to students who are the member of NCC or NSS or who actively participate in sports/CII' YI Program/Co-curricular activities, etc.
- Maximum 10% attendance relaxation is given on medical grounds or death in family.

Medical Certificate Rules:

In order to avail the benefit of attendance relaxation student will have to submit medical certificate issued from a government hospital.

Leave Process:

Students have to submit leave application to the Class coordinator before going on leave.

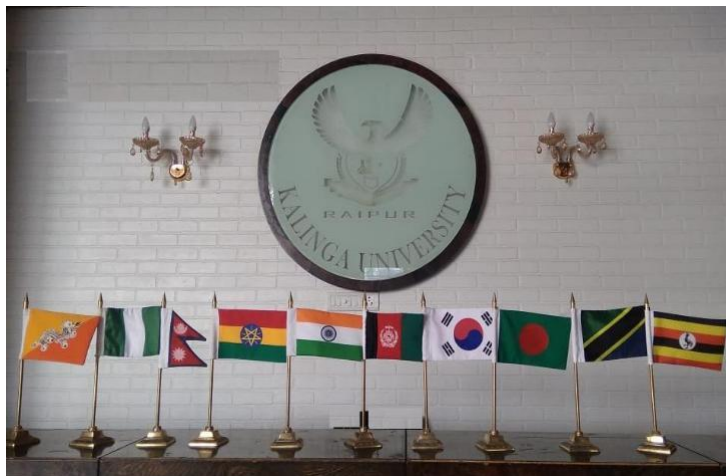
Procedure for Uniform (with a list of items provided in uniform):

- Students can apply for uniform by filling Uniform form.
- Form can be collected from the student coordinator.
- After filling the form student can collect uniform from the Uniform vendor.
- We are providing following item in the uniform: Shirt- 2, Trouser-2, Blazer-1, T-shirt- 1, Tie-1 and Laptop Bag- 1.

Rules/Fines for loss of Identity Card:

- If the student has lost the identity card then new form has to be filled.
- Forms are available at the reception counter.
- After filling the form penalty of Rs 100/- has to be paid in the accounts department.
- Then the form can be submitted at the reception counter along with the receipt.
- The new ID Card will be issued in a week's time.

**RULES & REGULATIONS
FOR
INTERNATIONAL STUDENTS**



CONTENTS

S.NO	DESCRIPTION
1.	GUIDELINES FOR VISA AND FRO/FRRO PROCESS
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3.	TRANSPORT FACILITY
4.	SIM CARD POLICIES
5.	LEAVE POLICIES
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7.	IMPORTANT POINTS



ABOUT INDIA

INDIA - LAND AND PEOPLE

INDIA is the seventh largest country in the world. It has the world's second largest population. Located entirely in the northern hemisphere it is bound by Pakistan, Afghanistan, China, Nepal, Bhutan, Myanmar and Bangladesh. The Arabian sea, the Indian Ocean and the Bay of Bengal border its coastline. The mainland has three well-defined geographical regions, the mountain zone of the Himalayas, the Indo-gangetic plain, (formed by the basins of three great rivers Indus, Ganga and Brahmaputra) and the southern peninsula of the Deccan Plateau. The main river systems are the Himalayan Rivers like Ganga and Brahmaputra which are snow-fed; the peninsular rivers like Godavari, Krishna and Mahanadi; and the coastal rivers. India has a rich variety of vegetation and animal life, with special types of flora and fauna. The climate of the country varies from region to region. In some places, including the coastal areas, the climate is almost uniform throughout the year. There are quite a few places in the country which have a moderate climate, such as towns in the North of the country or Bangalore in the South. On the other hand most areas are very hot in summer. The Indian Seasons can be divided as follows:

March to June: Summer

July to October: Monsoon

November to February: Winter

Manners and Customs

In India, as elsewhere, certain customs are observed in social matters. When people are introduced to each other they usually say "Namaste", which is the most common form of greeting. The same form is used at parting as well. Both the hands are joined and raised

in greeting. Some people also shake hands and use the English form of greeting like "Good Morning", "Good Afternoon" and "Good Evening". Women do not generally shake hands. International Students' Advisors in many universities and colleges as well as a number of clubs and associations occasionally arrange visits to Indian homes. It may be useful to get in touch with them.

Equivalence of Degree

Indian universities do not give blanket recognition to the degree/ diploma/certificate awarded by foreign universities or educational boards. If studying in India, it is therefore advisable to apply for admission along with a copy of the syllabus of the qualifying examination passed by an international student in his/her home country. International students willing to study at an Indian university are advised to ascertain their eligibility from Indian diplomatic missions or refer to the AIU publication "Equivalence of Foreign Degrees" available with the Indian missions in their country; or write to: Evaluation and Information Unit Association of Indian Universities, AIU House, 16 Kotla Road, New Delhi-110002,India.

Tel: 91-011-23230059/2429/2305, Fax: 91-011-23232131

Email: evaluation@aiuweb.org, Website: www.aiuweb.org

The Evaluation and Information Unit of the AIU will evaluate the academic program completed by the international student



GUIDELINES FOR VISA EXTENSION AND FRO/FRRO PROCESS



FRRO
SERVICES

1. GUIDELINES FOR APPLYING VISA

- a) Students should immediately apply for Student Visa at Indian Embassy / High Commission once Admission Letter / Visa Letter has been issued by the University.
- b) Students have to ensure that their Student Visa is endorsed to Kalinga University.
- c) Students have to make sure that they have applied for Visa well in advance and time. It generally takes 3-8 weeks to get the Indian Visa thus it is advisable to apply for the visa accordingly and consult the Indian High Commission/Embassy, if required.
- d) Students have to make sure that if they have entered India on the basis of Student Visa endorsed to Kalinga University, then it is their responsibility to ensure that they directly join and report to the University. The Visa endorsed on the name of the University or obtained on the basis of University documents cannot be used for any other purpose like employment, admission to any other University/College/Institute/Academy etc. or for non-regular (distance/online) mode of education.
- e) After reaching the University Campus, students have to get the visa verified by the University and have to deposit a copy of the valid visa at International Student Coordinator (ISC). It is the responsibility of the student to ensure that throughout his/her study period student is on valid visa.

GUIDELINES FOR VISA EXTENSION AND FRO/FRRO

- a) It is mandatory for all International students except those from Nepal and Bhutan to get their Student Visa registered at nearest FRRO/FRO within 14 days of arrival in India.
- b) ISC Department of Kalinga University will guide and assist Student with all the required processes needed for FRO/FRRO Registration.

- c) All International students except those from Nepal and Bhutan have to fill online application for Registration Certificate (RC) & Residential Permit (RP) on arrival to India.
- d) In case the initial visa is not endorsed for the complete duration of the program or student has to extend the stay because he/she is not able to complete the program in the stipulated time then the student should apply for the extension of the visa before it expires.
- e) VISA extension can be applied only when the student is present in the University.
- f) Government charges may apply for VISA extension which differs from country to country.
- g) Students travelling outside India must carry NOC approval from local FRRO or valid exit permit.
- h) Students travelling within India have to carry original documents like Passport, RP, Stay VISA etc. and the reason for travel has to be informed to the local FRRO.

2. ACCOMMODATION FACILITY:

1. In Campus (Hostel):

Student will have to follow the hostel rules & regulations.

2. Off Campus (Leased apartments nearby campus) :

Facilities provided by the University:

- a) University coordination department will assist them to get the leased apartment for the first time as per availability.
- b) Agreement will be under University and it is considered to be the university hostel.
- c) University will provide them assistance for Plumber, electrician etc. The cost will be paid by the student.
- d) Inspection will be conducted with prior information. (University reserves the right for surprise inspection also)
- e) University will provide recommendation letter only for Gas connection

Student's Responsibility:

- a) Students have to pay 2 months security, 1 month rent & 1 month brokerage after finalising the apartment without this agreement will not be prepared.
- b) In case group of students are staying together. They should select one representative among themselves who will be liable to deal with the issues related to the apartment.

- c) Students are prohibited from damaging the property. The cost of damage (If any) will be recovered from the students.
- d) Termination of the agreement by students before the assigned period would lead to forfeit of the security amount.
- e) Rent should be deposited before 5th of every month in the accounts department. If student do not pay the rent on time penalty would be charged @ Rs 100/- per day.
- f) Electricity bill to be paid by the student at nearest electricity station/ online and receipt to be submitted to coordination department.
- g) Gas cylinder will be issued in the name of representative of the house. Cylinder will be refilled by the students. After completion of the course student will be responsible to handover the cylinder to the agency.
- h) Any maintenance work of the house will be done at the students cost.
- i) Any unlawful activity or keeping any unlawful material at residence will lead to cancellation of the house agreement as well as strict action would be taken by the University.
- j) No guest/friend/student is allowed to stay in the house without prior written approval and knowledge of the university.
- k) Student have to inform the university one month prior for cancellation of agreement/ renew for the agreement
- l) The keys of the house should be properly handed over to the University coordination department after the inspection of the house is done, at the time of vacating the house.
- m) The apartment should be handed over only after proper cleaning is done.
- n) Student going on vacation/semester break have to deposit two months rent in advance

Important Points:

- a) Students are not allowed to enter the campus after University hours.
- b) Gym facility will not be provided to the students living off campus.
- c) Library & Sports facility will be available only during class hours
- d) Students cannot enter the hostel premises without prior permission from the Hostel warden.
- e) Student will not be allowed to stay with their friends at the hostel.

3. TRANSPORT FACILITY:

- a) The university provides the international students the first pick from airport and the last drop to airport after their completion of respective course without any charges.
- b) The students will be charged 10/- rupees per kilometer for city visit or work.
- c) The students who live off campus under the university agreement have to avail bus pass for pick and drop facility as per college timings.

4. SIM CARD POLICIES:

- a) All the International students are provided with a University approved prepaid service SIM Card on chargeable basis when they reach campus.
- b) Student should have 4G compatible device to operate the SIM card.
- c) Prepaid Service SIM card has to be returned back after completion of the course.

5. LEAVE POLICIES:

Before availing any leave International Students have to take care of the following points:

- a) The students need to submit an application at the International Student Coordinator department before booking the travel ticket and have to mention proposed duration of the visit with proper reason.
- b) Student should inform the ISC department in written at least 7 days before their travel.
- c) Approval from the accounts department is mandatory.
- d) Approval from the University Management is mandatory. Further, the University will take an approval from the parents/guardians of the Student before giving approval on leave.
- e) Approval for NOC from local FRRO is mandatory before travel.

BELOW ARE THE DETAILS/DOCUMENTS TO BE SUBMITTED

1. Leave Application
2. Proposed duration of stay
3. Proposed date of travel & return
4. NOC from FRRO

NOTE:

Students have to carry original Residential Permit and stay VISA with NOC seal from FRRO while travelling .In case the documents are found missing, student may be arrested by the police and University will not be responsible for any action taken.

6. DISCIPLINARY RULES & REGULATIONS

- Students are expected to use only courteous and polite language and behave with decorum with the staff members and other fellow students & should avoid any insulting and threatening language which may lead to any disciplinary issue.
- The students shall be regular and punctual in attending classes and co- curricular activities connected with the University.
- Students should not leave the class during class hours or attend it late under the pretext of paying fees, visiting the library etc.
- Sitting in the canteen, hangout areas, reception, garden etc. during class hours is strictly prohibited.
- Students are expected to read notices/circulars displayed on the university Notice Board & Login ID's. Ignorance of not reading any notice/circular thus displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
- Spitting, smoking and throwing trash inside the University campus are prohibited.
- Students are prohibited from damaging the building or any other property of the University in any way. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
- Representation of complaints and grievances may be made individually to the University through the complaint box, concerned department, or Grievance Committee.
- No meeting/function of any kind shall be held in the University premises without the written permission from the University Management.
- No notice of any kind shall be circulated among students or displayed on black boards or on notice board without the written permission from the University. No information or report should be sent to press or broadcasting agencies without the permission and approval from the University.

- The students are expected to take up all assignments, tests and examinations of the University seriously and should try to perform their best.
- Misconduct during examination, production of false information or documents for admission purpose and the failure to return loaned materials or settling debts with the University would be seriously dealt with.
- Any act of threats, violence, ragging, sexual harassment and Eve Teasing will be dealt with due seriousness as per the rules.
- Each student of this University must possess Student Identity Card with his/her photograph affixed on it, duly attested by the University. The students must compulsorily wear the Student Identity Card inside the University Campus.
- Students shall come clean, tidy and modestly dressed in University Uniform. Students not in University Uniform can be sent back from the main gate and/or can be marked as absent for that particular day.
- Use of mobile phones inside the classroom during the lectures is strictly banned. Violation of this rule by any student may result in impounding of the mobile phone and strict disciplinary action against the student.
- Students are advised not to involve themselves either directly or indirectly in any form of politics either inside or outside the University during their period of study.
- Students have to take gate pass from the concerned department to go out of the campus during class hours.
- Playing loud music & disturbing others in any manner is strictly not allowed.
- Racism, Bullying & abuse in any form are punishable.
- Plagiarism, cheating, dishonesty will not be tolerated.

Note: Any complaint of misbehavior, violence, anti-social, anti-national, unethical and immoral activities involving International students will be dealt with in accordance with laws of India. Kalinga University will not take any responsibility for any criminal or illegal acts done outside the campus. If any student is caught in a criminal act, by the police then the university will not be responsible for providing any kind of assistance & such involvement may result in cancellation of admission.

7. IMPORTANT POINTS

1. Admission to various programs will be subject to verification of facts as in the original certificates/documents of the candidates. Management reserves the right to cancel admission if a discrepancy is noted, even at a later point of time after admission. Such a decision will be final and binding on the candidate. Admission offered to a candidate who has been provisionally

admitted to a program will stand cancelled if he/she does not submit the relevant documents in original pertaining to admission (such as Mark Sheet, Transfer Certificate, Migration Certificate and Conduct Certificate, etc.) to the concerned Admissions Officer before the stipulated date.

2. It is advisable to the student to get his/her health insurance covered in his/her own country.

3. If the student decides to withdraw their admission from Kalinga University, then student shall be obliged to go back to the their country. Student will not be allowed to take admission in any other Indian University until the Visa formalities permits him/her to do so. If any student found guilty in this regard, then university has no role or responsibility for the student.

4. Students are supposed to follow a proper channel in the University for any matter. Student should go to the International Student cell or the respective committee for any of their queries or grievances. Queries/Grievances coming from indirect channel will not be entertained in any case.

5. In unfortunate cases, due to any mishaps, if the student dies during his stay in the university, then in that case it is not the responsibility of the university to send the body to his/her home country. The parents/guardians of the dead have to make necessary arrangements to take it to their home country

Emergency Contact Numbers

Police	100
Fire Brigade	101
Ambulance	108

DISCLAIMER

The contents of the handbook are subject to updation from time to time with or without any notice.