

General Guidelines

1. IMS provides complementary uniforms (Shirts, Trousers & blazers) to all full-time UG students and only blazers to PG students.
2. Students shall be provided with standard complimentary uniforms which on account of misfit or damage can be made or bought from outside.
3. Students, taking admission to any UG or PG courses are expected to have smartphones with 4G/5G connection and own laptops with relevant configurations.
4. A student is expected to wear full formal (no party dress) to college till they receive the college uniform. Thereafter students are expected to wear uniforms from Monday to Thursday & can come in formals on Fridays only.
5. All academic credentials of students enrolling in any UG or PG course, must be submitted within the official deadline provided by the University.
6. After admission it is the responsibility of students to follow official WhatsApp groups and the MAKAUT student portal for instructions, notices, announcements, etc.
7. Odd Semester fees shall be paid by 30th June & Even Semester fees shall be paid by 31st December of every academic year. Semester fees in part/instalment shall not be accepted.
8. Any late payment of fees, is subject to a late fine as decided by management from time to time.
9. Payment must be done via NEFT / Bank Transfer / DD / Debit Card/ Credit Card / UPI or another online mode as prescribed from time to time by the college authority and **CASH or CHEQUE** payment of fees **will not be allowed under any circumstances.**
10. Students are expected to update their fees book every time after payment of the semester fee to confirm payment. Collecting money receipts is mandatory after making any payment.
11. Caution money is refundable at the end of the programme/transfer/discontinuation after adjusting for any damage of property/fines/penalties dues etc. without interest. All such payments from the college shall be done after audit and scrutiny within 3 to 6 months from the date of application.
12. **Timing:** Face-to-face as well as online classes will be held as per government directives. The College will remain open from 7.00 am to 9.00 pm Monday to Friday and Saturday from 10.00 am to 5.00 pm except holidays. For the convenience of students and ease of operation, UG 1st shift theoretical classes shall be held from 7.00 am to 2.00 pm followed by Practical classes / Sessional Classes / Projects etc. from 2.00 pm onwards. For UG 2nd shift theoretical classes shall be held from 2.00 pm to 6.00 pm and Practical classes / Sessional Classes / Projects etc. from 11.00 am onwards. PG theoretical classes shall be from 6.00 pm to 9.00 pm. Monday to Friday in blended mode and all Practical classes / Sessional Classes / Projects etc. will be held from 10.00 am to 5.00 pm on Saturday physically in the college campus.
13. Accounts, administration and office shall however remain open from 10.00 am to 6.00 pm six (6) days a week.
14. Students appearing for backlog exams have to pay additional examination fees & backlog fees as applicable.

15. Students suffering year lag or backlog have to pay 10% of the semester fees for each semester where he or she is reappearing for the exam in addition to exam fees, as per MAKAUT norms.
16. Students must attend Personality Development classes (PDP) to become eligible for placement 80% attendance in class and 90% attendance in PDP sessions is mandatory for all.
17. One pen drive as complementary (basic model) shall be provided to each full-time student within 3-6 months of commencement of the class.
18. Nomenclature of degrees may be renamed as per UGC/MAKAUT/Affiliating Body norms; IMS have no role in it & students have to accept that.
19. Students may have to stitch additional sets of uniforms, if the complementary, set does not last for the entire duration of the programme or are found uncomfortable, and IMS will not bear such cost. Alteration & maintenance of uniforms is the students' responsibility.
20. IMS may impose Rs. 100/- or Rs. 50 /- as DD and/or cash handling charges and from students for each semester Fees/Examination Fees if necessary.
21. Students discontinuing, the course must return. Uniforms and Books in workable condition, otherwise caution money will not be refunded.
22. **Library Rules:** Students are entitled to get as many books as subjects at a time. All books issued to students must be rotated after the 15th day of issue. Tenure of possession of any book can be extended up to another seven days on reissuing. Otherwise, a fine shall be imposed from the 16th day. If the book is not returned within 22 days, a further fine will be charged from the 23rd day. Books may be reissued only once, after which they must be returned to the library. The rate of the fine shall be Re. 1/- per book per day for the first seven days (i.e. 15th day to 22nd day). If books are not returned within the next 7 days, a fine of Rs. 2/- per day per book shall be imposed (23rd day onwards). After reissuing, if the book is not returned within the next 15 days, a fine of Re. 1/- will be applicable from the 16th day for the next seven days and thereafter the fine will be Rs. 2/- per book per day. During inter-semester break, students can keep a maximum of 2 books for 1 month without a fine. The fine will not be adjusted with caution money for students. Instant cash payment will have to be made. No books will be issued without one's own library card. Research scholars can issue four books at a time by rotation throughout the year. Books can be issued for 1 month and thereafter reissued for 2 months. The rate of fine is the same as above.
23. Education Loan is available from any bank for all programmes as all our programmes are duly approved by the renowned State University, Maulana Abul Kalam Azad University of Technology (MAKAUT), WB.
24. Fees once paid are not refundable under any circumstances and refund is restricted to caution money only subjected to IMS rules
25. Scholarship assistance is provided to eligible students through various government schemes like Swami Vivekananda merit cum means scholarship, Aikyashree scholarship, West Bengal Student Credit Card Scheme, Minority scholarship, Oasis, etc.
26. Student Credit Card Scheme offered by West Bengal government enables students to register themselves and pursue education without having any financial constraints. Such students can collect the required documents from the college and apply for loan thereof.