

## STANDING ORDERS FOR STUDENTS

### General

- 1.1 Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.
- 1.2 Any amendments/additions to these Standing Orders will be notified through notices displayed on notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the Notice Boards/ Website regularly.
- 1.3 The schemes for all academic works and for the examinations will be notified to the students separately by the Registrar/Academic Departments.
- 1.4 The Vice-Chancellor is overall In-charge of the academic activities including attendance and leave of students. Any complaint within the jurisdiction of the concerned section will be dealt-with by the Officer In-charge of the section.
- 1.5 Director overseeing the Administration will deal with the welfare and discipline in the campus including the Hostel and also outside the campus and will ensure maintenance of good conduct. Director will be assisted by other members of faculty. The jurisdiction will cover all places other than academic departments.

### Conduct and Behaviour

- 2.1 Students should be present in all their classes. They should likewise carry out other out-door and extra-curricular duties assigned to them. Their attendance and leave is governed by the regulations pertaining to them.
- 2.2 Students must give their undivided attention to their academic work and must be respectful to their teachers and supervisors.
- 2.3 **All students must carry I-cards with them at all times.** Identity card can be asked to be shown by the student by any competent authority including security guards at the entry gate of the University as well as hostel. I-card is an important document. Loss of I-card may invite fine in disciplinary grade or monetary fine as decided from time to time.
- 2.4 Students must conduct themselves with due decorum in the classes, laboratories, etc. and move in an orderly and disciplined manner. They must conduct themselves in a manner worthy of great traditions.

- 2.5 No student shall disobey any order issued by the University. Students must behave with due decorum towards their fellow students. Girl students must be shown special consideration in this regard.
- 2.6 Students should not indulge in violence of any kind with fellow students, teaching faculty and employees of the University within or outside the campus. Violence by any student or group of students will lead to severe disciplinary action.
- 2.7 Students are not allowed to become members of outside societies or allowed to join discussion of a political nature or to take part in any political activity without prior permission of the University.
- 2.8 No meeting of the students other than those organized under the aegis of the various recognized students activities shall be called without the prior permission in writing from the Vice Chancellor / Director(s).
- 2.9 No meeting/function within the University campus to which any outsider is invited shall be organized nor shall any outsider address the students without the prior permission in writing from the Vice Chancellor / Director(s).
- 2.10 No students shall use unfair means at any of the examinations and tests or attempt or threaten the staff to get undue advantage. Disciplinary action shall be taken against defaulters as per the rules of the University.
- 2.11 Students must pay all fees and other dues on specified dates. If they do not do so, they render themselves liable to penalties as in force from time to time.
- 2.12 Students must take good care of all University property. Any damage to University property shall be viewed as indiscipline. Such student(s), in addition to facing the disciplinary action, shall have to replace the damaged property and make good the losses caused due to their action. Students must use the furniture and fittings with due care and must not deface buildings, roads, furniture and fittings etc. in any manner.
- 2.13 Students must handle the laboratory equipments, instrument and machinery that they have to use in course of their work with great care. Any damage or breakage of such equipment etc. due to improper use or negligent handling will have to be made good by the students concerned.
- 2.14 Use of mobile cellular phone inside the Academic, Administrative area, Library, Labs, Corridors, Toilets, Coffee shop, Tuck shop, Classrooms is strictly prohibited. Mobile phones must be kept in silent mode and attended to outside the Academic/Administrative block. Violation will lead to confiscation of the mobile phone.
- 2.15 All the students are required to observe the prescribed dress code while moving in the Administrative/Academic block including Labs & Library on working days. Students not wearing the prescribed dress code may be denied entry to the University except PG students.
- 2.16 Consumption of liquor or any other intoxicating drug or smoking is strictly prohibited within the hostel, campus or outside. Offenders will be summarily expelled.

**2.17 Ragging in any form is unlawful and strictly prohibited. Student found ragging shall be expelled from the University and FIRs lodged against them.**

## **Attendance**

- 3.1 As per University rules, the attendance of any student in Lecture, Tutorial and in Practical classes should be 100%. A relaxation of 25% can be considered only on medical grounds or inevitable reasons by the competent authorities. 'F' grade will be awarded to students whose attendance is poor (less than 75% or as the case may be) in the subject. Students who obtain 'F' grade have to repeat the course as an extra course during the next semester or during summer/ winter break, whenever the course is offered.
- 3.2 Students, who fail to make sufficient progress in their studies and also do not maintain the required attendance in the classes, are liable to be debarred from appearing in the final examination and given Fail grade and may be asked to leave the University.
- 3.3 If in a particular class/period more than 50% students are absent, it would be regarded as mass absenteeism and an act of indiscipline. Disciplinary action will be taken on the students indulging in mass absenteeism.

## **Library**

- 4.1 Students must follow the Library rules for borrowing books. They must show their Identity Cards when asked for. The books must be returned on or before the due date of return of the book.
- 4.2 Library books should be used with great care. Tearing or folding or cutting of library books or making any mark on them is not permitted and shall lead to disciplinary action. Any defect noticed at the time of borrowing books must be brought to the notice of the Library staff immediately, otherwise the borrower may be required to replace the book by a new copy or pay double the cost of the book.
- 4.3 Library cards are non-transferable and they should be kept securely otherwise the borrower shall be held responsible for the books issued against cards.
- 4.4 Before leaving the Library, a student should make sure of getting the Library books properly issued at the counter against the card.
- 4.5 Personal property or books other those belonging to the Library must be deposited at the entrance gate.
- 4.6 The loss of Library books or borrowers card must be immediately brought to the notice of the Library staff in writing.
- 4.7 Polite and courteous behavior inside the Library is expected from all the users and silence must be observed inside the reading hall.

## STANDING ORDERS FOR HOSTEL STUDENTS

A new student, on arrival, will report to the Hostel Warden/Administrator who will allot him/her a room/seat in one of the Hostels after the student has paid fees' and got registered.

The following are the Standing Orders for Hostel inmates:

1. At the time of occupying the room:
  - A student is required to check the room furniture, fixtures, electrical fittings etc.
  - The student will sign a receipt for, the same.
  - The student will be responsible for upkeep of the same during his/her stay.
  - Any shortage will have to be made good by the students staying in that room before handing over the charge of the room at the end of the academic session or while leaving the room.
  - He/she will charge for any damage done to furniture, fixture, fittings and the articles issued to him/her along with the disciplinary action if so warranted.
2. Any student may be required to vacate his/her room as and when notified by the competent authority.
3. Students are cautioned to be very careful about the safety of their belongings. They should close their rooms securely when they leave the room even for short periods or when they are sleeping. Any theft either of a student's personal property or of the University property should be reported promptly to the Warden/Administrator.
4. Students should not keep large sums of money or valuable articles with them or in their rooms. They are advised to open a Savings Account in a Bank/Post Office.
5. Inmates should not indulge in acts such as loud playing of musical instruments or radio or loud singing or dancing etc. which may disturb others at study or work in the Hostels.
6. Students are not permitted to keep fire-arms or any lethal weapon with them in the Hostel premises even though possessing a license for it.
7. **Smoking, consumption of liquor/intoxicants/drugs inside or outside the Campus is strictly prohibited. Any violation will invoke rustication from the Hostel and even from the University.**

8. Students are prohibited from keeping obscene literature/video films/CDs in their possession. Any violation in this regard will result in severe disciplinary action.
9. Electrical appliances like electrical irons, heaters, VCD/DVD player, T.V., V.C.P. and V.C.R. etc., are not to be used in hostel rooms. However, their use may be permissible in the common room with the written permission of the Warden / Administrator.
10. Hostel inmates fiddling with the electric connections, computer cabling, outlets, fittings and using additional electrical appliances shall be penalized, and the appliance / gadget will be confiscated.
11. Lights, Fans etc. should be switched on only when needed and switched off when not required or when going out of the room. Similarly, water taps must be closed promptly after use. Electricity and water are scarce resource, conserve them.
12. Students, unless specially permitted, will be allowed to occupy the rooms allotted to them in their hostel only a day prior to commencement of their academic session. Likewise they must vacate their rooms, within 3 days of the closure of their academic session. They will render themselves liable to disciplinary action and payments at enhanced rates for any unauthorized occupation beyond the stipulated period mentioned above.
13. Before proceeding on summer vacation, students must hand over the charge of their rooms, the furniture and the fittings etc. to Hostel Supervisor / Caretaker and get a receipt from him. If a student fails to do so, the Warden / Administrator is authorized to break open a locked room and make an inventory of the articles found therein. The Institute University authorities shall not be responsible for the private belongings of the students found in such rooms.
14. The Warden / Administrator is assisted by a Supervisor / Caretaker in day-to-day working of the Hostels. The Hostel inmates shall refer their difficulties of whatever nature to the Warden / Administrator who will take necessary action. Matters related to indiscipline shall be reported to the Warden / Administrator.
15. Cars, Two Wheelers, Cycles are allowed to be parked at the places earmarked for them. They must be properly locked.
16. No furniture shall be removed from the room and used elsewhere either inside of outside the Hostel without the permission of or under the orders of the Warden / Administrator.
17. No student is allowed to engage private servant. Also no pets such as dogs / birds etc. are allowed in the Hostels.
18. Female members in the boys hostel and male members in the girls hostel are not allowed to visit or stay in the rooms of the students. They shall however be allowed to visit only up to the visitors / parents lounge and that too during the specified visiting hours.
19. Students can be permitted to visit their Parents, Local guardians, near relatives occasionally. All such visits shall have to be after due permission from the authorities.
20. Students are prohibited from giving shelters to any other student / outsider in their rooms. In case of any unauthorized shelter, the student will be liable to disciplinary action.

Unauthorized occupation / shelter to any outsider will be reported to local administration for suitable action.

21. With the permission of the Warden, girl students may be permitted to go out in batches of two or more but not singly, for shopping, purchases etc. This is for their own safety.
22. All students must be present in their respective hostels as per specified times unless specifically permitted to stay out in the night and for a specific reason in writing by the Warden / Administrator.
23. Any student, who does not occupy the Hostel room allotted to him within seven days of his registration, shall lose the Hostel seat and the same may be allocated to the next student in the queue.
24. Students will be charged for Boarding and Lodging beyond the semester at the rates as decided by the management.
25. All students staying in the hostels during summer vacations (only in very exceptional cases, that to with the permission of the Vice-Chancellor) shall have to abide by the Hostel Rules in vogue.
26. Students are required to observe the mess timings religiously. They will be denied entry & food beyond the prescribed timings.
27. Provision items of daily use including bread, butter, biscuits etc. are available on payment at the Tuck shop which is open as per times specified.
28. Students not returning back from outside, to their hostels well within the prescribed time without the permission from the Warden will attract disciplinary action by way of deduction of disciplinary marks if found guilty. The student will be expelled from the Hostel forthwith in case of repeated offences.
30. Students staying in the Hostel may visit their parents & LGs provided name, address & phone Nos. are registered with the Warden's office, on weekends by obtaining an out pass. Out pass during week days will not normally be given unless there is an emergency. Delay in returning back for any reason whatsoever must be notified to the Warden immediately and his/her permission sought.
31. All the students are charged Hostel fee for the academic year, as such they must completely vacate their rooms within three days of conclusion of the academic year. Any stay beyond that without written permission of a competent authority shall attract disciplinary action and payment at enhanced rates or on rates as specified by the authority for both boarding as well as lodging.
32. **Ragging in any form is unlawful and strictly prohibited. Student found ragging may be expelled from the Hostel as well the Institute. FIR will also be lodged against student indulging in ragging.**