

CODE OF CONDUCT FOR STUDENTS (CCS)

1. EXPECTATIONS

1. The conduct of each LNMIIT student, whether he or she is outside or inside the campus, is expected to be decent and civilized at all times, befitting the Institute's high reputation.
2. Students are encouraged to be fearless, logical, and lucid in expressing their opinions to others.
3. Although there is no formal dress-code for LNMIIT students, each student's attire is expected to conform to prevailing norms in the society.
4. Students are expected to refrain from public display of too-intimate behavior toward persons of the opposite gender.
5. Punctuality is a trait that respects the value of time of others. Students should particularly be punctual for lectures, tutorials, laboratory sessions and other academic and non-academic activities.
6. Use of trash cans (provided in all parts of the campus) to dispose of the garbage is mandatory. Walking on the lawns maintained by the Institute is prohibited.
7. Each student is required to show due respect and courtesy, at all times, to fellow students, faculty members, administrators, officers, and employees of the Institute.

2. RULES

The rules of behavior applicable to LNMIIT students are listed below. Violations shall be punishable.

1. Student should be cognizant of the following timings: Campus in-time, Campus out-time, Hostel in-time (All the timings are liable to change and same will be communicated by e-mail / through notice in the notice board of each hostel)
2. Hostel gates would be closed and locked at the stipulated in-time. Nobody would be allowed to enter without explicit permission of the Chief Warden.
3. Students must return to the campus as per norms decided by the HMC (Hostel Management Committee).
4. Hostel inmates, who are going to stay out of campus for night, should preferably do so with permission of parents or guardians and should give reason, their contact address and phone number during absence from hostel. Permission should be taken from the hostel Warden at least two days ahead of time.
5. Smoking, Alcohol Consumption and Use of Banned Substances anywhere in campus is strictly prohibited. Wardens or Institute Officials will suspend the culprit from the Hostel immediately

and indefinitely. Decision of the Director after recommendation from ACSAC (Academic Council Student Affairs Committee) shall be binding.

6. Bags of the students and research scholars will be checked at the main gate. If required, the sniffer dogs will be pressed into service to track banned substances.
7. Anybody under the influence of the items mentioned above (5) will not be permitted to enter in the Institute Premises. Similar action will be taken, as mentioned in the point (5), against any student found in inebriated state within the Institute Premises.
8. Institute will provide psychiatric/rehabilitation assistance to overcome any such problem.
9. Repeated offence will draw stricter punishment including withdrawal of non academic facilities, such as Bus Transport, Participation in Co - and Extracurricular Activities, Training and Placement, etc.
10. In severe cases the student may be expelled from the Hostel or the Academic Program for specified duration.
11. Ragging, Physical/Sexual Assault, Violence or Abuse, Violation of stated IT Policy, etc. will be dealt with as per the law and all such cases will be handed over to the law enforcing authorities (Police). Student will be suspended from the hostel immediately. Subsequently, the Institute will not intervene in the proceedings.
12. Stealing or intentionally damaging the Institute property is completely prohibited.
13. Male students are not allowed to visit female students in their hostel rooms, and vice versa.
14. Students are required to register their personal motorized vehicle according to the Institute rule. They should park their vehicles only in the designated parking area.
15. Making unwarranted noise and indulging in any other peace-disturbing activity anywhere in the campus are completely prohibited.

For scenarios not covered by these rules, the decision of the Chief Warden shall be binding.

Hostel Rules and Regulations

The LNM Institute of Information Technology (hereinafter referred to as the Institute) is a fully residential Institute. Hence, all registered students are required to stay, if not permitted otherwise, in the hostels as described hereunder.

The following rules and regulations shall apply to the boarders of all the hostels of the Institute for maintaining discipline and good conduct within and outside the hostel premises.

1. General Rules

1. No student will be allowed to join hostel without:
 - a) Fee Receipts (Both Institute & Hostel)
 - b) Undertaking from parents regarding hostel rules and regulations
 - c) Medical Fitness Certificate
 - d) Indemnity Bond
2. The hostel authority has all the rights for room allotment to the students.
3. A student should occupy room, specifically allotted to him/her.
4. Institute provides basic furniture (table, chair, and cot), bed and curtains. Students are required to bring their locks, buckets, mugs, dusters etc.
5. Students need to submit the duly filled up inventory form for the all the fittings, furniture, curtain and the bed provided by the Institute. All the items will be cross-checked at the time the student vacates his/ her room.
6. All the furniture has asset verification numbers which also indicates its location. Shifting of furniture to other room is strictly prohibited.
7. Students should not shift the common articles (table, chair etc) from their normal place to outside hostel premises.
8. Students must not disfigure the walls, doors and furniture of their rooms by pasting posters, writing or engraving anything on them. Defaulters will be fined.
9. Hostel students are not allowed to use personal heavy electric appliances (Induction heater, water heater, room heater etc). In case of a defaulter, strict action will be taken and the appliance will be confiscated. They are also warned not to tamper with electrical fittings. The authorities will not be responsible for any accident/mishap occurred due to the use of heavy electrical appliances.
10. The hostel officials reserve the right to conduct 'surprise checks'.
11. The Institute does not take responsibility of valuables especially mobile phones, jewellery, laptop, hard cash etc. Students are therefore advised to be very careful about their personal belongings.
12. Students are not allowed to stay in the hostel during summer break and winter break. However, arrangements can be made for their stay if they have a genuine reason and have special permission from the concerned authorities. In that case, students need to pay desired hostel and mess charges.

13. Resident students are not allowed to take part in any kind of protest or strike. If students are not happy with any of the services of the hostel they should follow the procedure of informing the concerned authority as given below.

14. No hostel boarder can pass on the key of his/her room to another resident or an outsider. It will be viewed as a serious offence.

15. The occupant of a hostel room will be held responsible for any untoward event taking place in his/her room.

16. Hostel rooms and premises must be kept neat and tidy. Institute doesn't take responsibility to clean the interior of a room, allotted to a student. It is the students own responsibility to keep it clean.

Hostel room should be cleaned before the student vacates the room at the end of even semester.

17. Boarders shall not leave water flowing from taps.

18. Students may receive visitors and guests in the hostel common room as per norms decided by the HMC.

19. Students are prohibited from playing any kind of outdoor games within the hostel premises (including the lawn outside the hostel).

20. Students must switch off all lights, fans and other electrical appliances before leaving their hostel room, however short the absence from room may be.

21. Meetings, seminars, and large gatherings are normally not allowed within the hostel premises.

22. Habitual defiance of the hostel rules will render a resident student liable to disciplinary action, a special fine and even permanent expulsion from the hostel.

23. Parents of the defaulter students can be called by the hostel authorities any time to be advised and take the report of their wards from the hostel wardens from time to time.

2. Method of lodging complaints

All the complaints related to hostel need to be written in the **complaint registers** kept with the security person of the respective hostels. **No complaint will be entertained until it is written in the register.** Action against any complaint is normally taken on the next working day.

In case the nature of the complaint is URGENT, apart from lodging a written complaint, the Hostel Caretaker / Assistant Warden can be informed verbally. It is suggested to inquire the time limit by which the problem can be solved. If student finds that the complaint is not resolved within the stipulated time, then the matter can be brought to the attention of Associate warden/ Warden.

3. Basic protocol for communication

Students need to follow a certain protocol to communicate with the wardens/institute officials regarding hostel issues.

- If the matter is related to maintenance, students are instructed to follow the proper procedure mentioned above.
- If there is an altercation involving one or a group of students, the concerned students should try to resolve it in consultation with the Assistant warden. If the matter is still unresolved, the concerned students should submit a written complaint to the Associate Warden / Warden.
- In emergency students can call the wardens or Chief Warden at any time. However, after 10:00 PM, other than EMERGENCY cases, students should first inform the hostel caretaker / Assistant Warden. In case it is necessary, the hostel caretaker / Assistant Warden will call the Associate Warden/ Warden or the Chief Warden.
- If students have any queries related to decision taken by the Institute authority, it is the responsibility of the member of the student body, COSHA (The Committee of Students for Hostel Affairs) to understand the reason for such a decision from the authority and explain it to the entire student body. Individual queries from students will not be entertained.
- Sending emails to the higher authority without following the above mentioned steps is not at all acceptable.

4. Leave Rules

1. If a student requires leave for one or more days, he/she needs to submit the leave application form for approval. *
2. The form should be submitted to the Dean's office (for leave on weekdays) or to the Hostel Caretaker (for leave on weekends and official holidays) at least **three days prior to the departure.**
3. **The final approval of leave will only be granted if hostel management authority receives consent of their parent either by FAX or SMS from the parent's registered mobile number.**
4. In case of any medical emergency, the student /his or her friend should submit the form along with a medical certificate issued by the RMO of the institute to the Deans' Office. These cases will be cross-checked with the parent of the student on the following day by the Dean's Office; there will be severe punishment, if this provision is found to be misused.
5. An appropriate action will be taken if a student is absent from the classes or hostel without a prior approval.
6. **If a student requires leave during the working hours only, permission from the course instructors and dean (academics) is sufficient.**

* Not exceeding 15 days in a semester (applicable only for academic leave),

The LNM Institute of Information Technology, Jaipur

UNDERTAKING BY THE STUDENT

I.....D/O-S/O, Mr./Mrs....., have read the above mentioned Code of Conduct for Students and the Hostel Rules. I promise to follow the stipulated rules and regulations, failing which I shall be liable for fine and/ or disciplinary action.

Name of the Student:

Branch:

Signature of the Student Date.....

The LNM Institute of Information Technology, Jaipur

UNDERTAKING BY THE PARENT

I F/O - /M/O Ms. /Mr.
..... have read and understood the above Code of Conduct for Students and
the Rules and Regulations. I hereby undertake that my ward shall follow the norms of The LNM
Institute of Information Technology while he/she is inside or outside the hostel, failing which he/she
will be liable for fine and/ or disciplinary action.

My Contact Details are:

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Name of the Parent:

Signature

Date: