

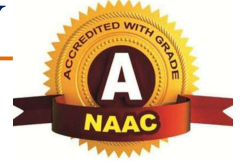


# KASHI INSTITUTE OF TECHNOLOGY

(NAAC- A grade accredited institution), ISO 9001 : 2015 (QUALITY MANAGEMENT SYSTEM)

Managed by: JAIN EDUCATION SOCIETY

E-mail : [info@kashiit.ac.in](mailto:info@kashiit.ac.in), Website : [www.kashiit.ac.in](http://www.kashiit.ac.in) 1800-123-321-123



## CODE OF CONDUCT FOR ADMINISTRATORS

1. Accept and support students / Faculty of all backgrounds /castes / races / gender to help them fulfill all their academic goals without any discrimination. Make sure that, there should be no discrimination on the basis of gender, cast, Religion, color etc.
2. Give prominence for blending academic learning with self-development as a central part of the college mission. Ensure that events are organized to meet this objective.
3. Encourage research in all academic areas. Promote and encourage these research activities supports nearby villages.
4. Activities related to lab and research work should be supported by the college team.
5. Encourage and support collaborative activities within the institution and with other outside institutions of repute.
6. Maintain and develop associations with alumni as a life-long relationship of mutual support.
7. Initiate and develop institute-industry collaborations to help faculty and students understand how knowledge is applied
8. Make all efforts to introduce digital technologies to make administrative activities faster and more efficient.
9. Facilitate faculty development programs and ensure all faculty members are given enough opportunity for such development.
10. Afford support to students, faculty and staff for recreational activities.
11. Be responsive to Faculty recommendations and grievances as well as be prepared to address them.



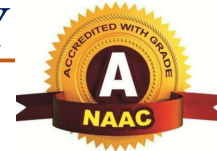


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## CODE OF CONDUCT FOR TEACHERS

The code of conduct sets out the key principles of good conduct and practice for the teachers in the institute. It is intended to encourage for the Teachers to adopt good and correct practices. Teachers shall endeavour to be a role model and shall act in a manner which enhances the prestige of the profession and the Institution.

### **A. Discipline**

1. Reach college/class on time and do not leave before scheduled time.
2. Check your lecture timing from ERP/HOD well in advance.
3. Teacher will not use mobile for call/whatsapp during lectures. Moreover, listening song /watching movies etc. in the campus is strictly banned.
4. Teacher will take attendance in the attendance register during the class and will upload on the ERP on the same day.
5. Student who is late in the class should not be denied entry into the class. However, such student may mark absent on the case to case basis.
6. Attendance register should be updated with all the records of attendance/marks regularly. Dean Academics/concerned HOD/Director/Management reserves the right to check it.
7. Teacher member will not interchange the class except unavoidable circumstances with proper intimation to the concerned HOD/Dean Academics.
8. Marks of all assignments, CTs, Sessional and PUT should be uploaded on ERP, asap (Not more than three days).
9. It is the responsibility of the teacher to conduct the experiment in the assigned to the student. The role of technical assistant / lab assistant is to make the lab ready as per requirement.
10. Lab records must be regularly signed /evaluated with date and comments.
11. Teacher involved in chewing tobacco, Pan Masala or any other prohibited material within the campus will be penalized by deducting salary recurrence may lead to termination of service from the institute.
12. Parents of absent students will be informed on regular basis by the class coordinator.
13. Movement of teacher in the cabin of other teacher member is completely restricted. They should remain in their cabin as students may come any time for solution of their queries.
14. Wearing of ID card is compulsory.

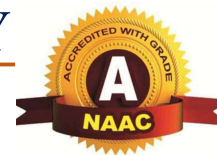


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15. Teacher is supposed to take the class for full time even if a single student is present.
16. No negative comments/questioning on the college policy should be done.
17. All teachers will wear the professional dress and wear the ID card.

## Men:

- a. No T-Shirts with or without collar.
- b. No Jeans Pants
- c. No Kurta- Pajama
- d. No Slippers or Sandals
- e. Only formal Shirt / Trousers
- f. Only Shoes
- g. Shave / trim beard regularly, no stubble.

## Ladies:

- a. No T-Shirts with or without collar.
  - b. No Jeans Pants
  - c. No skirt or similar type of dresses
  - d. Only Saris / Salwar Kurta/ Trousers/ formal shirts
  - e. Only sandals with black lace / shoes, No stilettos
18. All teacher and staff members are advised to use English as a communication language as far as possible while interacting with Authorities / teachers and students.
  19. All teachers should avoid visiting canteen during 12 noon to 2 pm.
  20. Use of the foul language by the teachers is completely prohibited within the campus.
  21. You are supposed to be polite with your colleagues especially with the opposite gender persons. No heated arguments / fight in the college with colleagues and students.
  22. Do not sit on the chair while delivering a lecture.

## **B. Effective Teaching**

1. Session plan of each class using Innovative teaching methodologies in the class should be ready well in advance as per Outcome Based Education (OBE) principles.
2. Question Papers / assignments should be taken as per the AICTE / AKTU guidelines of examination reforms (as attached).
3. Make your class interesting by using different teaching aids like PPT, Video lectures, case studies, etc.
4. Deliver Learning oriented lectures rather than teaching oriented.
5. Encourage the students to ask questions for any doubt and focus more attention on weak students.
6. Use of NPTEL / MOOC courses should be done for effective teaching.

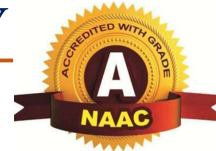


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## C. Administrative work

1. Teacher member should not refuse to accept any administrative work assigned him.
2. Once administrative work is assigned, one should understand objective / responsibility / authority associated with the work and carryout the work with full dedication and honesty.
3. If due to any reason, administrative work is shifted from you to other teacher, don't be emotional. Rather accept the change positively and be ready to take another assignment.

## D. Research and development

Institute has framed research and development policy (as attached). The objective of this policy is to motivate the teachers of our Institution to undertake quality research and other related activities.

## E. Leaves

Institute has framed Leave Rules (as attached). The objective of this policy is to regulate the leave taking procedure. But one should avoid taking leaves during academics.



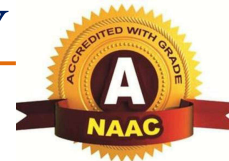


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## CODE OF CONDUCT FOR NON-TEACHING STAFFS

The Non-teaching personnel is those staff that is required to cater to the needs of the students as well as to complement teachers' professional roles and responsibilities. Professionally effective relationships between teaching and non teaching personnel are essential to meet the diverse needs in the best interest of the students' community. For today's students, our approach should be molded professionally. If we fail in satisfying the students' needs, the message carried by them may deteriorate the standard of the University.

### **NON TEACHING STAFF SHOULD BE:-**

1. Loyalty to the College can be shown by being punctual and trustworthy in all duties.
2. Integrity by being honest in words and actions.
3. Creating and maintaining strong relationships with students and staff:
  - a) Proper interactions with students.
  - b) Setting professional boundaries with students and Non teaching staff.
4. Maintaining dignity by treating students with care and kindness.
5. Being supportive and cooperate with other staff members.
6. Meeting the required criteria for each allocated work to fulfil duties.
7. Must respect and maintain the hierarchy in the Administration.
8. Should adhere strictly to the official resumption/ closing time and must dress decently & appropriately.
9. Must not use unauthorized persons to perform official duties.
10. Reach college/class on time and do not leave before scheduled time.
11. Lab records must be regularly signed /evaluated with date and comments.
12. If anyone involved in chewing tobacco, Pan Masala or any other prohibited material within the campus will be penalized by deducting salary recurrence may lead to termination of service from institute.
13. No negative comments/questioning on the college policy should be done.

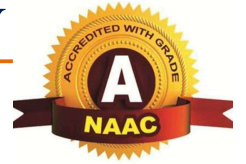


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## Men:

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- c. No Kurta Pajama
- d. No Slippers or Saddles
- e. Only formal Shirt / Trouser
- f. Only Shoes
- g. Shave / trim beard regularly, no stubble.

## Ladies:

- a. No T-Shirts with or without collar.
- b. No Jeans Pants
- c. No skirt or similar type of dresses
- d. Only formal shirts/ salwar kurta / Trouser /saris
- e. Only sandals with black lace / shoes, No stilettos
14. You are supposed to be polite with your colleagues especially with the opposite gender persons. No heated arguments / fight in the college with colleagues and students.



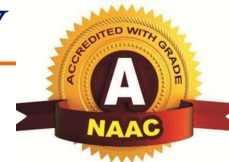


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## CODE OF CONDUCT FOR STUDENTS

The code of conduct is necessary to maintain the standard of discipline and behavior in the college so that institute could reach towards the holistic development. Students continue to be subject to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code. Students are expected to abide by the following Code of Conduct.

### STUDENT COMMITMENT:-

1. For every semester, separate student's Identity card will be issued after deposition of fee only.
2. After registering in semester, student can collect his/her identity card from reception.
3. Without identity card, you are not supposed to enter inside the college campus.
4. Deposition of fee is preferred through online mode only. In case of cash deposition, 1% of deposited amount will be charged additionally.
5. After last date of registration, fine will be charged on daily basis till 50 days and after that you will be considered as a dropout student.
6. It is mandatory for every student to maintain his/her blood group in ERP.
7. Student's attendance will be marked through ERP portal. Unregistered student's name will not be displayed in ERP register (E-register).
8. In case of short attendance in academic as well as training, fine will be imposed.
9. After paying semester academic fee, student can avail optional services (Hostel, transport etc.) by depositing the semester wise charge and this optional service is applicable for whole year. You cannot leave these services in mid academic session.

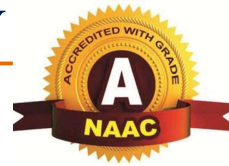


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10. Any student whose academic fees are unpaid is not a student of college. Kindly note that it is the responsibility of the student and parent to pay fees on time. So any request from a person whose fees are not paid will not be entertained by any college authority, since he/she is not a student of the college.
11. Report timely to the college.
12. Student should be in proper uniform.
13. Shall be regular and punctual to the classes and maintain 75% attendance to be able to appear for final examination.
14. Follow the instructions of the teacher carefully in the classrooms.
15. Maintain perfect order and strict silence inside the lecture hall/ drawing hall/laboratories/clubs and the corridors.
16. Be attentive in class, to bring calculators, drafter, charts and data handbooks as per the schedule of the classes.
17. Meet all deadlines of assignments, submission of projects, records and posters.
18. Abide by the rules of various laboratories and not damaging the equipments.
19. Cultivate the habit of looking at the notice boards of the institute/department every day.
20. Maintain silence in the library and utilize its resources and space without causing damage.
21. Not to be in the canteen during working hours of the College.







# Student Rules Book

**Session: 2023-24**



**KASHI GROUP OF INSTITUTIONS**

Managed by Jain education society

23 Km. Milestone Varanaasi – Prayagraj Road, Mirzamurad, Varanasi (U.P)

# INTRODUCTION

## **1) Kashi Institute of Technology (AKTU Code: 428, BTE Code: 4041):**

- Approved by All India Council of Technical Education (AICTE)
- Affiliated to Dr. A.P.J Abdul Kalam Technical University, Lucknow.
- Affiliated to Board of Technical Education, Uttar Pradesh.
- Accredited by National Assessment and Accreditation Council (NAAC) with Grade-A.
- Courses: B.Tech, MBA, MCA, Polytechnic

## **2) Kashi Institute of Management and Sciences (MGKVP Code: 1123):**

- Affiliated to Mahatma Gandhi Kashi Vidyapeeth, Varanasi.
- Courses: BBA, BCA

## **3) Kashi Institute of Pharmacy (AKTU Code: 551, BTE Code: 4818):**

- Approved by Pharmacy Council of India (PCI), New Delhi.
- Affiliated to Dr. A.P.J Abdul Kalam Technical University, Lucknow.
- Affiliated to Board of Technical Education, Uttar Pradesh.
- Courses: B.Pharm, D.Pharm

# **RULES AND REGULATIONS**

**2023-24**

## **1- GENERAL COLLEGE RULES:**

1. Institute fees is annual, however, students may deposit fees in two equal parts twice in a year (as mentioned in admission letter also). First Installment before 30th June and second installment before 31<sup>st</sup> December positively (Applicable for session 2023-24 admitted students). It is applicable for optional services (hostel, transport and book bank) also. In case students fail to deposit the fees by the due dates, they will be fined Rs 100 per day in all courses and Rs 50 for Polytechnic. Moreover, attendance will also not be marked and registration will not be done.
2. Institute timing is 08.45 am to 04.45 pm. Main gate of the Institute will be closed for students at 9.10 am sharp. However, it will re-open at 09.40 am for five minutes only.
3. The student should pay attention to the notices displayed on the ERP/Official e-mail ids/Class what's app group regularly. The institute will not be responsible for any loss due to negligence in reading notices on the part of the student.
4. Use of CELLPHONES is strictly prohibited inside academic area which includes Lecture rooms, Labs, Library etc. Misuse of cell phones with camera or multimedia is strictly prohibited in the campus. Such cell phone may be confiscated and a fine of Rs. 1000/- (One Thousand) will be imposed.
5. Loitering in corridors is strictly prohibited. The students are expected to move silently. They must respectively give way to teachers, staff and visitors while moving in the corridors, on the stairs- class and places in the campus.
6. Chewing pan, pan-masala, any tobacco products, consuming alcohol, banned drugs, smoking is strictly prohibited in campus. Severe action will be taken against defaulters.
7. The students involved in "common off" (Mass bunk) are liable to heavy fine and punishment.
8. In case of any complaint/grievance which is not resolved by the respective department/ cell /section, you may lodge the complaint online through your ERP. It will be kept secret and will be handled directly by the Director of the institute.
9. The vehicles should be parked on the place notified for this purpose. It is compulsory for all students to wear HELMET while riding two wheelers and seat belt while driving four wheeler.
10. The student should carry identity card with him/her regularly and the same should be produced when demanded by the authority of the institute.
11. The student found guilty of an act of misconduct either in the institute or outside shall be subjected to strict disciplinary action which may lead to his/her expulsion from the institute.
12. The student should not cause any damage to the institute's property. The damage caused shall be recovered from the student immediately.
13. All expressions or activities which are immoral, antisocial, communal and anti-national are strictly prohibited in the College campus.
14. Students are not supposed to wear casual dress in the institute. During formal programs like placement drive they are supposed to wear prescribed uniform. Wearing religious dresses is strictly prohibited.
15. Birthday, parties or festive celebrating are not allowed inside the entire campus without permission.

## **2. ACADEMIC RULES:**

### **2.1. General Rules**

1. Every academic session comprises of two semesters.
2. All students are required to wear institute Identity card inside the campus.
3. Students are supposed to wear formal attire inside the campus. Moreover, wearing uniform is compulsory during formal presentation and placement drives etc.
4. Regular classes will not be held on Saturday. However, remedial classes/activities/functions/ trainings/ placement drives may be conducted with prior notice.
5. Mass bunk will be treated as indiscipline and two absent will be marked.
6. Every semester, Parent Teachers' Meeting will be organized.

### **2.2. Attendance Rules**

1. An overall 75% attendance in a given semester is required for appearing in the end-semester university examination. 90% attendance is required in placement oriented training classes. 15% attendance relaxation may be given by the Head of Institute on very genuine reasons including medical. Prior permission is needed for the same. Students having attendance less than norms as mentioned above, may be penalized as per institute (Rs. 200 per percentage and maximum Rs. 5000) /detention from appearing University examination of that particular semester.
2. The attendance shall be counted from the date of admission (for new students) or the commencement of classes in the institute.
3. The student participating in any other curricular and co curricular activities prescribed by the institute will be given event attendance.
4. Attendance will be marked over ERP and same can be seen by the student through his/her login.
5. In case of any issue related to attendance, contact to the subject teacher/HoD immediately.

### **2.3. Examination Rules**

1. The performance of a student in a given semester shall be evaluated through continuous assessment.
2. There will be following components of examination in one particular subject in each semester:
  - One Midterm/sessional examination: Conducted by Exam Cell of the Institute
  - Two Class Tests: Conducted by the subject teacher
  - Two Assignments: Conducted by the subject teacher
  - Makeup sessional examination: Conducted by Exam Cell of the Institute
  - Pre University Test (PUT) Conducted by Exam Cell of the Institute
  - End Semester Examination: Conducted by University/Board
3. Sessional Marks will be awarded after taking the best of Midterm/sessional and PUT Exams.

4. Teachers' Assessment marks will be awarded on the basis of the Best Class test & Best Assignment.
5. Online examination (for sessional, make up sessional, PUT/PBT may be conducted for NOC students with prior permission).
6. Student scoring attendance between 80% to 100% in a subject will be given full marks of attendance in that particular subject. Attendance marks will be reduced proportionately.
7. Students are required to bring their own pens, pencils, eraser, calculators, drafter, etc. for examination.
8. Students behaving in rude or discourteous manner inside the examination hall shall be debarred from appearing for a particular paper and/or remaining papers in that semester examination.
9. Nothing except roll number should be written on the question paper.
10. Carrying Programmable Calculator/Cell phone/Mobiles/Wallets inside the examination hall is strictly prohibited.
11. No student will be allowed to enter the examination hall after 10 minutes of the commencement of the examination and no student will be allowed to leave the examination hall before the scheduled time of examination.
12. Malpractices will be viewed very seriously. Candidates should not be in possession of any notes or other kinds of written/Printed matter during the conduct of the examination.
13. Violation of any rule may lead to the suspension from the examination hall or reducing the sessional marks of one/all subjects to zero or any punishment decided by the unfair means (UFM) committee.
14. End Semester (External) examinations will be conducted as per the prescribed date by the University/Board.
15. Moderation of Internal Marks will be done as per the Institute rules.

### **3. RAGGING & INDISCIPLINE:**

Ragging is a criminal offence as per the Supreme Court verdict. Ragging in all its forms, within or outside the institution/campus, is totally banned.

#### **3.1. "Ragging" means the following"**

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or indiscipline activities which causes or is likely to raise fear or apprehensive thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

#### **3.2. Punishable ingredients of Ragging:**

1. Abetment to ragging.
2. Criminal conspiracy to ragging.
3. Unlawful assembly and rioting while ragging.
4. Public nuisance created during ragging.
5. Violation of decency and morals through ragging.
6. Injury to body, causing hurt or grievous hurt.
7. Wrongful restraint.

8. Use of criminal force
9. Assault as well as sexual offence or even unnatural offence.
10. Extortion
11. Criminal trespass
12. Offence against property
13. Criminal intimidation
14. Severe Injury
15. Attempt to commit any or all of the above mentioned offences
16. All other offences following from the definition of “Ragging”

### **3.3. Punishment**

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institute, the possible punishments for those found guilty of ragging at the institute level shall be any one or combination:

1. Cancellation of admission.
2. Suspension from attending classes.
3. Withholding/ withdrawing scholarship/ fellowship and other benefits.
4. Debarring from appearing in any test/ examination or other evaluation progress.
5. Withholding results.
6. Debarring from representing the institute in any regional, national or international meets, tournaments, youth festival etc.
7. Suspension/ expulsion from the hostel.
8. Rustication from the institute.
9. Expulsion from the institute and consequent debarring from admission to any other institute.
10. Suspension from the class for a particular period/semester/year
11. Fine of Rupees 50,000/-
12. Lodging of FIR.
13. Display of names and punishment awarded to perpetrators of ragging on the notice boards.
14. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institute shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

### **3.4. Anti-Ragging Helpline**

In case of ragging matter, student may contact Head Antiragging Cell at 7602814654 or [antiragging@kashiit.ac.in](mailto:antiragging@kashiit.ac.in) in any time for help to this regard. The fresher students are hereby instructed that they should move in groups within the academic areas/ campus, should not respond to the calls from seniors should not participate in any king of “fresher’s party” anywhere inside/outside the campus, desist from doing anything even if ordered by the seniors and they have nothing to fear as the institution cares for them.

### **4. Computer Labs Rules:**

1. Students must present a valid ID card before entering the computer lab.
2. Playing games on a computer in the lab is strictly prohibited.

3. Users are strictly prohibited from downloading, viewing or distributing any offensive materials (pornography, profane language etc.)
4. Before leaving the lab, users must close all programs positively.
5. Users are strictly prohibited from modifying/deleting any important files and install any software or changing the settings in the computer
6. Eating and/or drinking inside the computer labs is strictly prohibited.
7. Internet facility is only for educational/ study purpose.
8. Silence must be maintained in the lab at all times.
9. No bags, raincoats, etc. will be allowed inside the computer lab.
10. Entry at the log book in Computer Lab is must.
11. Loud talking & sleeping inside the lab are strictly prohibited.
12. In case of theft / destruction of the computers or peripherals, double the cost of the lost will be charged from the student/user.
13. Computer Lab Assistants are available to assist with BASIC computer and software problems. They are not tutors and will not tell you how to complete your assignments.
14. Unauthorized copying and/or installing of unauthorized software is not permitted. This may be a violation of copyright laws.
15. Tampering with the hardware or software settings will not be tolerated.
16. DO NOT leave your personal belongings in the computer lab. The College is not responsible for items left behind.
17. Disruptive students will be asked to leave and Public Safety may be called in such situations.

A fine of Rs 200 will be charged if any student found violating the above rules.

## **5. LIBRARY RULES:**

### **5.1. Circulation Rules**

1. Borrowing facilities are provided only to the members of the library against ID-Card library membership cards issued to them. Books are issued over the counter by presenting the identity card.
2. Maximum 3 books will be issued to student in circulation account for the maximum period of 15 days.
3. Student shall produce their library Borrower's & Identity card at the counter at the time of issue and return of the books.
4. New Books can be issued only after technical processing has been completed.
5. Reference Books, Journals, and Magazines will not be issued.
6. For renewal, it is necessary that the book shall be presented at the counter. Renewal is not automatic. If there is a pending demand for the book, the request for renewal may be turned down by the Librarian.

### **5.2 Book Fines**

1. If a book is issued for 15 days from circulation section and not returned by due date, a fine of fifty rupees per day per book will be charged and it will be freezed at double cost of the books.
2. In the case of book stolen, a fine of Rs 2000/- plus double the cost of the book will be charged.

3. In the case of book damage, a fine of double cost of book or replacement of the new book will be applicable.
4. Loss of Institute I.D. card Rs.100/- per card.
5. Using of mobile phone in library is strictly prohibited.
6. The librarian may refuse to issue books to defaulters.
7. All members should return the book(s) borrowed from the library before they proceed on a long period of leave.
8. Librarian can recall books and publication any time the need arises.
9. Books will be issued from the book bank for a semester only. Students have to return such books library definitely by the end of semester examination.

### **5.3 General Rules**

1. All library users must sign in/out register at the library entrance.
2. User must maintain SILENCE in the library and must not disturb others.
3. Smoking/ eating/ chewing of anything are strictly prohibited in the library.
4. Personal belonging except loose papers and note books are not allowed to be carried in the library.
5. Users of the library should not spoil, mark cut, disfigure or damage the reading material in any way.
6. The members are expected to behave with decency and decorum.
7. The member should satisfy himself/ herself before leaving the issue counter as to whether the book is in sound condition or not, otherwise he/she may be held responsible for any damage.
8. Users are expected to behave properly with library staff.

### **6. Hostel Rules:**

1. Hostel rooms will be allotted by Hostel In-charge through college ERP after payment of Hostel fees.
2. Hostel will be allotted on annual basis only. However, a student can pay the hostel fees annually or in semester installments. Leaving the hostel in mid of academic year is not permitted in any case.
3. Hostel Fee (including Mess) is non-refundable for all course/year students.
4. All the hosteller must vacate the hostel room within 48 hours after the end of the semester/yearly examination for the hostel's general maintenance and refurbishment.
5. The minimum monthly cooler charge per room is Rs. 1000. If the students place the cooler in their room during the first or last week of the month, they will be responsible for the entire month's price.
6. It is the responsibility of each hosteller to take care of all items provided to him at the time of check-in the allotted room & the same will be physically verified at the end of session.
7. Hostellers are liable to pay the cost of damaged/missing items in their allotted rooms or at the common places of hostel.
8. Do not write or paste anything on the walls, doors, furniture etc in hostel rooms or anywhere in hostel premises. Heavy penalty will be imposed in such cases.
9. Hostellers are not allowed to go outside the campus during the college hours i.e. 08:45 A.M to 04:45 P.M. In case of any emergency, written permission from the concerned HOD and warden/Faculty In-charge Hostel is compulsory.



10. In case of outing beyond the college hours, hosteller's have to submit identity card at the Main Gate, make entry at the register and inform the hostel authorities through a designated what's app. But it will be permitted for during fixed hours only. In case a hosteller is not coming to the hostel in night, written permission is to be taken before leaving the hostel.
11. The hostellers will be allowed to stay out of the hostel on submission of proper application duly authorized by parent(s) and only if the permission is granted in writing by the concerned warden/Faculty in-charge Hostel.
12. The lights and fans should be switched off while no one is in the room.
13. No visitors are allowed in the boy's hostel after 10.00 PM. Students should seek permission from the hostel warden in the event of an emergency.
14. After 10:30 p.m., no student may enter another student's room.
15. All students should maintain the cleanliness and self-hygiene inside the hostel.
16. Birthday parties/ celebrations are not permitted in the hostel.
17. Students are not permitted to organize any group activities in their rooms.
18. Use of heaters, induction plates, electric irons, electric kettles etc. is strictly prohibited.
19. Any type of cooking in the room/ hostel is strictly prohibited.
20. Non-vegetarian food is not permitted within the hostel.
21. During scheduled lectures /labs, students are not allowed to stay in hostel until the prior permission of concerned HOD/ Faculty In-charge Hostel has been taken.
22. Entry of day scholars/visitors is not permitted in the hostel. If any day scholar/visitor is found in the hostel without any prior permission then concerned hosteller will be penalized.
23. Use of any alcoholic materials, tobacco products, smoking etc. is strictly prohibited in the hostel/campus.
24. 1st year is not allowed to wander on the seniors' floor.
25. Hostellers are not permitted to change their allotted rooms without the permission of warden/Faculty in-charge hostel.
26. High volume sounds, installing personal TVs/DVDs or any such electronic appliances causing disturbance to other residents are not allowed.
27. A hostel campus should be a place where students can have the best possible conditions for studying and adequate comfort. As such, due consideration must be always accorded to other hostellers. Noise level must be kept low to allow others the opportunity to study or sleep in comfort. Television etc. provided in the common room must be switched off or volume turned down after 10.00 PM. These rules are intended to ensure a healthy environment for all hostellers.
28. Any student who is found to be indulging in undesirable activities such as physical assault, damage to property will be liable for the strict action.
29. Coaching/Tuition or any other similar type of activity is strictly prohibited in the hostel.
30. No relatives/friends/guardians/guests/outsideers are allowed to stay in the allotted room of a student.
31. Only parents of a student are allowed to meet / visit the hostel room of his/her ward after proper permission of the hostel warden /Faculty in-charge hostel.
32. Vandalism is a very serious offence. Hostellers found guilty of committing such an offence can be evicted from the hostel. In case of any unacceptable behavior by the roommate, the other room-mate must report to the hostel authorities.
33. Hostellers are responsible for keeping their rooms and the common areas in the hostel such as visitor's area, bathrooms, stair cases, and common room etc. clean and tidy at all times.
34. Common hostel furniture must not be moved without prior permission of the hostel authorities.

35. Students are required to write all the maintenance related complaints in the maintenance register kept at hostel security gate and submit the room key with guard so that the complaint can be resolved timely by the maintenance staff.
36. Electricians, contractors or any other service person may enter rooms as and when necessary in course in their duty under the directive of the caretaker/warden. However, every effort will be made to respect the privacy and dignity of the hostellers.
37. The hostel management reserves the right to conduct spot checks in the hostel and rooms without having to give prior notice to the students.
38. Hostellers are advised to lock their room for security reasons when they are away. The hostel management is not responsible for any loss or damage of private property. Hostellers are strongly advised to lock all their valuables e.g. mobile phones, laptop, watches, money etc. at all times.
39. Hostellers are not permitted to change rooms or sleep anywhere else other than in their own rooms.
40. Any Hostellers, who find his/her room-mate missing for more than 24hours, must report to the hostel in-charge /warden immediately. This is to enable the hostel authorities to take immediate action in case of any unfortunate incident; hostellers cooperation in this respect is very much appreciated.
41. Possession, distribution and use of fire-arms, lethal weapons including air gun, contraband drugs, alcohol, toxic and hazardous material is strictly prohibited in the hostel.
42. Pets are not allowed in the hostel premises.
43. Hostellers should return to the hostel by the stipulated time. Under exceptional circumstances, if a hosteller expects to be late (not beyond 9.30 PM for boys & 7.00 PM for girls), he/she should obtain a late night pass from the hostel in- charge/Hostel warden in advance and this pass must be produced to the security guard on returning to the hostel.
44. Altercation/misbehave with warden/faculty in-charge is a very serious offence. Hostellers found guilty of committing such an offence can be evicted from the hostel.
45. In case of any unacceptable behavior by the roommate/resident, the other roommate/resident must report to hostel authorities.

### **6.1 Specific Girl's Hostel rules:**

1. Timings for the Girl students to reach inside the campus main gate will be 7:30 pm.
2. After dinner, mandatory physical attendance will be marked after that no one will be allowed to stay outside the main gate of Girl's Hostel.
3. Girl's Hostel Main gate will be closed at 9:30 pm.
4. Girl's Hostel Channel Gate will remain closed from 10:00 pm to 5:00 am (Summer), 10:00 pm to 6:00 am (Winter).
5. Kindly wear clothes properly while standing on the hostel terrace or balcony.
6. No males (except parents) are allowed inside the Hostel Office.

### **6.2 Mess Rules:**

1. Mess Timing-
  - Breakfast: 07:15 am to 08:35 am
  - Lunch: 11.45 am to 01.30 pm
  - Evening Tea /Snacks – 04:45 pm to 05:45 pm
  - Dinner: 07:15 pm to 8:45 pm

2. Mess service will be closed at 9:15 pm.
3. Take the lunch/dinner etc. in mess only in specified slots fixed for different year student (Boys' & Girls) as displayed in mess. Meals are not allowed in the hostel rooms in any case.
4. No online food deliveries will be allowed after 9:00 PM. Students are supposed to plan their meals accordingly.
5. Do not waste food in mess. Take only required quantity of food.
6. Do not argue / misbehave with any mess staff. You can report the mess related problems to Faculty I/C Mess.
7. Mess users are expected to give the feedback of mess meal on Feedback Register kept at the entrance of Mess.
8. Residents are required to enter the Dining Hall in proper dress.
9. Residents are not allowed to enter in the cooking area.
10. Self-service is a must for every resident & they are required to place used utensils in the Dish Collector.
11. Residents cannot punish the servants. They can however, report against them to mess-in-charge of the hostel.

The out-pass timing & mess timing is subjected to change from time to time.

## **7. TRANSPORT RULES:**

1. Only those students can avail bus facilities who have registered themselves for same over ERP after paying fees.
2. Transport service is on annual basis. One cannot leave the service between the session.
3. Allotment of seats will be done on the basis of 'First come First get basis'.
4. Carrying I-Card in bus is compulsory.
5. During the inspection if any unregistered student found availing the bus facilities will be penalized.
6. Bus facility will not be provided in external examination to the centre other than KASHI IT.
7. Student should not travel by the bus other than allotted without taking prior consent from the transport coordinator and route in-charge of the respective bus.
8. Student must reach well in advance at their respective halts.
9. Student interested in getting the bus route changed have to seek the permission of transport in-charge.
10. Once boarded the student(s) should not get off the bus before reaching the institute, strict action would be taken against student(s) doing so.
11. The student availing bus facilities will be kept under the close monitor of the discipline committee. If found indulging in any sort of in disciplinary activity, the concerned student will be punished by the discipline committee.
12. The College reserves the rights to deny transport facility to any student on the grounds of misconduct/ Indiscipline.

## **8. SPORTS RULES:**

1. Sports item will be issued to the students with the submission of identity card in sports office to the sport officer and after entering the proper information in the register available for the purpose.
2. Students have to return the sports item after sport period same day. On failing to return the sports items within the given time frame a fine will be imposed and his/her college identity card will not be returned during the time.
3. Sports item will be issued to students in free hours and in lunch hours only.
4. All sports should be played at their specific places only e.g. cricket must not be played at lawn Tennis court or Basketball ground.
5. No indiscipline is acceptable in any form. Any kind of misbehave act against the sport spirit will leave severe disciplinary actions.

Anti ragging /Discipline rules and regulations in Orientation Program

Explaining about Anti Ragging rules and regulations



Explaining anti ragging and disciplines by Proctorial board head



Faculties And Students



Attending the Program faculties And Students



## Human rights, Human Value and Ethics

Lighting the deep by Guest



Welcoming the guest by Director Sir



Delivering Speech at human Right and ethics by Guest



Faculties And Students





## Orientation Program 2023-24

Orientation program /Induction program 2023-24



Lighting Lamp by Deputy Director Sir



Delivering The Speech By Dean Academic Sir



Faculties and Students

