

INFORMATION BROCHURE - I

**GOVERNMENT OF JAMMU & KASHMIR
HEALTH & MEDICAL EDUCATION DEPARTMENT
GOVT. AYURVEDIC MEDICAL COLLEGE AKHNOOR, JAMMU**



CODE OF CONDUCT FOR UG & PG STUDENTS

A man is but the product of his thoughts what he thinks, he becomes and thought process directly reflects on the behavior of mankind. Honesty, integrity and ethical conduct are the core values to be inhabited for a successful career. Self regulation of the academic process is an important part of the education of a future professional.

INTRODUCTION

The student Code of Conduct applies to all the UG & PG students enrolled in any course or program in Govt. Ayurvedic Medical College, Akhnoor, whether on a part-time or full time basis. It is the expectation of the Institute that all students will be good and respectful citizens. If conduct of the students, in the judgment of the Institute, is not good, the institute reserves the right to conduct a hearing before the appropriate committee that your conduct is not good for the institution.

OBJECTIVE

The purposes of the Code of Conduct are to:

- Message for equality & etiquette to all UG and PG students.
- Establish bench mark & standards of personal conduct.
- Provide for the advancement of knowledge and the development of ethically sensitive and responsible persons.
- Recognize that students are adults and, as such their relationships with the Institute community should reflect this.
- Ensure fair treatment of students without regard to their race, colour, national origin, sex, age, handicap, sexual orientation or political or religious beliefs.

The head of this institution in consultation with all HoDs, Medical Superintendent, Administrative Officer, Accounts Officer and with the consultation of other stake holders modify the Code of Conduct for any reason from time to time.

STUDENT CODE OF RIGHTS AND RESPONSIBILITIES

1. The student bill of rights outlines core entitlements, including academic freedom, fair evaluation, privacy, and safety. Common rights include transparent grading, access to education, non-discrimination, due process in discipline, and freedom of expression thus ensure a fair learning.
2. A Student Code of Rights and Responsibilities defines the expectations for behaviour and the protections afforded to students within an educational institution. It ensures a safe, respectful learning environment, covering academic integrity, anti-discrimination policies, and disciplinary procedures for misconduct.
3. All the students are expected to maintain mature attitudes and must bear the responsibility to act in accordance with local, commonwealth, and Federal laws, as well as those of the Institute. No right specified here is meant to enable students to infringe upon the individual right of another member of the community.
4. The right to be presumed innocent until determined to be in violation. (It should be noted, however, that certain circumstances may require the Institute to impose sanctions or restrictions pending a hearing or pending some other manner of adjudication or resolution of the matter).
5. Notification of allegations at least three days in advance of a FORMAL conduct hearing, unless waived by the student, or revoked by the Institute for the sake of expediency in serious matters involving the safety or well-being of the Institute community.
6. The right to freedom of inquiry, expression, and assembly, along with protection against capricious academic evaluation.
7. The right to a hearing either by the Conduct board or administration.
8. The right to admit or deny all charges, to call witnesses and to present evidence on their own behalf.
9. The Rights often include free expression and privacy, while responsibilities include adhering to policies and respecting others and right to seek an appeal.
10. The right to be given a written summary of Disciplinary decisions.
11. The right to a degree of confidentiality in disciplinary matters except for proper use, internally and externally, of information by the Institute. In addition, in some cases, when deemed necessary, the Institute reserves the right to notify parents/guardians.

CONDUCT CODE CLASSIFICATIONS

1. CAMPUS CODE OF CONDUCT

1.1 The Institute Honor code

It is the expectation of the Institute that students will conduct themselves as honourable and respectful Indian in accordance with rules and regulations governing the institution. Any and all forms of dishonesty, including, but not limited to plagiarism, cheating, furnishing false information, forgery and altering or misusing documents are unacceptable.

1.2 Climate of Respect

It is expected that students will conduct their affairs with the utmost respect towards those within and without institution in accordance with the objective of GAMC. Any student who treats another unfairly, unkindly, disrespectfully or abusively will be subject to arbitration. The Govt. Ayurvedic Medical College Akhnoor, Jammu J&K required climate of mutual respect from all. Ill-mannered, uncivil or threatening communication through Social media viz whatsapp group, face book, twitter, email, blogs, text messages, direct phone call or other online media will prompt immediate disciplinary action under rule.

1.3 Academic Honor Code

All UG & PG students must comply with the Academic Honor Code at all times while they are enrolled at the Institute in order to create a fair academic environment. In disciplinary matters, students are expected to be honest and fully disclosing of the whole truth. Any deviation is a violation of the Student Code of Conduct and seriously viewed by college authority and invite disciplinary action.

- ✓ Students are expected to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the College Campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
- ✓ All UG & PG students are expected to be present in the class well – within time notified by the institution. Late coming will also result in loss of attendance for the corresponding hour.
- ✓ Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher takes her/his seat or they are allowed by the teacher to sit. Silence shall be observed during class hours.
- ✓ Teachers shall be greeted appropriately with "Good Morning Sir/Mam" or "Good Afternoon Sir/Miss" and a " Thank you Sir/Mam" or when the teacher leaves the class room.

- ✓ No student shall enter or leave the classroom when the session is on without the permission of the teacher present in the class.
- ✓ Appearing in all class tests or assessment test or term test or other scheduled examinations is mandatory for all the students.
- ✓ Students having lab sessions of anatomy, physiology. Rasashashtra & Bhaishjyakalpana, Dravyaguna etc. have to report to the lab directly in time and they are not expected to go to the classroom
- ✓ In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
- ✓ Students can leave the campus during class hours only after getting a gate pass from HoD, or the class teacher and after making entry in the Gate Register maintained by the gatekeeper.
- ✓ All students shall leaves the classes immediately after closure of the college 5.00 p.m. No students shall wander or gather in verandah, corridor, and staircases etc.
- ✓ All leave applications shall be furnished to class teacher or get sanction well in time by HoD or class teachers. Application for medical leave shall be accompanied by valid medical certificates by Registered Medical Practioners.
- ✓ Students shall come to the college in white aprons over the dress. The dress should be decent for the Professional Institution.

2. Library Code of Conduct

The primary goal in the central departmental library and IT library is to help students succeed with information. Use of the Library is a privilege extended to the students to support learning process and promote academic success. Through the Library, the college provides students with access to books, periodicals, study space and other academic help. Comfortable seating and formal and informal learning spaces. Students are expected to follow college rules to maintain their good standing and continue to receive library privileges.

Guidelines for Responsible Use of Library

- Students are expected in a civil manner that does not interfere with other people using the facility. Excessive display of affection, wresting, and similar physical contact activities are considered a disturbance and dishonest.
- Students are encouraged to use the facility for individual.
- Talking in a normal voice that does not disturb others or quiet cell phone use is permitted in all parts of the library except the Quiet Reading Room.

- Playing musical instruments as well as music from smartphones, tablets, and similar devices without headphones is considered a disturbance.
- Students are expected to leave the furniture, equipment, and facilities well-arranged in systematic manners after its use and in good condition for the next person's use.
- Identify yourself to library staff with a valid College ID when asked.
- Follow the directions of Library staff, especially in emergency situations.
- Students taking books/sports items materials are responsible for returning them on time and in the same condition as when borrowed.
- Students may not remove materials designated for "Library Use Only" from the facility.
- Students are responsible for paying any fines incurred for overdue, lost, or damaged materials charged to their library and institute accounts.
- Students are expected to obey copyright laws and applicable software licenses.
- There is no smoking in the library or outside on the terrace. This includes the smoking of e-cigarettes.
- Alcohol and drugs consumption in the library complex is strictly prohibited.
- Any person, who physically assaults, harasses, or uses insulting or threatening language, will be reported to Security.

Students who violate these guidelines may lose their library privileges and their case be referred to appropriate committee. Students who take library material without permission or do not return borrowed material can be charged with a crime.

Cooperation with college official

All students, staff, faculty, and visitors in the Library are expected to cooperate with library and college employees at all times.

Off Campus Violations

If students are involved in any off-campus activities that involve a violation of law, or otherwise inappropriate behavior, the GAMC reserves that right to initiate disciplinary action against the UG & PG students, particularly when such activities adversely affect or threaten the interests, reputation, operation, safety and/or well-being of the college community or its members.

MAJOR VIOLATIONS

Alcohol and Drug

Presence, possession or consumption of alcohol or Drugs (narcotics) by UG & PG students in the campus and off campus is strictly prohibited.

Fire and Safety

- Illegal or unauthorized possession of firearms, explosives, fireworks, other weapons, or dangerous chemicals or combustibles.
- Use of any item, even if legally possessed, in a matter that harms, threatens or causes fear to others.
- Possession of counterfeit, replica, or blank-firing firearms or realistic-looking toy firearms or swords.
- Smoking and smoking paraphernalia in any College building, including residence halls.
- Disabling, misusing, removing or tampering with fire alarm systems and other building safety equipment. Tampering with or discharge of fire extinguishers. Activating a false fire alarm. Tampering with or damage to smoke detectors, sprinklers, or stand pipes. Causing a fire or flood.
- Making or contributing to a bomb threat.

Dishonesty, Forgery or Theft

- Removing food or other items from the dining facilities without authorization.
- Possessing, providing, producing and/or utilizing false identification material. Accepting payment for such material.
- Distribution, forgery or alteration of the student identification card, or any such document issued by the College.
- Dishonesty in connection with any college activity including cheating, forgery, plagiarism, or knowingly furnishing false information to a College official.
- Theft of property or services; knowing of possession of stolen property without notification of proper authorities.
- Theft of Institute and/or personal property.

Additional Prohibited Conduct

- Expression of any form which is degrading, demeaning, abusive or harassing toward others, particularly on the basis of race, color, cultural background, handicap, age, sexual orientation, or political or religious beliefs. This covers all forms of communication, including verbal, written, and electronic media, and all forms of interaction, including physical and verbal.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other institutional activities
- Behavior or activity that threatens or endangers the health or safety of oneself or others, whether or not such activity occurs on Institute property
- Verbal abuse, and/or wilful damage to the reputation or psychological well-being of any person.
- Damage or vandalism to Institution or personal property.
- Use of electronic devices to violate the privacy of the Institution community or its members
- Failure to comply with the directives and sanctions of Institution officials acting in performance of their duties.
- Disrespect of the Institute official & fighting even when said fighting is mutually instigated.
- Violent behaviour, whether physical, verbal or threatened, directed toward property or persons.
- Assisting another person in the commission, or attempted commission, of a Code of Conduct violation.

Other Violations

- Violation of the Visitors and Sign-In Policy, Gambling and unauthorized possession or distribution of any mode of entrance to any institute facility.
- Unauthorized presence in or forcible entry into a College facility or College-related premises, including, but not limited to, College building roofs or fire escapes.
- Disposal of trash or refuse anywhere on the campus except in designated trash receptacles and violations of the College Honor Code.
- Violations of the Climate of Respect and violations of a "No Contact Order"
- Violation of any Trespass or Ban Order from any part of campus.

Sanctions or Disciplinary Alternatives

The following examples of sanctions or disciplinary actions may be imposed separately or in combination. This list of sanctions or disciplinary actions is not exhaustive. The Institute reserves the right to impose sanctions or disciplinary actions not listed below.

- No Action
- Official Reprimand
- Mediation
- Parental Notification
- Disciplinary Notice
- Revocation of Privileges
- Counselling
- Confiscation
- Restitution
- Behavioural Contract
- No Contact Order
- Campus Ban
- Suspension
- Expulsion
- Revocation of Degree

Notification of Results of Review

After the preliminary review, the student(s) who are the subject(s) of the incident report will be notified in a timely fashion.

Provisions for Immediate Suspension

When a student is considered to be a threat to another person (including themselves), property, or the orderly functioning of the Institute, the student may be suspended immediately by the Chairman of appropriate committee/Board or Principal, from the hostel/residence provided by the institute, from the Institute, or both, without a hearing. This suspension will remain in effect until the committee ensure that the threat no longer exists.

STUDENT CONDUCT BOARD

The role of the Conduct Board is to make specific findings as to whether the Code of Conduct has been violated and to recommend appropriate disciplinary sanctions. The Conduct Board exists to promote responsible and accountable behaviour among students. The Conduct Board is a panel of students, faculty and staff who come together to determine the facts surrounding a charge that a student has violated policy and arrive at a fair and informed resolution of the charge.

Membership

The Board will be comprising of Principal, faculty members and students appointed by Principal of GAMC Akhnoor. All issues, findings, or sanctions in a case will be decided by majority vote. The Principal will facilitate all hearings and he or she will only vote in the event of a tie vote of the other board members. Board members may serve on the Conduct Board for a term of three years.

Judicial Information

The following process will be followed to consider reports regarding alleged violations of the Code of Conduct. The goal of this process is to investigate the facts and circumstances of a report and, if appropriate, to impose sanctions or discipline warranted by those facts and circumstances.

The Student Conduct Board will be responsible for enforcing the Code of Conduct. The Board will resolve any questions regarding the interpretation or application of the Code of Conduct.

Report

- Any member of the institute community may file an incident report against any student by submitting in writing to the Student Conduct Board along with witness.

Notification of Hearing

If a Conduct Board hearing is to be held, the student who is the subject of the hearing will be provided with detailed additional information about the hearing process in a meeting. If a student fails to appear after proper notification, a hearing will be conducted and sanctions will be determined in his/her absence.

Board Recommendations

At the conclusion of the hearing, the Board will decide by majority vote whether it believes that it is more likely than not that a violation of the Code of Conduct has occurred. If the Board decides that a violation has occurred, the Board will, by majority vote recommend specific sanctions or disciplinary actions thereof.

Notification of the Board Recommendation

The Conduct Board Chair and/or their designee will meet with the student who is the subject of the hearing to discuss the Board recommendation as soon as possible after the Board makes its recommendation. The meeting will be followed by a letter that confirms the Board recommendation and outlines the appeal procedures available to the student

Appeal Process

Appeals of conduct board recommendations or administrative hearings are heard only if the student can clearly demonstrate that procedures described in the Student Code of Conduct have not been followed and/or if the student can introduce substantive new evidence. Any such request should be made in writing to Student conduct Board within three working days of receiving notice of the Board recommendation. The Board will review the request and determine whether an appeal is granted and/or a new hearing held.

Record Keeping

All sanctions or disciplinary actions are recorded and maintained by the Student Conduct Board. Dismissal from the College and suspension from the College are the only sanctions that will be noted on a student's permanent record.

Confidentiality

The Institute respects the rights of individual members of the Institute community. Therefore, every effort will be made to protect the confidentiality of the Student Conduct Board process.

CODE OF CONDUCT IN HOSTEL

Admission

Admission to a Hostel will be according to the availability of the accommodation and will be confirmed only after approval from the Principal or Hostel warden and is also subject to satisfactory medical examination, NEET for U.G./ AIAPGET for M.D. according to the reservation rules and payment of fee as given below:

Hostel Fee, the student shall pay Hostel fee for one year as onetime payment, along with interest free refundable deposit in advance at the time of allotment of hostel accommodation. The term for the hostel fee is one academic year. The fee shall be paid by Demand Draft /Electronic Transfer.

Rules regarding Fees for the Hostel

The hostel fees will be paid for once in a year as codified. If the student failed to submit the hostel fees in scheduled duration then a fine of 100 Rs. as a delayed fee will be charged for the first 15 days. After that a fine of 500 Rs. will be charged as a late fee for a month. In the condition of non-payment of hostel fees up to a month, the allotment of hostel will be cancelled without any notice.

1.1 General Guidelines

The hostel is treated as an extension of the institute and observance of rules and regulations of the Hostel is compulsory for all the students.

Rules for students those are Residing inside the Hostel:

The student will be responsible for the provided furniture in the room. Any damage or theft for the same will be immediate informed into the chief warden or hostel warden to ensure the recovery of the same from the caution or for the appropriate action.

2. After completion of the course the student are expected to collect a no dues form before leaving the hostel premises.

3. If any student found guilty in some criminal activities or under disciplinary actions such students are immediately restricted from the hostel and classes.

4. In such cases written information will be sent to the disciplinary committee along with their guardians and co-guardians.

5. If any student got faulty involving in alcohol, smoking, or other addictive intake activities will be immediately restricted from the hostel by the warden or warden and written information will be sent to the disciplinary committee along with their guardians and co-guardian.

6. Guest are allowed to stay for maximum three days with the permission of hostel warden or Principal

7. Opposite sex students are not allowed to enter in hostel.

8. Sudden monitoring will be performed by special committee formed under chief hostel warden/hostel warden at least one in a month.

9. Students are only allowed to stay on their own allotted rooms.

10. Guest room of girl's hostel will be only permissible to relatives of students and the entry in register for maximum time of one hour.

11. Male workers of hostel and college will be only be allow in hostel. Others will be allowing within the boundary in guest room.

12. Any activity beyond to 10 pm only is allowed after the permission of hostel warden.

13. In special circumstances students can stay late night outside the hostel for this He /She should tell the valid reason (permission of guardians) and should take written consent from hostel warden.

14. In girls hostel student want to go outside of student then written consent.

15. A chief prefect will be selected from each hostel by hostel warden. Who will help in the daily routine activity of students.

16. Meals will be given in fix time in mess and meals will not allow in hostel room.

18. Meals are totally restricted in hostel room.

19. Making food is totally restricted in hostel room

20. Any complain regarding hostel workers, and then please inform the hostel warden by writing application.

21. Vehicles should be parked at fixed place marked by hostel warden.

22. Those student whose course has been completed, a list will be issue from academic section and given to hostel warden on that basis, after course completion, students should leave their room in duration of 5 days.

1.2 Room Allotment/Shifting

Room allotment is done by the Principal in consultation with the Hostel warden. Students shall not interchange their room with another student or shift into vacant room/ bed without prior written permission from the authorities. The Principal / Hostel warden has the right to shift any student from his/her room to another room in the hostel.

1.3 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 institute, from time to time.

1.4 Re-allotment of Hostel Accommodation

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 TNG (Term Not Granted), low academic performance (Fail in two or more than 2 subjects, less than 75% attendance) and those indulging in acts of indiscipline.

1.5 Local Guardian

The student will register details of two local guardians and phone number duly authenticated by parents. A copy of hostel rules will be signed by the local guardian. Student not having local guardian will be required to get a fax/e-mail from guardian / parent for night outs. Correct information must be given by the student, if found incorrect then liable to disciplinary action must be taken against the student. If anyone wants to change the number /e-mail ID, then the student should inform to Administration within 24 hours.

1.6 Safety & Personal Belongings

The hostel warden shall provide keys of the allotted room to the respective student. The Student is personally responsible for 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. Student will not change lock and key without permission of the Hostel warden and are advised to get duplicate keys made with the permission of Campus Administrator to guard against loss of keys.

1.7 Furniture & Fixture

The student shall not bring any extra furniture or other fixture in the room without the permission of the Hostel warden. 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 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 of the repair of an item that is found to have been wilfully damaged or have been damaged on account of misuse or unfair wear and tear.

- **Interchange of Furniture/Fixture:** 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 Campus Administrator, students involved in such activities may be expelled from the hostel.
- **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.

1.8 Electricity Restrictions

Electric appliances shall not be permitted in the room, defiance of which shall enable the Principal/Hostel warden to confiscate the gadget forthwith. The lights in the bathroom should be used only as and when necessary and shall be switched off, when the bathroom is not in use. 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 authorities. Table lamps can be used for study purpose after lights out time.

For those who are willing to use coolers in their room, they have to pay 100 Rs. per month from April to August. It is compulsory charge whether cooler is in use or not.

1.9 Care for Water loss

The student should not leave taps open when the taps are dry, as it will result in subsequent loss of water.

1.10 Room Checking

The Principal/Hostel warden or any other Officials of the Institute 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.

1.11 Vehicles

The student who have two wheelers shall get due sanction from the Principal by submitting a copy of registration papers and driving license. Vehicles with Institute sticker only will be permitted inside the campus.

1.12 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 hostel fee and mess charges will be refunded after 10 days of vacating the room and on clearance of all dues. A student shall have to vacate the hostel within five 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 Principal/Hostel 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 Principal/Hostel warden in the presence of a senior officer with no responsibility of the Management for the loss, if any.

1.13 Expulsion from Hostel

The Principal/Hostel warden reserves the right to terminate the temporary occupancy of the student for any wilful 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 from the institute, will also be expelled from the hostel and hostel fee will not be refunded.

Hostel facility not provided in following conditions.

- (a) Those students who are previously found bad conduct or unmannered records.
- (b) Those students who are associated with crime record or decision pending record or who have found faulty maintaining discipline or with the admission of those who can disturb the dignity and peace of the hostel or those student who are to be found involve in criminal activity after being admitted in the hostel.
- (c) Students those who are infected by communicable diseases or those who may be doubted/suspected to be affected of such in this cases hostel warden will right to demand medical examination for the same.
- (d) Those who are previously debarred from the hostel after being admitted.
- (e) Those who have surrendered their seat after being allotted a hostel room. (g) Those who are found guilty of being involved in allowing unauthorized people or guest to stay in hostel premises.

- (f) Those who are involved in ragging activities.
- (i) For in-service Candidates Hostel facility is not available in premise, if after allotment of rooms to, P.G students if any vacant rooms are left, then these students can be considered for allotment of those rooms.
- (j) If student are found guilty of under given offences then the chief warden/warden will have right to terminate their allotment of hostel;
- (a) Falsification or fabrication of important facts as per rules and regulations of hostel.
- (b) Not following the rules of hostel along with not paying the dues of hostel.
- (c) Un-disciplinary either inside the hostel or outside the hostel premises.
- (d) Use of un appropriate and slangs words in language with the hostel staff or with colleagues.
- (e) Sharing of rooms without the permission of chief hostel warden/hostel warden.
- (f) Those who are found guilty of alcohol or any addictive materials intake.
- (g) Those who are affected with communicable, physical or any mental illness in such cases they will be debarred from hostel.

1.14 Storage of Baggage during Vacation

During the vacation, belongings should be kept in the cupboard under lock. However, students may avail common storage facility for limited quantity (2 cartons). One month before the vacation period starts, an application endorsed by the Director of the institute to the campus administrator must be submitted informing the warden about the student's official vacation period. On completion of the final year of the programme or when a student desires to vacate hostel accommodation at the end of an academic year, he/she should take all his/her belongings with him\her

2 Attendance, Hostel Timings, Leave and Visitors

2.1 Attendance Register

Attendance is taken by the warden/authority between 10:00 pm and 10.30 pm every night. Each boarder has to personally sign the attendance register. After such prescribed time, 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 08:00 PM after which gates will be closed. The gates will reopen at 5.00 AM 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 Institute, parents and local guardians. Three late coming entries per month will lead to cancellation of permission to stay in hostel and 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 parent's consent to the Chief Hostel warden/Hostel warden and getting permission of the Rector. 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 warden /Campus Administrator for celebrating any festivals and birthdays. Birthday celebration should be done at a common place for one two hours preferably between 8.00 pm to 10.00 pm. There should not be any kind of discomfort to other students. No outside guest or interference of any kind will be allowed. If any complaint received from any student disciplinary action will be taken.

2.5 Medical Emergency

Any student, who is not well, will immediately report to the institute hospital to avail treatment. In case of medical emergency, the student will be shifted / referred to higher institute. Please inform the Chief Hostel warden/ Hostel warden about any previous medical history / drug and your blood group. This would be required when emergency aid has to be administered by specialised institutions.

2.6 Night Out

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

- On holidays with written consent from parents/local guardian.
- Once night out permission is accorded; 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 case where the student has the permission for more than one night out, student 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. It is also necessary for treatment in an empanelled hospital under Medical Insurance Scheme. Student should co-operate with security personnel for verification and checking of Identity Card. Hostel students must always wear their Hostel ID cards.

2.8 Visitors/Parents

Visitors/parents are allowed to visit a student only in the visitor's lobby on the service floor between 9.00 am to 11.00 am and 6.00 pm to 7.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays. Personal servants/domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call.

3 Messes and Dining Facility

3.1 Mess

The student shall pay mess fee/caution money (1000 Rs.) for one year in advance at the time of admission to the hostel. If a student is sick, written application by the student endorsed by the Chief Hostel warden/ Hostel warden and medical certificate by the Institute hospital should be given to supervisor for serving food in the room.

MESS RULES

1. All students will be deposited caution money Rs. 1000 for mess compulsory this money will be return if any student leave mess membership.
2. Minimum 500 Rs for month will be taken from those who are residents of hostel but not taking the mess facility for service charge of mess workers and cooking.
3. Those students who do not live in college's hostel can take mess membership by given Caution money and service charge.
4. Making food is totally restricted in hostel room
5. Meals are not allowed in hostel room.
6. Decision of any changes in the hostel rules/ or will be the last decision by director of Institute.
7. Balance rent or dues of rent if not paid on time, a fine of Rs 100 per day for seven days and Rs 500 for not 15 days will be applied. Balance will be deducted by paid caution money if necessary after words.

3.2 Mess Committee

A Mess Committee comprising of Principal, Warden, Administrative Officer, Faculty and students of various Departments of the Institute will be constituted. The mess committee will decide the menu, check food quality from time to time, 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

Only members of the mess are permitted to dine in the mess. Outside food / dabbas are strictly forbidden in the Mess. Members are expected to inform their absence/dining out or night out to the Mess Supervisor well in advance, to avoid wastage of food. If any complaint registered for wastage of food of any student it will be subjected to disciplinary action.

3.4 Guests

Guests are allowed in mess only with prior permission of the Campus Administrator/Warden and on payment of charges applicable.

3.5 Mess Timings

Breakfast - 7.30 am to 8.30 am (upto 10.00 am on Sundays)

Lunch - 1.00 am to 2.00 pm

Dinner- 7.30 pm to 9.30 pm (upto 10.30 pm on Saturday and Sundays) These timings shall be strictly adhered to by all hostellers.

4 General

4.1 Dress Code

The students should be decently dressed when they are out of room. For girls, tight body hugging clothes, short tops, revealing clothes etc. are forbidden outside the room.

4.2 Silence

Strict silence shall be observed in hostel. 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. Recreational facilities will be turned off at 09.00 pm.

4.3 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. The warden may confiscate any such clothes hung for drying in the corridors. No student shall store any cooked food in the room.

4.4 Registration of Personal computers, use of licensed antivirus software and compliance to internet policy - wi-fi facility

It is mandatory for all inmates to register their laptops/PCs and install licensed antivirus software. The student shall abide by the Internet Usage Policy of Symbiosis International University.

4.5 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 / Warden /Security Personnel/Principal directly at any time.

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 behaviour shall invite strict disciplinary action leading to expulsion from Hostel, rustication from the Institute and action as per law of land. That individual not liable to claim refund of caution money.

If any alcohol/drug/smoking substance found in common area then all students of that particular wing/area are responsible to pay the penalty in the form of 10.000 Rs. Collectively.

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

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. 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 /Campus Administrator 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 sticks or rods, knife and sharp weapon 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.

5.9 Religious Activities

All Religious activities are strictly prohibited in the hostels any violation shall invite strict disciplinary actions and removal from the hostel.

6 Violations of Hostel Rules

6.1 Disciplinary action

In addition to penalties, punishment and fine provided in these Rules, Disciplinary action as per the Institute Code of Conduct shall be taken against student violating these Hostel Rules and Regulations.

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 collective fine to recover the loss will be levied by the Campus Administrator.

7 Suggestion Box/Register

Suggestions and complaints should be either deposited in the Suggestion Box or entered in the Suggestion Register kept in the hostel premises. Suggestion form will also be available in the hostel.

DECLARATION BY THE STUDENT

I have read the above Rules & Regulations and I agree to abide by them, failing which I shall be liable to disciplinary action.

Place:

Date:

Name of the Student:

Academic Batch.....

Department:.....

Room No:.....

Signature of student :

Signature of hostel warden

Signature of local guardian

UNDERTAKING BY PARENTS

I ,F/o.M/o.....

..... have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central / State Government in this regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

2. I assure you that my son/ daughter / ward will not indulge in any act of ragging.

3. I hereby agree that if he /she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and / or as per the law of the land in force.

4. I have carefully read and fully understood the rule of Hostel. I agree to abide by them, failing which my son/daughter shall be liable to disciplinary action.

Signed this on.....

Signature of the Parent/Guardian

Name

Address.....

UNDERTAKING BY THE CANDIDATE /STUDENT

I ,S/o.D/o.Mr./Mrs./Ms.
.....

have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/ State Government in this regard.

2. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it.

3. I hereby undertake that

I will not indulge in any behavior or act that may come under the definition of ragging.

I will not participate in or abet or propagate ragging in any form.

I will not hurt anyone physically or psychologically or cause any other harm.

4 I hereby agree that if found guilty of any aspect of ragging. I may be punished as per the provisions of the UGC Regulations mentioned above and /or as per the law of the land.

Signed this on.....

Signature of the StudentName

Address