ACADEMIC RULES AND REGULATIONS



BRCM COLLEGE OF ENGINEERING & TECHNOLOGY
BAHAL (BHIWANI) - 127028

CHAPTER 1: GENERAL PROVISIONS

1.1 Purpose

The purpose of these regulations is to ensure:

- Excellence in teaching and learning.
- Academic discipline and professional ethics.
- Accountability of faculty members and students.
- Timely completion of the prescribed syllabus.
- Transparency in examinations and evaluation.
- Quality assurance and continuous academic improvement.
- Compliance with AICTE, UGC, affiliating university and Haryana Government regulations.

1.2 Scope

These rules shall apply to all academic departments, teaching faculty, non-teaching academic staff and students of BRCM College of Engineering & Technology, Bahal.

1.3 General Authority

1. The Principal shall be the academic and administrative head of the college, subject to the powers of the Governing Body and BRCM Education Society.
2. All departments shall function under the overall academic supervision of the Principal.
3. HODs shall be responsible for the academic performance and discipline of their respective departments.
4. Every employee shall comply with lawful orders and institutional policies issued by the competent authority.
5. Any provision conflicting with applicable statutory regulations or affiliating university ordinances shall be governed by the latter.

CHAPTER 2: ACADEMIC ADMINISTRATION

2.1 Responsibilities of the Principal

The Principal shall:

1. Supervise and monitor all academic activities.
2. Ensure implementation of the approved academic calendar.
3. Approve departmental timetables and teaching plans.
4. Monitor faculty performance and syllabus completion.
5. Conduct meetings with HODs and academic committees.
6. Review student attendance and academic results.
7. Ensure proper functioning of laboratories, workshops and library.
8. Monitor internal examinations and university examination arrangements.
9. Ensure compliance with AICTE, UGC, university and other regulatory requirements.
10. Take appropriate administrative action in cases of academic negligence or misconduct, following applicable service rules and due process.
11. Submit academic performance reports to the management periodically.

2.2 Responsibilities of HODs

Every HOD shall:

1. Prepare the departmental academic plan.
2. Allocate teaching workload to faculty members.
3. Prepare and implement the departmental timetable.
4. Ensure completion of the prescribed syllabus.
5. Monitor faculty attendance and punctuality.
6. Verify lecture plans, course files and academic records.
7. Conduct departmental meetings at least once a month.
8. Monitor student attendance and academic performance.
9. Arrange remedial and extra classes wherever required.
10. Maintain departmental records and laboratory documentation.
11. Submit monthly academic progress reports to the Principal.
12. Report cases of indiscipline, negligence and non-compliance to the Principal.
13. Ensure that all departmental instructions are communicated properly.

CHAPTER 3: RULES AND REGULATIONS FOR FACULTY MEMBERS

3.1 Attendance and Punctuality

1. All faculty members shall report to the college as per prescribed duty hours.
2. Faculty members shall mark their attendance through the approved biometric or attendance system.
3. Faculty members must attend their assigned lectures, tutorials and practical sessions punctually.
4. Leaving the campus during working hours without prior permission shall not be permitted, except in emergencies subject to immediate intimation.
5. Any absence from duty must be covered by approved leave or other authorized permission.
6. Habitual late arrival, unauthorized absence and leaving classes unattended shall be treated as matters of professional misconduct.

3.2 Teaching Responsibilities

1. Faculty members shall prepare lesson plans before the commencement of each semester.
2. The prescribed syllabus shall be completed within the stipulated academic period.
3. Every lecture shall be conducted according to the approved timetable.
4. Faculty members shall maintain attendance records accurately.
5. Assignments, tutorials, quizzes and practical sessions shall be conducted regularly.
6. Faculty members shall prepare and maintain course files.
7. Faculty members shall adopt appropriate modern teaching methodologies.
8. Students' academic doubts and queries shall be addressed regularly.
9. Faculty members shall provide academic support to weak and advanced learners.
10. No faculty member shall cancel or reschedule a lecture without authorization.

3.3 Academic Documentation

Every faculty member shall maintain:

- Course file.
- Lesson plans.
- Lecture notes and teaching materials.
- Student attendance records.
- Assignment records.
- Internal assessment records.
- Laboratory and practical records.
- Question papers and evaluation records.
- CO-PO mapping and attainment records, wherever applicable.
- Student mentoring records.

3.4 Faculty Conduct and Professional Ethics

Every faculty member shall:

1. Maintain professional dignity and ethical conduct.
2. Respect institutional hierarchy and administrative procedures.
3. Follow lawful instructions issued by the Principal and HOD.
4. Avoid misleading statements and unauthorized communications on behalf of the college.
5. Maintain confidentiality of institutional records.
6. Avoid manipulation or fabrication of attendance, examination and inspection records.
7. Not engage in activities that adversely affect academic functioning.
8. Maintain respectful behaviour towards colleagues, students and management representatives.
9. Participate in institutional meetings and assigned academic activities.
10. Protect college property and resources.

3.5 Meetings and Institutional Duties

1. Attendance in departmental and institutional meetings is mandatory when officially directed.
2. Faculty members shall perform examination duties, admission duties, counselling, accreditation and other institutional responsibilities assigned by competent authorities.
3. Refusal to perform legitimate assigned duties without reasonable cause shall be reported to the Principal.
4. Faculty members shall submit reports and records within prescribed deadlines.

CHAPTER 4: LEAVE AND DUTY PERMISSION

- All leave shall be governed by applicable service conditions and institutional leave rules.
- Leave applications should be submitted in advance, except in emergencies.
- Leave shall be considered sanctioned only after approval by the competent authority.
- Medical leave may require supporting medical documents as per applicable rules.
- Faculty members shall not leave the college campus during duty hours without permission.
- On-duty permission for conferences, seminars, examinations and official assignments shall require prior approval.
- Unauthorized absence shall be dealt with according to applicable service conditions.
- Faculty members shall ensure that assigned academic responsibilities are appropriately managed during approved leave.

CHAPTER 5: STUDENT ACADEMIC RULES

5.1 Attendance

1. Students must attend all prescribed lectures, tutorials, practicals and workshops.
2. Attendance requirements shall be as prescribed by the affiliating university and approved institutional regulations.
3. Where a 75% attendance requirement applies, students shall maintain at least the prescribed percentage in each subject.
4. Attendance shall be recorded regularly.
5. Medical or other valid reasons for absence shall be supported by appropriate documents.
6. Attendance relaxation, wherever permissible, shall be granted only by the competent authority under applicable regulations.
7. Proxy attendance and manipulation of attendance records shall be treated as serious misconduct.

5.2 Student Discipline

1. Students shall maintain discipline and decorum within the campus.
2. Respectful behaviour towards faculty members, staff and fellow students is mandatory.
3. Students shall obey lawful academic and administrative instructions.
4. Students must carry their identity cards.
5. Students shall not damage institutional property.
6. Ragging is strictly prohibited.
7. Smoking, alcohol and prohibited substances are not permitted on campus.
8. Unauthorized disturbances and activities affecting academic functioning are prohibited.
9. Students shall follow applicable dress and safety requirements.
10. Disciplinary action shall be taken according to approved procedures.

5.3 Academic Performance

1. Students must complete all assignments and practical records.
2. Students shall participate in internal assessment and university examinations.
3. Students must maintain academic integrity.
4. Plagiarism, impersonation and cheating shall be dealt with under applicable university rules.
5. Students with poor academic performance shall attend remedial classes and academic counselling where directed.
6. Promotion and progression shall be governed by university ordinances.

CHAPTER 6: EXAMINATION AND EVALUATION

1. Internal examinations shall be conducted according to the approved examination schedule.
2. Faculty members shall prepare question papers in accordance with the prescribed syllabus.
3. Evaluation shall be fair, transparent and unbiased.
4. Internal assessment marks shall be maintained with supporting records.
5. Students shall be informed about their performance.
6. Practical examinations shall be conducted according to prescribed university procedures.
7. Examination records shall be maintained securely.
8. Marks shall be submitted within the prescribed deadlines.
9. Examination misconduct shall be reported to the competent examination authority.
10. Rechecking and re-evaluation shall follow the affiliating university's rules.

CHAPTER 7: LABORATORY AND WORKSHOP REGULATIONS

1. Laboratories shall function according to the approved timetable.
2. Laboratory attendance shall be recorded.
3. Students shall follow prescribed safety procedures.
4. Laboratory equipment shall be used under authorized supervision.
5. Laboratory in-charges shall maintain equipment registers, stock records and maintenance records.
6. Any loss or damage shall be reported immediately.
7. Faculty members shall ensure that practical work is completed according to the syllabus.
8. Laboratories shall be kept clean and properly maintained.
9. Unauthorized removal of laboratory equipment is prohibited.

CHAPTER 8: DEPARTMENTAL ACADEMIC MONITORING

Each department shall undertake the following activities:

Activity	Responsibility	Frequency
Preparation of academic plan	HOD	Before semester
Workload distribution	HOD	Before semester
Lesson-plan submission	Faculty	Before semester
Attendance monitoring	Faculty/HOD	Weekly
Syllabus completion review	HOD	Monthly
Departmental meeting	HOD	Monthly
Student performance review	Faculty/HOD	Monthly
Internal assessment analysis	HOD	As scheduled
Academic audit	Academic Committee	Every semester
Result analysis	HOD	After declaration of results

Every HOD shall submit a monthly academic progress report to the Principal.

CHAPTER 9: INTERNSHIP, PROJECTS AND PLACEMENT

1. Students shall complete mandatory internships as prescribed by the curriculum.
2. Industrial training shall be organized wherever applicable.
3. Final-year students shall undertake projects under approved faculty supervision.
4. Project work must be original and academically relevant.
5. Plagiarism shall be prohibited.
6. Students shall submit project reports within the prescribed period.
7. Departments shall encourage innovation, entrepreneurship and startup activities.
8. Training and Placement Cell shall coordinate placement preparation, industry interaction and recruitment activities.

CHAPTER 10: ACADEMIC COMMITTEES

The following committees shall be constituted by the Principal with approval of the competent authority wherever required:

1. Academic Planning and Monitoring Committee.
2. Examination Committee.
3. Time Table Committee.
4. Attendance Monitoring Committee.
5. Internal Quality Assurance Committee/IQAC, wherever applicable.
6. Research and Innovation Committee.
7. Training and Placement Committee.
8. Library Committee.
9. Student Grievance Redressal Committee.
10. Anti-Ragging Committee.
11. Internal Complaints Committee.
12. Discipline Committee.
13. Internship and Project Monitoring Committee.
14. Laboratory and Equipment Monitoring Committee.

Every committee shall maintain meeting minutes, action-taken reports and relevant records.

CHAPTER 11: ACADEMIC QUALITY ASSURANCE

1. Academic audits shall be conducted every semester.
2. Student feedback shall be collected and analysed.
3. Faculty performance shall be reviewed periodically.
4. Course Outcomes and Programme Outcomes shall be assessed wherever applicable.
5. Departmental results shall be analysed.
6. Corrective measures shall be implemented for poor academic performance.
7. Faculty Development Programmes shall be encouraged.
8. Research publications, patents and consultancy activities shall be promoted.
9. Accreditation-related documentation shall be maintained.
10. Departments shall prepare annual academic performance reports.

CHAPTER 12: NON-COMPLIANCE AND DISCIPLINARY PROCEDURE

12.1 Faculty Members

Instances requiring administrative attention may include:

- Repeated unauthorized absence.
- Habitual late arrival.
- Failure to complete assigned syllabus without reasonable justification.
- Negligence in teaching responsibilities.
- Manipulation or falsification of institutional records.
- Disobedience of lawful and reasonable official orders.
- Unauthorized absence from assigned examination duties.
- Misconduct affecting institutional functioning.

12.2 Procedure for Disciplinary Action

1. The alleged misconduct shall be documented.
2. An explanation/show-cause notice may be issued.
3. The employee shall be provided reasonable opportunity to submit a reply.
4. Where necessary, a fact-finding or formal inquiry shall be conducted.
5. The inquiry shall follow applicable service rules and principles of natural justice.
6. The competent authority shall consider the evidence and inquiry findings.
7. Any penalty shall be proportionate to the established misconduct and imposed under applicable service conditions.
8. The decision shall be communicated in writing.

Depending on the applicable service rules and seriousness of misconduct, disciplinary measures may include warning, written censure, withholding of an increment where legally permissible, suspension pending inquiry where justified, or other authorized penalties.

No penalty shall be imposed merely on the basis of an allegation without following the applicable procedure.

12.3 Student Disciplinary Action

Student misconduct shall be dealt with under university ordinances and institutional disciplinary procedures. The student shall be given an appropriate opportunity to explain the circumstances, except where immediate protective action is necessary.

CHAPTER 13: ACADEMIC RECORDS AND DOCUMENTATION

Every department shall maintain the following records:

1. Departmental academic calendar.
2. Faculty workload register.
3. Timetable.
4. Faculty attendance records.
5. Student attendance records.
6. Course files.
7. Lesson plans.
8. Syllabus completion reports.
9. Internal assessment records.
10. Practical and laboratory records.
11. Student mentoring records.
12. Department meeting minutes.
13. Academic audit reports.
14. Result analysis reports.
15. Faculty development records.
16. Research and publication records.
17. Internship and project records.
18. CO-PO attainment records.

All records shall be maintained in physical or approved digital form and produced for authorized inspection.

CHAPTER 14: IMPLEMENTATION AND REVIEW

1. These rules shall come into effect from the date of approval by the competent authority.
2. All HODs shall communicate these regulations to faculty members and students.
3. Every department shall ensure compliance.
4. The Principal shall review implementation periodically.
5. Any amendment shall require approval from the competent authority.
6. Where university or statutory regulations are revised, these institutional rules shall be suitably updated.