

NATIONAL INSTITUTE OF AYURVEDA

JORAWAR SINGH GATE, AMER ROAD

JAIPUR - 302002 (RAJASTHAN) INDIA

CODE OF CONDUCT

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.

PART -I

STUDENT CODE OF CONDUCT

Scope and Purpose

Scope

The Student Code of Conduct applies to all the students enrolled in any course or program at National Institute of Ayurveda, Jaipur 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 by students, in the judgment of the Institute, is deemed unbecoming in the interest of the Institute, the Institute reserves the right to conduct an administrative hearing or a hearing before the Student Conduct Board.

Purpose

The purposes of the Code of Conduct are to:

- (a) Establish standards of personal conduct.
- (b) Provide for the advancement of knowledge and the development of ethically sensitive and responsible persons.
- (c) Recognize that students are adults and, as such, their relationships with the Institute community should reflect this.
- (d) Ensure fair treatment of students without regard to their race, color, national origin, sex, age, handicap, sexual orientation, or political or religious beliefs.

Limitations

The Director of the institute in consultation with HODs, DMS and officer from administration may modify the Code of Conduct at any time and for any reason.



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Student Bill of Rights

1. 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 rights of another member of the community:
2. 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).
3. 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. In certain instances, additional infractions may be revealed as the hearing progresses. The student will, of course, be held accountable for such Conduct Code violations, even though said violations were not noted in the original notification.
4. The right to a hearing either by the Conduct board or administration.
5. The right to admit or deny all charges, to call witnesses, and to present evidence on their own behalf.
6. The right to seek an appeal.
7. The right to be given a written summary of disciplinary decisions.
8. 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

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1.1 *The Institute Honor Code*

It is the expectation of the Institute that students will conduct themselves as honorable and respectful citizens, in accordance with the policies governing the Institute. 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 the Institute in accordance with the Institute mission and creed. Any student who treats another unfairly, unkindly, disrespectfully or abusively will be subject to adjudication. National Institute of Ayurveda required climate of mutual respect includes all forms of social media communication. Disrespectful, uncivil or threatening communication via Facebook, Twitter, email, blogs, whatsapp messages, text messages, direct phone call or other online media will prompt immediate disciplinary sanction.

1.3 *Academic Honor Code*


All 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 for all. In disciplinary matters, students are expected to be honest and fully disclosing of the whole truth. Any attempt to deceive, withhold information, or obstruct the investigation or process of justice will be regarded as a violation of the Student Code of Conduct.

- 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.
- Classes are scheduled from 9.00 a.m. to 4.00 p.m. All the students are expected to be present in the class well -within time. 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


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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/Ma'm", शुभ प्रभात, नमस्कार, प्रणाम or "Good Afternoon Sir/Miss" and a "Thank you Sir/Ma'm" or धन्यवाद 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 concerned.
- Appearing in the monthly class tests or other scheduled examinations is mandatory for all the students.
- Students having lab sessions of anatomy, physiology, Rasashashtra & bhaishjya kalpana, 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 the Director, HOD, or the class teacher and after making entry in the Gate Register maintained by the gatekeeper.
- All students shall leave the classes immediately after 4.15 p.m. No students shall wander or gather in verandah, corridor, and staircase etc. Without permission do not spend much time in canteen.
- All leave applications (Regular & Medical) shall be submitted in time, for sanction by HOD and class teachers. Application for medical leave shall be accompanied by valid medical certificates.


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- Students shall come to the college in white aprons over the dress. The dress should be decent for the professional institute.

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 and promote academic success. Through the Library, the college provides students with access to computers, 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 to behave in a civil manner that does not interfere with other people using the facility. Excessive displays of affection, wrestling, 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 and in good condition for the next person's use.
- Food and drinks (except plain water) are not permitted in the Library.
- Students are expected to follow directions or instructions of library and college staff.
- Do not enter areas of the Library restricted to staff members without permission.
- Identify yourself to library staff with a valid College ID when asked.
- Follow the directions of Library staff, especially in emergency situations.
- Students borrowing materials are responsible for returning them on time and in the same condition as when borrowed.


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- Students may not remove materials designated for "Library Use Only" from the facility. This includes computers, course reserves, and any other library property so designated.
- Students are responsible for paying any fines incurred for overdue, lost, or damaged materials charged to their library and institute accounts.
- Students are not permitted to share their I Cards / Library cards with anyone.
- 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, have an academic HOLD placed on future registration, and be referred to Student Conduct Board. Students who take library material without permission or do not return borrowed material can be charged with a crime.

Cooperation with College Officials

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 state or local law, or otherwise inappropriate non-criminal behavior, the Institute reserves that right to take disciplinary action against said 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 a student in campus

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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

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- 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.
- Disruptive or disorderly conduct.
- Verbal abuse, and/or willful damage to the reputation or psychological well-being of any person.
- Conduct unbecoming of a student, whether on or off the campus grounds.
- 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 behavior, 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
- 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


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- 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.
 - Violations of the College Honor Code.
 - Violations of the Climate of Respect.
 - Violations of a "No Contact Order"
 - Violation of any Trespass or Ban Order from any part of campus.

Sanctions and Disciplinary Actions

Criminal Charges

When the Institute is aware that criminal charges have been brought against a student by federal, state or local authorities, the Institute reserves the right to take appropriate action against the student, including but not limited to, suspension or expulsion from the Institute, and/or from hostel residence, pending the outcome of judicial proceedings.

Double Jeopardy

The Institute reserves the right to adjudicate all matters in light of Institute standards. Institute disciplinary proceedings, carried out prior to, simultaneously with, or following the findings of a court of law, do not constitute double jeopardy. Institute officials may, at their sole discretion, adjudicate on an alleged violation of the Code of Conduct against a student also charged with a violation of law (i.e., both the alleged Code of Conduct violation and the alleged legal violation arise from the same factual situation), without regard to civil or criminal arrest and prosecution of the student in a court of law. The principle of double jeopardy does not apply to the Institute disciplinary proceedings.

Considerations in Imposing Sanctions

Discipline or sanctions, up to and including expulsion, may be taken in response to a Code of Conduct violation by a student. In determining appropriate discipline or sanctions, factors evaluated include, without limitation, the nature and severity of the violation, the degree to which the student has participated or been involved in the violation, their motive and intent


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in connection with the violation, and any record of past violations. These and other relevant factors of the specific situation will be considered.

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
- Counseling
- Confiscation
- Restitution
- Probation (or any form thereof)
- Behavioral 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


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immediately by the Chief of Student Conduct Board or the designee, at their sole discretion, from the hostel / residence provided by the institute, from the Institute, or both, without a hearing. This suspension will remain in effect until the Chief or their designee determines that the threat no longer exists. The Chief Student Conduct Board and/or their designee, at their sole discretion, may also impose sanctions or discipline short of suspension to address the particular situation.

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 behavior 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 comprised of respective Deans, faculty members, and students appointed by Director of the institute. All issues, findings, or sanctions in a case will be decided by majority vote. The Chief or chairperson (Director of NIA) 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. The determination of the Chief (Director NIA) and their designee concerning the interpretation or application of the Code of Conduct will be final.

Report


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Any member of the institute community may file an incident report against any student by submitting in writing to the Student Conduct Board with the following information:

- The name(s) of the student(s) who is (are) the subject of the incident report.
- A clear explanation of the nature of the incident.
- The contact information of those filing the complaint.
- The contact information of witness(es).

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 the Chief of Student conduct Board within three business days of receiving notice of the Board recommendation. The Chief /or the designee will review the request and determine whether an appeal is granted and/or a new hearing held. The Chief Student Affairs Officer reserves the right to review sanctions and, if deemed appropriate, modify sanctions. In the event the sanctions are modified as a result of this review, additional hearings may be called. The institute reserves the right to suspend


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housing privileges while an appeal is being reviewed.

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 Director 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:

1. Medical Examination: The Medical examination is conducted by the medical board of NIA. The Student is required to disclose all past medical history. Any nondisclosure of past medical history is at the risk of the student. Parent/Guardian later revelation of some diseases may result to expulsion from the hostel.
2. 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

3. The hostel fees will be paid for once in a year. 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


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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.

The caution money is as follows:-

Nursing students- 1000 Rs

Graduates (BAMS students) - 2000 Rs

PG students – 5000 Rs

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-

1. The student will be responsible for the provided furniture in the room. Any damage or theft for the same will be immediately 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 he 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 chief warden or warden and written information will be sent to the disciplinary committee along with their guardians and co-guardians.
6. Guest are allowed to stay for maximum three days with the permission of chief hostel warden or hostel warden.
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.

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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 or a letter will.
15. A chief prefect will be selected from each hostel by chief hostel warden/ hostel warden. Who will help in the daily routine activity of students?
16. Meals will be given in fix time in mess.
17. 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 Deputy Director/Hostel warden in consultation with the Director of the Institute. Students shall not interchange their room with another student or shift into vacant room/ bed without prior written permission from the authorities. The



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Director/Deputy Director/Chief Hostel warden /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.


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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 Director/Deputy Director/Chief Hostel warden/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


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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 Director/Chief Hostel Wardens/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 Director 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 Director/Deputy Director/Chief Hostel warden/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 Director/Deputy Director/Chief Hostel warden/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 Director/Deputy Director/Chief Hostel warden/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


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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 living in Jaipur or with their guardians/In-laws (for married females). Any residential property in Jaipur at the time of admission in hostel, applicants have to provide declaration regarding this.
- (c) 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.
- (d) 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/assistant warden will right to demand medical examination for the same.
- (e) Those who are previously debarred from the hostel after being admitted.
- (f) 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.
- (h) Those who are involved in ragging activities.
- (i) For CGN/BIMSTEC 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 10:30 pm after which gates will be closed. The gates will reopen at 5.00 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 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.

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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 to 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 Campus Administrator 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.


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▪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. The name of the student's not carrying Identity card with him/her will be reported to the Campus Administrator for action. 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 8.00 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 (3000 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.


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MESS RULES

1. All students will be deposited caution money Rs. 3000 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 Directors, Warden, Campus Administrator, 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


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

3.5 Mess Timings

Breakfast - 7.30 am to 8.30 am (upto 10.00am 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 10.30 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.


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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 / Campus Administrator / Security Personnel / Deputy Director / Director 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 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.


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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



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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.

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



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

Date: _____

Name of the Student: _____

Batch: 20 - 20 Department: _____

Room No: _____

Signature of the Student: _____

Signature of the Hostel Warden

Signature of the Local Guardian

UNDERTAKING BY THE CANDIDATE / STUDENT

1. 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



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- I will not indulge in any behaviour 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 Student _____ Name _____

Address _____

UNDERTAKING BY PARENTS

1. 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 _____

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Signature of the Parent/Guardian _____

Name _____

Address _____



Director

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