

Date : August 03, 2023

NOTICE
(Rules Related To Students)

Meerut Institute of Engineering and Technology (MIET) students must abide by the rules and regulations of the institute. The institute authority may take disciplinary action if any student violates the institute rules and regulations. Students are advised to adhere to the rules and regulations of the institute and discharge their responsibilities as a student with diligence, fidelity and honor. Students are required to follow these rules and also have to submit bond of good conduct.

I. GENERAL RULES

Students of MIET are required to remain aware about issued notices, rules etc. and must follow the general rules, as deemed, sincerely which are not limited to the following :

1. Ragging (in any respect) is strictly prohibited. Strict action shall be taken against each reported case.
2. Students shall behave with dignity and courtesy inside and outside the college.
3. Classes start from 9.00 a.m. and may continue up to 5.00 p.m. on all the five days of a week (Mon-Fri). Students are advised to come to the Institute by 08:50 a.m. to attend classes. As per AKTU rules 75% attendance is mandatory to appear in sessional and end semester examinations, as well.
4. Use of mobile phone / Speakers etc. during class hours/sessions, exams, library, labs, workshop area etc. is strictly prohibited. If found using mobile / speaker etc., it will be confiscated, suitable fine may be imposed and only confiscated mobile will be returned after 15 days.
5. Every student must carry his/her Identity Card while entering the campus and identify him/herself with help of the Identity Card whenever asked for. I cards are to be worn round the neck and this drill is compulsory.
6. No guests/visitors shall be allowed with the students in the class/lab/ library.
7. Students, only in emergency, can be permitted to go out during institute working hours only after producing valid Gate-pass (to be issued by respective department – only after consent / information to parents / guardian). This gate-pass need to be signed by respective student and must be submitted at Gate (along with gate-entry).
8. Students must help keep the institute neat and clean and also preserve and maintain the greeneries. Eatables/beverages are not allowed inside the study areas including labs, library, workshops. Students can have their tiffin inside the canteen or class room.
9. Smoking and/or chewing of pan masala / tobacco / narcotics etc. and/or consumption of alcoholic drinks/drugs etc. are prohibited in the premises of the institute. Possession / use / distribution of prohibited items (e.g. tobacco, alcoholic drinks, drugs, fire crackers, holi colours etc.) is strictly prohibited and will liable to strict disciplinary action.
10. Playing games / sports during institute working hours is strictly prohibited. If found, all the concerned items will be confiscated and these confiscated items shall not be returned. Further, conduct of activities / event without written permission of HOD / Dean / Director is also strictly prohibited.
11. Spitting and throwing bits of paper inside the institute campus are harmful and must be avoided.
12. Possession / use of Fire crackers / playing with colours / cards etc. is strictly prohibited in hostel and entire institute premises.
13. Do not write / put scratch / affix stickers / scribble etc. on any of the belongings of the institute like desk / wall / fan / machine / green or white board, notice board etc.

14. Students are permitted to enter in institute office / administrative offices during prescribed timings only (not during class/exam timing).
15. Students must conserve electricity and water. They must switch off lights & fans when they leave the class room, laboratories.
16. Students are advised to keep themselves updated on norms notices etc. and follow them accordingly. Ignorance of not reading any notice / circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it.
17. All the labs follow certain safety and academic norms for their smooth functioning. Students are required to follow these, keeping themselves updated.
18. Any removable data storage device or hardware attachments for software operations cannot be taken in or out without written approval of the department in charge. A violation of this will be considered as an intention for piracy/theft.
19. While studying at the Institute, students will have to operate machines and tools carefully and observe all safety regulations and see that no damage is caused to self, others or to the Institute's property, machinery and equipment. In case it is found that they have caused any damage to the Institute's property, they shall be required to reimburse or repair the damage caused. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals. Any decision regarding the extent of their liability on such account shall be at the discretion of the Institute, which shall be final.
20. The nature of learning in any program may require the students to purchase tools, stationary items from time to time. Specific instructions in this regard will be given by the concerned department/faculty at the beginning of various courses.
21. In case of medical emergency in the laboratory, the student must inform the faculty member/technical assistant without any hesitation.
22. It is unlawful for any person to mutilate any tree, shrub or herbaceous plant or remove any identification sign or tag attached to it.
23. All the students are required to come to college in descent formal dress that suits to professional dress-code (not awkward dresses). Male Students (boys) wearing Shorts / Lower / Sleepers / Baniyan like T-shirts, very short Shirts / Religious Dresses and Female Students (girls) wearing short T-shirt / Nicker / Shorts / Exposing or Religious Dresses will not be permitted in the college premises. If found, the student might be asked to leave the campus for that day. The same is applicable to the Hostellers.
24. Students are not allowed to convene any kind of meeting in the campus or any sort of fund collected without the permission of HOD / Director / DSW or to circulate / display any kind of notice among students or on black boards or on notice board without the written permission of the HOD / Director / DSW. No information or report should be sent to press or broad-casting agencies and placement companies without the permission and approval of the HOD / Director / DSW.
25. Do not be a part of any union or group or organization. Any move to form unions or groups of any type unauthorized by the management and the director is an offense. Students are strictly forbidden from engaging themselves in any political or other activities. Gathering in groups at roads, entrance, exit, pathways, gardens etc. is strictly prohibited.
26. Students shall not indulge in any kind of misdemeanor bringing opprobrium to the institution.
27. Inform the college of any changes in personal details or address.

28. While attending college functions, the students will conduct themselves in such a way as to bring recognition to themselves and to the institution
29. All vehicles should be parked in the allotted place. Students coming by two wheelers have to compulsory wear helmet. Two wheelers parked in unauthorized places shall be impounded.
30. The institute is not responsible for the loss, theft, or damage of any personal property owned, operated, or possessed by the student, guest(s), parents, or family members which may be held, located or stored in any residence unit or anywhere else on the institution-owned or leased property. The student understands and expressly agrees to accept all risks of such losses or damages.

II. INDISCIPLINE

All the students of Meerut Institute of Engineering and Technology are required to maintain high degree of decorum and standard of discipline and follow all the rules strictly, laid down by the college authorities. The Proctorial Board/Discipline Committee will deal all the matters of act of indiscipline of students. If any student is found indulging in any act of indiscipline, he/she is liable to be punished as per the decision of the Proctorial Board subsequently approved by the Director. Followings are deemed to be acts of indiscipline:

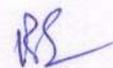
1. Disregard of Institute Rules/Hostel Rules/Library Rules, orders and notices etc.
2. Disregard of Orders and Instructions of Staff Members
3. Disruption of, or improper interference with the academic, administrative, sporting, social or other activities of the institute, whether on institute premises or elsewhere
4. Using abusive defamatory or derogatory language and creating nuisance in the premises of this institute, disturbing the peace and independent rights of fellow students and faculty members, Arousing communal, caste or regional feeling or creating disharmony among students.
5. Ragging of Junior / fellow students and indulging in unsocial activities towards juniors
6. Irregular attendance and unauthorized absence from class or hostel individually or in mass
7. Violent, indecent, disorderly, threatening or offensive behavior or language and action likely to cause injury or impair safety on this premises
8. Use of unfair means in tests and examinations
9. Students found in possession of stolen property
10. Failure to report indiscipline cases to the authority
11. Noisy, boisterous, disorderly and quarrelsome behaviour and attitude
12. Use of any kind of weapon for any purpose
13. Use of mobiles having camera is prohibited. Mobiles without camera may be used in the campus only in free time (but not in class room, corridors, labs, tutorial room, seminar room, administrative area etc). Mobiles with camera will be confiscated. Mobiles (if in possession) must be in silent mode inside the campus
14. Fraud, deceit, deception, dishonesty or theft in relation to the institute or its staff, or a person holding any office in MIET or in relation to being a student of this institute
15. Damage to, or defacement of MIET property intentionally or recklessly, or misappropriation of such property which includes: damaging library books, resources and furniture like cupboards / lockers / file cabinets / walls / doors / windows / white-board / tables / equipment / chairs etc., by way of writing names / painting / scribbling etc.
16. Misuse or unauthorized use of the institute premises or items of property, including computer misuse
17. Consuming drugs, alcohol or any other activity in campus/hostel is construed as a societal offence at large

18. Severe action shall be carried out in case of sexual or racial harassment of any student, member of staff or other employee of this institute or any authorized visitor of this institute. Sexual harassment of any kind is punishable which shall also include:
 - i. Sexual proposition/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering or persistent offensive or sexual jokes and/or vulgar comments.
 - ii. Eve-teasing or disrespectful behavior or any misbehavior with a girl student, woman staff member/visitor. Ragging in any form.
19. Being instrumental directly or indirectly for mass absenteeism or boycott of classes resulting in violating the atmosphere of the Institute, threatening, physically preventing or using any other means from preventing the students from attending classes
20. All acts of violence and all forms of mob activities such as gheraos, sit-ins or any variation of the same which disrupt the normal academic and administrative functioning of the Institute and/or any act which incites or leads to violence.
21. Gheraos, laying siege or staging demonstrations around the residence of any member of the MIET community or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
22. Committing forgery, tampering with the Identity Card or institute records, impersonation, misusing Institute property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of the library or unauthorized photocopying or possession of library books, journals, magazines or any other material.
23. Furnishing false certificates or false information in any manner to the Institute.
24. Using insulting, inciting, threatening language when talking with fellow students inside or outside the campus. Students talking or behaving in any manner inside or outside the institutions in a way that would bring disrepute to the institutions.
25. Causing or colluding in the unauthorized entry of any person into the Campus or in the hostel. Accommodating unauthorized guests or other persons in hostels.
26. Indulging in acts of gambling, possessing or consuming or distributing alcohol, harmful drugs, illegal narcotics, ghutkas and smoking cigarettes in the Institute premises.
27. Damaging or defacing any property of the Institute.
28. Misusing institute resources and facilities such as library, software, computers and Internet or causing any type of damage to intranet and computer security system of the institute.
29. Harming reputation of institute or individual (fellow students / employee) through social and electronic media.
30. Not disclosing one's identity when asked to do so by a faculty member or employee of the institute.
31. Improper behavior while on tour or excursion and Violation of security and safety rules of the Institute.
32. Any other offence under the law of land.
33. Any other indisciplinary act which may be considered by the competent authority to be an act of violation of discipline and conduct.

Other than these, all the students are required to observe all the safety measures and take precautions as indicated. Institute will not be responsible for accidents of any nature in the institute, hostel, workshop, laboratories and playground or in the campus etc. Students found to have committed any act of indiscipline inside or outside the premises are liable to punishment as per the decision of Proctorial Board. Also, no one can form any society, association, club, etc., without prior written permission of Director.

III. LIBRARY RULES

1. Faculty and Staff members and Students of MIET are eligible for availing library membership. Visiting faculty members of the college may be allowed to avail library membership. This membership is on the recommendation of Head of the Department (HOD) concerned and with due permission of Dean (Academics) / Director.
2. All the library users must sign on In/Out Register, available with the attendant at the library entrance.
3. Without ID card no student will be allowed to enter in the Library.
4. While entering the library, readers should leave their personal belongings, such as bags and personal books at near the property counter reserved for this purpose at their own risk / responsibility. However, they can carry notebook or Laptop. Further, in case of any damage of items / lost or stolen or misplacing of belongings (including bag / laptop / mobile / books etc.), institute authorities shall not be held responsible.
5. Members are expected to maintain silence in the library and should not disturb others. Mobile phone, Laptop allowed only for reading purpose in the Library.
6. Smoking/eating/talking/chewing are strictly prohibited in the library.
7. Personal belongings are not allowed in the library. However, they may carry loose papers and a note book.
8. The library follows an open-access system of books and others material taken from the library stacks should be left by the readers on the table for the library staff to arrange the books.
9. Users of the library should not deface, mark, cut, mutilate or damage the reading material in any way. Person doing so will be fined heavily, apart from being asked to pay the cost of the damage document, in case a person repeats the offence for the second times, his/her membership will be terminated.
10. The members are expected to maintain the decorum of the library.
11. Casual dress is not allowed in the library.
12. No Dues Certificate will be given only after surrendering the identity Card.
13. Any violation in rules is to be brought into the notice of the Librarian / Dean (Academics).
14. Students are required to issue books at circulation counter and collect the same after 3-4 hours.
15. Reference Books should be read within the Library and these will not be issued.
16. When accessing the Library, each student should registered in at the entrance one or two times in a day.
17. While borrowing books, if the borrower finds the missing of a few pages in a book, it should be informed to Library staff at the counter. After issuing the books he/she will be responsible for missing pages.
18. Departmental library facilities for users. Book issue and return for user our department library. Central library user issuing /reading B.Tech ME, CH and BT branch, MBA, MCA, B.Pharm & M.Pharm. Raman Block Library B.Tech First year all branch and B.Tech Civil. Azim Premji Block Library B.Tech CS, IT, EC, and EE Branch & CCS Block Library B.Ed. and B.Sc., M.Sc. users allowed.
19. Library collection/catalogue access through QR Code or URL miet.ac.in.
20. If any student found indulging in the process of book hiding, damaging, stealing, or mutilating, he/she will be fined suitably after the approval competent authority.
21. Misbehavior with library staff may penalize by termination from library membership and handing-over the case to Disciplinary committee
22. In case of violation of rules in any sense, college authority may take suitable action that will unconditionally be accepted to the concerned one and he / she will not make any kind of claim at any stage.



IV. TRANSPORT

1. Bus services are provided on "no- profit, no- loss" basis. Bus facility is optional and on willingness of the user. It can be availed on first-cum-first basis. All the students using / willing to use transport facility are required to Fill the TRANSPORT REGISTRATION FORM, submit its hard-copy (printout) to I/c-Transport and must pay the applicable Transport Charges (as per their route) in full.
2. Students have to deposit the bus fee at the account counter and collect the bus fee receipt. Fee has to be paid in one installment in advance at the beginning of session. The details of bus services of different routes are placed on all notice boards of the institute.
3. There is no provision to pay bus fee in instalments. The students who want to avail bus facility in between the session will have to pay full bus fee.
4. The students caught in the bus who are not availing the bus facility / not paid full fee will be charged full bus fee plus Rs 5,000/- as fine (both).
5. All the transport users, while using institute's transport facility, are required to carry own valid identity card issued by the institute with them. New admissions (whose institute I-card has not been issued by the institute) must carry their original transport fee-receipt (issued by institute).
6. User shall not claim any damage / compensation in the event of accident or other fatal / non-fatal incidence taking place.
7. The bus users have to use the bus route number which is allotted to them by the bus in-charge; they cannot change or use bus by their own choice. To change the pickup or drop point, bus users have to take permission from transport in-charge.
8. This transport facility is for full current session (one year). If, due to any reason, student could not avail this transport facility, he / she will not claim for compensation or refund of paid transport fee.
9. Transport facility is non-transferrable. Once availed, it can neither be transferred nor be withdrawn.
10. Student should reach to halt at least five min earlier to the scheduled time. He / she will not claim for repayment if he / she could not catch the bus due to any reason.
11. It the responsibility of student to follow all the notices related to transport which will be notified in the college / bus time to time.
12. Bus facilities are also available to the students living in hostels to visit the city. Students are charged on the basis of actual.
13. The students caught in the bus who are not availing the bus facility will be charged with Rs 5,000/- plus full bus fee as fine.
14. The girl student using institute bus cannot leave institute by their own conveyance, they have to take leave from respective department followed by transport in-charge.
15. The bus facility is provided to the student for regular institute schedule or to the examination centre for main exam. No bus facility will be provided for carry over papers.
16. If a lady faculty, girl student, old member or physically challenged student is found standing while traveling, it is expected that a seat is offered to them.
17. Student will not make any kind of indiscipline in the bus and will not damage any of its property. In case of misconduct / disobey / damage / indiscipline etc. of rules and regulation, suitable action will be taken by competent authority and student has to unconditionally accept the decision / punishment of authority of the college in all respects.

18. The followings are considered as transport related indiscipline and every effort is to be made to provide proper transport services :
- Caught using bus facility without paying the charges
 - Any other verified complaint as reported by the bus in charge
 - Damaging the bus in any respect
 - Making nuisance with your colleagues
 - Thronging anything in bus
 - Any other act of indiscipline not covered here shall automatically fall into the preview of disciplinary committee, which shall in consonance with the spirit of the draft deal the matter in its discretion

V. HOSTEL RULES

A student pursuing his / her studies at Meerut Institute of Engineering and Technology, Meerut may reside in Hostel (subject to his / her willingness), owned and maintained by the college during the studentship of the academic program. The information regarding hostels is being provided on the college website as well as available on the Hostel notice boards. The rules and regulations are framed to ensure that the hostel property is protected; student staying in the hostel is comfortable in a conducive environment for healthy living and discipline is maintained amongst the inmates. The students are required to abide by these Rules and Regulations.

1. Admission and Termination

◆ Admission

- Admission to a Hostel is provisional. Hostel facility is provided by the college to the students at their own request and willingness and at their own risk. Any hostel inmate can-not claim any damage / compensation in the event of an accident or any other fatal/non-fatal incidence taking place.
- ◆ Further, hostel facility is non-transferable, once opted could not be withdrawn for the current session. Session (one academic year) is considered *w.e.f.* date of registration of the odd semester to the last day of practical exam/theory exam of the even semester. Hostel charges are applicable for a full academic session, irrespective of the date of availing hostel facility.
 - ◆ Hostel allotment will be confirmed only after approval from the Chief Warden / Dean-Students Welfare / Director and is also subject to payment of fee as given below:
- A. **Hostel Fee:** The student shall pay Hostel fee for one year as a one-time payment, along with an interest-free refundable deposit (security) in advance at the time of admission. The term for the hostel fee is one academic year as per the academic calendar of the respective program of the concerned institute. The fee shall be paid by Demand Draft /Electronic Transfer.

1.1 Room Allotment/Shifting

Room allotment is done by the Chief Warden / Warden in consultation with the Director. Each room can accommodate a maximum of two or three students depending upon the available Hostel room. Students shall not interchange their room with another student or shift into a vacant room/ bed without prior written permission from the Chief Warden/Warden. The Chief Warden/Warden has the right to shift any student from his/her room to another room in the hostel.

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1.2 No Creation of Tenancy

No right in nature of tenancy or any other like right is created by occupation or use of hostel premises and property. A student is merely permitted to temporarily stay in the hostel, under the rules and regulations framed by the college, from time to time.

1.3 Re-allotment of Hostel Accommodation

Provision of hostel accommodation at the time of admission does not automatically ensure its continuation in the subsequent years. The student has to apply every year for re-allotment in the specified performa. Accommodation to candidates who apply for re-allotment will be provided subject to availability. Re- allotment can be denied to students with low academic performance and those indulging in acts of indiscipline.

1.4 Local Guardian

The student will register details of the local guardian duly authenticated by parents. A copy of hostel rules will be signed by the local guardian.

1.5 Safety & Personal Belongings

The Student is personally responsible for the safety of their all valuables and these should be kept in the cupboard under lock and key. The Student should not leave mobile, ornaments, and other valuables unguarded.

1.6 Furniture & Fixture

The student shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to the student must be cared for properly. The student will be required to **pay double the original cost / decided by competent authority if any item is found damaged or missing from their room due to careless / negligent handling. The student will also be required to pay twice the charges / decided by competent authority for the repair of an item that is found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.**

- a. **Interchange of Furniture/Fixture:** The student is prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery as imposed by the Chief Warden / Dean-Students Welfare / Director, students involved in such activities may be expelled from the hostel.
- b. **Assets in Common Areas/Corridors:** Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.

1.7 Electricity Restrictions

Electric appliances (Cooler/ Iron/ Kettle/ Egg boiler/ Induction cooker/ Induction Heater/ other high power rating electrical appliances) are not permitted in the hostel, defiance of which shall enable the Chief Warden/Warden/caretaker to confiscate the gadget forthwith. In case of default on this account, a reasonable fine per default occasion will be imposed. While leaving the room, students should take care to switch off the lights and fans without fail. In case of default on this account, a reasonable fine per default occasion will be imposed by the Chief Warden/Warden. Table lamps (max. power capacity of 15 Watt) can be used for study purposes.

1.8 Room Checking

The Chief Warden / Hostel Wardens/ Caretaker / Proctorial Board or any other Officials of the college along with Security Guards may at their discretion inspect /check any room or student's belongings in the presence of the students living there in any time of the day or night.

1.9 Vehicles

The student who has two-wheeler shall get due sanction from the Chief Warden / Dean-Students Welfare / Director by submitting a copy of registration papers and driving license. Vehicles with MIET sticker only will be

permitted inside the campus. Four-wheelers of the students are neither allowed inside the Hostel/ Campus nor allowed to be parked outside along the perimeter.

1.10 Notice Period

A boarder is expected to stay in the hostel till the completion of the academic year. In exceptional circumstances, other than disciplinary cases, one month notice is necessary in case a student desires to vacate the hostel. The balance of mess charges will be refunded after the completion of current academic year and on clearance of all dues. A student shall have to vacate the hostel within two days of completion of her/his examination or any such academic requirement, whichever is later. Any extra day will be charged as per norms and for such extra days, prior written permission from the Director / Chief Warden / Warden is required. In case a student does not vacate her/his room, the belongings will be removed from the room and room will be locked by the Chief Warden/ Warden in the presence of a teacher with no responsibility of the Management for the loss, if any.

1.11 Expulsion / Suspension from Hostel

The Institute / Director / Dean Student Welfare / Chief Warden reserves the right to terminate the temporary occupancy of the student for any willful disobedience or defiance of authority, non-observance of hostel rules, causing damage to person or property or indulging in anti-social, anti-national or undesirable activities. In such cases the deposit shall be forfeited and hostel fee will NOT be refunded. Students recommended for expulsion / suspension from the institute side will also be considered as expelled / suspended from the hostel and in such case, hostel fee will not be refunded.

2 Attendance, Hostel Timings, Leave and Visitors

2.1 Attendance Register

Attendance is taken by the caretaker/ warden between 9:00 pm and 9.30 pm every night in warden's office.

Each boarder (student) has to personally sign the attendance register / biometric attendance record every day between 9:00 pm and 9.30 pm. **After 9:00 pm (for Boys) and 7:30 pm (for Girls), the student is not allowed to go out of the hostel. Going out of the hostel will lead to a disciplinary action.**

2.2 Returning to Hostel

The student shall return to the hostel **before 9:00 pm** after which gates will be closed. The gates will **reopen at 6.00 a.m. the next day.** Late comers will have to make an entry in the register kept at the gate, which will be informed to his / her warden, parents, and local guardians. Frequent late coming entries will lead to the cancellation of permission to stay in the hostel and the fee will not be refunded. The same shall be informed to his/her parents, local guardian.

2.3 Outside Competitions

The student is permitted to go outstation for participating in various competitions only after submitting proof and application along with the parent's consent to the warden and getting the permission of the Dean-Student Welfare / Director. The student will intimate the Warden and make an entry in the Outstation Register kept with the Warden.

2.4 Celebration of Festivals and Birthdays

The student shall take prior permission of the Chief Warden/Chief Proctor for celebrating any festivals and birthdays. Birthday celebration should be done at a commonplace for preferably upto 09.00 pm. There should not be any kind of discomfort to other students. No outside guest or interference of any kind will be allowed.

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2.5 Medical Emergency

Any student, who is not well, will immediately report to the caretaker/Hostel Warden to avail of treatment. In case of a medical emergency, the student will be shifted/referred to the hospital through college ambulance.

2.6 Night Out

Night out shall be permitted by the Chief Warden only under following conditions and circumstances:

- When permitted in writing by the Director of Institute for academic reasons.
- On holidays with written consent from parents/local guardian.
- Once night out permission is accorded; the student will be permitted to report only after 6.00 am in the morning. However, in case of medical emergency student can contact the warden directly.
- In the case where the student has permission for more than one night out, Students shall not be allowed in the hostel during the period mentioned even during the day timing.

2.7 Identity Card

The student will always carry their Identity cards provided to them by the Institute with them when moving out of the Campus, so that in case of an emergency/accident the institute can be contacted and informed. **The student should co-operate with security personnel for verification and checking of Identity Card.** The name of the student not carrying, Identity card with him/her will be reported to the Chief Warden/Warden for action.

2.8 Visitors/Parents

Visitors/parents are allowed to visit a student in between 12:30 noon to 1.30 pm and 6:00 pm to 7:00 pm on working days and between 10:00 am to 5:00 pm on Sundays and public holidays. No student shall keep talking with visitors in compound, either in or outside the gate/lane. Personal servants/domestic helpers are not allowed inside the rooms. The parents should give the undertaking to cooperate with the authority and should be available on call.

3 Mess and Dining Facility

3.1 Mess

The student shall pay the mess fee for one academic year in advance at the time of admission to the hostel. If a student is sick, written application by the student endorsed by the caretaker/Warden should be given for serving food in the room. Bringing of mess utensils / food into the room / corridors is prohibited. **If any student is found to take Mess utensils/food in his/her room without the permission of the caretaker/Warden, then the student will be penalized with one plate of food price / suitable amount as decided by competent authority - as a fine. The same amount will be required to pay by the student at the end of each month/semester as decided by the higher authorities.** Also, strict disciplinary action can be taken against such type of student.

3.2 Mess Committee

A Mess Committee comprising of Chief Warden / Warden / Faculty and students will be constituted. The mess the committee will decide the menu, check food quality from time to time, and maintain a record of such inspections and give feedback for improvement of food quality and other aspects of mess and dining.

3.3 Wastage of Food

Hostel inmates (only) are permitted to dine in the mess. Consumption of outside food in the mess is not permitted. Members are expected to inform their absence/dining out or night out to the Mess Supervisor well in advance, to avoid wastage of food.

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3.4 Guests

Guests are allowed in mess only with the prior permission of the Chief Warden/ Dean-Student Welfare / Director and on payment of charges applicable.

4 General

4.1 Silence

Strict silence shall be observed in the hostel from 10:00 pm to 6.00 am. Care shall be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise-making/celebrations, which may cause disturbance to other inmates in the hostel premises, will not be allowed.

4.2 Cleanliness

The student shall keep their rooms, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including trash, in such places or any premises in the hostel, except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors.

4.3 Hostel Staff

The student shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips in cash or kind should be given to the staff of the Hostel

5 Strictly Prohibited Activities

5.1 Ragging

Ragging in any form whatsoever is strictly BANNED. It is a cognizable offence and violation will invite action as per law of the land, in addition to expulsion from the institute. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting this is also an offence. Students should report any such incident immediately to any member of the Anti-Ragging Committee / Director / Dean Academics / Dean Student Welfare / Chief-Warden / Warden / Chief Proctor / Security Personnel directly at any time of the day / night.

5.2 Alcohol / Drugs / Smoking

The student shall not bring, store, possess, consume and/or drink any alcohol/ intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. **An occurrence of such behavior shall invite strict disciplinary action leading to expulsion from Hostel, rustication from the Institute and action as per law of land.**

5.3 Gambling

No gambling of any kind whatsoever shall be allowed on the premises of the hostel. Any violation of this Rule violation will invite action as per law of the land, in addition to expulsion from the institute.

5.4 Misuse of Internet and Online Social Media

All the hostel inmates are required to follow the rules and regulation of competent authorities including Government rules regarding IT / Usages of Internet / Social-media etc. Any act of uploading derogatory remarks or image ridiculing a person in eyes of other against the Institute or any other person or organization will invite disciplinary action. The student should strictly refrain from indulging in any act of violating the code of internet use.

5.5 Political or Communal Activity

The student shall not indulge in any political or communal activity which is detrimental to the law and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of any political or communal matters.

5.6 Information to Media

The student shall take prior written permission of the Warden / Chief Warden / Dean-Students Welfare / Director before giving any information or interview regarding Hostel to any member of the Press, Print Media, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.

5.7 Firearms

Any type of storage or possession of firearm, ammunition, explosive and inflammable goods on the premises of the hostel is strictly prohibited. Violation of the rule will lead to expulsion from hostel and institute.

5.8 Pets

The student shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Student should desist from pampering stray dogs by offering food, petting them etc.

6 Violation of Hostel Rules

6.1 Disciplinary action

In case of misconduct / disobey of rules & regulations, student will unconditionally accept the decision/punishment of the authority of the college in all respects.

6.2 Recovery of Damage/Losses to Property

If any common property is lost / damaged / disfigured, the loss will be recovered from the students, in equal share, who are responsible for the damage or loss or in general use of that property. **In case the damage/loss cannot be pinpointed to student(s), then a collective fine to recover the loss will be imposed by the Director / Dean Academics / Chief Warden / Warden / Chief Proctor.**

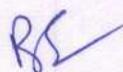
7 Grievance / Feedback / Suggestion Box / Complaint Register

Grievance / Feedback / Suggestions / complaints should be either deposited in the Suggestion Box or entered in the Suggestion Register kept in the Warden office.

VI. EXAMINATION RELATED RULES

All the students, appearing either in sessional tests or in university examination, must take care of following (mandatorily) :

1. Examinee must check his/her seat, belongings, nearby areas, desks and all other approachable areas etc. for availability / presence / possession of any unwanted material. If observed, it must immediately be brought into the notice of invigilator (but before the commencement of the exam only, *i.e.* distribution of answer sheet).
2. Examinee must not have any material that comes under the definition of 'Unfair Means (UFM)'.
3. Examinee must complete all the mandatory information in clear handwriting at all the appropriate places. Answer in English only.
4. Examinee must use both sides of the pages for writing the answers. Examinee must strike-off completely the rough work being done.



5. Examinee must mention his/her roll number on the top-right of question paper. Other than roll number on this location, examinee must not write any other symbol, character, digits, geometry, calculations, results, answers, remarks etc. on the question paper (at any location).
6. Examinee must write complete detail of question number concerned before answering, very clearly (*i.e.* mentioned in question paper).
7. Any student, if caught using UFM, will be awarded zero marks in the exam concerned.
8. UFM include borrowing of any item like calculators / stationary items / pen / pencil / scale etc., asking the time, discussing any-thing with any other examinee, creating hindrance in examination work / routine checking / checking carried out by flying squad members or by any authorized person, use of programmable calculators, appearing without authorization, any-thing written on hand / clothes / body part / any belongings or as understood for cheating, whether concerned or not, making a noise, leaving the room early, having possession of mobile / electronic gazettes other than permitted scientific calculator and possession / written of any material that comes under the definition of UFM (as per the university norms). UFM also include mis-behave / argument with invigilators, not obeying their instruction, indiscipline etc. This is not the complete details of UFM; however it covers all such things / events that come under UFM as per rules of affiliating universities.
9. *Students are advised not to bring Mobiles / any other material which is not allowed in examination room (as per the university rules). In any case, these materials (including mobiles) neither be taken into possession by college nor be allowed to kept with invigilators / exam room. College shall not be responsible for theft / loss of such items.*

VII. TOOLS FOR CONTROLLING INDISCIPLINE

On the recommendation of committee and approval of authority any of the following step / punishment may be decided. The tools that are used for controlling the students and keeping them disciplined are as follows:

1. Monetary fine / Affidavit / Undertaking
2. Suspension / Rustication
3. Deduction of Teacher's Assessment / General Proficiency marks
4. Withdrawal of various facilities (e.g. Internet / Hostel / Transport / Library / Lab / Library / IOPs / Trainings / Industrial Visit / Medical / Counselling etc.)
5. Not allowing student to participate in Games / Sports / Activities and Events conducted at institute level or at any other level
6. Calling the parents to the college and talking to them / affidavit / undertakings etc.
7. Extra assignments / Solution of Question Papers / Any other Academic Punishment
8. Debarred from Training and Placement for any placement assistance

(Dr. Brijesh Singh)

Director

Copy of information and necessary action to : Chairman, Vice-chairman, Dean-Academics, Dean-Student Welfare, Associate Dean – First Year, All the HODs, Chief Proctor, IQAC, Controller of Examination, Chief Warden, Librarian, Registrar, Ic/-Transport, Accounts, Notice-board, Website