

# BEST PRACTICES AND GUIDELINES

<b>ENTRY GUIDELINES</b>
<i>All the students are expected to be seated in their respective classes by 8:00 am</i>
<i>Grace period of 10-15 minutes will be permitted for students coming late. However, this is given on emergency &amp; exceptional basis.</i>
<i>Students who enter the campus between 8:15 am 8:55 am will be seated in the library and enter their respective classes after the first hour</i>
<i>No student is allowed to enter the campus after 8:55 am</i>
<i>Note *Discretion to allow any students after 8:05 am is the prerogative of the disciplinary and teaching faculty</i>
<i>Any student entering or leaving the premises other than the prescribed official entry and exit gates will be penalized and such acts will be considered as trespassing</i>
<b>CLASS ROOM ETIQUETTES</b>
<i>Students are expected to enter the class at the stroke of first bell and strictly advised not to leave the class room till the completion of the subject period</i>
<i>Demonstrating professionalism with fellow classmates and to staff is expected</i>
<i>Use of mobile phones during the class room teaching learning process is strictly prohibited</i>
<i>Sleeping on the desk, seating inappropriately, talking in class are strictly prohibited</i>
<i>Coming prepared and engaging in class room teaching-learning process is essential for healthy classroom learning</i>
<i>Students are expected maintain subject wise lecture notebook and take notes regularly</i>
<b>PARKING CONDITIONS</b>
<i>Two independent parking facilities are provided exclusively for MBA Twinning Program students on Sunday between 7:15 am to 1:45 pm</i>
<i>2nd year student's parking facility are provided towards Museum Road main gate. Whereas, 1st year student's parking facility are provided towards Residency Road back gate</i>
<i>Students are expected to park their 2 and 4 four wheelers in the prescribed order directed by the security personnel</i>
<i>Ensure your vehicles are parked safely and locked with the key secured kept in individual's custody.</i>
<i>College will not take any responsibility for any kind of loss or damage of your vehicle</i>
<i>Incase students leave their vehicle longer than prescribed time, the vehicles will be handed over to police station</i>
<i>*Since, the College as limited parking space, students is advised not to bring four wheelers. Any case, any student still wishes to bring four wheelers should make their own parking arrangement outside the premises.</i>
<b>LEARNING RESOURCES (BOOK MATERIALS)</b>
<i>College provides university printed study materials to all semester students after receiving the same from university</i>
<i>Students are expected to collect the printed study materials on prescribed time schedule as announced from time to time. Any student not collecting the same in time will not be given the second opportunity</i>
<i>The study materials subject wise are also available as E- Resources on <a href="http://www.pondiuni.edu.in">www.pondiuni.edu.in</a> from DDE-PU</i>
<i>Apart of the university study material, our faculty will provide you lecture notes, PPTs and other resources for your reference</i>
<i>Students are also further supported by providing solved question bank procured form private publisher for a prescribed amount.</i>
<b>IDENTITY CARD HAND BOOK</b>
<i>It is mandatory for all students to wear their respective ID cards during the entry and till their exit from campus</i>
<i>No student will be allowed to enter the campus without displaying the identity card. Any official transaction at MBA office should be done with ID card only</i>
<i>Old students with backlogs are also expected to carry the ID card for any official transaction with college</i>
<i>College officials ( Security, administrative, teaching and ministerial staff) reserves right to entry of any students if the identity card or any other authentic documents are not produced</i>
<i>Loss identity card should be reported and duplicate should be applied after paying Rs 100/- to office. The duplicate ID card will be issued within 7 working days.</i>
<b>ATTENDANCE</b>
<i>As per the university mandate all the twinning programme students should have 80% attendance for their claim of hall ticket and study certificate</i>

<i>Attendance will be taken by the respective subject teachers and same is updated and consolidated on day to day basis by the office staff. Student willing to check their attendance can meet the office staff in person during the week days to get updated</i>
<i>Attendance is taken seriously in our institution. Students are expected to have minimum 80%. No late entry or early exit are permitted</i>
<i>However, college gives a special attendance consideration to students on case to case basis as most of the students are working in different capacities</i>
<i>Punctuality is essential as it is the prerequisite and best practice of the twinning model students</i>
<i>Students with attendance shortage will be fined during the issue of hall ticket and will be denied hall if required</i>
<i>Student with consistent low attendance during all semesters will be denied the issue of bonafide and study certificate</i>
<b>HALL TICKETS</b>
<i>Hall tickets will issued by the College as per the prescribed schedule which will intimated to students via website, notice board and email</i>
<i>Students with attendance shortage are expected pay the requisite fine and collect the receipt. and produce the same for collecting hall ticket from office</i>
<i>Students are required to come in person to collect hall ticket from the office. College will not entertain anybody on behalf of the student for distribution of hall ticket.</i>
<i>Students are advised to collect hall ticket at least 7 days prior to examination. College office will remain closed 3 days prior to exams as co-ordination exam related work at Jain University has to be attended. College strongly advises students not to come for hall ticket at the last moment.</i>
<i>Students are advised take a photo copy of the hall ticket as a backup and store the same in the soft form</i>
<b>WEBSITE</b>
<i>College has an official website <a href="http://www.sjput.in">www.sjput.in</a>. The website contains all the information pertaining to the MBA Twinning Program. .</i>
<i>Students are advised to develop the habit of continuously browsing our web site and keep themselves updated on all official communication</i>
<b>PROJECT REPORT</b>
<i>Second year students are required to submit their project report as a part of the course prerequisite during their third semester itself as per the latest university guidelines</i>
<i>College will shortly provide project guide to each final year student and students are required to obtain their respective project approval from their guides after fulfilling all prescribed activities</i>
<i>To support students in writing project report as per university requirements, college will provide orientation program, project guidance time line and model project on web site.</i>
<i>Students are advised to make best user of above support and submit their respective project reports strictly as per requirement within the schedule time. Failing to adhere to the set standards, guidelines and timeline will lead to rejection of report and students have to redo their project report</i>
<b>CAMPUS ETIQUETTES &amp; PROFESSIONALISM</b>
<i>Students are advised not to nominate any of their friends or private individuals to have any official transactions on your behalf</i>
<i>Students are strictly advised not to bring any outsiders including friends and family members inside the college campus. Entry of outsiders are considered to be the case of trespassing and suitable penal action will be taken</i>
<i>Punctuality, professionalism, class room participation, adhering to schedules and deadlines are essential for the success of each student during your course</i>
<i>Students are expected to behave in dignified manner with fellow class mates, faculty, administrative staff, security and ministerial staff</i>
<i>Any student entering or leaving the premises other than the prescribed official entry and exit gates will be penalized and such acts will be considered as trespassing</i>
<i>Any breach of institutional code of conduct lead to penal action including disml from the college</i>
<b>EXIT GUIDELINES</b>
<i>All the students are expected to attend all the subject classes i.e., from 8:00 am to 1:30 pm</i>
<i>Once the student enters the campus he or she is not expected to leave the premises.</i>
<i>However, during emergency permission will be granted after furnishing the written reason in a letter attached to the handbook and same is entered in college exit register</i>
<i>All the exit permission will sanctioned by the discipline coordinator after scrutinizing the authenticity of the purpose</i>
<i>Any student entering or leaving the premises other than the prescribed official entry and exit gates will be penalized and such acts will</i>

<i>be considered as trespassing</i>
<i>Note *Permission to exit will declined if the reason cited is not substantiated with proper proof while seeking permission</i>
<b>USE OF MOBILE PHONES</b>
<i>According the higher education guidelines use of mobile phones during the class room teaching learning process is strictly prohibited</i>
<i>However, students can use the phones during the refreshment break period</i>
<i>Any emergency call during the class can be attended with the permission of the subject faculty</i>
<i>CCTV cameras are fixed in each class rooms for student's general discipline monitoring &amp; specially for use of mobile phones in class</i>
<i>Subject teachers, discipline committee and coordinator will keep a watch of use of mobile phones during class hours</i>
<i>Mobile phones will be confiscated from the students, if above instructions are breached</i>
<b>CANTEEN FACILITY</b>
<i>Since we are serving working professionals special arrangement towards refreshments has been made on Sundays.</i>
<i>Canteen operates during first half / Forenoon on Sundays between 7:30 am to 8:00 am and 10:00 am to 10:30 am.</i>
<i>Students are given refreshment break between 10:05 am to 10:25 am to avail our canteen facility. Refreshments are made available in limited quantity and variety due to paucity of time and demand</i>
<i>Apart from the main canteen, the college has made additional arrangement in opening two additional counters, one at the ground floor quadrangle and other at second floor to serve large number of students during short refreshment break</i>
<i>Students are strictly prohibited not to use canteen during the class hours. The same as been instructed to the canteen personnel</i>
<i>Students are advised not to use the class room for eating as it is the responsibility of the students to keep the class room and premises neat and clean</i>
<i>Students advised to use bins provided at various strategic location for disposing the waste</i>
<b>FEE PAYEMENT AND CHALLAN SUBMISSION</b>
<i>Payment of semester and examination fees is mandatory and one of the most important process for the student to continue on college rolls and to avail the facilities of the course</i>
<i>Semester and examination fees schedule with last dates are printed in the hand book and also periodically announced. Students are expected to maintain the schedule promptly</i>
<i>College will provide all students separate semester fee challan payable at any branch of Indian Bank within the prescribed time</i>
<i>Semester wise hall ticket application and examination form will be provided at college office. Students are expected to collect and pay the same as per schedule indicated in the hand book and also periodically announced</i>
<i>Hall ticket application and examination form are to be filled judiciously after going through the sample form uploaded on the website. Any errors in filling the same will lead to rejection</i>
<b>HAND BOOK</b>
<i>All the students will be provided with individual hand book annually.</i>
<i>Students are expected to read the hand book thoroughly as it contains significant details of the institution, rules and regulations, course, syllabus, calendar of events, time table , entry/exit permission format etc.</i>
<i>It is mandatory for all students to carry their respective hand books on all sundays during the stay in campus</i>
<i>Students are expected fill the personal memoranda sheet provided at the inner first page of the hand book</i>
<i>During emergency late entry or early exit from the campus, students required to get the permission from the coordinators on the respective handbooks in entry/exit permission page</i>
<b>EXAMINATION AND RESULTS</b>
<i>University Examinations are conducted by the Pondicherry University at the end of every semester.</i>
<i>Examination is conducted for a duration of 3 Hours with the maximum allotment of 100 marks</i>
<i>Odd Semester (1<sup>st</sup> Sem. &amp; 3<sup>rd</sup> Sem.) examination is held during the last week of December and First week of January of every academic year. Even Semester (2<sup>nd</sup> Sem. &amp; 4<sup>th</sup> Sem.) examination is held during the First and Second week of June of every academic year</i>
<i>The examination application form and blank hall ticket is expected to be filled by the respective students neatly in capitals and submit the same to Twinning Programme Office on or before the last date prescribed by the institution</i>
<i>Along with the Application, Demand Draft addressed to the Finance Officer, Pondicherry University (to be paid at Pondicherry). Write your full name, register no, institution name and mobile number behind the DD</i>
<i>Students will be permitted to appear for the examination for a maximum period of two years from the year of completion of actual course (i.e., N + 2 Years).</i>
<i>All enquires correspondence and grievances pertaining to examination forms, hall tickets, re-totaling, revaluation, publication of results, Issue of Marks Statements, Provisional Certificate, Consolidated Marks Statements, Degree Certificate etc., must be addressed to the</i>

Controller of Examinations , DDE, Pondicherry University, , R.V. Nagar, Kalapet Puducherry - 605014 Through the Coordinator , MBA Twinning Programme, 35, Museum Road, St. Joseph Institutions, C/O BJES, Banaglore-560025

### **CONVOCATION (DEGREE AWARDING)**

All successful candidate's Degree certificate will be awarded by the Pondicherry University

Convocation ceremony will be conducted by the college within 3 months after the receipt of the degree certificates from the Pondicherry University.

All the students will be informed about the date, time and venue of the convocation ceremony in advance.

Students are request to contact office and check the website for update on Convocation ceremony

It is mandatory for all eligible students to participate in the Convocation ceremony organised by the college

Note: College study and degree certificate will be awarded only to the candidates who fulfilled the College attendance and administrative pre-requisites

### **OFFICIAL COMMUNICATION ETIQUETTES**

Students are expected to use College email id ([director@sjput.in](mailto:director@sjput.in)) and mobile number (8762193728) for any office communication.

Any written communication should be addressed to Coordinator, MBA Twinning Programme Office, St. Joseph's Institutions 35 Museum Road, Bangalore-29, Karnataka, India

All the official communication to the students from the college will uploaded periodically on Website : [www.sjput.in](http://www.sjput.in) and also through email id ([director@sjput.in](mailto:director@sjput.in)) and mobile number (8762193728)

Students can meet the office and give written letter with regard to the academic or administrative concerns

**Note:** Any other communication used will not be considered. Use of social media or any other communication form by the students to circulate **official information** will considered as breach code of conduct

### **IMPROVEMENT/RE-TOTALING/REVALUATION**

There is no provision for any improvement examination under any circumstance

However, re-totaling and revaluation of papers can be done for which the student has to pay a fee of Rs. 250/- per paper for re-totaling and Rs. 300/- per paper for revaluation.

Students, who fail in more than 2 papers, are not eligible for applying for revaluation.

There is no revaluation for passed papers. However, re-totaling will be done for passed papers.

Requests pertaining to Re-Totaling/Revaluation will be accepted only within 6 working from the date of declaration of results. Requests received beyond this date will be rejected.

All the requests in this regard should be addressed to the controller of examination through the institution