



GEMS POLYTECHNIC COLLEGE

(Approved by AICTE, Govt. of India, F. No. Northern/2015/1-2474317051)

Affiliated to SBTE, Bihar
ISO Certified 9001:2015

S. Ashish Daniel
Secretary & Director

C. Rama Gopal
Principal

Ref. No.: GPC/IQAC/POLICY/19

Date: 24.05.2021

Policy for Admission Committee

Preamble:

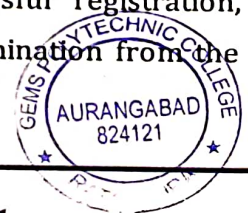
Gems Polytechnic College is committed to providing quality education and fostering an environment conducive to learning, personal development, and ethical conduct. This policy outlines the guidelines and regulations governing various aspects of academic and student life within the institution.

1. Admission:

- The admission process adheres to the guidelines set by the All India Council for Technical Education (AICTE).
- The number of seats available for each branch of the diploma program is determined by AICTE.
- Admission to all courses occurs during the odd semester of each academic session.
- Prospective students seeking admission to the first year level are required to participate in the polytechnic entrance examination conducted by the BCECE Board, Govt. of Bihar.
- Detailed information regarding the examination can be found in the information brochure published annually by BCECE.

2. Admission Process Flow:

- **Registration in BCECE Portal:** Prospective students are required to register on the Bihar Combined Entrance Competitive Examination Board (BCECEB) portal to participate in the polytechnic entrance examination.
- **Download the Entrance Exam Admit Card:** Upon successful registration, candidates can download the admit card for the entrance examination from the BCECEB portal.



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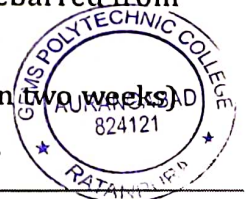
- **Appear for the Entrance Exam:** Candidates must appear for the polytechnic entrance examination conducted by BCECE Board, Govt. of Bihar, as per the schedule provided.
- **Download the Rank Card:** After the examination, candidates can download their rank card from the BCECEB portal, which will indicate their performance in the entrance test.
- **Online Choice Filling:** Qualified candidates need to fill out their choices of preferred colleges and branches online, based on their rank and eligibility criteria.
- **Download the College Allotment Order:** After the choice filling process, candidates will be allotted colleges based on their preferences and merit. They can download the college allotment order from the BCECEB portal.
- **Appear for Admission in the Allotted College:** Candidates must report to the allotted college within the specified timeframe mentioned in the allotment order. They need to complete the admission formalities, including document verification and fee payment, to secure their seat.

3. Registration:

- After admission, registration is mandatory for all students.
- Students must submit an attested copy of the allotment letter issued by BCECE along with a photocopy of their 10th-grade passing certificate.
- The photograph submitted during counseling at BCECE must be affixed to the registration form.
- Any changes to the student's name or father's name are not permitted after registration.
- The registration certificate issued by the State Board of Technical Education (SBTE), Patna, is a crucial document and must be preserved in its original format.

4. Attendance:

- Students are required to attend all classes, including lectures, tutorials, laboratory practicals, workshops, fieldwork, vocational training, and community development programs.
- Attendance falling below 75 percent will result in the student being debarred from appearing in examinations.
- Students must seek prior approval for short-duration leaves (less than two weeks) by submitting an application to the head of the department concerned.



5. Conduct and Discipline:

- Students must uphold exemplary conduct both within and outside the institute premises.
- Ragging in any form is strictly prohibited and will be dealt with severely in accordance with the guidelines issued by the Government of India and the State Government.
- Gross violations of the code of conduct include lack of courtesy, indecent behavior, damage to institute property, possession or distribution of prohibited substances, unauthorized possession of library materials, disruptive behavior, hacking, and any other acts of gross indiscipline.
- Disciplinary actions may include reprimand, fines, expulsion from the hostel, debarment from examinations, rustication, or outright expulsion from the institute.
- Disciplinary measures for offenses committed within different areas of the institute are delineated, with higher authorities overseeing severe punishments.
- Cases of major indiscipline will be referred to the Students Disciplinary Committee for investigation and action.
- The right to appeal major punishments lies with the aggrieved party, who may appeal to the Director of Science and Technology, Govt. of Bihar.
- This policy aims to maintain a conducive learning environment and uphold the values of integrity, respect, and responsibility within Gems Polytechnic College.

Approval:

This policy document is approved by the following authorities and is effective immediately upon dissemination to all relevant stakeholders.

This policy document will be reviewed annually to ensure its alignment with the evolving needs and objectives of GEMS Polytechnic College.

Date: 24.05.2021


College Seal:

Reviewed by


Principal
GEMS Polytechnic College
Ratanpura, Aurangabad
Bihar-824121



Approved by


Director
GEMS Polytechnic College
Ratanpura, Aurangabad
Bihar-824121