



---

# ***STUDENT HANDBOOK***

---



**ZENITH SCHOOL OF MANAGEMENT**

**ZENITH GROUP OF INSTITUTIONS**

***Campus: NH-5, Pitapalli, Bhubaneswar, Odisha***

## **PREFACE**

Becoming a student at Zenith School of Management (ZSOM) is the first step to enter into a meaningful academic environment. Besides quality teaching, the institute provides a wholesome educational experience for an all-round development of personality. It equips the students with right technical skills, human values and social behavior.

This student handbook is designed with an intention to provide the students with essential information on the operational features, course curriculum, academic and other regulations. This will help them to have a satisfying educational experience and to achieve their academic goal smoothly. Students are required to go through the handbook and to follow the rules and regulations during the stay at Zenith School of Management, Bhubaneswar. In addition to this, the students are required to go through the Academic Regulations of the Institute available to them in the Institute website.

# CONTENTS

1. Genesis -	5
2. Administration of Zenith School of Management (ZSOM) -	6
3. Program Duration and Calendar -	6
4. Holiday List -	6
5. Academic Calendar -	6
6. Induction Program -	6
7. Academic Rules & Regulations -	6
8. Subject Registration by Students -	7
9. Teaching - Learning Process -	7
10. Physical Classes -	7
11. Online Classes -	8
12. Guided Self-Study -	8
13. Attendance and Leave -	8
14. Assessment of Performance -	9
15. Grading & Grade Points -	9
16. Passing Standards -	9
17. Eligibility for Appearing in Examinations -	10
18. Instructions for Appearing in Examinations -	11
19. Rules for Physical Examinations -	11
20. Rules for Online Examinations -	12
21. Institute Rules & Regulations -	14
22. Action against Ragging -	15
23. Process of Reporting a Ragging Incident -	16
24. Institute General Rules -	16
25. Mass Boycott / Absence -	18
26. Behavior -	19

27.	Dress Code -	19
28.	Prohibited Items -	20
29.	Smoking -	20
30.	Substance Abuse Policy -	20
31.	Mobile Phones -	21
32.	Identity Card -	21
33.	Communication to Students -	22
34.	Medical Facilities -	22
35.	Placement -	22
36.	Student Discipline and Institute's Committee -	23
37.	Maintenance of Discipline -	23
38.	Faculty Mentor -	24
39.	Feedback -	25
40.	Library -	26
41.	Hostel Rules -	28
42.	Payment of Fees -	36
43.	Interpretation -	36

## **Vision**

The Zenith School of Management(ZSOM) College will be a world leader in the integration of

- (a) Teaching and learning
- (b) Advancement of the knowledge base through research and scholarship
- (c) Leadership in service and outreach.

Further, the College will be a world leader in preparing professionals who provide leadership and exemplary educational and related services to improve the lives of individuals in a changing and complex global society.

## **Mission**

The mission of the Zenith School of Management(ZSOM) College is to help prepare outstanding educators, scholars, and researchers, and to advance the profession of education, as broadly defined, through research on the science and art of teaching and learning, the application of clinical processes, the effective uses of technology, and the analysis and development of leadership and educational policy.

## **1. Genesis**

Zenith School of Management (ZSOM),Bhubaneswar offers a two – year full – time MBA Programme. This programme has the advantage of using a rich knowledge capital.

Zenith School of Management (ZSOM) has established itself as one of the premier destination for management education with an excellent academic record in Odisha. The Institution was established in the year 2019 by the trust under the guidance and advice of a panel of accomplished academicians, educational entrepreneurs, industry personnel and educationists having global exposure. ZSOM Board of Trustees comprises of high caliber professionals with a drive to settle for nothing less than the best.

The major strength of Zenith School of Management (ZSOM) is its determination to build an accomplished Institute that would move beyond teaching with creative leadership and a culture of teamwork. The Institute has been constantly changing and improving to adapt to the needs of students through accepting innovations and embracing modern technology and techniques. Zenith School of Management (ZSOM) endeavour has been to make “success” a habit with the students – whether it is bridging into the corporate world or pursuing higher studies in management or technical research.

Zenith School of Management (ZSOM) growth has been possible because of its commitment to excellence and yearns for innovativeness and dynamism. The untiring efforts of a highly dedicated team have been a cornerstone of its success and fast growth.

Zenith School of Management (ZSOM) is a School under the BPUT. BPUT will confer the Degree with the name of the College. The students enrolled from the year 2019 onwards are covered under autonomy.

## **2. Administration of Zenith School of Management (ZSOM)**

To ensure proper governance at various levels including academic, financial and general administrative affairs, Zenith School of Management (ZSOM) has the overall administration of the Institute is delegated to the Chairman, Director and the Principal. The Director will enforce all the approved regulations, for the internal governance of the Institute. The Principal, Faculty form the principal functionaries of the Institute. Duly constituted committees with the approval of the Chairman, Director and Principal, monitors the enforcement and maintenance of all such rules and general procedures that are in line with the Institute policies and Academic Regulations.

## **3. Program Duration and Calendar**

The duration of the program shall be governed by the regulations of AICTE that may change from time to time. As per the prevailing regulations:

- MBA program (from 2019) is of Two years (Four Semesters)

## **4. Holiday List**

The list of holidays for an academic year shall be notified by the Principal at the beginning of the session. The same shall also be reflected in the notice table. Students are advised to check the notice board for information on approved holidays.

## **5. Academic Calendar**

The Academic Calendar for an academic year, as approved by the Academic Council, shall be notified by the Principal at the beginning of the session. The Academic Calendar is also published on the notice boards of the institute, hostels, library, etc. The Academic Calendar so published is generally of non-negotiable nature. Students are advised to check the Notice Boards for the latest Academic Calendar. In case of queries, they should consult with their Faculty or Principal.

## **6. Induction Program**

The “Induction Program” is made mandatory under the new AICTE model curriculum for MBA program.

## **7. Academic Rules & Regulations**

The Institute shall be governed by the Academic Rules & Regulations as approved by the BPUT. Students are advised to make themselves aware regarding Academic Rules and

Regulations by logging onto [www.bput.ac.in](http://www.bput.ac.in). Ignorance of the rules and regulations does not entitle a student for any consideration or relaxation.

## **8. Subject Registration by Students**

1. All Students have to register for each of the subjects in a semester as per the academic regulation and calendar.
2. The registration process includes (i) Pre-Registration-Choosing Electives; (ii) Semester Registration-Attendance Registration and (iii) Examination Registration-Examination eligibility and issue of Admit Cards.

## **9. Teaching - Learning Process**

The teaching-learning process and smooth conduction of all academic activities is extremely important for professional success of students. Faculty members and staff of Zenith School of Management always invest the best of their efforts in academics. With the changing times, Zenith School of Management has adapted to a hybrid model of teaching learning process consisting of Physical classes, Online classes, and Guided Self-Study. In general, classes are conducted in classrooms with students and teachers present physically inside the place of instruction. However some or all classes may also be conducted in online mode as per the requirement. Students are also expected to do self-study of some of the topics of a subject under the guidance of the teacher.

## **10. Physical Classes**

- (i) All physical or offline classes are conducted by the respective faculty members in the designated classroom or laboratory at the specified time period strictly as per the time table. Students are required to be seated properly with their class notes and books or other study materials before the faculty member enters. Late entry to the classroom or laboratory after 5 minutes of start time is not allowed. Absolute silence must be maintained once the teaching learning activity is started by the faculty member.
- (ii) While teaching, a faculty member may use the black/white board, put up a presentation on the LCD projector fitted in the classroom/laboratory, or use both simultaneously. Students are required to pay due attention, take down adequate notes on their personal notebooks and follow the teaching of the faculty. Using mobile phones for taking photographs or recording video inside the classroom/laboratory is strictly prohibited. In case of any doubt or confusion, students can ask questions to the faculty with his/her permission. Asking questions in the classroom is highly encouraged. Students must participate wholeheartedly in the teaching - learning process and cooperate with the faculty member for interactive discussion, question answer, and doubt clearing.

## **11. Online Classes**

- (i) Under exigency circumstances like COVID, where it is not possible for students to come to the Institute, classes shall be conducted in online mode. When a faculty member is away from the campus on official work or otherwise, s/he can conduct the classes in online mode by giving prior information of the same to the students of the class by notifying in WhatsApp or communicating through the Class Representatives (CRs) of the section/group. It is mandatory for all students to attend such online classes using a laptop or mobile. Attendance in online classes is considered same as attendance in physical class. Students must have adequate infrastructure and bandwidth for attending online classes. Excuses like non-availability of laptop/mobile, cellular network, or enough bandwidth are not acceptable.
- (ii) Students must login with real name to the online class using the appropriate link and password provided by the teacher. Up - to - date version of the specified online meeting platform must be downloaded and installed on the student's devices. Students must keep their microphone and video muted during the class. The teacher may turn on his/her video depending on the requirement or conduct the entire class over audio and screen sharing. When asked by the teacher, a student may un-mute the microphone temporarily to answer a question. In case of doubt, a student can click the "raise hand" on the platform or ask the question through the public chat option.
- (iii) Students must be extra careful not to cause any kind of disturbance during an ongoing online class. They must not chat with other students or attempt to annotate on the shared screen. If a student causes any kind of disturbance or obstruction in smooth conduction of online class, the teacher is empowered to expel the student from the meeting and also mark him/her as absent in the class. Additional disciplinary actions including penalty may be taken against the student by the teacher, Faculty, or Principal as deemed fit.

## **12. Guided Self-Study**

- (i) A faculty member may ask the students to study a certain portion or whole topic of a subject by themselves to the extent of two topics per module. Necessary study materials and/or book references shall be provided by the faculty member. The teacher shall guide and encourage the students for making self-study a habit. Doubt clearing class(es) for given self-study topics may be conducted by the faculty at a later point of time as per requirement. Topics given for self-study bear equal importance as other topics taught by the faculty member. Questions from the self-study shall be asked in the examinations. The teacher may also give assignments based on those topics.

## **13. Attendance and Leave**

- 1. Attendance in all classes (Lectures, Tutorials, and Seminars etc.) is compulsory. A student shall be debarred from appearing at an examination or, if s/he has already written the examination, the grades will be rejected on ground of unsatisfactory attendance, if the attendance is below what is prescribed, or if in the opinion of the



course teacher the student has not participated effectively in the class in terms of home assignments, class tests etc.,.

2. Considering that attendance in classes, participating in the teaching- learning process is the basic foundation of our academic program a student is expected to attend all classes conducted as per Institute calendar and time table. However, to provide for exigencies, absence to the extent of 20% of scheduled number of classes in every course will be condoned as a matter of routine.
3. In deserving cases, a further relaxation of 15% (i.e., 35% of scheduled number of classes) may be made by Principal upon application by the student in prescribed form along with supporting documentary evidences.
4. If a student has attendance lower than what is prescribed above, s/he will get an 'X' grade. S/he needs to register for the course during next odd/even semester as applicable to complete the course.
5. If a student is engaged officially outside the classroom, e.g., in a placement program, an institute level meeting or in a specially approved Institute activity, s/he needs to apply for permission to Principal for consideration of attendance.

#### **14. Assessment of Performance**

Assessment is an integral part of system of education as it is instrumental in identifying and certifying the academic standards accomplished by a student and projecting them far and wide as an objective and impartial indicator of a student's performance. There will be continuous assessment of a students' performance throughout the semester and grades will be awarded by the Subject Teacher formed for this purpose.

The assessment of performance will be done in different components as mentioned below.

University Marks: 100

Internal Evaluation: 50

#### **15. Grading & Grade Points**

Irrespective of the credit, a course will be evaluated out of 100 marks (University Marks: 100) and the uniform absolute Grading System to be followed for all Academic Programmes. Please refer to the BPUT website for the same.

#### **16. Passing Standards**

To pass a theory course (other than a mandatory course), a student has to secure a minimum 'D' grade in End-Term examination. Appearance in Mid-Term examination is also mandatory for qualifying the course.

- Both SGPA and CGPA serve as useful performance measures in the Semester System. Student can be declared successful at the Program-end only when :
- The CGPA earned at the end of the program is greater than or equal to 6.00 with none of the Courses registered in for the Degree Award counting F/S/X Grade.
- In addition to this there should not be any pending disciplinary proceeding against the student.
- Number of Credits to be earned by a student for award of degree shall be as per the respective curriculum approved by the Academic Council/BPUT.

## **17. Eligibility for Appearing in Examinations**

A student will be permitted to appear in an examination, only if he/she has:

- Formally registered for the subjects at the beginning of the semester.
- Attendance record as prescribed in these regulations in theory and laboratory classes and has completed the assignment works given.
- Paid all Institute dues of the semester.
- Not been debarred from appearing in the examination as a result of disciplinary proceedings or on recommendation of the subject teacher/ Principal
- Class tests, surprise tests, assignments, quizzes, viva-voce, laboratory assignments, etc., are the constituent components of the continuous assessment process, and a student must fulfill all these requirements as prescribed by the teacher of the subject. If due to any compelling reason (such as participation in national / international events with due approval of the institute, his/her illness, calamity in the family, etc.) a student fails to meet any of the requirements within/on the scheduled date and time, the teacher/ coordination committee may take such steps (including conduction of compensatory tests/examinations) as are deemed fit.
- Appearing for both the Mid-Term and End-Term Examinations of theory subjects is required. Normally, if a student fails to appear for the Mid- Term Examination without any valid reason s/he should get zero for that component. However, if a student misses the Mid-Term Examination due to compelling reasons like participation in a national/international event with due approval of the Institute, serious illness or a calamity in the family, s/he may appeal to the Principal, for permitting him/her to appear for a Repeat Mid Term examination. If permitted, the student will appear for the Repeat Mid-Term examination within 4 weeks but before the End Term examination.

- If a student misses the End-Term Examination due to compelling reason like participation in a national / international event with due approval of the Institute, serious illness of himself or a calamity in the family, s/he may appeal to the Principal. Principal will decide the further steps as per the BPUT guidelines.

## **18. Instructions for Appearing in Examinations**

Examinations are of great importance for assessing the academic progress of the students. Zenith School of Management follows a set of strict policies to ensure time-bound and fair conduction of all examinations free of any scope for malpractice with absolute integrity. The Examination Section, headed by the Controller of Examinations (CoE), handles all works related to conduction of examinations, evaluation, and result publication, and issue of grade sheets and certificates etc.

In general, all written examinations are conducted in offline mode in the dedicated examination halls of the Institute. For fair conduction of examination, all examination halls are under electronic surveillance systems. Under special circumstances, when it is not possible for students to come to the Institute, the examinations may also be conducted online in remote proctoring mode. Students are required to equip themselves with necessary infrastructure, devices, and bandwidth to be able to appear for examinations held in online mode. The institute reserves the right to use any online examination & proctoring platform as per suitability, and the students have to comply with the same.

## **19. Rules for Physical Examinations**

1. Schedule for an examination is published by the CoE about 1-2 weeks before the first date of examination. The schedule is published in all notice boards of the institute.
2. Seating arrangement, such as Hall Number and Seat Number are arranged
3. Students must enter the examination hall by the time as notified in the schedule. The gates shall be closed at the end of specified time and latecomers shall not be permitted to enter.
4. Students must bring their Identity Card and Admit Card during each day of the examination. Candidates without the admit card issued for the subject are not allowed to appear the examination.
6. Bags, purses, books, notes, or any other material must be kept outside the examination hall in the designated racks. The institute bears no responsibility for the safety of any items or valuables left outside the examination halls.
7. Only the materials required for writing the examination (such as pens, pencil, eraser, scale, calculator etc.) are allowed. Students must carry their own materials for writing the examination. Borrowing from other candidates is not permitted.

8. The ID Card and Admit Card must be presented to the Invigilator(s) on duty while entering into the examination hall. The invigilators shall check each student before allowing them into the examination hall, and are empowered to ask the student to leave/remove the same and then enter the examination hall or seize anything that is not permitted.
9. Possession of mobile phones and any other electronic gadgets (except calculator wherever permitted) in the examination hall is strictly prohibited; otherwise it shall lead to booking the student under malpractice (MP) case.
10. Each candidate is provided with a pre-printed bar coded answer booklet. The cover page of the answer booklet shall contain printed information such as name, SIC No, Regd. No, Subject Name, Subject Code, Semester and Date of Examination, instructions, etc. The candidates must verify their particulars printed on the booklet before signing in the appropriate box.
11. The answer booklet shall be of fixed number of pages. All answers must be written within the given pages of the booklet.
12. Question papers shall be distributed at the start time of the examination. Candidates should verify that they are provided with the right question paper for the subject. In case of inappropriate or illegible question paper, it should be reported to the invigilators immediately. No discussion or query related to the questions among the candidates shall be permitted inside the examination hall.
13. Candidates can leave the hall only after the completion of the first hour for temporary reasons such as drinking water and visit the washroom. A student can leave the hall permanently after completion of two hours, but have to leave the question paper on the desk, which can be collected from the examination section afterwards. A student can take the question paper if s/he leaves the hall permanently if less than 30 minutes is left for the end of the examination.
14. Strict disciplinary action shall be taken against any student violating the examination rules & regulations or if found adopting unfair means inside the examination halls/ premises.

## **20. Rules for Online Examinations**

1. **Online examinations are generally held as per the guidelines of the BPUT.**
  - The schedule for online examination published by the CoE shall contain information and instructions regarding the login & set-up time, question activation time, writing duration, and scanning time etc.

- Students must sit at a desk in a well-lighted room in proper dress. No one else other than the student should be present in the room. Books, notes, or any other material should not be their on or nearby the desk. The Identity card, writing materials, and calculator (if required) may be kept on the desk and shown to the invigilators when instructed by holding them in front of the camera.
- Students have to login with their username and password strictly as per the step-by-step instructions given by the examination section. Face-recognition and/or other digital methods shall be used to identify the student.
- The Device should be kept about 3-4 feet away to the south-east of the sitting position in such a place that the upper part of the body including both hands, table top, writing papers, and the screen of are clearly visible in the video. The invigilator shall guide the student to properly position their devices during the set-up time of the examination. Disobeying the instructions given by the invigilator shall be treated as indiscipline and the student may be debarred from the examination.
- The candidate's audio should be kept muted but the video should be continuously streaming. If the system detects disruption of the video stream stops for more than 15 seconds, it will automatically record a malpractice event.
- Video recording of the entire examination shall also be done and submitted to the CoE at the end of the examination. The assigned invigilator shall keep noting down any suspicious activity of the students in the virtual examination room and submit the report to the CoE.
- Any white/ruled paper of approximately A4 size can be used to write the answers. Each page should be clearly numbered on the top-right corner. The candidate MUST NOT write his/her name, SIC number, Roll Number, Branch/Section, or any other details on the answer script. If any identification is found on an answer script, it will be rejected outright and an 'F' grade shall be awarded in that subject.
- The Question paper shall be served on Device at the specified time. Once the question paper is displayed on the screen, students can start writing on their answer papers. A deep coloured pen (such as black) should be used. Diagrams if any should be drawn with dark pencils.
- If a student wants to temporarily leave the desk for drinking water or visiting the washroom etc., s/he has to take permission from the invigilator before leaving the desk. A Maximum 5 minutes of absence from the desk is allowed.
- After the writing time is over, students have to scan the answer pages in order of their page numbers using the examination app's scanning feature. The device should

be properly held vertically above the page at appropriate distance so that only the page area should be scanned. There should be a lot of border around the scanned page. After completion of scanning, the pages should be uploaded through the examination app only.

- The CoE may provide an alternate URL or Google Form to upload the answer script in PDF format. In case of any issues during uploading through the examination app, students may upload the PDF of their answer pages in the given URL within the specified time only.
- It is the responsibility of the student to ensure that the scan of the answer script is in proper order of pages, sharply focused, and clearly readable. If the uploaded script is found out of order, out of focus, unclear, cropped, or the page area is too small due to lot of extra border around, then it shall not be evaluated. Consequently, the student will be awarded an 'F' grade in that subject.
- In case a student fails to upload the answer script through the examination app or the alternate URL/Google Form, then it will be assumed that the student is absent in the examination and an 'S' grade (absent) shall be awarded in that subject. The CoE reserves the right to reject any answer script, whether uploaded through the app or otherwise, without assigning any reason thereof.

## **21. Institute Rules & Regulations**

On admission to any course of study, every student submits himself/herself to disciplinary jurisdiction of the management of the Institute, the in-charge and other officers of the Institute who may be vested with the authority to exercise discipline under the Rules and Regulations that have been or will be framed by the Institute.

Students studying in the Institute, if found indulging in anti-national activities contrary to the provisions of Acts and Laws enforced by Government or in any activity contrary to the rules of discipline, will be liable to be expelled from the Institute without any notice by the Principal/Director.

Nothing in these rules and regulations shall be construed to limit or abridge the power of the Director/Principal or his/her delegates to relax any of these regulations to such extent and subject to such conditions, as he/she may consider necessary for dealing with a case in a just and equitable manner.

Ignorance of the rules and regulations contained in this document is no excuse.

The Institute reserves the right to change or add such rules from time to time for smooth functioning of the Institute.

The students are advised to keep themselves aware of the Institute rules. They are also advised to go through the detailed Prevention of Ragging rules given separately.

The Institute staff members charged with the administration of these rules shall at all times seek to implement the rules.

## **22. Action against Ragging**

Students are prohibited from indulging in any disorderly conduct whether by words spoken or written or by an act with the effect of teasing, treating or handling with rudeness, any other student. Indulging in unruly or indiscipline activities which cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any student, junior or senior, or asking the student to do any act or perform something which such a 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 the student is prohibited. Any student violating the above and thus indulging in any act or ragging, will be severely dealt with.

The Hon'ble Supreme Court of India, during December 2007 has expressed concern over the incidents of ragging occurring in higher educational institutions and the need to eliminate it altogether.

The Ministry of Human Resource Development, Govt. of India has taken a serious note of the incidents of ragging and is of the view that stern action should be taken against those indulging in "ragging" so that these incidents are not repeated and exemplary punishment is meted out to those indulging in it. Strict implementation of the guidelines issued by Hon'ble Supreme Court on this issue has also been stressed by the Ministry.

This policy encourages socialization of students to the academic environment of the Institute, simultaneously discouraging and preventing any negative acts on parts of senior students, which goes against the basic purpose of Socio academic integration.

All students and their parents and guardians are therefore requested to go through this document carefully and promise to abide by it.

1. Ragging within or outside the Institute is strictly prohibited.
2. Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside the Institute shall, on conviction, be punished, as per the provision of the Act.
3. Any student convicted of an offence of ragging shall be expelled from the educational institution and such student shall not be admitted to any other educational institute for a period of five years from the date of order of such dismissal. Ragging of any kind and magnitude, teasing, intimidating, harassing, and use of words of abuse etc. on any student(s) inside/outside the institute will not be tolerated and are punishable under Police Act and such matters will be immediately reported to the police.

## **23. Process of Reporting a Ragging Incident**

Any incident of ragging must be immediately brought to the notice of the appropriate authority as per the process given below:

1. Incidents may be reported by written application submitted.
2. If the incident occurs within boys/girls residence, it should be reported to the Warden on duty and the Principal.
3. If the incident occurs outside the residence but within the campus, it should be reported to the Faculty, Administrative Officer, Principal, and Director.
4. If the incident occurs outside the campus, then the same should be reported to Faculty.
5. In case no action is taken by the above officials, the student can report the incident to the Chairman.

## **24. Institute General Rules**

Students are expected to act in ways that are consistent with the role and guiding values of the Institute. Students should regulate their own conduct so as not to impede or prejudice the work of other members. They are entitled to work, learn, study and participate in the social aspects of the Institute's life in an environment of safety and respect. It is expected that students will act with integrity and demonstrate respect for others and adhere to the standards of conduct. Students should refrain themselves from misconduct of any kind.

1. Students should show respect and politeness towards all staff members at the Institute and their fellow students, including girls. Any act of sexual harassment, ragging, disobedience, anti- social behavior or harassment of girl students are punishable offences and will be dealt with utmost severity.
2. All students should strictly follow the rules and regulations of the Institute, shall always behave with dignity and courtesy.
3. The students will be accountable for their behavior in the Institute premises. Proper actions will be taken against the students violating the rules and regulations of the Institute or behaving in absurd manner and will be rusticated from the Institute. It is assumed that the students and their parents and/or guardians have read and understood these rules thoroughly.
4. No student shall individually or collectively interfere in any manner in the matter of administration of the Institute.



5. It is mandatory for every student to provide the registered communication address and contact number. It is the responsibility of the student to inform the office of the Institute about change of address and contact number.
6. Not to pursue any other course of study that may come in conflict with the course schedule in which he/she takes admission in this Institute.
7. Any disfigurement or damage to the Institute building, water, gas, fire, electrical installations, furniture, gardens and premises will be punished and the cost of the damage will be recovered.
8. Disruptive or disorderly behavior may include but not limited to disoriented or irrational behavior, physical violence, verbal attacks and threats or violation of Institute Rules, by any student will be dealt with severely. Students should report such instances immediately to the Administrative Officer or Principal or Director immediately.
9. Celebration of religious functions including but not limited to Holi, Deewali, Ganesh Puja, Saraswati Puja, Biswakarma Puja, etc. in the campus is strictly prohibited.
10. Students are forbidden to organize or attend any meeting in the Institute or to collect money for any purpose without the prior permission of the Director/Principal.
12. Students will not operate any machinery / equipment without the permission of the instructor.
13. No responsibility will be accepted by the institute for any injury, loss or damage to the personal articles of students.
14. The students at the institute are required to be attentive and diligent. If a student neglecting his / her studies and having unsatisfactory progress will be given two warnings after which if he/ she fails to improve, he/ she will be liable for expulsion from the Institute.
15. It is compulsory for the students to attend functions / activities organized by the institute on various occasions like Independence Day, Republic Day, Annual Day, etc whether the function falls on a working day or on holidays. Absence from such functions without valid reasons will invite disciplinary action.
16. Students have to take due permission to participate in academic, co- curricular and extracurricular activities outside the campus. For this they have to apply using the prescribed format through the Faculty, Faculty Coordinator and Principal. They must submit the required undertaking along with application for official processing.

17. Students shall observe all safety precautions. The Institute is not responsible for any accident, of whatever nature, in the Institute, hostel, workshop, playground and during summer training and industrial training or educational tour/trip or outside the campus.
18. Students must make all possible efforts to conserve electricity and water. They must switch off lights & fans when they leave the class room/hostel room, lab etc. Students must help keep the institute neat and clean and also preserve and maintain the gardens.
19. Students must pay their fee/dues on or before the prescribed deadline failing which appropriate disciplinary action will be taken. Students may note that fees once paid will not be refunded
20. Any student who fails to clear all the dues shall be debarred from appearing in the Examinations.
21. All applications must be addressed to the Principal/Director.

The Chairman/Director reserves the right to modify any of the Institute rules as and when necessary. The decision of the Chairman/Director in all matters shall be final.

## **25. Mass Boycott / Absence**

1. Remaining absent from the institute without prior permission of the authority is strictly prohibited.
2. The students involved in common off are liable to fine up to Rs.500/- per student, and other disciplinary action decided by the Institute from time to time.
3. The students involved in common off or having less attendance in class shall be expelled from the Hostel. The authorities will exhibit no sympathy towards such students.
4. If a student is required to remain absent for a period of 5 days or more for an essential reason, he/she is required to apply to the Principal and take prior permission.
5. Decision about the absence of the student for genuine reasons is reserved with the Principal.
6. Late arrival at and early departure from a class are recorded as absence from the class. Students are not allowed to leave the institute during working hours without the written permission of the Principal

7. Students claiming benefits/ concessions on medical grounds are required to submit medical certificate from a govt. hospital or dispensary. The certificate should be submitted by the student concerned within a week of rejoining the Institute after illness.

## **26. Behavior**

1. Each student shall conduct herself / himself, both within and outside the campus of the Institute in a manner befitting a student of a prestigious institute. Each student shall show due respect and courtesy to the teachers, administrators, staff of the Institute, and to the visitors and residents of the Institute, and good behaviour to fellow students.
2. Lack of courtesy and decorum; unbecoming conduct within and outside the Institute; willful damage to Institute property, removal of any property belonging to the Institute, fellow students or other personnel and residents of the Institute; use of abusive and offensive language; disturbing fellow students in their studies; breach of rules and regulations of the Institute; adoption of unfair practices in tests, quizzes, assignments, or examinations; noisy and unruly behavior shall constitute violation of the code of conduct.
3. Talking loudly, loitering or congregating, being a source of distraction and annoyance to others is not permitted.
4. The students are required to move silently through the corridors without disturbing the nearby classes and laboratories.
5. The students are required to maintain utmost silence and dignity in classrooms, laboratories, meetings, seminars, workshops and during any other academic activity.
6. Nobody should sit and learn on the corridor walls.
7. Give way to teachers, staff and visitors while moving in the corridors, on the staircases and other places in the campus.
8. Extend cordial help with politeness to outsiders/visitors, parents of other student's etc. coming to the Institute.
9. Behave in such a manner that suits a cultured engineer.

## **27. Dress Code**

One's appearance is the window through which the world looks at the person. Dressing plays a very important role in everybody's life. An individual's style of dressing not only enhances his/her personality, but also increases self- confidence. Dressing reflects the individual's personality and also influences other's perceptions of your mood, attention, concentration, discipline, and overall behavior.

Being part of a professional course in a leading Institute, you must be properly dressed with a proper professional attire to maintain the academic ambience and reputation of the Institute.

*All students are required to be properly dressed while attending the Institute for lectures, practical/labs, library, examinations, and any other formal functions of the institution. The garments should be neat & clean, and pressed that gives them a decent, dignified, and professional look. The students must maintain due decorum befitting the decency & dignity with elegant dressing, hairstyle, footwear, and minimal accessories.*

Along with proper dress code, some specific classes/practical/labs (such as chemistry laboratory, workshop, etc.) shall require wearing of overcoats / aprons, full shoes, protective eye glasses and/or other protective clothing. Students must adhere to the specified dress code to be allowed to attend such classes.

On specific events of professional importance like workshops, seminar, conferences, invited lectures, industrial talks / tours, recruitment / interviews etc., all students must wear formal dress as directed by the Institute.

## **28. Prohibited Items**

Skintight, loose-fit, short length, torn/provocative/revealing garments, clothing with fancy or obscene prints/pictures/messages, fancy/casual footwear & accessories, fancy hairstyle/ hair-coloring/hairedressing, uncared facial-hair/ fingernails, overuse of makeup, visible body piercings and/or tattoos, etc., are strictly prohibited. Any other dressing item/accessory not mentioned here, but felt to be objectionable and/or considered unprofessional by the Institute shall not be permitted.

With regards to any question, doubt or concern about whether a particular dress violates the dress code or not, the decision of the Director and Principal shall be final.

## **29. Smoking**

Smoking or using tobacco products (such as pan masala, gutkha etc., containing tobacco) anywhere in the Institute premises is strictly forbidden. This includes all space & buildings inside the campus like playfield, the games rooms, the canteen, and the pavement along the building and any space/ building under possession of the institute outside the campus. Any student found smoking or using tobacco products is liable to strict disciplinary action which may be up to expulsion from the Institute.

## **30. Substance Abuse Policy**

Any student found smoking or under the influence of intoxication of alcohol/ drugs in the Institute or in the hostel is liable to strict disciplinary action which may be up to expulsion from the Institute.

Consuming alcoholic beverages or being under the influence of alcoholic beverages is strictly prohibited. Distribution of narcotics or controlled substances, or possession or use of any narcotics or controlled substance(s), or being under the influence of narcotics or any controlled substance(s) will entail severe disciplinary action. Any student found using, possessing or being under the influence of intoxication due to alcoholic substances or narcotics/ drugs in the Institute or in the hostel is liable to strict disciplinary action which may be up to expulsion from the Institute.

### **31. Mobile Phones**

Nowadays, mobile phones (and/or smartphones) have become an integral part of everybody's life. However, using mobile phones within the academic areas and/or during any kind of academic activities can cause severe disturbance to others and adversely affect the academic ambience of the Institute.

Use of mobile phones is strictly prohibited in all academic areas of the campus. Students may carry mobile phones with them during the academic hours ; however it must be kept in switched-off condition and kept inside a bag/purse while attending classes, laboratories, library, and also during invited lectures, seminar, workshop, conference or any such activity/ function of curricular/co- curricular nature. Mobile phones may be used outside classrooms, laboratories, library etc. for checking or sending text messages, etc.

In case a student needs to make a call of an important/emergent nature, it can be made outside academic areas with due permission, but as silently as possible without causing any kind of disturbance/distraction to others.

Under no circumstances, mobile phones shall be allowed into the examination halls.

Use of mobile phones in restricted areas would entail immediate confiscation of the handset and a fine of Rs. 500/- will be charged. If the instance is repeated, then the confiscated mobile phone will be returned at the end of the course.

It is solely the responsibility of the students for safe-keeping of their mobile phones. The institute is not responsible, neither liable for any stolen mobile phones nor will entertain any complaints regarding this.

*“Academic Areas include all classrooms, library, examination halls, lecture halls, lecture theatres, auditoriums, laboratories and workshops, including passageways and hallways leading to the above”.*

### **32. Identity Card**

Each student is provided with an Identity Card. Students shall always carry their identity cards in the campus and should show the identity card on demand to any faculty/official of the institute. This card is to be carried always and presented at the entry gates as well in Library, Canteen, Hostel, playing games in the Common Room, attending College social functions, etc. and any other place inside the campus.

- For failing to produce the Identity card, the student may not be allowed to join classes, appear in examination or enjoy any facility that the Institute provides.
- The Identity Card is not transferable, otherwise the owner of the card will be held responsible for any damaged or loss caused by the user.
- If the Identity Card is lost, the Dean Academics must be informed immediately.
- If the Identity Card is damaged then it may be submitted at the Information Desk and a new Identity Card may be issued on payment.
- In case of transfer or withdrawal from the Institute, this card must be returned to the Institute's office.

### **33. Communication to Students**

The primary mode of communication of the institution with the student is through the Noticeboard, WhatsApp and e-mail. Students are expected to check their e-mail accounts, WhatsApp, etc. regularly.

Students are advised to check the notice boards regularly, read various notices displayed on the Institute/department/Hostel notice boards. Any notice displayed on these notice boards shall be deemed to have been served on the students. Ignorance about a displayed notice will not entitle any student for excuse or consideration.

### **34. Medical Facilities**

Medical facilities by way of a medical doctor and psychological counselor are available for convenience of students. In case of a chronic illness, students are advised to inform the Faculty about the possible symptoms and immediate assistance required.

### **35. Placement**

The Industry Interface Cell plays a major role in transforming a student into a professional. Through its various programs, it aims to combine experiential learning to the technology based academic curriculum. Its endeavour is to make every student stand out in their profession. Conducting placements and associated activities viz., pre-placement talks, mock tests, placement drives, pooled campus drives are the major activities of Placement Cell besides skill development, summer internship, practice school, career development/ advancement programs and pre-placement training. The student interface with Placement Cell will start from 1st year and continue till they graduate from the institute.

A student will be allowed to participate for the campus recruitment (On campus/pooled campus) of a particular company, subject to the fulfillment of the following conditions.

- He/she must satisfy the eligibility criteria of the concerned company.

- He/she must satisfy the eligibility criteria as specified by Placement Cell in terms of performance and minimum attendance in all pre-placement trainings and other programs (as deemed necessary) conducted through/by Placement Cell
- He/she must abide by ALL placement rules and regulations as specified by Placement Cell
- He/she must adhere to strict conduct in terms of communication and various dealings, during the engagement period with Placement Cell members and associated corporate entities. Failing to maintain the required ethos may lead to the termination of the engagement with Placement Cell and ineligible for future placement. A penalty may also be levied on the student, based on the discretion of Placement Cell.

### **36. Student Discipline and Institute's Committee**

To safeguard its ideals of character and personal behavior the Institute reserves the right to expel any student at any time for any reason deemed sufficient by the Director/Principal for misbehaviour. Students are required to show due regard for the rights and property of the Institute.

The Director/Principal at his discretion may appoint a committee to recommend action to be taken against a student involved in misconduct or misbehavior. Orders passed by the Director/Principal on the recommendations of the committee are final and binding. The Director/Principal at his discretion has powers to alter, amend or modify the recommendations of the Committee.

Students must adhere to the Institute Rules. Anyone found violating any of these would come under the purview of Disciplinary Committee and would be liable for the punishment awarded by the committee.

Parents and Guardians of Hostel are advised to visit the Institute regularly to monitor the progress of their wards.

### **37. Maintenance of Discipline**

1. All powers relating to discipline and disciplinary action are vested with the Director/Principal.
2. The Director/Principal may delegate all or such powers as he deems proper to any of the official of the institute. Every member of the staff has authority to forbid disorderly behavior within the Institute.
3. Without prejudice to the generality of power to enforce discipline under the ordinances, the following shall amount to acts of gross indiscipline:
  - (i) Ragging in any form within premises of the institute, public transport, or surrounding of the institute. Please refer to detailed rules regarding prevention of ragging.

- (ii) Physical assault or threat to use physical force against any member of the teaching, non-teaching staff of the institute and against any student within premises of the institute, public transport, surrounding of the Institute.
  - (iii) Carrying or threats to use of any weapon.
  - (iv) Any violation of the provisions of the Civil Rights Protection Act 1976.
  - (v) Violation of the status, dignity and honour of any student.
  - (vi) Any practice, whether verbal or otherwise, derogatory to women.
  - (vii) Any act of gambling or betting.
  - (viii) Any attempt of bribery or corruption in any manner.
  - (ix) Willful destruction of the Institute property.
  - (x) Creating ill will or intolerance on religious or communal grounds.
  - (xi) Giving interviews to the media or any other outside agency demeaning the Institute.
4. The Institute shall have authority to exercise all such disciplinary powers over students as they may find necessary for proper conduct of the Institute and the students have to abide by them at all times.
  5. Without prejudice to the powers of the Director/Principal, detailed rules of discipline and proper conduct in class rooms/laboratories/institute campus may be supplemented where ever necessary by a senior faculty. Such specific rules must be followed by the concerned students.
  6. A defaulting student who is aggrieved with the punishment awarded may prefer an appeal to the Chairman of the Institute, within 30 days of award of punishment, stating the reasons as to why the punishment should not be awarded. The Chairman shall prescribe the procedure to process such appeals.

### **38. Faculty Mentor**

An important aspect of the mission of the Zenith School of Management is to improve the quality of the student experience. The feedback of students and parents over the past several years, a common theme emerged - students' need for good and timely advice. In such a situation, mentoring is an integral and indispensable element of academic advisement and it is increasingly being viewed as a tool for the personal and professional development of young adults.



The objective is assisting students in (1) understanding institutional support services available to them, (2) understanding institutional policies and procedures, (3) making decisions based on available information, and examining their progress toward the realisation of their goals and (5) understanding their personal problems if any and render required support and help. Every student admitted to the Institute is assigned a Faculty Mentor who assists the student in the induction process and monitors the student's progress during his/her tenure at the Institute. Students are advised to discuss their problems and difficulties with their respective faculty mentors.

### **Student Roles, Responsibilities and Expectations**

1. Build a genuine relationship. Let the Faculty Mentor know who you are, your hobbies and interests and how you are doing in the Institution.
2. Be open and honest with your Faculty Mentor. Be direct. If you have a question, ask it. Talk specifically about what you would like to learn.
3. Listen, listen and listen. Listen to the words and actions and be receptive to the advice.
4. Plan the amount of time that you would like to spend with the program. Let the Faculty Mentor know when you can meet and how much time you have to meet.
5. Resolve all communication problems immediately. The quicker you react, the lesser the chance for miscommunication.
6. Understand the importance of teamwork. Listen to the advice on working with others in the work environment.
7. Respect the Faculty Mentor's responsibilities and try to understand what it would be like to be in their position. Let him know that you value the inputs and opinions.
8. Realise that your Faculty Mentor is donating valuable time to help you. Respect his deadlines or work schedules.
9. Engage your Faculty Mentor in discussions about your career goals and the best way for you to reach them.
10. Enjoy the mentoring experience and all its opportunities.

### **39. Feedback**

It is the duty and right of every student to provide feedback on the subjects as well as on the teaching & learning process of the subjects taught during a semester. Feedback is taken in two different methods. The first one is by the senior faculty member of the department who interacts with the students in a classroom, collects the feedback orally through various

queries and makes note the same. The second one is an offline process where a student provides scores to a set of statements made on the teaching & learning process. Every student should provide the feedback sincerely as it has far reaching effects on the teaching & learning process of the Institute.

Processes are getting developed for providing feedback on other activities and facilities through the online. Students are advised to do the needful as and when such things are notified.

## **40. Library**

As per the rules and regulations specified in Central Library.

### **Library Rules**

- All students, teaching and non-teaching staff are members of the Library.
- The entry will be restricted to Identity card holders only.
- Books will be issued to the students on working days of the Institute.
- Personal books/printed reading materials, issued books (except return/ re-issue purpose) are not allowed inside the library.
- The readers are requested to keep their personal belongings at the entrance of the library in the shelf.
- Bags, handbags are strictly prohibited in the library.
- Books will be issued subject to availability.
- If the book due date falls on a holiday for the library, the next working day will be taken as the due date.
- Fine will be charged after the due date due to late submission.
- The borrower will be responsible for any loss or non-return of any books issued against his/her identity card.
- Reference books, Newspaper and Magazines/Journals should not be taken out of the library.
- Absence from the institute will not be allowed as an excuse for the delay in the return of books.

- When Books are issued, students should check the pages of the issued books and if pages are found missing, they should report the same to the Librarian before leaving the Counter. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
- Students are required to handle the books/ Journal very carefully; marking with pencil, writing or high lighting, tearing the pages or mutilating the

### **Conduct of Library users**

- Register yourself or enter your name and Sign in the register kept at the entrance counter before entering library.
- The Library is to be used for the purpose of academic study and research and for the consultation of subject and other related material. Everyone in the library shall respect the rights of other users.
- Anyone using the library shall identify himself on request from any member of the library staff. Silence must be strictly observed both by the users and the library staff in the reading and reference zones of the library. No discussion is permitted inside the library.
- The use of cell phones in the library is forbidden. Users are not permitted to smoke, consume food, tobacco or drink in the library.
- No one shall reserve a working place in the library by leaving library material or personal property on a reading table.
- Every user must return the books/journals in its original place after its use has been served.
- The library is not responsible for any loss of any personal property brought into the library.
- No tracing or copying of any map or manuscript shall be allowed without the permission of the Librarian.
- Before leaving the circulation counter, the member should satisfy himself/ herself as to whether the library material lent to him/her is in sound condition.
- Show the books and other materials which are being taken out of the library to the staff at the entrance counter.

- Students may suggest in writing to the Librarian about the purchase of any textbooks or reference books, which may not be available in the library.

### **Cyber Library Rules**

- Students can access the subscribed E-Resources inside the library premises.
- Use of External storage devices is strictly prohibited.
- Cyber Library is to be used for academic purposes only.
- Online Chatting in the Cyber Library is not allowed.
- Browsing of dating, social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- Members are not to share their net access ID and Password with other students.
- Changing the settings and display of the Computers kept in the Cyber Library/ Reading Hall is not permitted.
- Playing games on computers is strictly prohibited in the entire Library premises.

### **Periodicals & Newspapers**

- Students can use the Periodicals and Newspapers inside the library only. Outside issue of the same is not permitted.
- Students can issue periodicals for reading purpose by producing their I-Cards.
- The Periodicals are only for reading room use inside the library  
Non-Book Materials
- Students can issue the Non-Book Materials (CDs / DVDs) for one day.

### **41. Hostel Rules**

Hostel is a home away from home where the residents can feel at ease and put in their best. Its atmosphere provides self-confidence, instills discipline, and provides scope for developing ideals of a harmonious living to enable them to share the joys of fellowship and professional fraternity. Self- help and a spirit of accommodation for the common good are expected from the residents.

## **Facilities**

Each resident is provided with a bed, table, chair, mattress, pillow and a wardrobe to store books/other personal items.

Health check-up by in-house doctors is provided to the residents. In case of serious illness or infectious disease, the resident should report to the hostel warden, who will take desired steps with the approval of the doctor. The medical expenses and the ambulance charges (if any) shall be borne by the resident, and he/ she has to deposit a copy of the prescription at the department for future reference.

## **Application for Accommodation**

Admission in the hostel cannot be claimed by any student as a matter of right. Students shall have to apply for hostel accommodation before the start of the academic year. The newly admitted students shall have to fill in the hostel application form provided to them and deposit the same to the Admission Office. Every attempt will be made to provide accommodation to the students.

## **Allotment**

1. Accommodation in the hostel is allotted purely at the discretion of the AO/Faculty in Charge (FIC) and with the condition that the student agrees to abide by all the rules and regulations of the residence. The AO/FIC may refuse hostel accommodation without assigning any reason.
2. Allotment shall be made keeping in view the distance of the actual place of the residence of the students from the Institute.
3. In case, number of applicants for the hostel accommodation is more than the available seats in the hostel, the Institute shall maintain a waiting list and when there is a vacancy, it shall be filled from the waiting list.
4. Application for allotment during the currency of any semester may be made and will be entertained subject to availability.
5. Residents must occupy rooms specifically allotted to them. Residents shall not change over to any other room or swap their allocated room with other residents except with the written permission of the AO/FIC.
6. The rooms allotted to the residents at the time of admission are for a period of one academic year only. Residents are required to shift to other blocks/ rooms as and when informed by the authorities. This shifting may be necessitated due to administrative reasons and students are required to co-operate.

7. Once a student has been admitted to a hostel, he/she will not be permitted to leave without a written application of his parents or guardian.
8. The residence fee must be paid at the time of registration and before the beginning of every academic year. If any student makes an application for accommodation in the hostel after start of the academic session, he shall have to pay the annual hostel fees.
9. The establishment charges for a resident is meant for only using mattress, pillow, study table, chair, cot etc. No resident can claim these items as his/her personal properties. They have to surrender all those items in good condition before taking clearance from the halls of residence to avoid penalty.
10. The utility charges refer to electricity, water, cleaning of common areas and security services and other maintenance costs. The utility charges are not fixed and are subject to change.
11. Allotment of a room made to any resident is subject to cancellation if he/ she fails to occupy it in the stipulated time or is found absent from the room without prior information or any valid reason. Allotment may also be forfeited if the resident fails to clear all the dues by the scheduled date.
12. A resident may also be asked to vacate the room at short notice on disciplinary grounds and/or misconduct.
13. The Institute reserves the right to break open any room which is not vacated, pack up the contents and store it. No complaints of breakage or loss of items will be entertained.

## **Withdrawal**

Residents who wish to withdraw themselves from the hostel must make an application to the AO/FIC and meet the warden for necessary clearance formalities. Any resident seeking withdrawal from the hostel during the ongoing academic year shall result in forfeiture of the residence fees already paid. Re-admission of a resident who has withdrawn before shall be at the discretion of the AO/FIC.

## **Supervision and Control**

1. The supervision and control of the residents residing in the hostel of residence will rest with the Director, Principal, AO/FIC and Warden.
2. The Institute through its Director, Principal, and AO/FIC or any other delegated staff reserves the right to inspect any room including personal belongings of a resident at any hour without prior notice. The resident must cooperate and must not prevent inspection by the authority. The Director, Principal, and AO/FIC reserves the right of expelling any resident if his/her continuance in the halls of residence will be

detrimental to the interest of other residents, and such an action is warranted to maintain discipline, peace and order in the premises of the halls of residence.

3. Any resident who suffers injury, discomfort or any other adverse consequence resulting from the conduct of any other resident which infringes these regulations should report the matter to the caretaker and, if the problem still persists, must submit a written complaint to the AO/FIC for necessary action.
4. Residents are advised to use battery operated torch/emergency lights in case of power blackouts. However, candles are permitted to be used only if no such alternative is available and must be blown-off immediately after power supply is restored.
5. All residents have an obligation to care for all Institute facilities and shall be liable to compensate the Institute in full for any damage or loss caused to Institute property. Damage caused to rooms or facilities in the room shall be presumed to have been caused by the resident to whom such a room has been allocated unless the contrary is proved. Where more than one resident share a room, responsibility for any damage or loss caused shall be shared equally between them unless there is clear evidence that only one/some of them caused the damage or loss.
6. No resident shall hold a party of any kind in any halls of residence.
7. No resident shall host any person of the opposite sex in a room in any halls of residence at any time.
8. Every resident shall be responsible for informing Institute Rules and Regulations to his or her guests and will be held accountable for any breach of the regulations or other inappropriate conduct by their visitors.
9. Misuse of electricity, water and other facilities will be liable for penalty. Use of electric iron or use of any extra appliance other than provided in the room is not permissible. Any resident found using unauthorised electric appliances will have their appliances confiscated.
10. Pets of any kind are not allowed. Residents should also avoid giving food to stray animals.
11. All the hostel are under electronic surveillance. Residents are advised to be watchful on their activities.

## **Leave Rules**

1. Leave for reasons other than sickness, should be sought through an application and obtained at least one day in advance, from the AO/FIC.
2. Residents are allowed leave of absence from the halls of residence up to maximum twice a month. Subsequent leave of absence, other than emergency cases supported by necessary documentary evidence, shall be treated as violation of rules and entail disciplinary action. However parents are requested not to encourage their ward to take leave from the halls of residence more than once in a month.
3. Any resident who falls sick must report to the warden immediately and in case the sickness requires the resident to leave the hostel for treatment at home or hospital, must submit their leave application to the AO/FIC through the warden. On the incidence of infectious and contagious diseases, the resident is required to go home or may be asked to vacate and get admitted to a hospital by the AO/FIC.

## **Ragging**

Ragging in any form is a cognizable offence as per the law. Ragging is strictly prohibited and residents are strongly advised not to indulge or participate in the same. Strict disciplinary action will be taken against those who indulge in such activities as per Govt. orders and Institute rules. Involvement in any incident of ragging shall entail heavy fines and/or suspension/expulsion from the halls of residence and/or Institute.

Any resident, with the intention of doing ragging or with the knowledge that he/she is likely by such act to cause ragging, commits or abets ragging, and thereby teases, embarrasses, humiliates, assaults, uses criminal force, criminally intimidates, wrongfully restrains, confines, causes grievous hurt, kidnaps / abducts, commits unnatural offence, causes disability or death, or abets suicide, shall be punished as per the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

Any other objectionable act not listed above but should be considered equivalent to ragging as per the decision of the AO/FIC or Director, shall be treated as a case of ragging. The decision of the Director in this regard shall be final and binding on the students.

Any complaint in connection with ragging must be reported immediately to the warden. The warden will address the situation and shall take prompt action to escalate the matter to the AO/FIC or Director for necessary action.

If the residents committing or abetting ragging are not identified, collective disciplinary actions could be resorted to act as a deterrent and to ensure collective pressure on the potential raggers.

The institute shall make every attempt to prevent ragging in any form and shall ensure that strict disciplinary action is taken against the alleged accused student. In case the victim is



not satisfied with the action taken by the institute, s/he may appeal to the Director for reconsideration.

### **General Rules and Code of Conduct**

1. The residents are required to be present in the hostels latest by 6:00 pm. Any resident using Institute academic facilities like library, internet lab, doubt clearing classes, must report to the halls of residence by 9.00 pm.
2. Residents must apply in writing and obtain prior approval for going outside the campus for academic purposes along with the consent of the parents. Students moving out of the campus for academic purposes have to report to the halls of residence not later than 9.00 pm.
3. Residents have to make a written application for moving out of the campus on emergency and health grounds.
5. The study hour for all halls of residence is from 6:00 pm to 9.00 pm. During the study hour, residents must be found in their respective rooms. Absolute silence has to be maintained during the study hours.
6. Residents are not allowed to enter any other room(s) without the express permission of the occupants.
7. Any action which interferes with studies must be avoided at all times. The residents must maintain calm and quiet atmosphere suitable for study in the halls of residence.
8. Residents are required not to sing, shout, and play music or make any other kinds of noise which may cause disturbance to other residents who may be studying at that time.
9. Resident shall ensure that no disturbance is caused to others by usage of mobile phone in the halls of residence. If residents are found wasting much time talking over phone, the Institute holds the right to intervene with disciplinary action.
10. Talking on mobile phones after 10:00 pm inside the room is prohibited. In case of emergency, a resident can make/receive telephone calls outside the room. Any student found talking on phone up to late night and disturbing sound sleep of others shall invite disciplinary action.
11. Residents have to avail dinner during Canteen Hours. Food will not be served beyond Canteen Hours. If any resident is found in the campus loitering after the scheduled time, strict disciplinary action will be taken against him/her. After dinner any resident must not leave his/her room.

12. During the class hours on a regular teaching day, no resident is allowed to stay back in the residence without written permission of the Faculty.
13. If a resident leaves the campus without prior permission will be liable to himself / herself and disciplinary action as deemed fit will be taken.
14. Residents are allowed to move out of the campus temporarily only on health / emergency situations and with the written permission of the warden.
15. Residents are advised to avoid keeping valuables and excess cash with them. They are also suggested to keep their boxes or suitcases always locked and to deposit excess money, if any, in the bank.
16. Residents shall not organize or address any meeting in the halls of residence without prior permission of the AO/FIC.
17. Using fire crackers, burning candles/diya etc. during Diwali (or otherwise) is prohibited inside the halls of residence. Similarly, residents must not use gulaal/ colors or play Holi inside the halls of residence or Institute premises.
18. Celebration of any type of religious function is strictly prohibited inside the premises. Appropriate disciplinary action will be taken for violation of the same.
19. No resident is allowed to distribute any food items to other residents. However, if a resident wishes to distribute sweets or chocolates etc. on a special occasion such as birthday, must take prior permission from the warden. In case such distributed items are found contaminated, poisonous or causes discomfort, sickness / health problem to other residents, the resident who has distributed them will be held responsible. Strict disciplinary action will be taken in such incidence along with financial compensation.
20. Disputes among the residents will be settled with the help of the warden. If it is still not settled, it should be brought to the notice of the AO/FIC.
21. Residents are not allowed to participate in any cultural or technological fest, picnic, excursions, tours etc without the prior permission of the Director. The Institute will neither be responsible for nor assume any liability of any kind of involvement of the residents outside the Institute premises including attending picnic, parties, birthday celebrations, etc.
22. Residents, either alone or in a group, are prohibited to go to the nearby canal, river, dam site, sea or other water bodies, railway track, jungle or mountain etc.

23. No one will occupy the roof or visit to the roof of any campus building unless accompanied by a designated institute staff and permitted by the concerned AO/FIC/ Principal for a specific purpose.
25. Every resident is prohibited from undertaking any action that would endanger the health, safety or personal security of others in and around any halls of residence including possession of dangerous materials such as firearms, firecrackers, chemicals, explosives, potentially lethal weapons, poisonous/corrosive/inflammable chemicals, acid, insecticide/pesticides, sleeping pills, birth-control pills, condoms, adult magazines, CD/DVD, any allopathic/ homeopathic/ ayurvedic medicines/ tablets without a supporting prescription etc.
26. There will be no unauthorized possession of keys or campus identification cards or misuse of any campus locking or identification systems.
27. A resident is required not to be involved in smoking, taking gutkha/ ganja / hukka / bhang / opium / alcohol / drugs / intoxicants or involved in negative leadership or else disciplinary action deemed fit will be taken by the authority.
28. The residents are held themselves responsible for any loss of personal belongings or private property. They are required not to keep valuables in their rooms without proper safety arrangement against theft/ tampering.
29. All waste paper and refuse must be placed in the receptacle specially provided for the purpose.
30. All residents are to extend their co-operation to see that no unauthorized persons enter the residence premises. If they find any such person, the matter should be brought to the notice of the caretaker immediately for further action.
25. When leaving the rooms, the occupants must take care to see that the lights and fans are switched off. If any room is found locked with lights/fans turned on, appropriate disciplinary action will be taken on all occupants of the room. Every effort must be made to economise the use of lights.
33. Residents must bring to the notice of the warden all failures and breakdowns in the electric supply to their room/block/floor. They will not themselves attempt to repair the defects in the electrical mains or in the distribution system and ask for services of an on-duty electrician for attending to any defect in the electrical system.
34. Use of extension plug boards, two-in-one, CD/DVD player, sound systems, LCD projector, room cooler/heater, induction cooker, immersion heaters, air- conditioner, kerosene/gas stoves or use of any appliance which draws more than 100 watts of electrical power are prohibited.

## **Damages to Property**

- Causing damage to the Institute property including driving of nails and defacing of walls, fixtures or furniture is strictly prohibited.
- Any damage found in a hall of residence will be made good at the expense of the occupants of the room or at the expense of the occupants of the block, as the case may be.
- Willful damage to the residence property will be deemed as a breach of discipline and will invite strict disciplinary action in addition to fines as decided by the AO/FIC.

## **Expulsion from Residence**

1. A resident may be expelled from the residence on any grounds namely theft, ragging, abnormal behavior, smoking or use of tobacco, use of drugs and alcohol, causing damage, indiscipline, and/or violation of rules.
2. A resident may be expelled from the hostel if s/he is found possessing prohibited items as mentioned in General Rules and Code of Conduct.

## **42. Payment of Fees**

- Every student will have to pay the annual fees at the time of admission/ registration.
- All fees are to be paid in Cheque/Demand Draft/Pay Order drawn in favor of \_\_\_\_\_, payable at Bhubaneswar. No cash transaction is accepted for annual dues.
- Fees can also be paid online using the online payment facility. Amounts paid online shall be accepted only after the amount is credited into the Institute's account. The institute shall not be responsible for failure of online transaction of any kind.
- Any student who withdraws during the first year of admission, the norms as prescribed by AICTE shall be applicable.
- No request for extension of due date for payment of fees shall be entertained.
- Scholarship holders are advised to open bank accounts for remittance of scholarships. Further details please contact the Principal/Accounts Section of the college.

## **43. Interpretation**

In case conflicts or disputes arise due to differential interpretation of statements contained in this handbook, the appropriate authorities including, but not limited to, the concerned Chairman, Director, Principal, will address such issues on a case-by- case basis. The decision taken by the competent authority of the Institute shall be final and binding.