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STUDENT HANDBOOK

Academic Year 2008-09



STUDENT **HANDBOOK**

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1. ACADEMIC CALENDAR

All students are hereby informed that the Academic Session 2008-2009 shall begin on 04th August 2008. All classes for regular degree courses shall be at Greater Mohali Campus.

The location of the campus is ITFT, Vill Hoshiarpur, Tehsil Kharar, Distt. Mohali, Punjab.

The Academic Calendar is as follows :

SEMESTER ONE:

From 18th AUGUST 2008 to 01st JANUARY 2009

SEMESTER TWO:

From 27th JANUARY 2009 to 10th MAY 2009

Each semester shall have 6/7 subjects to be covered.

Exams shall follow completion of studies at end of each semester.

List of Holidays in 2008/ List of Holidays in 2009 shall be issued at end of calendar year.

1. Independence Day	15 th August	Friday
2. Janamashthmi	24 th August	Sunday
3. Birthday of Baba Sri Chand Ji	09 th September	Tuesday
4. Agarsain Jayanti	30 th September	Tuesday
5. Birthday of Mahatma Gandhi Ji	02 nd October	Thursday
6. Id -Ul- Fitar	2 nd October	Thursday
7. Dushehra	9 th October	Thursday
8. Diwali	28 th October	Tuesday
9. Birthday of Shri Guru Nanak Dev Ji	13 th November	Thursday
10. Martyrdom day of Shri Guru Teg Bahadar Ji	24 th November	Monday
11. Christmas Day	25 th December	Thursday

2. ATTENDANCE REQUIREMENTS

- **Minimum attendance required is 75 %, failing to comply may result in non issuance of roll number and may result in failure of student to sit in examinations.**
- Any student found to be absent for 3 consecutive days shall be liable to a written explanation by parents. In case of medical illness the student shall have to produce certified medical documents & prescription preferably by a Govt. Hospital.
- Any student found to be absent for 5 consecutive days shall be liable to a written explanation by parents as well as subjected to a fine of Rs. 250 which shall be deposited in Student Welfare Fund.
- Any student found to be absent for 7 consecutive days shall be liable to a written explanation by parents as well as subjected to a fine of Rs. 500 which shall be deposited in Student Welfare Fund. Every additional day after 7 days shall evoke a penalty of Rs. 100 for each additional day upto a maximum of 15 days.
- Any student found to be absent for more than 15 consecutive days shall be liable to a written explanation by parents as well as subjected to fine as stated above as well as a readmission fee of Rs.2 500 which shall be deposited in Student Welfare Fund.

3. FEES, SCHOLARSHIPS AND FINANCIAL AID

COURSE FEE

The course fee for all students to be deposited by the students on the following dates in the form of a demand draft in favour of "ITFT COLLEGE" Payable at CHANDIGARH.

NOTE: FEES WILL NOT BE ACCEPTED IN CASH FROM STUDENTS

The course fees shall have to be deposited by the following dates without exceptions:

- SEMESTER ONE – 31ST AUGUST 2008
- SEMESTER TWO – 15TH DECEMBER 2008
- SEMESTER THREE – 15TH MAY 2009

THE ABOVE SHALL BE APPLICABLE TO ALL STUDENTS

A penalty of Rs. 100 per day shall be charged for delay in paying course fee by above mentioned dates. Maximum penalty is Rs. 2,000/-. Admit cards for examinations shall not be released incase of non-payment of fee. Kindly co-operate and follow the above dates so as to avoid any problems before examinations.

SCHOLARSHIPS

All eligible students can apply for scholarships under academic assistance programme of ITFT. To be eligible a student should have secured a minimum of 85 % in Class 12th exams and should have minimum 80 % attendance in their respective courses.

A student who tops his/ her particular course in PTU examinations shall be provided with the scholarship scheme as explained below.

- Student securing 1st position in final University examinations at end of academic year shall be given 100% scholarship and limited to waiver of course tuition fee. The class teacher of the student shall get an award of Rs. 5000
- Student securing 2nd position in final University examinations at end of academic year shall be given 50% scholarship and limited to waiver of course tuition fee. The class teacher of the student shall get an award of Rs. 3000
- Student securing 3rd position in final University examinations at end of academic year shall be given 30% scholarship and limited to waiver of course tuition fee. The class teacher of the student shall get an award of Rs. 2000

The scholarship shall be awarded to all students who will earn them and realise them at the end of their completion of their respective course. Award will not be given semester wise but on the completion of the course subject to position secured.

FINANCIAL AID

Financial aid and education loans are available for all deserving students. Kindly ask your class teachers for more details. Education Loans upto Rs. 4.00 lacs are available by PNB without any guarantor or collateral security.

4.USE OF MOBILE PHONES ON CAMPUS

Use of mobile phones by students inside academic or administrative building is prohibited. Any student violating this prohibition shall be subjected to a fine of Rs. 500 payable to class teacher or faculty eyewitness to the violation with prudent effect. Failure to pay fine shall evoke confiscation of student mobile phone, which shall be returned only to parents/ local guardians after explanation.

5. MEDICAL HELP AND FIRST AID

There are first aid kits available in faculty rooms on each floor of academic building. In case of any accident of a student, it may be noted the nearest large medical facility is on PGI located nearby to ITFT Campus (PGI Chandigarh)

6. DRESSING ETIQUETTE (DRESS CODE)

BOYS - It is appropriate for boys to wear Trousers/Khakis/Jeans with collared T shirts/ Shirts
However it is not appropriate to wear track suits/ kurta-pyjamas/ other inappropriate items.

GIRLS - It is appropriate for girls to wear Salwaar-kameez/Trousers/Khakis/Jeans with collared T shirts/ Shirts
However it is not appropriate to wear backless tops/tank tops/ spaghetti straps/ deep necks/ other inappropriate items.

7. STUDENT CAR PARKING/ MOTORCYCLE PARKING

A parking fee shall have to be paid by all students coming to campus on their own conveyance.

Cars & jeeps : Rs. 250 per month

Motorcycle/ Scooty : Rs. 50 per month

NOTE: IT IS ADVISED THAT STUDENTS TRAVELLING IN CARS MAKE USE OF CAR POOL FACILITY LIKE STUDENTS IN USA, UK, AUSTRALIA, CANADA ETC.

8. LIBRARY FACILITIES

The students can avail all library facilities, issue books and read newspapers/journals/magazines available for supplementary study.

9. COMPUTER LAB FACILITIES

Computer labs have been provided in academic building for students. Internet connectivity is also available in the computer labs.

10. EXTRA CURRICULAR ACTIVITIES

Debate, declamation, quiz contests are some of the activities that can be organized at request of students in co-ordination with their teachers. A request may be made to the principal in written for undertaking such activity.

11. SPORTS FACILITIES

Indoor/ Outdoor sports shall be promoted for the students. The sports facilities shall be operational from 01 December 2008. The Director Sports may be approached for students enrolling in various sports including Cricket/ Volleyball/ Basketball/Chess/Carrom etc.

12. EXAMINATIONS

Internals – October

Semester I – December

Semester II – May-June

13. STUDENT TOURS & EXCURSIONS

Students Tours & Excursions shall be organised from time to time.

14. ALCOHOLISM & DRUG ABUSE

A student found to be on the ITFT Campus under the influence of alcohol or prohibited drugs can be suspended/ expelled at the discretion of the Principal and class teacher. It may be noted that opium/heroin/cocaine/poppy husk/marijuana/hashish are all banned under the NDPS Act of the Government of India. Students caught in possession of such substances may also be liable and subjected to be prosecution by the state police/ anti narcotics cell.

Consumption or sale of such substances shall lead to student being expelled under all circumstances with no room for appeal or any consideration.

15. RAGGING AND LAWS AGAINST RAGGING

Ragging of freshman/ newcomers in any way is prohibited. All students are hereby informed that ragging on campus is not going to be tolerated without exceptions. Seniors must be careful while interacting with new students at all time.

We encourage healthy relationships between all students' whether juniors or seniors.

16. MISREPRESENTATION/ FRAUD AND LAWS AGAINST FRAUD

Misrepresentation by any student during exams shall evoke suspension of student.

Fraud if committed by students regarding payment of fees or any other arrears can evoke criminal prosecution against students under Section 420 of the IPC.

17. PLAGIARISM & ORIGINALITY

Students if charged with plagiarism may have to repeat the course under extreme circumstances or take the assignment again at the discretion of the faculty and Dean.