



## *Rules & Regulations for Students*

Indus University believes that duty, decorum and discipline are the hallmarks of a good student. Students with such qualities alone can prove to be productive manpower with an appreciable value system.

Following are the rules and regulations applicable to all the Students of all the Constituent Institutions of Indus University and must be strictly observed during the entire period of their study.

Different terms / words used in this Rules & Regulations Document of Indus University are defined/explained hereunder for the convenience of implementation of the same by the Competent Authorities of Indus University :

### **REGULATION – 1 : DEFINITION OF TERMS/WORDS :**

**STUDENT** - means a student admitted in any constituent institution of the University at any level i.e. Certificate, Diploma, Under- graduate or at Post-graduate course etc.

**INSTITUTION** - means the Constituent Institution established under Indus University at Under-graduate, Post Graduate, Diploma or Certificate level courses whether on campus or on off campus.

**HEAD OF THE INSTITUTION** - means the Director or any other person authorised by the University Management, to be the Head of the respective Institute.

**HOSTEL** - means the hostel managed or recognized by the Indus University with the University Premises OR outside the campus premises.

**TERM** - A portion of an academic year, normally coinciding with a semester. The words "Term and Semester" are generally used synonymously.

**RAGGING** - Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, or handling with rudeness any other student, in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do 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.

## **REGULATION – II : CONDUCT & DISCIPLINE**

### **A) Student Discipline**

1. All the students enrolled into different Constituent Institutes of the University will have to observe and abide by the disciplinary rules and regulations prescribed by the University / Institute.
2. It is mandatory for each and every student of the respective Constituent Institute of Indus University, to submit to the disciplinary jurisdiction of the Director/Head of the Institute and other competent Authorities or bodies or authorized officers of the University as the case may be and in this respect, and to submit the Declaration at the time of joining as per the Performa attached as Enclosure -1.

The student shall also be required to give an undertaking as per the Performa attached as Enclosure — 2 to be filled up and signed by the him/her and his/her parent/ guardian to the effect that he/ she is aware of the University's approach towards ragging and the punishment to which he/ she shall be liable, if found guilty of ragging.

3. Students enrolled into any of the Constituent Institute of Indus University must recognize their responsibilities towards the faculty, office staff and fellow students. They are expected to be polite in their behaviour – individually or in groups and show respect to the Institute/University authorities, colleagues, faculty and staff in the University premises. Failure to maintain appropriate standards of conduct or adherence to / compliance with the prescribed rules and regulations by any student or a group of students – irrespective of their gender will attract strict disciplinary action by the Indus University Authorities as they deem fit to the nature of indiscipline.

4. In this campus various courses are conducted simultaneously and hence, students should observe SILENCE within the campus.

5. Each student of this College must possess Student Identity Card with his/her photograph affixed on it, duly attested by the Registrar. He/She shall come to college clean, tidy and modestly dressed. The students must compulsorily wear the Student Identity Card inside the College Campus, which should be produced when demanded.

6. It is mandatory for the students to: attend the classes, sessions, prayer, co-curricular activities etc. on all working days from the start to the end of the term/ semester/ trimester. Absence due to illness or unavoidable circumstances shall be considered only if the application is supported with medical certificate in case of illness and / or leave application form from the parent is submitted to the Head of the Department / Director or Head of the Institution.

7. Students are expected to behave in a responsible manner and avoid chatting amongst themselves while the class is in progress.

8. Students shall avoid using any insulting, inciting, threatening language when talking with fellow students and should abstain themselves from violence.

9. Students shall not talk or act in any manner outside the institution in a way that would bring disrepute to the University

10. Any indiscipline or misbehaviour in classroom or in the campus or in the bus or even outside the campus would warrant disciplinary action against the student(s).
11. Representation of complaints and grievances may be made individually to the Registrar / Director/Head of the Institute through the concerned HOD or Discipline-cum-Grievance Committee.
12. No meeting/function of any kind shall be held in the Institute/University premises without the written permission of the Principal.
13. No notice of any kind shall be circulated among students or displayed on black boards or on notice board without the written permission of the Director or Head of the Institute. No information or report should be sent to press or broadcasting agencies without the permission and approval of the Principal.
14. The Director or Head of the Institute will deal strictly with students who play a leading part, by organizing or assisting, in strikes.
15. The students are expected to take up all assignments, tests and examinations of the Institute/University seriously and would try to perform the best
16. Any action of any individual, group or a wing, which amounts to interference in the regular administration of institute, is strictly prohibited. Strict disciplinary actions will be initiated against such student(s);
17. Causing disfiguration or damage to the property of the Institute/University or belongings of staff members or students is strictly prohibited.
18. No student shall indulge in any activity that might be illegal or may lead to disorderliness.
19. No student shall be in possession of liquor, intoxicants or illicit drugs or weapons in the college campus drugs, nor would consume/preserve/carry such things. Erring students should be subjected to strictest punishments as per the University rules and regulations.
20. Smoking cigarettes/ chewing pan or tobacco or gutkha is strictly prohibited in the University premises
21. Indecent behaviour by any student or group of students in any form cannot be tolerated and erring student(s)/groups would be subjected to strict disciplinary action by the University Authorities as they deem fit at that point of time.
22. Use of mobile phone is strictly prohibited in the classrooms, corridors, or inside the blocks or University Campus premises
23. Activities like video shooting, photography, playing musical instruments and listening to radio, tape recorder, etc. are prohibited during the working hours/study hours on the Campus except with the permission of the Head of the Institution.

24. Students should not involve themselves either directly or indirectly in any form of politics either inside or outside the College during their period of study. If a student fails to comply with this regulation, strict disciplinary action will be initiated against the student which may even result in the rustication of the student from the Institute.
25. All the students are expected to be in the class rooms/ Laboratory or any place of study on time prior to the commencement of the study.
26. Use of helmets is compulsory for everyone who rides a two-wheeler to and from the campus.
27. Students should follow a decent dress code when they come to the University.
28. Any kind of ragging in the class, campus or in the bus or even outside the campus is strictly prohibited.
29. Any kind of misuse of Internet, intranet or computer software, mobile etc. is strictly prohibited.
30. Disobeying any instructions of any kind issued by the Head of the Department or Head of the Institution will be considered as indiscipline action on the part of the student.
31. Misconduct during examination, production of false information or documents for admission purpose and the failure to return loaned materials or settle debts with the college, would attract strictest against the student by the University authorities.
32. The items which are not covered above and which the Director of Institution considers as indiscipline action will be dealt with strict actions as per the University rules.

## **B) PROHIBITION OF RAGGING**

Ragging in any form is strictly prohibited. If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the Institute/University.

The Institute will not show any mercy to a misbehaving student and would initiate disciplinary action whenever occasion demands. At the time of admission, every student and his/her parent/guardian shall be required to sign a declaration to the effect that he/she submits himself/herself to the disciplinary jurisdiction of the Principal and the other authorities of the College.

All powers relating to discipline among the students are vested in the Executive President & Registrar. They may delegate all or any of his/her powers as he/she deems proper to any of the Officers of the College specified by him/her. The Executive President's (VC) & Registrar decision shall be the final in all matters of punishment of the students for violation of any of the rules and regulations of the College.

## **C) ATTENDANCE RULES :**

1. Students should attend all classes regularly and punctually.

2. Students must be punctual to each lecture hour. Students coming late to the class by more than five minutes will not be given attendance for that period.
3. Although the University prescribes a minimum of 80% of attendance, the Institute/University insists on regular attendance in all classes. Students are eligible for scholarships only when they earn more than 90% of attendance.
4. A student with less than 80% of attendance will not be eligible to write the Semester Examinations of the University.
5. Students are not permitted to remain absent themselves without prior permission.
6. An application for leave must be submitted in the prescribed form well in advance or at least a day before the leave is required.
7. When absence without prior permission is unavoidable the leave application must be submitted on the day of return to the Institute after the leave period.
8. Even with prior permission, if a student absents oneself, even for a single hour, he/she would be considered as absent for the whole session.
9. Absence without leave for even a part of the day will be counted as absence for one day. Students without Identity Card & proper Uniform will be marked absent.
10. If a student absents himself/herself for three consecutive days without leave his/her name will be removed from the rolls.
11. Removal of the names from the rolls shall entail forfeiture of attendance till the date of re-admission.

In case of any violation of rules and regulations by the student, action initiated against the student may include a warning or a reprimand, awarding a fail mark for an assignment or course, suspension or expulsion from a particular class or from the Institute, withholding of official documents, withdrawal of campus privileges and any other action which the Institute authorities deem appropriate at that time.

#### **D) LIBRARY RULES**

1. The Library is open to all the Students, Faculty and Staff of the INDUS UNIVERSITY
2. Readers are not allowed to enter the library with their personal belongings.
3. Readers are prohibited from engaging in any activity which may disturb or distract the attention of other readers and will result in severe disciplinary action.
4. No reader shall write upon, damage or make marks on any library book. Each student of the Constituent Institutes of Indus University will be issued two tickets. A book will be lent to a reader only in exchange of one of his/her tickets which will be returned back to the reader when he/she returns the book.

5. Date label and book pockets shall not be tampered with. Serious notice will be taken on any violation of this rule.
6. Library tickets are not transferable. A reader who misses a ticket shall follow the stipulated process including remittance of Rs.50 as a fine to get another Ticket. In case he/she happens to get the ticket at a later date, the reader should return the same immediately.
7. A reader who fails to return a book on the due date will be charged a sum of 50 paisa per day as fine till he/she returns the book. Such a reader will not be allowed to use the library till the book is returned and fine paid.
8. At the end of each semester before receiving the hall ticket, the student should return all the books to the library. Without a clearance certificate (NO DUE) to this effect from the Librarian, the Institute/University will not permit a student to write the End Semester Examination.
9. The Provisional / Diploma and Certificate shall be issued to the students only after they return all the books and remit dues outstanding against them.
10. A book may be renewed for a further period of a fortnight provided: (a) No other reader has applied for the book in the meantime and (b) not more than two consecutive renewals may be made for the same book.
11. In the case of books for which there is an exceptional demand, the period of loan may be reduced to fifteen days.
12. The Librarian in exigencies may recall any book at any time even if the normal period of loan has not expired and readers are not allowed to sub-lend the books of the Library.
13. Dictionaries and books which might be difficult to replace and such other books declared as Reference Books shall not be loaned.
14. Readers shall be responsible for any damage done to the books or other property belonging to the Library of the University. If the replacement of the books or other properties is not possible, four times the value of the book/property may be collected from the student concerned.

#### **E) HOSTEL RULES**

**The disciplinary rules to be observed in the hostels of the University or the hostels recognized by the University: -**

1. As the hostel is located on the campus, the students are expected to conduct themselves in a manner, which will not cause offence, inconvenience to other members at the campus.
2. The students must observe complete discipline inside the hostel premises and see that no wasteful improper and destructive use is made of amenities such as water, electricity, furniture, etc. The students shall be responsible for any damage done in the building or any other articles in the hostel, and will be required to pay the damages as decided by the management.

3. Each student will see that his / her action does not lead to breach of privacy or cause inconvenience to other residents of the hostel.
4. The student will observe decent behavior in such a way that it will not cause disturbance of any kind to his / her fellow residents.
5. Students shall be in the Campus / Hostel premises by the designated time as decided by the competent authority.
6. No waste paper or rubbish would be thrown around / in the hostel. When the student(s) goes out of the room, he / she should see that the lights are also switched off.
7. A student shall only occupy the room when seat is allotted to him/ her in the hostel and shall not change the same.
8. Hostel student shall not stay overnight out of the hostel without the permission of official designated by the Head of the Institution. Permission for such requirement should be sought in writing, indicating the address with the telephone number at which the student will be spending night.
9. Boys and Girls can interact with each other in the designated areas as decided by the Competent Authority. Under no circumstances the boys and girls will enter the rooms of each other.
10. Ragging in the hostel and on the campus is strictly prohibited. Any student indulging in this will be liable to be expelled not only from the hostel but also from the institute / university.
11. Gambling, possession and usage of alcoholic drink and narcotics anywhere within the hostel premises is strictly prohibited. This is in accordance with the legal requirements of the state, and breach of this clause under state laws will be dealt with according to law.
12. No celebrations-or social gatherings shall be held in the hostel premises without the prior permission of the Head of the Institution.
13. All complaints about the staff working in the hostel shall be made to the warden and under no circumstances the students will abuse or assault the staff.

### **ADDITIONAL HOSTEL RULES FOR THE GIRLS**

- (i) No visitor will be invited to take part in meeting or a function without prior permission of Head of the Institution.
- (ii) In case student desires to stay out of the hostel for the night or leave the station, she should apply to the officials designated by the Head of the Institution in writing along with recommendation of local guardian or parents and obtain necessary permission.
- (iii) No other person(s) will be allowed to enter the premises of the hostel without the permission of the warden except the local guardian and the parents during the prescribed time.
- (iv) No student will be permitted to enter after the roll call unless she produces a written permission obtained from the warden, which will not be on the basis of the request made either by the local guardian or parent.

- (v) Even during prescribed time for visit, the concerned visitors have to make entry in the register kept for the same.

## **GENERAL RULES FOR THE HOSTEL**

1. Hostel accommodation will be made available to a student only for the stipulated actual duration of the course which he/ she is in. Students must vacate their rooms at the end of each academic year and hand over the rooms to the hostel in charge.
2. The student will be required to sign the receipt of the items of furniture and fixtures to be used by them. They will be responsible for any damage to any furniture and fixtures or the property of the rooms. While leaving the room at the end of the semester, every student shall handover the charge of the furniture and other material available in the room to the warden.
3. Students desiring to reserve their seats for the next semester must submit their applications for re-admission in prescribed form to the warden before they leave for the vacation.
4. If the student locks the room with private lock and leave for vacation, the warden shall have right to open the lock and take possession of the room.
5. The final year students should vacate the hostel within 7 days from the date of completion of the final examination failing which he / she has to pay an amount per day per room as decided by the Registrar Indus University from time to time.
6. Security of students' belongings is their own responsibility. The students have to make sure that they lock the rooms properly before they leave for the day's schedule. Any theft should immediately be reported to the Warden and director of Institution.
7. The officials of University / Institutes have right to inspect any hostel room at any time.
8. No guest will be allowed to stay overnight in the hostel rooms.
9. All types of payments like light bill, or other charges, if any, will be paid at the hostel office.
10. All the visitors including non-resident students should record their details of visits in the register kept on the reception counter.
11. Food will not be served in the hostel unless a student is sick and unable to move out to the canteen.
12. The student at the time of admission will get name of the local guardian approved by her parents in the prescribed Performa.
13. All cases of sickness must be reported immediately to the warden/ institute authority. This is a joint responsibility of the sick student and his/ her roommate and those in the adjoining rooms. Emergencies or accidents should also be immediately reported to Warden and Director of Institution.
14. The University has right to change the allocation of rooms or get the rooms vacated anytime if exigency demands.

15. The visiting hours of the guardian of the student will be determined and during that period only the local guardian can meet the student in the designated areas only.
16. The University reserves right to change any or all the rules without prior notice.

### **REGULATION-3 : INDISCIPLINARY ACTIONS :**

For disobeying any disciplinary rules, the competent authority as defined under relevant regulation will take disciplinary action against the student concerned. There shall be separate procedure for imposing minor penalty and major penalty. The following indisciplinary actions on the part of the student shall be subjected to the major penalties:

1. Damaging the property of the University / Institutions (moveable or immoveable)
2. Involving in violence on and outside the campus including instigating the violence.
3. Involving himself / herself in criminal act like using alcoholic beverages, drugs, gambling on or outside the campus including instigating the other students for such action.
4. Ragging in and outside the campus.
5. Any act which deteriorate the overall atmosphere in the campus or the institute.
6. Theft of University property or the property of the other students, staff or any other person on the campus.
7. Any other act which the Head of the Institution feels as gross misconduct, which are not covered under the above category.

### **REGULATION-4 PROCEDURE FOR IMPOSING MAJOR PENALTIES:**

For imposing the major penalty as defined above, the following procedure will be followed:

1. As soon as the information about such indisciplinary action is brought to the notice of the respective Head of the Institution & Registrar of the University, he will suspend the student concerned from attending the classes /practicals or any other academic activities.
2. He will at his discretion constitute the fact finding committee from / within the people working in the institute and the fact finding committee will submit the report at the earliest but within a week's time after inquiring the details by inviting student(s), parent(s) and will record the statements. They will also examine the other witnesses and record their statement. The committee will also examine the circumstantial evidences.
3. On the basis of the report of the fact finding committee, if the Head of the Institution concern feels that the charges levelled against the student fall under the major penalty and these are prima-facie proved then the report of the committee will be submitted to the committee constituted by the Registrar Indus University at University level and after further investigation by the University level committee, if it feels that the student(s) is /are involved in indisciplinary action which amounts to gross misconduct then they will make

recommendations for the major penalty to be imposed and will be submitted to the Registrar Indus University and on the decision of the Registrar Indus University, a show cause notice shall be issued to the student concerned and after the reply received from the student concerned, the final decision about imposing the penalty will be taken by the registrar Indus University.

### **REGULATION-5 : MAJOR PENALTY INCLUDES FOLLOWING:**

- In case of criminal act or moral turpitude, the initiation of police action against the student(s).
- Prohibiting the student concerned from appearing in the course or courses in Semester End Examinations.
- Detention of the student(s) for a semester or more.
- Rustication from the University or from its institutions for a period of one year or more.
- Permanent rustication from the Indus University or from its Institutions.
- If the individuals committing or abetting 'ragging' are not identified, collective punishment could be executed to act as a deterrent punishment and to ensure collective pressure on potential 'raggers'. In case the student is involved in any kind of ragging and is punished for the same, the mention of the same will be incorporated in his / her migration certificate.
- Any other major penalty, which the Director Indus University feels appropriate to impose.

### **REGULATION-6 : MINOR PENALTY INCLUDES FOLLOWING:**

For any other indisciplinary action other than the indisciplinary act covered above, the Head of the institution will be competent to take action against the student concerned and impose minor penalty after hearing the student concerned and also the other persons, which the Head of the Institutions feels appropriate or the person designated by the Director of the Institute.

### **REGULATION-7 : NATURE OF MINOR PENALTIES WHICH CAN BE IMPOSED:**

- Warning.
- Giving special assignments of the nature for which the Head of the Institutions will be competent to decide.
- Imposing fine.

- Putting the student on conduct probation for the period, which the Head of the Institution feels appropriate.
- Prohibiting to the student not to allow to appear in Mid Semester Examinations / Mid Term examinations including Block Semester Examinations in particular subject/s.
- Suspending student for attending classes for a period not more than one week.
- Any other minor penalty the Director of the Institute feels appropriate.

Notwithstanding anything contained in these rules, the above provisions will not be made applicable to the students who have used unfair means in the Examinations or for the purpose for which the separate provisions are provided in different academic regulations.

**Declaration to be submitted by the  
students admitted to various programs/disciplines of the University**

**DECLARATION**

I, \_\_\_\_\_ admitted in \_\_\_\_\_ of Institute of \_\_\_\_\_ a constituent Institute of Indus University hereby declare and undertake that I will abide by the disciplinary rules of the University prescribed under the relevant regulations which I have already gone through failing which I know I am subjected to the major / minor penalties as the case may be.

Date: \_\_\_\_\_

Place: \_\_\_\_\_ Signature of the student

Name of the student: \_\_\_\_\_

Signature of the Parent / Guardian

Name of the Parent / Guardian

**STUDENT CLARATION  
for not involving himself/ herself in  
RAGGING ACTIVITIES**

**DECLARATION**

I, \_\_\_\_\_ admitted in \_\_\_\_\_ of the Institute of \_\_\_\_\_ under Indus University hereby declare and undertake that I am aware of the University's approach towards ragging and the punishment to which, I shall be liable, if found guilty of ragging.

Date: \_\_\_\_\_

Place: \_\_\_\_\_ Signature of the student

\_\_\_\_\_  
Name of the student:

\_\_\_\_\_  
Signature of the Parent/ Guardian

\_\_\_\_\_  
Name of the Parent/ Guardian: