

RIMT-University, Mandi Gobindgarh
Guidelines For Academic & Non- Academic Activities

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ACADEMIC REGULATIONS.

1. Duration of Program:

- 1.1. It is expected that all the programs should be completed by a student within its minimum duration, however, maximum duration allowed to complete a program will be (N+N) years for programs having minimum duration of one year and (N+N) academic years for programs having more than one year minimum duration. N stands for the minimum academic years required to for earning the Degree.
- 1.2. In 90 teaching days approximately 540 periods of approximately one hour each will be conducted. However, actual number of periods will depend upon the number of subjects and credits allocated to a course.
- 1.3. In 90 teaching days following aspects of teaching learning process will be covered:
 - 1.3.1. Teaching-Learning Process
 - 1.3.2. Academic Assignments
 - 1.3.3. Evaluation Process
 - 1.3.4. Academic Activities
- 1.4. In addition to odd and even semesters as above, University may arrange a special term in between regular odd and even semesters, as 'Summer Term' for subjects having viable number of students offering these. Though this term will be of 10-12 weeks, but needed credits for a subject will be same as are in a regular semester.

2. Registration for a Program:

- 2.1 Eligibility for admission to various programs introduced by university will be as per Annexure-I of these regulations.
- 2.2 Student is to fulfill conditions of pre-requisites (if applicable) attached to that Subject before admission.
- 2.3 If more than 80 students register for a Subject, then class will be split into two sections.
- 2.4 Online registration procedure will be adopted.
- 2.5 Departmental/Open Elective Subject will be offered to more than 10 students.

2.6 Admitted students will be allocated a unique 12 digit Registration Number. This Number will also be used as Roll Number in all examinations throughout one's stay in the University. These 12 digits will specify respective batch, faculty, school, program, and course and student number.

2.7 Faculty, School, Program, Course, Paper, etc will be coded as per coding system developed from time to time.

3. Curriculum:

3.1. Curriculum of a Program: Curriculum of every program will have following aspects:

3.1.1. Objectives & Learning Output

3.1.2. Scheme of Studies (subjects of studies indicating their codes, LTP, Credits, etc.)

3.1.3. Infrastructural Requirements

3.1.4. Required Physical Resources

3.1.5. Required Human Resources

3.1.6. Professional & Academic Collaboration

3.2. Curriculum of Subject

3.2.1. Objectives and Learning Output

3.2.2. Teaching Methodology

3.2.3. Scheme of Evaluation (Allotted marks for various papers/components)

3.2.4. Syllabus (contents of learning, Subject/Unit wise allotted marks and chapter wise instructional hours, etc.)

3.2.5. Learning Material – Text books, reference books, journals, websites, material of general studies, etc.

3.3. Structure of Syllabus of a Subject in Semester System:

3.3.1. **Theory:** Instructions of Theory part will be imparted in the class room. Syllabus of a subject will consist of various chapters. Every chapter will be given due marks as per its academic importance in the syllabus. Number of tentative teaching hours for each chapter will also be prescribed.

First mid term Exam will cover 1/3 of total syllabus

Second mid term Exam will cover next 1/3 of syllabus

Third mid term Exam will cover remaining syllabus .

Best two mid term exam marks will be consider for internal assessment.

- 3.3.1.1. Assignment: This is to be undertaken outside the class room. It may be completed within campus or outside campus. Major work in this regard will be taken up by an individual student or group of students at his/their own level under the supervision of concerned teacher.
- 3.3.1.2. Visit: This is to be undertaken outside the University campus. It will be collective exercise taken up by all the students of a class undertaken under the supervision of concerned teacher.
- 3.3.1.3. Industrial Training: It is an academic activity when a student is attached with actual word of work. The achievement of student is evaluated by both concerned teacher and the supervisor of the training organization.
- 3.3.1.4. Academic Activities: This will include contribution and participation of students in individual or group capacity during various seminars, workshops, conferences, events, etc organized in or out of the University.
- 3.3.1.5. Quiz/ Hourly test: This will include objective type question related to the concerned subject.
- 3.3.1.6. Lab/Workshop: Instruction of this category will be imparted in lab/workshop located in the institution. In certain cases, such instructions can also be imparted in lab/workshop of outer agency, particularly, when needed equipment is not available in University lab/workshop.

4. CHOICE BASED CREDIT SYSTEM:

- 4.1. University will follow 'CHOICE BASED CREDIT SYSTEM' (CBCS).
- 4.2. Student will have the flexibility to pick up Subjects out of a pool of Subjects available across different faculties/programs/courses, suitable to his/her taste, requirement and capability. The performance of a student in a Subject is measured in terms of Credit Points earned by him/her in that subject.
- 4.3. To earn a degree/diploma/certificate a student is required to select the subjects in carrying at least 20 credits in each semester.
- 4.4. A student can drop any Subject registered by him/her for a semester, if he/she wish to do so, but before the start of first Mid Term Test in that semester.
- 4.5. Teaching learning process of a subject can be completed through 3 modes – Lectures, Theory, Tutorial, Practical and Assignment.

- 4.6. Though credits are allocated to a subject depending upon its importance in the Course, however, for the sake of calculating teaching load, every hour of Lecture based Theoretical Instructions per week carries one credit and every hour of Tutorial, Practical and Assignment based Instructions per week carries half credit.
- 4.7. Hours allocated to Tutorials can be used for the purpose of Theory or practical purposes, if required.
- 4.8. The Credit System facilitates transfer of credits earned by a student across different Departments/Centers of other recognized/accredited universities or institutions of higher education in India and abroad.

5. Evaluation of a Subject:

5.1. Papers of a Subject: Depending upon the nature of subject, it can be evaluated in the following types of papers:

5.1.1. Theory Paper (Written Paper)

5.1.2. Practical Performance

5.1.3. Oral Paper

5.1.4. Online paper

5.2. Type and number of papers in a Subject depends upon nature of contents in the syllabus.

5.3. Duration of Paper depends upon number and nature of questions in the Paper.

5.4. Every Paper will carry 100 marks. It will be evaluated internally as well as externally. The internal assessment of every paper will carry 40 marks, while external assessment will carry 60 marks.

5.5. Internal Evaluation: For every subject total internal marks is 40, distribution of marks given below

CWA(Class work Assessment) : 16 marks

Element I	Element II	Element III	Attendance
4 Marks	4 Marks	4 Marks	4 Marks

Element : may be assignment/ Quiz/ Seminar/ Presentation/ Hourly Test etc.

Note:

1. Element 1 may consist of minimum two assignments.
2. Element 2 may consist of min Two Quiz Test/ Two Hourly Test.
3. Element 3 may consist of seminar/ presentation of any subject concern topic.

Marks distributions of Attendance:

Attendance	Marks
>95%	4
85% to 94%	3
80% to 84%	2
75% to 79%	1

MTE (Mid Test Examination) : Total Marks :24

Test I	Test II	Test III
24 Marks	24 Marks	24 arks

*Marks counted best of two MTE

ETE (End Term Examination): Total marks of ETE : 60 Marks.

5.5.1. Except ETE all other aspects will be evaluated by concerned teacher.

5.5.2. **Mid Term Test (Theory):** Every Mid Term test will be of 1.5 hours duration and carries 40 marks. The structure of question paper will be as follows, unless there is specific requirement of a subject regarding its duration and structure of question paper:

5.5.2.1. Part A (Question- 1): It will comprise of 8 objective type questions. Every question will carry 0.5 mark.

5.5.2.2. Part B (Question -2, 3, 4 & 5): These 4 questions will be short questions. Every question will carry 2 marks. There can be two sub parts in a question. Student is expected to answer these questions in about 60 -100 words.

5.5.2.3. Part C (Question 6 & 7): These 2 will be essay type questions. Every question will carry 6 marks A question can have two or more sub parts.

5.5.3. There will be no midterm test for practical subjects. The internal assessment marks will be allocated by concerned teacher on the basis of performance of student in practical up to that time.

5.5.4. Question papers of MTE's will be set as per guidelines issued by HOF.

5.5.5. MTE's shall be conducted by as per date sheet issued by concerned HOF.

5.5.6. MTE's shall be conducted under the supervision of concerned HOF.

5.5.7. The period, if missed so, will be arranged on some other day.

5.6.External Assessment (End Term Examination):

5.6.1. ETE's (both theory and Practical) shall be completed in 10 days. If need be there may be two papers on the same day. If required some of the Practical Examinations can be conducted under the Supervision of concerned HOF.

5.6.2. All End Term Examinations will be conducted as per guidelines issued by COE.

5.6.2.1. **Theory Papers:** The duration and marks of Every End Term Examination will be according to their curriculum. The structure of question paper will be provided by the concerned Department as approved by their departmental B.O.S.

5.6.3. All the theory papers will be developed externally OR internally.

5.6.4. Practical Paper:

5.6.4.1. The Practical examination will be conducted by two examiners.

5.6.4.2. ETE for Practical will be conducted after last teaching day of the session and will be conducted as per date sheet issued by concern Dean.

5.6.4.3. The Practical Paper will be set on the spot by the external/internal xaminer keeping in view the facilities available in the lab and number of students appearing in examination.

5.6.4.4. Every End Term Practical will be of 3 hours duration.

5.6.4.5. The Practical will have cover following aspects:

Internal Regular Assessment of students in practical work

Lab Work Assessment (LWA)

Internal Assessment : Total Marks 60

Exp1	Exp 2	Exp 3	Exp 4	Exp 5	Exp 6	Exp 7	Exp 8	Exp 9	Exp 10	File	Viva-voce
4 Marks	4 Marks	4 Marks	4 Marks	4 Marks	4 Marks	4 Marks	4 Marks	4 Marks	4 Marks	10 marks	10 Marks

Note: Minimum 10 experiments are required in one session. If there is more than ten experiments like in computer Science, They may grouped the experiments into 10 main topics. Evaluation of each Lab practical is based on attendance and practical performance.

External Practical Examination (EPE)

External practical: Total Marks 40

Practical Written Exam	Practical Performance	Viva-Voce	Total Marks
10	20	10	40

Note: The Courses which offered by RIMT UNIVERSITY, but affiliated to any concerned society/ governing body will follow their regulation (e.g PCI, BCI, COA etc.) in connection with their curriculum.

6. Medium of Instructions & Examination:

- 6.1. The medium of instructions and examination shall be English or as decided by the university from time to time.
- 6.2. Medium of Instructions and examination in case of Modern Indian Languages will be the language concerned.

7. Eligibility Criteria to appear in end term examination:

- 7.1. The student must have attended at least 75% of Lectures in every Subject(T/P) for which he has registered in the course. In case the student has attendance less than 75% in internal Theory/Practical subject due to any reason, They have to attend the classes in the summer session after paying the required fee for the same. Student will eligible only after fulfilling the above said condition in concerned subject and They will not claim his eligibilities for repair in that subject without attending the above said classes.
- 7.2. He/she should not have any dues pending towards him/her.
- 7.3. No case of misconduct is pending against him.
- 7.4. He/she has not been debarred by a competent authority through a specific orders.
- 7.5. A student has to earn at least P grade in a Subject to qualify it. Once he earns P Grade or above, he will not be allowed to reappear in that subject before the expiry of minimum prescribed period of the Program.
- 7.6. However, after the expiry of minimum duration of Course, he will be allowed one chance to appear in a subject to improve his CGPA within prescribed maximum limit of the Program.
- 7.7. If he earns F grade, he will be declared fail in that subject, but he will be allowed to reappear in the examination in available chances within prescribed maximum duration

of the Program, subject to the condition that he will get at the most 6 continuous available chances (including chances made available in summer term) for that.

- 7.8. If he is unable to clear the subject in above said chances of reappear, he will be declared fail and he has to register himself afresh.

8. Eligibility for Promotion to next Semester:

- 8.1. Letter Grade: On the basis of Marks obtained in a Subject, a student will be assigned a Letter Grade as follows:

Grading System - Absolute or Relative			
Grade Card Certificate will be issued every semester letter			
For absolute prepared marks range	Grade	Grade Point	Qualitative Meaning
80-100	O	10	Outstanding
70-79	A+	9	Excellent
60-69	A	8	Very Good
55-59	B+	7	Good
50-54	B	6	Above Average
45-49	C	5	Average
40-44	P	4	Pass
0-39	F	0	Fail
	Ab	0	Absent

Note: 1. Cut off marks for Grade B shall not be not be less than 50%
 2. Cut off marks for Grade B+ shall not be less than 55%
 3. For no credit subjects 'satisfactory' or 'unsatisfactory' shall be indicated instead of letter grade and this will not be counted while compiling SGPA/CGPA

8.1.1. The grade will be based on his/her overall performance based on his/her continuous evaluation during the semester and End Semester University Examinations, over the semester in all the assessments carried out in that Subject.

8.1.2. If the number of student in a subject is 10 or less, then Absolute Grading System will be followed. If it is more than 10, then Relative Grading System will be followed. In Relative Grading System, grades will be awarded according to performance of students relative to their top peers in the same Subject.

8.1.3. **Credit Point:** Performance of a student in a subject will be measured in terms of Credit Points.

Credit Point = Grade Point earned in a subject x Credit allotted in that Subject.

8.1.4. Semester Grade Point Average (SGPA):

8.1.4.1. Performance of a student in a semester will be measured in terms of SGPA rounded up to two decimal points.

8.1.4.2. "Semester Grade point Average" (SGPA) means weighted average of grades in a semester $= (\sum Gi * Ci) / \sum Ci$, where G_i is the grade in the i^{th} course, and C_i are the credits in the i^{th} course.

8.1.5. Commutative Grade Point Average (CGPA):

8.1.5.1. Performance of a student in a Course will be measured in Terms of CGPA.

8.1.5.2. "Cumulative Grade Point Average" (CGPA) means total weighted average of grades in all semesters $= (\sum Gi * Ci) / \sum Ci$;

8.2. A student has to earn at least P grade in a Subject to qualify it. Once he earns P Grade or above, he will not be allowed to reappear in that subject before the expiry of minimum prescribed period of the Program.

8.3. However, after the expiry of minimum duration of Course, he will be allowed one chance to appear in a subject to improve his CGPA within prescribed maximum limit of the Program.

8.4. If he earns F grade, he will be declared fail in that subject, but he will be allowed to reappear in the examination in available chances within prescribed maximum duration of the Program, subject to the condition that he will get at the most 6 continuous available chances (including chances made available in summer term) for that.

8.5. If he is unable to clear the subject in above said chances of reappear, he will be declared fail and he has to register himself afresh.

9. Condition to earn Certificate/Diploma/Degree:

9.1. For this student is required to earn minimum 4.5 CGPA within prescribed maximum duration of the Program. However, up to 5% marks will be allocated as grace for this purpose to make him eligible, if required with the permission of VC.

9.2. After the expiry of prescribed maximum duration of a Program, if a student is unable to earn 4.5 CGPA, he will be issued his transcripts, but he will not be awarded a Certificate/ Diploma/Degree. To earn that he has to register afresh in that Program.

10. Pass with Distinction: Top 2% of the students (if the number of students less than ten) securing 'O' grade will be declared to have passed the program with distinction. If the number of students more than 20 then the top 1% students will get passed with distinction.

11. Awarding Gold Medal: Student securing top most position in a program will be awarded Gold Medal in that program, provided –

11.1. He has passed the program with distinction.

11.2. He has passed the program in minimum duration of the program, without getting 'F' grade in any of the subjects of the program.

11.3. He has never availed the facility of summer term to pass a program.

11.4. The number of students admitted in the program is 15 or more in a batch.

11.5. He has not been awarded punishment due to any disciplinary action or UMC case during his stay in the university.

12. Migration

12.1 Definitions:

12.1.1 Migration: When a student joins or leaves a university after completing a part of a course in one university and the remaining part of that course from some other university.

12.1.2 In-Migration: When a student joins a course in RIMT University after completing a part of the Course from some other University.

12.1.3 Out-Migration: When a student after completing a part of a course leaves RIMT University to complete the remaining part of that course in some other university.

12.2 Out-Migration:

12.2.1 Receipt of Application: A student, who wishes to migrate from the University shall submit his/her application on a prescribed form along with requisite documents in the office of Dean Academic Affairs, at least 15 days prior to last working day of the semester, after which he/she wishes to migrate from the University.

12.2.2 All such applications will be discussed in the Equivalence Committee.

12.2.3 The recommendations of the Equivalence Committee shall be forwarded to office of Vice Chancellor by the office of Academic Affairs.

12.2.4 After the approval of the VC Migration Certificate will be issued under the signatures of Registrar, RIMT University subject to the following conditions:

- 12.2.5 No student shall be allowed to migrate in between a semester.
- 12.2.6 No Migration shall be allowed before completion of one year study in RIMT University.
- 12.2.7 Migration shall only be allowed, if the student submit migration fee (Rs.50,000/-).
- 12.2.8 Migration shall be allowed only after disciplinary case, if any, against a candidate has been decided.
- 12.2.9 Student should submit 'No dues certificate' from all competent authorities.
- 12.2.10 Once the Migration Certificate is issued, the candidate shall not be allowed to attend any classes.

12.3 **In-Migration:**

- 12.3.1 A student, who wishes to migrate to RIMT University from any other University shall submit his/her application on a prescribed form along with requisite documents in the office of Dean Academic Affairs, at least 15 days prior to last date of admission in a semester, in which he/she wishes to join RIMT University.
- 12.3.2 All such applications will be discussed in the Equivalence Committee meeting from the following aspects:
- 12.3.3 The course is being run by RIMT University or not.
- 12.3.4 There are sufficient humane and physical resources available in the University or not.
- 12.3.5 The admission shall be financially, academically and administratively viable.
- 12.3.6 The academic achievement of the student is at par with the pre-requisites of the academic needs of the Course; in which student seek to take admission.
- 12.3.7 If the academic achievement is not 100% equal, then the committee can suggest the names of the subjects, student is to pass along with regular subjects of the semester in which admission is being sought.
- 12.3.8 The equivalence committee can also suggest undergoing a preparatory/bridge course before finally being admitted.
- 12.3.9 The recommendations of Equivalence Committee on a prescribed form shall be forwarded to office of the Vice Chancellor.
- 12.3.10 After the approval of the VC a letter of consent will be issued under the signatures of Registrar, RIMT University subject to the following conditions:
- 12.3.11 Admission shall be allowed only after receiving the Migration Certificate duly signed by the competent authority of the concerned University.
- 12.3.12 Student is to fulfil the academic conditions, as suggested by Equivalence Committee.

12.3.13 Student is to submit fee as prescribed by the University from time to time.

12.4 Admission to the Migrant:

12.4.1 Student shall submit Admission Form along with Migration Certificate in the office of Dean Academic Affairs.

12.4.2 After verifying the authenticity of the Migration Certificate, Dean Academic Affairs shall forward the case to Student Section and other concerned for admission related modalities.

EXAMINATION REGULATIONS

1. Term Registration:

- 1.1. After getting admission to a particular course; verification of all the original documents and on payment of fee and other charges payable to the University, a student shall be enrolled for that course. The student may be allotted a unique Registration Number that may also serve as the Roll Number for the purpose of Examinations. Unless otherwise provided, this registration number of a student will remain same for all the terms of the course.
- 1.2. All the students who have been admitted to the University are eligible for term registration in their respective courses. Every student has to register for each term in a specific number of subjects as per the scheme and curriculum of the Course and the Examination Rules, by paying the term fee and other charges and getting the no dues.
- 1.3. The names and registration numbers of students registered will appear in the respective roll lists of each such subject. The performance of a student in all the subjects, for which he/she has been registered, shall be included in his/her result card.
- 1.4. The candidature of all students for Examination shall be verified for eligibility. If a student is found to be wrongly registered, his registration shall be cancelled/modified.

2. Attendance :

- 2.1. All the students shall be expected to be present in every lecture, tutorial, practical, workshop, seminar etc., as the case may be, scheduled for them.
- 2.2. Unless otherwise provided for a specific course(s), a student will be allowed to appear in the End-Term Examination of a particular subject, only if he has attended at least 75% of the aggregate of all the lectures, tutorials, practical, workshops, seminars, etc. in a term for the respective subject and has satisfied all other conditions as per the requirements of the subject and the course.
- 2.3. Vice Chancellor may condone attendance shortage up to 10% for valid and convincing reasons for an individual student satisfying all the other conditions as per the requirement of the subject and the course; on such other conditions

as decided by the Vice Chancellor. However, such a student will carry as punishment a discredit in his personal file maintained as a student record by the University/Institution.

3. Eligibility to appear in MTE:

3.1. All the students registered for a subject are eligible to appear in MTE.

4. Eligibility to appear in ETE:

4.1. All the students are eligible to appear in End Term Examination, provided he/she

4.1.1. Has registered himself/herself for the specific subject(s).

4.1.2. Has fulfilled the attendance condition.

4.1.3. He/she has not been debarred by some University authority by some specific orders.

4.1.4. There are no pending dues against him/her.

5. If a student after registration commits an immoral act or is discovered to have committed an immoral act which in the opinion of the competent authority of the University is such that had it come to knowledge in time, the student would have been debarred from appearing in the Examination or would not have been admitted to the course, the University may:

5.1. cancel his candidature for that Examination;

5.2. stop declaration of his result;

5.3. disqualify him permanently or for a specified period; and/or

5.4. take any other action as decided by the University

6. In case any student appears by default, who in fact has been detained by the School/ Institute/ Department/ University, his/her Examination and/or result shall be treated as null and void.

7. Continuous Assessment:

7.1. Unless otherwise provided, the concerned department shall be responsible with respect to the following for continuous assessment of the students wherever applicable:

7.2. the various components viz. tutorials, practical, projects, training, assignments, discussions, presentations, term papers, field work, seminars, quizzes, etc. as decided by the concerned department;

7.2.1. their weight ages; and,

- 7.2.2. Their administration viz. individual or group, written or oral, practical/research based/theory based etc.
- 7.2.3. The Subject In-charge shall communicate to the students the system for Evaluation including details of continuous assessment, various components of Evaluation & the weight ages, tentative dates of various tests/quizzes etc. reasonably phased over the term and lecture wise teaching plan to the students at the start of the term.

8. Evaluation of MTE:

- 8.1. The Evaluation of all the components of internal assessment, except MTE shall be evaluated by the subject in-charge as per guidelines issued by concerned HOS, unless specified by some other authority.
- 8.2. Unless, otherwise specified, MTE's shall be conducted for all the subjects.
- 8.3. MTE shall be conducted as one of the components of Internal Assessment thrice in a semester.
- 8.4. The weightings, structure of question paper, duration of question paper, days to be taken for conducting MTE shall be as prescribed in Academic Regulations.
- 8.5. All the students are eligible to appear in MTE, unless debarred by some University Authority by specific orders.
- 8.6. MTE's for all the courses shall be conducted as per provision made in academic calendar.
- 8.7. The Date Sheet for MTE shall be announced by COE as prescribed in the Academic Calendar.
- 8.8. The consolidated marks obtained in all the components of internal assessment should be uploaded before the beginning of ETE.
- 8.9. MTE's in a subject or all the subjects of a course or all the courses may be conducted by Division of Examination on the lines of ETE under the supervision of COE, if the Vice Chancellor feels that MTE's so conducted by concerned HOS lacks qualitative assessment.

9. Academic Misconduct and Use of Unfair Means Regulations

- 9.1. Academic misconduct and use of unfair means here implies the cases of misconduct and use of unfair means in and/or in relation to their Academic Evaluation through continuous assessment, Examinations, any other system of

component (as applicable) and matters incidental thereto.

- 9.2. All the students shall behave honestly and ethically in all matters relating to their course of study and shall avoid any form of misconduct and use of unfair means.
- 9.3. Unless otherwise specified, all work presented for Evaluation, publication, etc. is expected to be the student's own and original work. The University expects honest, meticulous acknowledgement of all sources of materials used in all works submitted for Evaluation Publication, etc.
- 9.4. Academic Misconduct and use of unfair means shall include the following and such other acts or omissions on the part of the student, as may be specified in Examination Rules and otherwise by the competent authority, from time to time:

9.4.1. In and in relation to Continuous Assessment

- 9.4.1.1. Plagiarism: Presenting someone else's work as one's own independent work, failure to cite sources, whether published or unpublished or from the internet constitutes plagiarism.
- 9.4.1.2. Collusion: Collusion is a specific type of plagiarism that occurs when two or more students present joint work as if it was their own, independent work.
- 9.4.1.3. Cheating: Cheating is copying from another student's assignment or from an assignment submitted in a previous years either in part or in total or likewise.
- 9.4.1.4. Any other act or omission which amounts to use of misconduct or use of unfair means or has the tendency to interrupt the orderly Continuous Assessment.

9.4.2. In and in relation to Examinations

- 9.4.2.1. Being in possession in the examination hall, of relevant papers, material, books, notes etc. or writing on any part of the student's clothes or any writing on his body or table or desk or on a foot rule and/or instruments like set squares, protractors, slide rules, mobile phone, electronic equipments or any other material with notes or hints written thereon or any such material accessible to him which may be, or intended to be of possible help to the candidate in the Examination.
- 9.4.2.2. Talking to another student or any person inside or outside the Examination

hall without the permission of the supervisory staff.

- 9.4.2.3. Presenting to the Examiner a practical or class work note book not prepared by him.
- 9.4.2.4. Leaving the Examination hall without delivering to the Supervisor concerned the Answer Book or any part thereof or taking away the same, tearing it or otherwise disposing it or tearing the Answer Book of the other student or otherwise disposing of.
- 9.4.2.5. Refusing to obey the instructions and orders of the Superintendent, Invigilator and/or any other member of the Supervisory staff.
- 9.4.2.6. Changing the seat without the permission of the Supervisory staff or occupying the seat not allotted to him.
- 9.4.2.7. Coming to the Examination hall under the influence of alcoholic drink or drugs.
- 9.4.2.8. Copying or attempting to copy from the objectionable paper, notes, material etc. found in his possession or from writings on any part of his/her clothing, body or table or desk or instruments etc. or from another student, or assisting another student to copy from the objectionable material in his possession or from his Answer Book or otherwise (detected during the examination and/or evaluation of Answer Book).
- 9.4.2.9. Receiving help or attempting to receive help for answering the question paper from any source in any manner, inside or outside the Examination hall.
- 9.4.2.10. Swallowing or attempting to swallow a note, paper etc. or running away with it causing its disappearance or destroying it in any manner.
- 9.4.2.11. Writing on any piece of paper or blotting paper or any other material any question or a part thereof set in the question paper or anything contained with it or a solution thereof.
- 9.4.2.12. Passing on or attempting to pass on to any one a copy of the question set in the question paper or the question paper itself, or a part thereof, or a solution to a question set in the question paper.
- 9.4.2.13. Possessing a solution to a question set in the question paper with

or without the connivance of any person including a member of the Supervisory staff.

- 9.4.2.14. Smuggling an Answer book or a continuation sheet or any part thereof in or out of the place of Examination.
- 9.4.2.15. Replacing or getting replaced Answer Book or any of its part or a continuation sheet during or after the Examination.
- 9.4.2.16. Misbehaving towards the Superintendent or any other member of the Supervisory staff or any other person involved in the conduct of Examination or any other student inside the Examination hall or outside, before, during or after the Examination; or creating disturbance in the Examination hall or in its vicinity; or organizing a walk out or instigating others to walk out; or misconducting oneself in any manner in or outside the Examination hall; or disturbing or disrupting the Examination in any manner whatsoever; or carrying into the Examination hall licensed or unlicensed fire-arms or any other weapon.
- 9.4.2.17. Deliberately disclosing one's identity or making any distinctive mark in the Answer Book for that purpose.
- 9.4.2.18. Using abusive or obscene language in the Answer Book.
- 9.4.2.19. Forging another person's signature or using a forged document knowing it to be forged with a view to seek admission to the Examination.
- 9.4.2.20. Obtaining admission to Examination on a false representation made in any document or suppressing material information to appear in Examination.
- 9.4.2.21. Getting oneself impersonated by someone in the Examination or impersonating another student.
- 9.4.2.22. Communicating or attempting to communicate, directly or through another person, with an examiner with the object of influencing him in the award of marks/grade.
- 9.4.2.23. Making an appeal to the Examiner in the Answer Book.
- 9.4.2.24. Knowingly writing another person's Roll Number on one's Answer Book.
- 9.4.2.25. Writing an Answer book outside the Examination hall for another

candidate.

9.4.2.26. Carrying mobile phone or any other electronic gadget, this can be used as helpful in tool for unfair means.

9.4.2.27. Engaging in any other act or omission which amounts to use of misconduct or use of unfair means or has the tendency to interrupt the orderly conduct of Examination.

9.5. Action on the occurrence of academic misconduct and use of unfair means

9.5.1. In and in relation to Components of Internal Assessment other than MTE's: The Subject In-charge may, on the occurrence of such an act, take any of the following and such other immediate actions as permissible under the Examination Rules:

9.5.1.1. Deduction of marks secured by the student in the concerned component of assessment.

9.5.1.2. Cancellation of the concerned component of assessment and order for the resubmission by a specific date.

9.5.1.3. Deny the acceptance of the concerned component of assessment.

9.5.1.4. Any other action as laid down in the Rules.

9.5.2. In and in relation to Examinations (Including MTE's of ETE,s Course Examinations and all other special Examinations conducted by RIMT University) : The Examiner/Invigilator/ Superintendent (as the case may be) or any other authority on supervisory duty may, on the occurrence of such an act, take any of the following and such other immediate actions as permissible under the Examination Rules:

9.5.2.1. Warning.

9.5.2.2. Seizing and/or cancellation of Answer book, already issued, and issuing a fresh Answer book.

9.5.2.3. Allowing the student to attempt the rest of the paper on the same Answer Book, earlier issued, and affixing a report of the occurrence, on the Answer Book.

9.5.2.4. Any other action as laid down by the University.

10. Declaration of Result:

- 10.1. The COE shall publish the final result within a specified period from the date of last Examination.
- 10.2. At the end of each term (i.e. after End-Term Examinations) students will be issued a grade card under the seal of University and signed by the COE/Registrar.
- 10.3. The Grade Card shall include Month, Year and Semester of Examination along with Grade and Credits earned by him in each subject.
- 10.4. The University will issue a Provisional Certificate to the eligible candidate after the declaration of result and before issuing the original Grade card, provided the student apply for that on a prescribed form along with prescribed fee.
- 10.5. University can issue provisional result, even before declaration of result, in confidence, if it is needed for admission to higher level courses or employment purposes, provided student apply for the same on a prescribed form along with prescribed and authentic documents. Such result will not be handed over to the student, but will be dispatched directly to the concerned institution or organization.

11. Award of Degree/Diploma/Certificate

A student is deemed to have completed the requirements for the course and is eligible for the award of Degree, Diploma or Certificate if:

- 11.1. He fulfils all the requirements as mentioned in the Examination Rules.
 - 11.1.1. He has taken all the subjects.
 - 11.1.2. He has no pending dues either of fees or otherwise.
 - 11.1.3. There is no case of indiscipline pending against him.
 - 11.1.4. Any other issue as decided by the University.
- 11.2. Student who has lost his Degree/Diploma/Certificate may apply for the duplicate Degree/ Diploma/Certificate to the Registrar in the Performa prescribed in the Examination Rules by paying the prescribed fees.

Rechecking of Answer Book(s): Rechecking process shall be done before Re-evaluation process. In this process the whole attempted Questions Checked earlier by the Evaluator in the same Answer Book(s), again shall be checked by the person appointed by the COE that all Evaluated Question has given the marks inside or outside the Answer Books by the Evaluator. Total marks shall be cross checked by the appointed person(Inside or Outside the

Answer Books) related in this process.

12. Re-evaluation of Answer Book(s):

12.1. Re-evaluation is allowed only for theory papers, whose Examination has been conducted centrally by Department of Examinations.

12.2. If a student is not satisfied with his result, he can apply on a prescribed form along with prescribed fee for Re-evaluation of his/her Answer Books in one or more subjects.

12.3. COE will submit all these applications to the Vice Chancellor for approval.

12.4. It is the prerogative of the Vice-Chancellor to accept all or reject all or accept only genuine cases and reject the others.

12.5. However, fee once submitted will not be refunded in any case.

12.6. Process of Re-evaluating the Answer Books:

12.6.1. The previous result of cases approved by the Vice-Chancellor will be cancelled and their Answer Books will be Re-evaluated under the Supervision of COE or a person nominated by him adopting centralized mode of Evaluation.

12.6.2. The Answer Books will be evaluated afresh by a second Evaluator, who is different than the previous one independently without knowing the marks allocated initially.

12.6.3. For this purpose before handing over the Answer Books to an Evaluator, the marks given by previous one will be hidden.

12.6.4. If there is a variation of plus/minus 10% of total or total marks the original result will stand.

12.6.5. If the difference is more than plus/minus 10%, then the Answer Books will be evaluated by the third Evaluator.

12.6.6. In such case average of marks obtained by all the three Evaluators will be taken as final score, provided this is not less than the original one and the result will be revised accordingly.

12.6.7. If such calculated average score is less than the original marks, the original result will stand.

12.6.8. In case a candidate has applied for Re-evaluation of more than one subject, the result will be revised subject wise as and when Re-evaluation of concerned subject is complete.

12.7. Allowing the student to check his Answer Books (Physical Checking of Answer Books):

12.7.1. If the student is even not satisfied with the Re-evaluated result, he/she can apply on a prescribed form along with prescribed fee to see his/her answer Book.

12.7.2. The Answer Book will be shown to the student in the presence of the following:

12.7.2.1. COE or his representative

12.7.2.2. the concerned Evaluator

12.7.2.3. nominee of the Vice Chancellor

12.7.3. The concerned Evaluator has to justify the case.

12.7.4. In case some discrepancy is found the, fee submitted by the student will be refunded and the concerned Evaluator shall Re-evaluate the Answer Book and result is revised accordingly.

12.8. The marks obtained after completion of above process will be taken as final for final conversion in to grades.

12.9. All works related to Re-evaluation will be treated as highly confidential and therefore interim enquiries will not be entertained

12.10. The schedule of Re-evaluation, physical checking of Answer Book and revision of result shall be notified by the COE along with date sheet of each ETE in such a way that whole process is completed within 30 days after the declaration of result.

13. Re-appear Examination

13.1. Candidates unable to take the End Term Examination (schedule earlier) in one or more subjects due to shortage of attendance, UMC (after UMC committee decision only) or any other misconduct shall be awarded 'ab' grade in the subject (s) concerned. Such candidates will be allowed to re-appear in the Examination conducted in the forthcoming ETE.

13.2. A student who has fulfilled the attendance requirements, but has been unable to appear in the End-Term examination due to genuine medical reasons or other special circumstances, he may be allowed to appear in subsequent End-Term examinations on payment of requisite fee subject to certain restrictions as provided in the Examination Rules.

13.3. The syllabus of Re-appear Examination will be the same as that for the regular courses at that time.

13.4.Re-appear examination will not be conducted for MTE's.

14. Absence/Dropping a term

14.1.Due to Medical Reasons

- 14.1.1. A student absenting himself from the classes due to illness and with due permission of the Head of the School/Institute (HOS/HOI) or any other competent authority, shall be permitted to rejoin provided the period of absence is not more than one term.
- 14.1.2. In case the period of absence is more than one term, the case will be referred to the Vice Chancellor through the Head of the School/Institute (HOS/HOI) or any other competent authority along with his recommendation.
- 14.1.3. In all cases of absence due to illness/ medical reasons the student has to inform the University before the expiry of 30 working days of his inability to attend classes/ examination on account of illness, supported by a medical certificate from a Chief Medical Officer of the district or any other professional authority where he had been hospitalized or any other authority.

14.2.Due to a Reason other than Medical Reason:

- 14.2.1. A student may be permitted by the concerned Head of School/Institute (HOS/HOI) to be absents for a term due to a reason other than medical reason.
- 14.2.2. Vice Chancellor can allow such absenteeism for two terms.

14.3.Absent without Permission

- 14.3.1. A student who remains absent for a term without any permission may be allowed to join the course with the permission of concerned Head of School/Institute (HOS/HOI).
- 14.3.2. If such absenteeism is more than one term then concerned Head of School/Institute (HOS/HOI) will be forward his/her case to the Vice Chancellor with his/her recommendations.
- 14.3.3. In such cases student will be allowed to join the course by the competent authority on payment of penalty as prescribed by the University from time to time, in addition to the prescribed fee for the period of absence.
- 14.3.4. The maximum period of absence cannot be more than two terms, during the stay of the student at the University. If a student absents more than two

terms, his name will be struck off from the rolls of the University.

- 14.3.5. Any gap or absence, whether sanctioned or unsanctioned, of one/ two terms will count towards the total duration of the course permissible under the ordinances and/or scheme and curriculum of the course.
- 14.3.6. Any student who drops one/two terms, has to put in equivalent number of additional terms to clear his dropped subject i.e. in no case, he will be eligible for award of degree in less than the number of terms prescribed for the course, excluding the dropped term(s).
- 14.3.7. It is further provided that a student shall be offered subjects of the dropped terms or those offered in lieu of the same available to the student only in the parallel terms in the subsequent terms.
- 14.3.8. The student will be charged prescribed fees for the period of absence. Notwithstanding the above, the Vice Chancellor may, on appeal, relax any of the conditions specified above in case of extreme hardship, at his discretion. His decision shall be final and binding.

SCHOLARSHIPS, AWARDS, MEDALS & SPECIAL AWARDS

1.1 Extent of Application: The Scheme shall be applicable to all the students admitted in the session 2017-18: in all regular programmes.

1.2 Objectives:

- (1) To provide quality education to whole student fertility.
- (2) To motivate students to maintain standard of achievement in area of their interest.
- (3) To support financially disadvantaged section of society.
- (4) To convert non achievers into achievers in academic, sports, culture & social service.
- (5) To produce good citizens of India.

1.3 Number of Scholarships: 25% of total number of seats available in a Course.

1.4 Parameters for awarding Scholarships and its Amount: These shall be as follows:

S. No.	Scholarship Amount /Parameter	75% of total Fee of the Course	50 % of total Fee of the Course	25% of total Fee of the Course
1	On the basis of percentage of 10 th /12 th / Graduation/Later Entry	90% or above	80% to 89.99%	70% to 79.99%
2	JEE (Main Marks)	More than 151	126-150	100-125
3	NATA (Score Marks)	More Than 121	111-120	100-110
4	CAT/MAT	Percentile of 95 or above	Percentile of 90-94.99	Percentile of 85-89.99
5	CMAT	Rank 1 to 1500	1501 to 3000	3001 to 7000
6	GATE	Percentile of 95 or above	Percentile of 90-94.99	Percentile of 85-89.99
7	CLAT	Rank 1-1000	1001 to 2500	2501-5000
8	Sports and Games.	Participation at National level or medal at Regional level	Participation at Regional level or medal at State level	Participation at State level or medal at District level
9	Cultural Activities	Participation at National level or medal at Regional level	Participation at Regional level or medal at State level	Participation at State level or medal at District level

10	NCC	C-Certificate	B-Certificate	A-Certificate
11	NSS Activities	Award at National level	Award at State level	Award at Board level
12	Scouts & Guide	Certificate at National level	Participation at National level	Participation at State level
13	Bravery Award Winner Student	Winner at National level	Recommended by State Government for National Level	Recommended by District Administration for State Government
14	Disability Level	90 % & above 90 %	75% & below 90%	50 % & below 75 %
15	Wards of Defence Person	Winners of Param Veer Chakra	Winners of Maha Veer Chakra	Winners of Veer Chakra
16	Wards of Staff Faculty of RIMT Institutes		5 years and below 10 years of continuous service	All the faculty members
17	Wards of Award Winner Teachers		National Level	State Level
18	Single Girl Child			Single Girl Child
19	Low Income Group			Annual family income is less than 2.5 lakh/year or orphan

SC/ST category candidates shall get the benefit of Post Matric Scholarship Scheme as per the eligibility decided by Govt. of Punjab

1.5 Discontinuance of Scholarship: Scholarship once awarded, shall continue for remaining duration of concerned Course subject to the following conditions:

S.N.	Parameter	Condition to continue scholarship in next semester
1	Academic Achievement	The students admitted under the above schemes shall have to maintain a minimum of 7.5 CGPA, absolute discipline, without any supplementary/compartments failing which the incentives given shall stand withdrawn
2	Sports and Games.	-if he does not participate in sports activities, his/her scholarship shall be withdrawn - if he/she improves/lower his/her achievement level, his/her scholarship shall be increased/decreased to corresponding level
3	Cultural Activities	-if he does not participate in cultural activities, his/her

		scholarship shall be withdrawn - if he/she improves/lower his/her achievement level, his/her scholarship shall be increased/decreased to corresponding level
4	NCC	-if he does not participate in NCC activities, his/her scholarship shall be withdrawn - if he/she improves his/her achievement level, his/her scholarship shall be increased to corresponding level
5	NSS Activities	-if he does not participate in NSS activities, his/her scholarship shall be withdrawn - if he/she improves his/her achievement level, his/her scholarship shall be increased to corresponding level
6	Scouts & Guide	-if he does not participate in Scouts & Guide activities, his/her scholarship shall be withdrawn - if he/she improves his/her achievement level, his/her scholarship shall be increased to corresponding level
7	Bravery Award Winner Student	- if he/she improves his/her achievement level, his/her scholarship shall be increased to corresponding level, otherwise, it shall continue at same level.
8	Disability Level	- if his/her disability level improves/reduced, his/her scholarship shall be decreased/increased to corresponding level, otherwise, it shall continue at same level.
9	Wards of Defence Persons	- If status of his/her father/mother improves, his/her scholarship shall be increased to corresponding level, otherwise, it shall continue at same level.
10	Wards of Staff & Faculty of RIMT Group of Institutes	- If status of his/her father/mother improves, his/her scholarship shall be increased to corresponding level, otherwise, it shall continue at same level.
11	Wards of Award Winner Teachers	- If status of his/her father/mother improves, his/her scholarship shall be increased to corresponding level, otherwise, it shall continue at same level.
12	Single Girl Child	-if status changes, the scholarship shall be withdrawn.

13	Low income group	-if Annual Family Increases more than 2.5 Lakhs, the scholarship shall be withdrawn
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1.6 Special Scholarships: In addition to Scholarships as per clause 5, following Special Scholarships shall be awarded:

Scholarship equivalent to 10% of the Tuition Fee of the respective Course to students registering themselves before 31/05/2017.

1.7 In addition to conditions mentioned in clause 7, the scholarship shall be withdrawn, if a student is found involved in indiscipline /UMC Case or has submitted a wrong document.

1.8 General Terms:

1.8.1 Available Scholarships shall be awarded on first come first serve basis.

1.8.2 A student can avail Scholarship from one source only (except early bird scholarship). However, he/she has the choice to select better one, if he/she is entitled for more than one source.

1.8.3 Any dispute shall be settled by a committee constituted by the Vice Chancellor.

1.8.4 Hon'ble Chancellor can increase/decrease the number of scholarships or add/ remove any provision in above said policy without assigning any reason.

2. SCHOLARSHIP AWARD COMMITTEE

(1) The Scholarship Award Committee shall be constituted by the Vice Chancellor.

(2) The Composition of Scholarship Award Committee will be as under:

- a. Dean/Senior Head of Institution, Chairperson
- b. One of the Deans of Faculty, nominated by Vice Chancellor
- c. One of the Head of Institutions nominated by the Vice Chancellor
- d. One of the Senior Professor nominated by the Vice Chancellor
- e. Finance Officer
- f. Dean of Students Welfare

(3) The tenure of nominated members of the Scholarship Award Committee will be two years.

(4) The recommendations of the Scholarship Award Committee will be placed before the Vice Chancellor for approval and sanction.

(5) The approval for grant/renewal of the Scholarship or otherwise will be communicated by the Registrar to the concerned Head of Institution, the student, the Finance Officer and the Controller of Examinations.

3. PAYMENT OF SCHOLARSHIP

The Finance Officer will make payment of the amount of Scholarship to the student on the basis of sanction of the Vice Chancellor conveyed by the Registrar.

4. MEDALS & SPECIAL AWARDS

(1) **Medals**

a. The University may institute:

- i. Gold Medals to the toppers in each programme
- ii. Silver Medals to students who secure second position in each programme
- iii. Bronze Medals to those students who secure third position in each programme, if the number of students in a programme is more than 30.

(2) **Citations**

The University may award citations to the winners of Medals.

(3) **Trophy (Best All Round Student)**

The University may award an overall trophy to one student for best overall performance in academics and other activities, general behaviour etc. if the strength of students in a programme is 60 or more.

5. CRITERIA FOR DETERMINATION OF TOPPERS FOR SCHOLARSHIPS AND AWARDS

- (1) Toppers would be those who have secured the highest aggregate CGPA in the programme in which they are awarded the qualifications in first attempt.
- (2) The candidate should not have repeated any course for achieving highest aggregate and should not have any disciplinary/misconduct case during the course of his studies, in the university.
- (3) First attempt would mean, the student should appear and qualify examinations when scheduled in normal course i.e. if a student does not appear in the examination in normal schedule but he/she appears for the first time subsequently when the examinations are conducted for next batch of students, such a student will not be eligible for scholarships and/ or awards.

RULES FOR REFUND OF FEES

The semester fee is to be submitted within 7 days of start of session,

Generally No Refund of fee is permitted on account of withdrawal/absence from University/Institution or other reasons once a student is admitted to any course of study.

1. A refund claim may, however, be admitted on merits based on a written request by the authorities. If approved, the amount to be refunded shall be within the limits stated below:
 - (I) Any time after admission, but 10 days before the date of commencement of classed: 100% tuition fees, excluding the processing fees of Rs.1000/-.
 - (II) Anytime thereafter and within 7 days from the date of commencement of classes: 50% of the tuition fees.
 - (III) After 7 days from the date of commencement of classes: no refund.
2. In all cases where the student has been admitted to the course after the commencement of classes through the waiting list or otherwise, the number of days specified above will be reckoned from the date of "commencement of classes" and not from the date of their actual admission.
3. Refund of Hostel fee will also be done in similar manner.
 - (I) If a student withdraws before the commencement of classes, only Rs.1000/- will be deducted as processing charges and balance shall be refunded.
 - (II) If a student withdraws anytime after the commencement of classes, then complete hostel fee shall be forfeited.
4. All refund will be processed upon receiving the application in the prescribed format and duly acknowledge by the Chief Finance and Accounts Officer mentioning the date of receipt of application. Alternately, the application can also be submitted by e-mail to Chief Finance and Accounts Officer through student's registered e-mail ID ONLY. Refund will be made only after the candidate has surrendered the ID card, Original fee receipt and the dues clearance certificate.

The refund information given above is indicative only, and University reserved the right to make changes. Any changes in the above will be informed separately.

Application and Registration Fees once remitted shall not be refunded under any circumstances.

MAINTENANCE OF DISCIPLINE AMONG STUDENTS

1. DISCIPLINARY CONTROL OF STUDENTS

- (1) Every student enrolled in the University shall be under disciplinary control of the University and its Departments/ Institutions/ Schools/ Constituent Units/ Centres;
- (2) At the time of admission, every student shall be required to sign a declaration that on admission, he submits himself to the disciplinary jurisdiction of the Vice-Chancellor and several Authorities of the University, its Departments/ Institutions/ Schools/ Constituent Units/ Centres who may be vested with the authority to exercise discipline under the Act, the Statutes, the Ordinances, the Regulations and guidelines that have been framed therein by the University.
- (3) All the Departments/ Institutions/ Schools/ Constituent Units/ Centres of the University shall be obligated to carry out instructions/directions issued under these Regulations, and to give assistance to the Vice-Chancellor to achieve the effective implementation of these Regulations.
- (4) The Heads of Departments/ Institutions/ Schools/ Constituent Units/ Centres of the University, Deans of Faculties, and Librarian shall have the authority over students in their respective Schools/ Institutions/ Faculties and Teaching Departments in the University as may be necessary for the proper conduct of the Institutions/ Departments. They may exercise their authority through, or delegate authority to such of the teachers in their Departments/ Institutions/ Schools/ Departments/ Constituent Units/ Centres as they may specify for these purposes.
- (5) Without prejudice to the powers of the Vice-Chancellor and the Dean, Students Welfare as aforesaid, detailed Guidelines for discipline and proper conduct shall be framed which may be supplemented, wherever necessary, by the Heads of Departments/ Institutions/ Schools/ Constituent Units/ Centres etc. as they may specify for these purposes and submit the same for approval by the Vice-Chancellor.
- (6) Without prejudice to the generality of the power to maintain and enforce discipline under these Regulations, the following shall amount to act of indiscipline or misconduct on the part of a student of the University and its Departments/ Institutions/ Schools /Constituent Unit/ Centres

- (a) Physical assault or threat to use physical force against any member of the teaching and non-teaching staff of any Department/ Institution/ Schools/ Constituent Units/ Centres and against any student within the University.
- (b) Unauthorisedly remaining absent from the class, test or examination or any other curricular or co-curricular activity which he is expected to participate in;
- (c) Carrying of, use of or threat to use of any weapons;
- (d) Misbehaviour or cruelty towards any other student, teacher or any other employee of the University, a School or institution;
- (e) Use of drugs or other intoxicants except those prescribed by a qualified doctor;
- (f) Any violation of the provisions of the Civil Rights Protection Act, 1976;
- (g) Indulging in or encouraging violence or any conduct which involves moral turpitude;
- (h) Any form of gambling;
- (i) Discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them;
- (j) Practicing casteism and untouchability in any form or inciting any other person to do so;
- (k) Any act, whether verbal or otherwise, derogatory to women;
- (l) Smoking, use of narcotics, possession and consumption of alcoholic beverages or gambling in any form;
- (m) Any attempt at bribing or corruption of any manner or description;
- (n) Wilful destruction of the property of the University or its Departments/ Institution/ School/ Constituent Unit/ Centre etc.;
- (o) Behaving in rowdy, intemperate or disorderly manner in the premises of the University or School or the institution, as the case may be, or encouraging or inciting any other person to do so;
- (p) Creating discord, ill-will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;

- (q) Causing disruption of any manner of the academic functioning of the University system;
 - (r) Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the School or the institution, as the case may be.
 - (s) Unpunctuality;
 - (t) Ragging
 - (u) Violation of the status, dignity and honour of students, in particular women students and those belonging to a scheduled caste or a scheduled tribe or other backward class;
 - (v) Any practice – whether verbal or otherwise, derogatory of women;
 - (w) Verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behaviour of students;
 - (x) Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the School or the institution, as the case may be.
- (7) The Vice-Chancellor may amend or add to the list of Act of Indiscipline, Misconduct and misbehaviour.

2. RAGGING

- (1) Ragging, in any form being illegal as per decision of Hon'ble Supreme Court of India, is strictly prohibited within the premises of the University, its Hostels, Departments/ Institutions/ Schools/ Constituent Units/ Centres and any part of University system as well as on public transport system. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under these Regulations.
- (2) The acts or practices of ragging –
 - (a) involve physical assault or threat to use of physical force
 - (b) violate the status, dignity and honour of women students
 - (c) violate the status, dignity and honour of students belonging to the Scheduled Caste/Scheduled Tribe/Other backward Class
 - (d) expose students to ridicule and contempt and affect their self esteem

- (e) entail verbal abuse and aggression, indecent gestures and obscene behaviour.
- (3) Abetment to ragging whether by way of any act, practice incitement of ragging will also mount to ragging.

3. PROCEDURE FOR HANDLING CASES OF INDISCIPLINE OF STUDENTS

- (1) The Head of a Department/ Institution/ School/ Constituent Unit/ Centre, the authorities of the University Hostels and Security shall take immediate action on any information of the occurrence of ragging, act of indiscipline, misbehaviour or misconduct to inform the Dean Students Welfare.
- (2) Dean, Students Welfare may also suo moto enquire into any incident of ragging, indiscipline, misconduct and misbehaviour and make a report to the Vice-Chancellor of the identity of those who have engaged in the incident and the nature of the incident. He may, if considered necessary, associate Dean Student Welfare in the matter.
- (3) The Dean, Students Welfare and/or the Dean Faculty may communicate with the guardian/parents of the students, if considered necessary in the matter requiring their assistance.
- (4) The Dean, Students Welfare, after investing the matter, shall submit an initial report to the Vice Chancellor establishing the identity of the perpetrators of ragging and the nature of ragging incident and the acts of gross indiscipline, misbehaviour and misconduct of students.
- (5) If the Head of the Department/ Institution/ School/ Constituent Unit/ Centre or the Dean, Students Welfare is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an inquiry, he may give his recommendations in his report to the Vice-Chancellor accordingly..
- (6) The Dean Students Welfare and the Dean Faculty shall assist the Vice-Chancellor in exercise of his disciplinary Authority in respect of students of the University and its Departments/ Institutions/ Schools/ Constituent Units/ Centres.
- (7) The Dean, Students Welfare shall exercise such power and perform such functions in respect of discipline among students as may be assigned to him by the Vice-Chancellor in this behalf.

- (8) When the Vice-Chancellor is satisfied that it is not expedient to hold such an enquiry, his decision shall be final. He may, otherwise, refer the case to the Students Disciplinary Committee constituted by him.

4. DISCIPLINARY AUTHORITIES AND THEIR POWERS

- (1) All powers to maintenance and enforcement of discipline among and disciplinary action against the student of the University and its Departments/ Schools/ Constituent Units/ Centres shall vest in the Vice-Chancellor.
- (2) The Vice-Chancellor may delegate all or any such of his powers, as he deems proper, to such other officer(s) and authorities of the University as he may specify in this behalf.
- (3) The Heads of Departments / Institutions/ Schools/ Constituent Units/ Centres shall have the authority to exercise all such disciplinary powers over the students in their respective Departments/ Institutions.

5. PENALTIES FOR BREACH OF DISCIPLINE:

- (1) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as deemed appropriate by him the Vice-Chancellor, Heads of Departments/ Institutions as the case may be, may in the exercise of his powers aforesaid, order or direct that any student :
 - (a) be expelled from the University, college or institution, as the case may be, in which case he shall not be re-admitted to the University, college or institution from where he is expelled but it shall not preclude his admission to any other institution with the prior approval of the Vice-Chancellor; or
 - (b) be, for a stated period, rusticated in which case he shall not be admitted to the university or institution, till expiry of the period of rustication; or
 - (c) be not, for a stated period, admitted to a course or courses of study of the University; or
 - (d) be imposed with the fine of a specified amount of money; or
 - (e) be debarred from taking a University examination or examinations for one or more years.

- (2) The Vice-chancellor, in exercise of his powers aforesaid or on the recommendations of the Head of Department/ Institution /School, may also order or direct that the result of the student concerned of the examination or examinations at which he has appeared, be cancelled.

6. PENALTIES FOR RAGGING

- (1) On receipt of a report or a determination by the relevant authority under these Regulations disclosing the occurrence of ragging incidents described in these regulations by the Vice Chancellor or by any authority under these Regulations, the student(s) involved in ragging, shall be expelled for a specified term, designated in the order. Non -students involved in reports of ragging will be proceeded with under the criminal law of India. Ex-Students involved in ragging and against whom necessary action is taken under these provisions, will also be rendered ineligible for a period of five years from seeking enrolment in any of the Institutions of the University against whom necessary action is taken under this provision, will be given post decisional hearing, with strict adherence to the regulations of natural justice.
- (2) In case any student who has obtained degrees or diplomas of the University is found guilty; under these Regulations, appropriate action will be taken under the provisions of the Statutes and Regulations relating to Conduct of Examinations.

7. CONSTITUTION OF THE STUDENTS DISCIPLINARY COMMITTEE:

- (1) The Students Disciplinary Committee at the level of the University shall be constituted by the Vice-Chancellor as follows:-
- (a) Dean academics, Chairperson
 - (b) Deans of Faculty not exceeding two to be nominated by VC
 - (c) Heads of Department/ Institution/ School not exceeding two to be nominated by the VC
 - (d) One member nominated by the Foundation
 - (e) One senior lady faculty member nominated by the VC
 - (f) Warden, and/or Security In-Charge and one senior faculty member in consultation with the concerned Hostel/ Department/ Institution/ School/ Constituent Unit/ Centre to be co-opted by the Chairperson

- (g) Dean Students Welfare, Member Secretary
- (2) The nominated members shall hold office for a period of one year and a vacancy occurring in the Students Disciplinary Committee shall be filled for the remaining period of the term of the member whose departure has caused the vacancy.
- (3) Two third members of the Committee including the Chairman shall form the quorum.
- (4) In the absence of the chairman, the senior most member of the Students Disciplinary Committee shall act as the Chairman.

8. FUNCTIONS OF THE STUDENTS DISCIPLINARY COMMITTEE:

- (1) The Students Disciplinary Committee shall perform the following functions:
 - (a) To consider matters concerning maintenance of discipline among the students in the University and its Departments/ Institutions/ Schools/ Constituent Units/ Centres,
 - (b) To enquire into the acts of indiscipline or misconduct committed by a student or students whenever such cases are referred to it by the Vice-Chancellor and to submit their findings, conclusion and recommendations for the quantum of punishment under the provision of these Regulations to the Vice-Chancellor or the person authorized by the Vice-Chancellor in this behalf..
 - (c) To supervise and monitor the disciplinary climate prevailing in the University and its Departments/ Institutions/ Schools/ Constituent Units/ Centres
 - (d) To take preventive and precautionary steps such as issue of notices, warnings, instructions etc. as the case may be, for the purpose of forestalling acts of individual or collective, indiscipline, misconduct and ragging etc.
 - (e) To maintain liaison with the police authorities and the concerned departments of the Government, neighbouring institutions and the concerned authorities of the University regarding maintenance of law and

order in the University and its Departments/ Institutions/ Schools/ Institutions/ Constituent Units/ Centres.

(f) To perform such other functions as may be assigned to it by the Vice-Chancellor from time to time.

(2) The decision in each case shall be conveyed by the Dean, Students Welfare communicating the penalty or penalties, if any, imposed on a student or students.

9. APPEALS AND REVIEW

(1) The students aggrieved by the decision of the Vice-Chancellor may prefer an appeal to the Vice-Chancellor for review within 30 days of the date of communication of the decision. They will be given post decisional hearing, with strict adherence to the regulations of natural justice.

(2) The Vice-Chancellor, if satisfied that the matter should be reviewed, he may refer the appeal back to Student Discipline Committee. The decision taken by the Vice-Chancellor on the Appeal shall be binding.

10. RESIDUAL PROVISIONS

(1) The Academic Council may, in exceptional cases, grant exemption from the operation of any of these Regulations and authorize what is proper to be done instead in such cases. Provided that no such exemption and authority shall be deemed to have been granted unless not less than two-thirds of the members of the Academic council present voted in favour of the motion for such exemption and authority made by, or with the written authority of the Vice-Chancellor.

(2) Notwithstanding anything stated in these Regulations, for any unforeseen issues arising, or not covered by these Regulations or in the event of differences of interpretation, the Vice-Chancellor may take a decision, with the approval of the Chancellor.

BANNING RAGGING & ANTI-RAGGING MEASURES

1. WHAT CONSTITUTES RAGGING

- (1) Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness or any other student.
- (2) Indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological or physical harm or to raise fear or apprehension thereof in a fresher or any other student.
- (3) Asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student.
- (4) Teasing, embarrassing, humiliating, assaulting or using criminal force or criminal intimidation, wrongful restraining or confining or causing grievous hurt, kidnapping, extortion or molesting or committing unnatural offences or causing death or abetting suicide & criminal trespass.

2. PROHIBITION OF RAGGING

- (1) Ragging within the University Campus including its Institutions/Departments and Hostels is strictly prohibited.
- (2) Ragging in any form is prohibited also in the private lodges/buildings where University students are staying.
- (3) Ragging in any form is prohibited in Hostel, Mess, Canteen, Cafeteria & Transport (College & Private).
- (4) No person including students/staff/faculty shall participate or abet or propagate ragging in any form.

3. PUNISHMENT

Ragging is a cognizable offence under the law and the punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent. It may include one or more of the following:

- (1) Cancellation of admission, suspension, rustication or expulsion from the University/Hostel

- (2) FIR with the police and arrest
- (3) Collective punishment may be imposed where involved persons are not identified

4. MEASURES FOR CURBING RAGGING

(1) Before Admissions

- a. Application Form and especially the Registration Form at the time of Registration for a semester will require two Affidavits on Rs. 10.00 stamp paper each, duly notarized, one signed by the student and the other signed by the parent.
- b. A student will not be admitted/registered until the Affidavits mentioned above are submitted.
- c. Students who are allotted Hostel Accommodation are required to submit three copies of details of parents and local guardian along with their photographs on the form. Students will not be registered and assigned hostel seat until the above document is submitted at the time of registration for the Hostel.

(2) On Admission & Registration

- a. Every student, at the time of Registration will be given a Leaflet giving details of Anti-Ragging Regulation for which he/she will sign having received it and its Record will be maintained in the Institution.
- b. The Leaflet will have a 'Section for Freshers' which will give instructions on whom to contact in case of incidence or attempt at ragging. This would include contact mobile numbers of Dean of Student Welfare (DSW), selected persons from General Administration, Anti-Ragging Committees/Anti-Ragging Squads and the Anti-Ragging Control Room.

(3) Particulars required at the time of Registration

- a. Every non-hostel student, at the time of Registration will provide full particulars of his stay during the semester, whether staying with parents, relatives, friends, hired hostel/PG accommodation. The details will include full address, name and contact number of the person at the address in the Forms.

- b. Every hostel student will provide three copies of full details of Father, Mother and Local Guardian with three copies of their photographs of which one copy will be with the Reception/Gate, second copy with the Director/Deputy Director/Programme Coordinator and third copy with the Anti-Ragging Board.

5. GENERAL INSTRUCTIONS

(1) **Anti-Ragging Committees**

- a. Each Institution will form an “**Anti-Ragging Committee**” headed by the Director/Principal/Programme Coordinator. It will comprise of selected faculty members, parents, students from the freshers category as well as seniors and selected non-teaching staff.
- b. This Committee will be fully and totally responsible to ensure that no incidence of ragging as given in this regulation takes place and will also monitor and ensure that the instructions of this regulation are followed fully at all times.
- c. The Committee will also maintain alert vigil at all times and ensure that the Anti-Ragging Squads of the Institutions carry out their functions properly.

(2) **Anti-Ragging Squads**

- a. Each Director/Principal/Programme Coordinator will constitute a number of Anti-Ragging Squads. The number of squads will be based on the number of blocks/floors and strength of the students so that the Anti-Ragging Measures can be effectively implemented.
- b. Anti-Ragging Squads will comprise of senior faculty members and responsible representatives of senior and fresher students. Its function will include going around/patrolling the Department and the Campus common areas, maintain vigil at all times on all days by rotation as decided by Director/Principal/Programme Coordinator and take action if they notice any incidence of ragging either in their Department or any other Department/ or in the Campus.
- c. The Squads will also have the responsibility to investigate incidences of ragging and to report to the Anti-Ragging Committee / Anti-Ragging Control Room for immediate action / punishment wherever required.

- d. All Heads of Institutions will forward the names of Anti-Ragging Committees and Anti-Ragging Squads to Anti-Ragging Monitoring Cells.
- e. On the report of Anti-ragging Squad or any other person who witnesses the incidence of ragging or on the complaint of any fresher student, immediate action will be taken by the Anti-Ragging Committee to decide appropriate punishment from the list of punishments in the Regulations and award it with intimation to the University HQ as per the Regulations/Directive for Banning Ragging & Anti-Ragging Measures.

(3) **Anti-Ragging Patrols**

Anti-Ragging Patrols consists of Marshals & Security Personnel. Anti-Ragging Patrols will operate 24 hours on all days in the Campus and also in various hostels, lodges, PG accommodation clusters outside the Campus, particularly where freshers are staying.

6. INSTRUCTIONS SPECIFIC TO HOSTELS

- (1) No one, particularly senior students will be permitted to enter the freshers' hostel at any time. Similarly fresher students are not permitted to visit hostels of senior students. The responsibility for ensuring the above instructions will be of the security guard / guards on duty at the entry points to the freshers' hostels. Responsible security guards will be detailed by Security incharge. The duty roster of the security guards for freshers' hostel will be given to Anti-Ragging Control Room.
- (2) All students will report back in their respective hostel rooms latest by 08:00 PM.
- (3) Proper attendance of hostel students both freshers and seniors will be taken at 9:30 PM, daily by members detailed from the Anti-Ragging Squads and the attendance report submitted-one copy to Anti-Ragging Control Room and-one copy to chief Hostel warden.
- (4) All hostel students will abide by the Hostel Rules in addition to the Anti-Ragging Regulations.
- (5) All Day Scholars are required to leave the Campus latest by 06:00 PM. Entry/ presence of Day Scholars in the Campus will not be permitted beyond 06:00 PM and on holidays unless specifically allowed under the authority of the respective Head of Institution. Strict disciplinary action will be taken if a Day Scholar is seen in the Campus after 06:00 PM or

on a holiday without proper authority. The timings for reporting back into the hostel and entry / presence in the Campus of Day Scholars may be reviewed and revised.

7. ANTI-RAGGING CONTROL ROOM

- (1) One Anti-Ragging Control Room each will be established at University. The Control Room will be manned 24 hours based on the duty roster issued by the Anti-Ragging Monitoring Cell. It will be manned by one Marshal and one Security Personnel in each shift under direct supervision of concerned duty official for a particular shift.
- (2) Anti-Ragging Control Room will be equipped with land line and mobile telephone numbers which will be made widely known to all concerned.

8. ANTI-RAGGING MONITORING CELL

The Anti-Ragging Monitoring Cell will be established at the University HQ level and will be totally and fully responsible to ensure that all Anti-Ragging Rules, Regulations and Measures are strictly followed. The Anti-Ragging Monitoring Cell will also ensure that appropriate action is taken in all incidences of ragging. Its endeavour will be to make University 'Ragging Free'.

9. ANTI-RAGGING BOARD

The Anti-Ragging Board will consist of faculty members from various Institutions to ensure proper conduct and discipline in the campus.

10. ANTI-RAGGING EXECUTION CELL

The Anti-Ragging Execution Cell will comprise of followings:

- (1) Anti-Ragging Board
- (2) Dean, Students' Welfare
- (3) Deputy Director, Hostels
- (4) Director, Students' Affairs & Support Services
- (5) Director, Administration
- (6) Deputy Director, Security

The Anti-Ragging Execution Cell will function directly under the directions of the Anti-Ragging Monitoring Cell and Coordinate its activities with the Anti-Ragging Committee, Anti-Ragging Squad & Patrol.

11. RESPONSIBILITIES & REPORTING

- (1) The Anti-Ragging Monitoring Cells, DSW and Anti Ragging Board will be responsible for implementation of all Regulations and function under the overall direction of the Vice Chancellor.
- (2) The Anti-Ragging Boards, Anti-Ragging Execution Cells will be responsible to function under the direction of the respective Monitoring Cells and will coordinate with the Anti-Ragging Committees, Anti-Ragging Squads, Patrols and Anti-Ragging Control Rooms.

12. ACTION PROCEDURE

- (1) Anti-Ragging Squads and Anti-Ragging Patrols will immediately report any incidence of ragging or abetment to ragging noticed by them to the Anti-Ragging Control Room immediately and also to the Anti-Ragging Committee of each Institution.
- (2) Official in-charge of the Anti-Ragging Control Room will take immediate action as per the situation which may include:
 - a. Immediate suspension of involved students
 - b. Sending reinforcements or any medical help if required.
 - c. Forward the main gist/report of incident to the Anti-Ragging Monitoring Cell, Anti-Ragging Board and Anti-Ragging Committee.
- (3) The Anti-Ragging Board/Anti-Ragging Committee will examine the report received from the official on duty/Squad/Patrols and recommend appropriate punishment which will be awarded after the approval of the Chairperson, Anti-Ragging Monitoring Cell.

13. FRESHER INTRODUCTION/INDUCTION

A systematic Freshers' Introductions/Get-Together party will be organized by various faculties as per policy issued by the Vice-Chancellor which would conform with the decorum and dignity as expected by the University and act as a forerunner for introductions and ice breaking between seniors and freshers.

SPORTS

1. All Tournaments proposed to be held under aegis of RIMT UNIVERSITY.
2. Participation in Inter-College Sports tournaments; inter-varsity sports tournaments, National or Inter-National sports tournaments with prior permission of the university may be considered as on duty. If during the above mentioned events the students miss sessional exams, the college may hold these exams as per the convenience of everyone involved. Every college may organize extra lectures for all the lectures lost by a student during the duty period described above.

3. AWARDS & TROPHIES:

Performance of different individuals/teams will be adjudged only as 1st, 2nd and 3rd in inter-college competitions in all tournaments. Trophies may be given to winner and runner teams only. Certificates/medals will be awarded to the all three position holder teams/individuals.

The award of overall Trophies shall be decided on the basis of the total points scored by the team. **Best Athlete** will be decided by evaluating the performance as per Decathlon Table.

4. CASH AWARD FOR INTERVARSITY STUDENTS:

1. For participation in Intervarsity no cash award will be given.
2. In individual events such as Swimming, Athletics, Cycling, Shooting, Power lifting, Weight lifting and Best Physique, Wrestling, Boxing.

A) For Gold Medal	20000/-
B) For Silver Medal	15000/-
C) For Bronze Medal	10000/-
3. In team Events having members not more than 6 players such as Table Tennis, Chess, Lawn Tennis.

A) For Gold Medal	12000/-
B) For Silver Medal	9000/-
C) For Bronze Medal	7000/-
4. Team Events Having 7-20 Players such as Basketball, Volleyball Cricket, Hockey, Handball, Football, Cross Country , Badminton,

A) For Gold Medal	7000/-
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B) For Silver Medal 5500/-

C) For Bronze Medal 3500/-

Following games available in the University Campus:

Sr. No.	Game	Sr. No.	Game
1.	Cricket	9.	Lawn Tennis
2.	Hockey	10.	Swimming
3.	Football	11.	Cross Country
4.	Basket Ball	12.	Power lifting, weight lifting Best Physique
5.	Volley Ball	13.	Cycling
6.	Kabaddi	14.	Handball
7.	Table Tennis	15.	Athletic
8.	Badminton	16.	Chess

5. HOSTEL ACCOMODATION:

1. Student who has got admission under Sports Quota and is willing to avail hostel facility will be provided free accommodation only and all other charges will have to be paid.
2. Hostel Fee Exemption will continue for next session only if the student wins any medal for the University in North Zone Inter Varsity. If the student does not win any medal for the University in North Zone Inter Varsity in his/her chosen sport the free accommodation will be withdrawn for next session.
3. If the student does not win medal for the institute in Inter College Tournament but participate in higher level of Tournament such as North Zone Inter Varsity or All India Inter Varsity still the student will be provided free accommodation only.

6. RELAXATION IN ATTENDANCE:

Student enrolled in the institute under sports quota will get relaxation in attendance as per norms described as under:

1. Participation in Inter-Varsity, Inter College Tournaments or Institute sponsored sports event will be classified as **On Duty**. This **On Duty** will not be clubbed with any other duty leave sanctioned by the institute and will be granted in full and not as a percentage as in case of some other sanctioned leaves.
2. Relaxation in attendance will be given for actual participation, journey days and preparatory camp as conveyed by University Sports Department for Inter-Varsity Tournaments.
3. Relaxation in attendance will be given for actual participation, journey days and 15 days preparatory camp for Inter-College Tournaments or Institute sponsored sports.

7. TEAM CAPTAINS AND THEIR RESPONSIBILITIES:

Each team that may be of department, year or independent should have a Team Captain who is elected or appointed/nominated to be the spokesperson for the team. This person shall act the liaison between their team and & Sports Department of RIMT. Matters affecting a team are communicated to the team captain who in turn is responsible for informing his/her team members.

Duties include:

1. Attend all meetings called by the Sports Department and turn in a team entry form.
2. Know and enforce all eligibility rules governing participation, and submit a roster of all players' names, mother/father's names, Student Identity (ID) numbers, branch and phone numbers on his official eligibility form.
3. Stay in contact with the Sports Department frequently to stay informed about upcoming events, game postponements, and rescheduled games.
4. Print clearly upon various score sheets the names and initials of all players participating in each game and assist the officials in obtaining correct names when changes in the line-up are made.
5. Be responsible for having teams be aware of schedule and assembled at least 10 minutes prior to game time.
6. Be familiar with the rules for each sport. Copies of rules can be picked up in the Office of Sports Department.

7. Notify the Sports Department immediately of any conflicts with game schedules that may arise.

8. Make every effort to see those individuals representing his/her team, players, and spectators PLAY and ACT according to the rules of the game, and conduct themselves in a SPORTSMANLIKE manner; thereby promoting fair play in all sports.

9. Act as a spokesperson to officials and administrators concerning all disputes.

8. SPORTSMANSHIP:

Sportsmanship is an integral part of the conduct of every event. The rules of fair play and sportsmanship must be adhered to closely in all Sports events. A good sport is expected to be fair, courteous, positive, and accept results gracefully. All individuals and teams participating will be expected to comply with the spirit, as well as the letter of the rules that govern all competitive situations. In order to encourage proper conduct during contests, officials, supervisors, and administrative personnel will make decisions whether to warn, penalize, or eject persons or teams displaying poor sportsmanship. INSTANCES OF POOR SPORTSMANSHIP WILL BE DEALT WITH SEVERELY AND QUICKLY. The team captain is the only person that is allowed to talk to the officials, and in a polite and courteous manner. Participants who have been ejected from a contest will have an automatic one game suspension from play and cannot participate until he/she meets with the Head Sports Department of RIMT or the designated official. The Head of Sports Department or designated official may choose to enforce strict consequences for flagrant misconduct. Teams are responsible for the actions of their spectators as well as their players and will be liable for any unsportsmanlike conduct on their part.

9. HOW TO ENTER THE SPORTS PROGRAMMES:

Entry forms must be completed and returned to the Sports Department of RIMT before the entry deadline for each sport. No late entries will be permitted unless a team drops out of competition and there is an opening in a particular league/ competition. Entry forms and activity schedules may be picked up from the Sports Department of RIMT.

1. All team rosters must include names, mother/father's names, Student Identity (ID) numbers, branch and phone numbers of ALL team members including team captain and the Department/branch name.

2. Schedules will be available to all teams two working days after the mandatory team captains meeting. Schedules may be picked up in the Sports Department of RIMT. New names may be

added to a team's roster in the Sports Department of RIMT between 9:30 a.m. and 4:30 p.m. Monday to Friday.

Eligibility

1. All participants must be enrolled by RIMT
2. The Head of Sports Department of RIMT, in conjunction with the Student Secretary of Sports (Men and Women) will be final judge in all cases concerning eligibility.
3. The office of Sports Department is not responsible for checking the eligibility of the participant unless specifically requested to do so by another team.

Penalties for Eligibility Violations

1. Ineligible player – any person participating in Sports activity found to be ineligible shall be suspended of the remainder of that program's season.
2. Teams using ineligible player – any team using ineligible player shall forfeit all games in which the ineligible player participated.
3. Assumed name – a player competing under an assumed name shall be barred from competition for the remainder of the term.
4. Teams using a player playing under an assumed name – teams using the ineligible player shall forfeit all games in which the ineligible player participated.

Forfeits

1. If a team or contestant fails to appear at the scheduled place within ten minutes of the scheduled time for a contest, the official may declare the contest forfeited to the team or contestant ready to play.
2. A team automatically forfeits any contest in which it uses an ineligible player, and the ineligible person is barred from competition in that sport for the rest of that season.

Postponements

1. Contests may only be postponed by the head of Sports Department of RIMT or a designated official.
2. Request for postponements must be filed 48 hours prior to the scheduled time of the contest. The date for rescheduling postponed games will be determined by those involved and the Sports Department Office.

3. The team desiring the postponement must contact its opponent and request agreement on postponement of the contest. If the opponent does not agree, the game's originally scheduled remains in effect.
4. If the opponent agrees to postpone the contest/game; the team desiring the postponement will obtain a postponement request from the Sports department Office.
5. The team initiating the postponement then suggests available dates/time for rescheduling from the Sports Department Office and secures its opponent's agreement (signature) for one of these periods.
6. Postponement request forms must be submitted to the Sports Department Office a minimum of 48 hours in advance of the originally scheduled contest/game in order for the contest to be postponed.
7. Once a scheduled contest/game has been rescheduled it will not be charged.
8. Decisions pertaining to whether related postponements will be made after 3:00 p.m. of the day in question.

Defaults

1. Teams that anticipate that they will not be able to field a team for a scheduled game/contest can call the Sports Department 24 hours in advanced of the scheduled game/contest and receive a default. A default will be recorded as a loss rather than a forfeit.
2. Two defaults result in a forfeit
3. No points will be given for a default.

Protests

Only protests based on questions of player eligibility and rules interpretation (when misinterpretation affects the outcome of the game) will be evaluated. Protests, which challenge the accuracy of an official's judgment, will be permitted. The team captain must make any protest involving rule(s) interpretation to the official in charge within 15 minutes after the completion of the game in question. Once this 15 minute time period has passed, protest if any shall not be entertained at all. The protesting team must make sure the particulars of the play in question are noted on the Sports Department. Protest Forms can only be filed by the team participating in the activity. All protest forms can be obtained from the Sports Department office. All decisions related to rules and eligibility will be made by the Head of Sports Department.

ALL DECISIONS SHALL BE FINAL.

STUDENT EMPLOYMENT OPPORTUNITIES

The Sports Programme shall be in need of quality student officials. Student officials shall be an integral component of a well-rounded, successful program. Clinics will be offered to those who are interested in becoming employed by the programme under 'Earn While Learn Scheme'. If you are interested in becoming an official, referee, or any other position of employment offered through the Sports Programme, contact Sports Department of RIMT.

HOSTEL RULES

1. ADMISSION TO THE HOSTEL

- (1) Admission to new students to a hostel will be communicated to the desiring students by admission office along with their admission results after which they will be required to deposit their full hostel fees. A photocopy of the bank receipt along with hostel admission form completed in all respects will be submitted to the respective hostel office before occupying the accommodation. The duration of hostel-stay will account from the day of admission to the last day of the academic year. On completion of the academic year, the hostellers will be required to hand over their accommodation along with allocated furniture items, room and Almirah keys to the respective Hostel Offices. Over - staying in the hostel is not permitted. However, special cases may be recommended by Head of the Institution/Department to the chief hostel warden. Hostel fee will be charged yearly but students can deposit fee semester wise.
- (2) Old students desiring hostel accommodation for the next session will apply to the chief hostel warden before leaving the hostel during the current session. They will be required to deposit full hostel fees before the given date and submit photocopy of payment receipt to the concerned hostel office before moving into the hostel.
- (3) Student shall avail the hostel facility for the full academic session. Any student withdrawing this facility mid-session, shall forfeit any claim to his paid hostel fees, except for proportionate messing charges for the remaining period, which shall be reimbursed.

2. ACCOMMODATION

Hostels on the RIMT Campus are a happy mix of air-conditioned and non-air conditioned (Cooler fitted) accommodation, and is available on single, double and triple sharing basis. All hostel have assured 24 X 7 electricity supply (backed by high capacity generators), internet facilities in all rooms, including Wi-Fi.

Each hosteller is provided with a bed, Study Table, Study Chair and an Almirah besides standard electrical fitments such as tube lights and fans. Individual hosteller is responsible for any damage to the items provided to him and would be required to make good the loss by paying for the cost

of damage. In case of damage and if the defaulter is not traced, collective penalty would be imposed, if necessary.

3. LOSS OF KEYS

In case a student loses his room keys, the complete lock will be replaced and cost will be recovered from the student as fine of Rs. 500/-. This is necessary due to security reasons.

4. UPKEEP OF THE ROOMS

- (1) Adequate number of safai karmacharies have been employed for general cleaning of rooms and upkeep of hostel premises. Students are expected to ensure cleanliness of their rooms and help maintain general upkeep of hostel premises. All fans, tube lights & electrical appliances when not required, should be switched off.
- (2) Pasting of posters/pictures on wall & doors, writing, wall chalking and unnecessary nailing is not allowed. Slogans of any kind, or defacing the hostel in any form is not allowed.
- (3) Any damage to the hostel property must be reported to the authorities. Hostélites will be charged for all damages or loss of hostel property except caused by fair wear and tear.

5. LEAVE FROM HOSTEL

Students are not permitted to leave the campus without obtaining out-pass from their Warden.. In case students have to stay out of campus at night during weekends, specific permission will be taken from chief hostel warden through the Warden.

(1) Out Pass

Hostellers are not permitted to leave the campus without permission/out-pass from the warden at any time of the day. They are allowed to visit their local guardians on weekends and Holidays and stay overnight after obtaining out-pass from the chief hostel warden through their wardens.

(2) Day Out Pass

Pass is issued to a hosteller only on weekends/holidays (9:00 AM to 5:00 PM). In special/emergency cases day out-passes may be issued during working hours only when the leave application is duly signed and sanctioned by the respective Head of the Institution/Department.

(3) **Night/Holiday Out-Pass**

Issued only on weekends or on authorized holidays/breaks and not on weekdays.

(4) **Procedure for Out Pass**

All out-passes will be issued one day in advance (between 5:00 PM to 9:00 PM). A student requiring an out pass is to fill an out-pass and enter the details in the register maintained in the hostel.

(5) The students are to show the out pass while leaving and also on return at the main gate, to on duty security staff.

(6) The student has to check in the register maintained in the hostel and also submit the out pass in the warden office.

6. ATTENDANCE

(1) Students are to be compulsorily physically present at 9:00 PM every day for attendance. All the girls should be inside their hostel premises by 7:00 P.M during the months of March to October and latest by 05:30 P.M during the months of November to February. Similarly, all the boys should be in their respective hostel complex by 9:00 P.M during the months of March to October and latest by 07:30 P.M during the months of November to February .

(2) In case any student is unable to present him/herself for attendance due to sickness he/she should inform the warden in time.

(3) A student prefect (nominated on each floor) is responsible for discipline and attendance of the students.

(4) Supervisor/Assistant warden accompanied by the student prefect are to take random surprise floor-wise attendance. A report on defaulter is submitted to the warden.

7. GUESTS/VISITORS

Guests/visitors are permitted to visit the hostels only on weekends and holidays between 9:00 AM to 11:45 AM and 4.00 PM to 6:00 PM. They are not permitted to visit rooms of the students. However, they may be entertained in the visitors room/common room/cafeteria. They are not permitted to stay overnight in the campus.

- (1) Students will receive their guests at Warden's Office and fill in particulars of their visitors in the Hostel Visitors Register kept there. It will be the responsibility of the concerned student to receive and see off his/her guest at the gate.
- (2) Day scholars will not be allowed entry in hostel without prior permission from the competent authorities. Defaulter day scholar as well as hostel student will each be penalized by 50% hostel fee of one month and also be liable for disciplinary action.

8. MEDICAL FACILITIES

First Aid medical treatment is available within the campus. clinic has nursing staff with Ambulance. On falling sick hosteller needs to inform the warden who will arrange medical help. If the hosteller is advised hospital admission, necessary communication to this effect is sent to the parents/local guardians.

9. LAUNDRY

The laundry facility is available in a campus. Bed needs to be laid out at all times and chief hostel warden may inspect the room at any time.

10. STUDENTS MESS/CAFETERIA

A well run students mess and cafe operates to provide wholesome vegetarian meals. The menu is regulated by mess committee. It is obligatory for the students living in hostels to have meals from the students mess/cafeteria.

- (1) Mess rules
 - a. The Mess will remain open from 8.00 AM-9:30 PM and meal timings as displayed there will be observed.
 - b. Students other than the mess committee members are strictly not allowed to enter the kitchen or store room of the mess on any account.
 - c. No student will abuse/quarrel/man handle the mess staff.
 - d. Any kind of complaint regarding mess i.e. quality/quantity of food, cleanliness/hygiene etc. is to be made in writing to the mess committee.
 - e. Sharing of meals is not permitted. The defaulters will have to pay a fine of Rs. 50/- per meal.

- f. Students are not allowed to take the food and plates and cutlery out of the dining halls.
- g. After meals students are expected to deposit their plates in the designated cleaning area.
- h. Smoking is prohibited in the mess and campus.
- i. Students are not to enter into any argument with the mess staff. Any complaint/suggestion is to be reported to the Hostel Warden.
- j. Food is strictly not allowed in the hostel living rooms either from mess or outside.
- k. While dining in the mess /cafeteria, all are to be attired in decent /presentable dress. Bathroom slippers, night dress etc. are prohibited.

11. MAINTENANCE

Repair/maintenance of fixtures and facilities is an ongoing process. Requirements are to be projected by noting the details in the registers kept for the purpose. Undue delays in repairs are to be reported to the hostel warden.

12. CODE OF CONDUCT

All the hostellers are required to maintain standards of behaviour expected of students of a prestigious institution such as ours. They are expected to behave courteously and fairly with every one inside and outside the campus.

- (1) All hostellers are required to carry their valid identity cards issued to them by the University/Institute.
- (2) Smoking, consumption of alcoholic drinks, chewing of tobacco or related products, theft/stealing, vandalism/destruction of public property, gambling, unlawful assembly or gathering for the purpose of committing anything illegal, gossips, abusing, fighting and possession of illegal materials is prohibited. Offenders are liable for appropriate legal action by the disciplinary committee as per University regulations.
- (3) Candles and incense are fire hazards and are not permitted in the hostels. Combustible materials such as gasoline, paint thinner and oil lamps are not permitted in the hostels. Similarly, bursting of crackers and/ or lighting of lamps or candles is banned. Residents are

also expected to switch off all lights and fans, and electrical appliances including mosquito repelling machine if any before leaving their rooms. This is necessary to avoid and inadvertent fire.

- (4) Playing of loud music and disturbing the quite atmosphere by any other means is not permitted as it disturbs the fellow hostel mates. You may use earphones while listening to music. Playing of any kind of outdoor games inside the hostels/ corridor is not permitted
- (5) Pets of any kind are prohibited in the hostels. Similarly feeding of stray animals is not allowed by the residents.
- (6) Students shall not be permitted to go out of the hostel with any person other than the parent/guardian or without the written/verbal consent of the parent/Guardian.
- (7) Students shall not use any kind of unauthorized electrical gadgets like iron, heater, audio player, fridge, personal cooler/ AC etc. inside his/her room.
- (8) Students shall not conduct group meeting or circulate pamphlets/papers inside the hostels.
- (9) Students are strictly warned to abstain from any acts of anti-social/anti national activity in the hostel/University.
- (10) Any student found guilty of breach of the University rules and regulations shall be dealt with severe punishments.
- (11) No male person (even father) shall be allowed to go/stay inside the Girl's Hostel without prior permission from the Hostel Warden.

13. SECURITY

- (1) Hostellers are required to carry their I-card at the all times and produce it on demand while checking in/checking out of the campus.
- (2) Hostellers are responsible for the security of their cash and valuables. They are advised not to keep jewellery /expensive items and excessive cash in their rooms.
- (3) Hostellers are strongly advised to properly secure all their valuables i.e. mobile phones, laptops, watches, ATM cards, money etc. at all times.

- (4) Hostellers are not permitted to change rooms or sleep in any other room without prior permission from the warden/authorities. All students are to return to their rooms by 10:00 PM .
- (5) In case of Fire: Residents must raise an alarm and call the hostel Caretaker and inform the Control Room at the Main Gate of the campus.
- (6) The students are advised not to keep large amount of cash or valuables in the room. The student is responsible for the safety of his/ her belongings inside the room.
- (7) Students are forbidden from possession of any kind of weapons/explosives in hostel. If any student found guilty of possessing/using/dealing with such material, the authority reserves the right to take stringent disciplinary action, against the student, including expulsion from Hostel, forfeiting his paid up Hostel fees.
- (8) Students shall not stay in the hostel during the vacations except with written permission from appropriate higher authorities.

Any student who finds his/her roommate missing for more than two hours, after 7 PM must report to the warden immediately. This is to enable the authorities to take immediate action in case of any untoward incident.

The hostel rules are subject to amendment from time to time.

Hostellers can contact on the following mobile number of Chief Hostel warden for any hostel related query : (1) 09781700824-Boys Hostel
(2) 09592700523- Girls Hostel

FRESHER PARTY

1. CONCEPT

Fresher Party is organized by the senior students for new students who have joined the first year of the programme. Fresher party is symbolic of end of informal interaction between senior and junior students. It is also way of welcoming the new batch of students by seniors through a formal cultural programme. Following are the main objectives of Fresher party:

- Integration of New students in Culture
- Ensuring “No Ragging or Harassment” of new students
- Familiarize with the faculty and senior students

2. GUIDELINES

Following are main guidelines for organizing the Fresher party:

Faculty Coordinator

- i. The Fresher party must be organized under the supervision of faculty members.
- ii. A faculty coordinator for the Fresher party must be finalized who will be responsible for following:
 - a. Constituting the organizing committee of Senior students
 - b. Prepare a budget for the party
 - c. Collection of funds from seniors. A contribution of Rs 300-400/- may be taken from senior students (IInd year) depending upon the size of batch, expense etc.)
 - d. Providing guidance to students organizing team.
 - e. Chalk out the programme and various activities such as:
 - i. Welcome by Host Students
 - ii. Address by Programme Coordinator, Programme Director, HOI, etc,
 - iii. Mr. Fresher & Ms. Fresher contests
 - iv. Cultural programmes
 - Extempore
 - Jam (Just-a-Minute)

- Solo Song
 - Solo Dance
 - Group Song
 - Group Dance
 - Skits
 - Talent Hunt
 - v. Movies/PPT presentation on RIMT life by seniors
 - vi. Any other innovative / unique item
 - vii. High tea/dinner
- iii. A welcome rose bud may be presented to each new student.
 - iv. To ensure decency in dress code. The students may dress-up in fancy or party wear.
 - v. Consumption of alcohol and non-vegetarian food is strictly prohibited.
 - vi. Decent decoration should be done befitting the occasion.
 - vii. The host students (seniors) must take care of new students by extending the best hospitality, reception and courtesy.

3. Student Organizing Team

An organizing committee of senior students must be constituted with following objectives:

1. Chalk out the programme and various activities.
2. Managing the show
3. Inviting all the junior students, faculty & staff members
4. Preparing cultural programme
5. Managing Mr. & Ms. Fresher Contest
6. Stage Management

4. Timings, Duration and Venue

1. The Fresher Party must be organized within 4-5 weeks of commencement of the programme.
2. If the number of students are large, the party may be organized in two or more batches (programme wise such UG/PG, General programme/specialized programme etc.). This will also give special focus to the respective programmes.
3. The Fresher Party may be of 3-4 hrs depending upon the size of the batch and programme schedule.

4. Party may be organized between 4pm - 8pm in the campus. No Fresher Party will be organized outside the campus premises.
5. The party must be organised in the campus. In case, the number of students is less, the same may be organized in the institution itself. However, for larger number of students, the seminar halls, auditoriums of the University may be booked for the event. No tents or shamiana will be put up for the party as far as possible.
6. HOI will ensure, no damage is done by the students at the venue
7. Smaller institutions may club their fresher party, if possible.

5. Cultural Program

1. The cultural programme befitting the occasion must be organized by the senior students.

6. Budget, Approval and Payment of Bills

The organizing committee of senior students may take financial contribution from their batch mates. However, all record of student collection must be maintained by the faculty coordinator.

S.No.	Particular	Quantity	Rate	Amount
1.				
2.				
Total Expense				
Student Contribution				
Institution Share				

- **Total Expense:** The expense will include every small expense (including stationary) incurred in organizing the party
- **Student Contribution:** Rs. 300-400 per students may be collected from the second years students who are organizing the Fresher party.
- **Institution Share:** University will also contribute after taking student collection into consideration.
- The budget and the programme schedule must reach to Vice-Chancellor office at least one week in advance.
- The HOI must ensure that the complete income and expenditure with supporting bills must reach Accounts within 10 days of the fresher party held.
- It is the responsibility of the HOI to ensure that the payment to the vendors is done.

FAREWELL FUNCTION

1. PREAMBLE

Farewell Function is an important and an unforgettable event in the college life of a student. The farewell function is organized to mark a memorable send off to the pass outs of Graduate and Post Graduate students. It is a day when students commemorate their success, achievements before stepping into the new world in search of their destiny, their dreams, goals and ambitions. It is a bitter sweet experience especially for the outgoing batch of students.

At University some institutions have been organizing Farewell Function for their senior students every year and other institutions may also like to hold such events in the future. For the smooth conduct of this event the following guidelines will be adhered to by the Institutions:

2. GUIDELINES

Following are the main guidelines for organizing the Farewell Function:

a. Faculty Coordinator

- i. The Farewell function must be organized under the supervision of faculty coordinator/ Programme Leader.
- ii. A faculty coordinator for the Farewell function must be finalized who will be responsible for the following:
 - a. Constituting the organizing committee of junior students
 - b. Preparing a budget for the function.
 - c. Collection of funds from juniors.
 - d. Providing guidance to students organizing team.
 - e. Planning the programme and various activities such as:
 - i. Welcome by Host Students
 - ii. Address by Programme Coordinator, Programme Director, HOI, etc,
 - iii. Cultural programmes
 - Beauty Pageants
 - Solo Song
 - Solo Dance

- Group Song
- Group Dance
- Skits
- iv. Movies/PPT presentation on “Our Life in” by the passing out batch of students
- v. A movie/PPT presentation on “Our Seniors” by the junior students
- vi. Any other innovative / unique item
- vii. Recognition of select passing out students for their exemplary contribution
- viii. High tea/Lunch/Dinner

iii. To ensure decency in dress code. (The students may dress-up in fancy or party wear.)

iv. Consumption of alcohol and non-vegetarian food is strictly prohibited.

v. Decent decoration should be done befitting the occasion

b. Student Organizing Team

An organizing committee of junior students must be constituted with the following objectives:

- i. Chalk out the programme and various activities.
- ii. Managing the show/event
- iii. Inviting all the senior students, faculty & staff members
- iv. Preparing cultural programme
- v. Managing the beauty pageant contest
- vi. Stage management
- vii. Assisting the faculty coordinator in the collection of funds

c. Timings, Duration and Venue

- i. The Farewell Function must be organized in the last week of the even semester before the commencement of the End Semester Examinations.
- ii. If the total number of students in an institution is large, the function may be organized in two or more batches (programme wise such as UG/PG, General programme/specialized programme etc). This will also give special focus to the respective programmes.

- iii. The Farewell Function may be of 2-3 hrs depending upon the programme schedule. Function is to be organized in the campus and should finish by 8.00pm. No Farewell Function will be organized outside the campus premises.
 - iv. In case, the number of students is less, the function may be organized in the institution itself. However, for larger number of students, the seminar halls, auditoriums of the University may be booked for the event. No tents or shamiana will be put up for the function as far as possible.
 - v. HOI will ensure, no damage is done by the students at the venue
- d. Cultural Program
- The cultural programme and the decoration befitting the occasion must be organized by the junior students.
- e. Class Photograph as Parting Gift/Souvenir
- A Class Photograph should be taken some time during the semester whereby all the students dress up formally in the same colour shirt/jacket, trousers tie (wherever applicable). The media department should be contacted to get the students photographed. i-magic will design the photograph with the RIMT logo, Institution Name, Photograph of Founder President along with the cover/jacket for the photograph. Venus Offset Printer should be contacted to print the Photographs and the cover/jacket. The Media department will provide the costing for the photograph and the cover/jacket. A copy of this group photograph should be given to the students as a souvenir on the day of the Farewell Function/Concluding Ceremony.
- f. Budget, Approval and Payment of Bills
- The organizing committee of junior students may take financial contribution from their batch mates. However, all record of student collection must be maintained by the faculty coordinator.
- **Total Expense:** The expense will include every small expense (including stationary) incurred in organizing the function
 - **Student Contribution:** Rs. 300-400/- per students may be collected from the junior students who are organizing the Function.

- **Institution Share:** University will also contribute after taking student collection into consideration.
- The budget and the programme schedule must reach the office of Vice Chancellor atleast one week in advance in the format given below:

S.NO	Particular	Quantity	Rate	Amount
1				
2				
Total Expense:				
Student Contribution:				
Institution Share (in exceptional cases):				

- The HOI must ensure that the complete income and expenditure with supporting bills reach Accounts Department with a copy of the approval within 10 days of the Farewell Function held.
- It is the responsibility of the HOI to ensure that the payment is made to the vendors on time.

STUDENT GRIEVANCE REDRESSAL

1. AIM

It has been observed that the students are finding it difficult to get proper response to their problems and queries from concerned Institutions/Departments. Due to this they often approach higher authorities for small and at times trivial issues resulting in consumption of their valuable time. Many parents also get involved in getting such grievances redressed. It has also been noticed that such problems and queries do not get properly recorded and this does not provide measurement for any improvement of student services to be undertaken.

In view of the above and in order to improve the Student Services at University, a proper Students Grievance Redressal Mechanism is required to be adopted by all the Institutions and Departments.

2. GRIEVANCE REDRESSAL MECHANISM

- (1) All Heads of Institutions/Departments will establish a Students Service Counter in their Institution to be managed by a person designated by the HOD/ HOI. This will remain open during entire working hours.
- (2) The student or the guardians will submit their query/complaint/grievance at the Counter in the prescribed proforma enclosed as Annexure A. If required, an application giving full details can be enclosed.
- (3) The person managing the Counter will enter it in a register as per details given in Annexure B. The serial number of the entry made in the Register will be written on the proforma and the Acknowledgement of Annexure A at the specified space.
- (4) The Head of the Institution/Department will indicate in proforma A, the date and time by which the problem of the student is likely to be resolved.
- (5) The person at the Counter will give acknowledgement of the application (bottom part of proforma A).
- (6) The reply/redressal will be recorded in the proforma A and signed by the Head of the Institution/Department. Where a written reply is required to be given to the students, a copy of it should be attached with the proforma A for records.

- (7) If for any reason, the reply is not given within the specified time, an interim reply will be given to the applicant and this should be recorded on proforma A for records.
- (8) If the grievance of the applicant is not redressed within the expected time or in the expected manner, the applicant may report the matter to higher authority.
- (9) If the matter relates to more than one Institution/Department, the receiving Institution/Department will coordinate with all such Institutions/ Departments and ensure that the issue is resolved.
- (10) Over next 2-3 months the Institutions/ Departments should monitor the types of complaints/problems/queries received, broadly categorize them and facilitate focused attention to them to avoid their recurrence.
- (11) This is to be implemented with immediate effect. You are requested to inform the students through notice boards the location of the Student Service Counter and the process to be followed by them.

RIMT UNIVERSITY, MANDI GOBINDGARH

GRIEVANCE REDRESSAL FORM

Sl.No. _____
(Same as entry in the register)

Please fill the form carefully and retain the acknowledgment

Name :
Enrolment No. :
Institute :
Program :
Semester :
Section :

Query/Grievance/Problem

Date and Time

Signature of Student

For Office Use Only

Problem Category:

Action Taken by the Department

Expected Date of Redressal:
To be given by person receiving/HOD)

Signature of Dealing Staff
Name of Institute/Department:

Signature of HOD (with Date and Time)

ACKNOWLEDGEMENT: GRIEVANCE REDRESSAL FORM

Sl. No _____
(Same as entry in the register)

Expected Date:
(To be given by person receiving HOD)
Name of Institute/Department:

Signature of Person Receiving:
(with Date and Time)
Name of the Person:

NOTE: If the redressal does not take place as expected, the student/user may please report to Vice-Chancellor

ANNEXURE-B

Date:

S. No.	Enrolment No.	Name	Program/ Semester/ Section	Signature of Applicant	Expected Date of Redressal	Actual Date of Redressal	Signature of HOD/HOI

MENTORING PROGRAMME

1. PREFACE

Mentoring forms an indispensable and significant aspect of a student's life. The changed scenario of the corporate world brings a new gamut of industry expectations from young professionals today. It becomes the students endeavor to understand the intricacies of the corporate environment on these grooming grounds at RIMT. Thus it is this relationship nurtured by the students with the corporate denizens, alumni, faculty and parents distinct from classroom pedagogy that leads to their overall development of professional competencies, human values, work ethics and spiritual values. The program is carefully designed to link students with Mentors, the experts from professional arenas who provide valuable, practical insights, thereby enabling students to visualize and evaluate their education and career options. It overall facilitates a pot pourri of attributes that makes a successful person both professionally and personally. Mentoring promotes knowledge-sharing and experiential learning between the experienced industry professionals and the novice students. Mentees are paired up on the basis of the academic background, career interests and sectoral preference of the industry. This creates opportunity for the mentees to communicate, on an informal basis, with seasoned industry professionals. The mentees in turn develop everlasting bonds with their mentors as role models, philosophers and teachers, which are maintained throughout their professional pursuits. The Tier Mentoring Programme is designed to give a competitive edge to our students and help them to scale new heights.

2. THE MENTORING PROGRAMME

At RIMT we believe that the student's interaction outside the classroom with faculty, alumni as with the corporate denizens is essential for the overall development of the students both – academically and attitudinally. The students have basically three kinds of needs viz. academic, emotional and career. It is in the context of these needs, that the role of the mentor becomes crucial. Every student in their Four Tier Mentoring Program is assigned a faculty member, an industry mentor and an alumni mentor who acts as a friend, philosopher and helps in his/her development. However, a parent also as a mentor has a huge role in the development of a student. Thus, all the 4 Tiers i.e. industry, alumni, faculty, parent and

buddy with a joint collaboration can help in overall development of a student academically, attitudinally and professionally.

3. GOALS

- The main aim of the 4 tier-mentoring program to inculcate the attributes of a true Amitian.
- The program is designed to link students with an advocate from the profession, who will provide honest insights as students explore and evaluate their potential educational and career options.
- To expose the students to the experienced industry professionals, alumni and faculty at RIMT on a one-to-one basis, and provide information regarding their careers and choices available.
- To improve problem solving, communication, leadership and business skills of participating students.

4. MENTOR DEFINED

A mentor is a person who is already working in a field or industry and is available for others to learn from. Mentors are practicing professionals who are paired with students to provide guidance on students' education and impending careers. While students regularly use faculty, graduate students, parents and buddy peers to provide guidance on their futures, mentors who "have been there" can also share some extremely valuable insights. Students and mentors with similar interests will have the opportunity to communicate with each other on a regular, informal basis. A, mentor may act as:

- A **guide** who shares their experience of entering and progressing through the industry, the politics of the industry.
- A **counselor** who helps to reduce anxiety about entering the industry.
- A **role model**.
- A friend, philosopher
- A **teacher** who shares their expertise

The qualities that are essential in an effective mentor include:

- **A desire to help:** Individuals who are interested in and willing to help others.
- **Have had positive experiences:** Individuals who have had positive formal or informal experiences with a mentor tend to be good mentors themselves.
- **Good reputation for developing others:** Experienced people who have a good reputation for helping others develop their skills.
- **Time & energy:** People who have the time and mental energy to devote to the relationship.

- **Up-to-date knowledge:** **Individuals** who have maintained current, up-to-date Technological knowledge and skills.

5. MENTEE DEFINED

A mentee is a person who is interested in finding out more about a particular field or industry and who learns from someone already experienced from some field or industry.

6. CHARACTERISTICS OF A MENTEE

- Committed to expanding their capabilities
- Open and receptive to new ways of learning and trying new ideas
- Able to accept feedback and act upon it
- Willingness to apply learning's back on the job
- Focused on achieving desired business results
- Able to communicate and work cooperatively with others
- Knows when to ask for help
- Have a sense of personal responsibility and commitment
- Willing to meet on a regular basis

7. MENTORING PROGRAMME AT RIMT UNIVERSITY

Truly the mentor is the alma mater, the caretaker. The experience of mentoring is one of a kind, mutually benefiting the mentor as well as a mentee. This stimulating experience of mentorship is attributable to the unique Mentorship Programme, which is executed here at RIMT. In accordance with the initiative, each individual who already has a parent mentor is assigned an Alumni Mentor, an Industry mentor, a faculty mentor, and a buddy mentor, each a pioneer in their forte of work. The mentorship programme helps forge a valuable association between students and the industry, preparing them to take on the professional challenges faced in the corporate.

The reason for such an association between students and seasoned professional are numerous. The learning transcends into various spheres of one's life, be it professional or personal. The one reason that makes this mentorship programme exceptional, is that through this programme each individual is assigned a parent at the workplace. Just as parents coach and guide their children to live their life purposefully, providing clarity & focus at every possible step, supporting one through taxing situations,

in the same way, the mentors guide the students through taxing situations, in the same way, the mentors guide the students through the initial stages of a professional life, transforming them into polished professionals.

8. PHASES OF MENTORING RELATIONSHIP

Establish: During the first few meetings, both the mentor and mentee get to know each other, and build trust. At this time, both the mentee and the mentor are developing expectations from each other. The interaction, which occurs at this stage, will lay the foundation for a strong and beneficial relationship. At this time they establish desired outcomes or goals from the coming mentoring relationship.

Elucidate: This phase of the mentoring program spreads awareness and understanding on various issues Academic and Institutional. It also creates a friendly and supportive environment within the respective courses that is not bound by the student's own interests and activities. Such environment would allow freedom to students to exchange ideas on problems, academic issues, career planning and attitudes towards life in general.

Expand: This phase is typically the most rewarding time for both mentor and mentee. The mutual trust, which has developed between the two, can give the mentee the confidence to challenge the ideas of the mentor, just as the mentor will challenge the protégés ideas. Both of them engage in a personal rewarding relationship, where they expand their knowledge about different perspectives in life.

Engage: This phase embarks the start of a personal action plan of the protégé to attain his/her goal. The mentor here is like a facilitator of protégés goals.

Evolve: This stage is usually characterized as a time where both the mentor and the protégé evaluate their learning experiences. Typically, the relationship begins to draw apart after a year or two. It is important, at this stage that the mentor step back from the formal relationship to discuss together with the protégé how they wish to continue their relationship.

9. THE THREE TIER MENTORING RELATIONSHIP

RIMT's Three Tier mentoring program is a three-way relationship between student mentee with the Industry, Alumni & Faculty. It is a specialized type of work experience intended to provide unique

opportunities for students to experience real-world situations in a business setting. The mentoring relationship between the mentee and the mentor is the period where students interact with their mentors regularly and gain a new perspective in the business and personal world today. Mentors adopt different roles and provide the necessary direction to the students.

Industry Mentor

Mentoring, frequently used in business and industry, has rarely, if at all, been used as a career guidance activity for an academic institute's students. In essence, mentoring promotes learning and development as the mentor, usually a person experienced in a field or industry, shares his/her experience and knowledge with a less experienced mentee who necessarily engages in a process of self-learning, world of work learning, and career decision making.

The use of mentoring as a career guidance activity addresses calls for contextual learning in the workplace, which has been strongly advocated. Community base learning such as mentoring helps improve understanding between the academic institute and industry. Clearly, mentoring reflects the ideals of career guidance and has untapped potential as a career guidance activity for students.

Career guidance as an activity primarily encompasses career counseling, career decision making, career education and information, but activities such as work experience and observation sharing have also been incorporated under the umbrella of career guidance here. As a result of rapid changes in the world or work, individuals now have to engage repeatedly in career decision-making throughout their lives. Corresponding with this, changes in thinking about career decision-making and developing skills that can be applied in future decisions. Thus deliberate career guidance has the potential to facilitate students in a number of ways including:

- To promote an understanding of themselves;
- To promote an understanding of the work environment in which they live;
- To provide relevance and meaning to their program of studies;
- To assist them feel they are better equipped to have control over their futures;
- To enable them to pursue their respective careers.

Industry Mentoring is a process where at least two people work together over a period of time to promote learning and development. One person, the mentor, is usually experienced in the field or industry and is willing to share their expertise and knowledge with the other. The other person, the mentee is usually inexperienced in the field and wants to learn more about the field or industry. Together, they work to ensure that the learning needs of the mentee are met.

Alumni Mentor

Alumni mentor is a person who has just joined the corporate world. Alumni mentor mainly helps the student to:

- Share critical insights as to company work ethics and working methodologies.
- Inspire the student to be ambitious, determined and confident.
- Offer friendship and support, when times become tough and challenges arise.
- Give examples as to how he entered the corporate world.

Faculty Mentor

Faculty mentor is person who will sand by the student in the entire academic life. He will help the student to:

- Identify the students strengths and weakness and try to improve
- Imbibe in the student's the ability to set their own goals and objectives
- Supervise the student's performance and devise methods to increase efficiency
- Guide and encourage the student's personal and academic development

10. BENEFITS OF MENTORING PROGRAMME

For Students:

1. Help a better understanding of self
2. Provide an insight into the work environment in which they would work
3. Provide relevance to their program of studies
4. Assist students to be better equipped to have control over their futures.
5. Promote amongst students a better evaluation of relevant careers and subjects pursued.
6. Greater understanding about the field or industry of their interest
7. Enhancement of skills
8. Greater confidence and self-esteem
9. Learn about potential career options from someone who has been in their shoes
10. Obtain practical advice from a different perspective
11. Network with professionals in his field of interest & expose themselves to the professional environment
12. Learn about the operations of a specific company and industry
13. Share their educational and career aspirations

14. Encouragement
15. Seamless Transition from academics to real work Life

For Mentor:

1. Personal Satisfaction
2. Feedback
3. Enhanced self and professional awareness
4. New & valuable Insights
5. Experience Sharing
6. Access to the vast talent pool

For RIMT University:

1. Reduce Redundancy in learning Better Curriculum
2. Make Learning more interesting
3. Assist Final and Summer Placement
4. Draw Mileage And Support from the Corporate World

11. PLANNING THE MENTORSHIP PROGRAMME

Stage 1: Allotment of Mentors

The role of all the Tiers as explained above has an immense importance in the life of the student academically and personally. The college itself does the allotment of the mentors. However, if the student wants to choose his own industry mentor, he is allowed to do so.

Stage 2: Mentoring Meet

Every year in some Institutions a special Mentoring Meet takes place, where all the mentors come together and discuss the action plan for the coming year. On the other hand, mentors of the previous years who have helped nurture RIMT's students are thanked for their continual support and guidance. This meet marks the initiation of a new relationship between the student mentee and their mentors.

Stage 3: Genesis of The Relationship

The Mentoring Program facilitates the start of a new relationship between student mentee and mentors. They discuss, evaluate and build new relationships. It is at this stage where the students form their SMART goals with their mentors for the coming semester.

TRANSPORT

Transport is an essential infrastructural link to be established for the University for members of Faculty, Students and Staff members.

1. Utilization of Buses

- a. Administrative/Transport Officer will collect and collate the data of students to be picked up and co-ordinate routes of buses and movement of Institute buses accordingly. The route will be reviewed regularly to ensure optimum use of transport effort.
- b. Passes: All Students desirous of using the bus service will indicate accordingly and will be issued with bus passes.
- c. Staff: Staff using the bus service may be permitted to travel however dedicated bus service for staff may not be feasible with prior permission of Vice-Chancellor
- d. RIMT university has a fleet of 120 buses providing transport facility to the students of Patiala, Ludhiana, Chandigarh, Mohali, Panchkula, Ambala, Khanna, Sirhind, Mandi Gobindgarh, Samrala, Malerkotla, Fatehgarh Sahib, Nabha, Doraha, Mandi Ahmedgarh, Rara Sahib, Payal, Morinda, Sahnewal, Bija, Samana, Bhawanigarh etc.

2. Night Duty

The drivers would be nominated for duty after 05:00 PM on weekly basis by Transport incharge. He would not leave out of station without the prior permission of Transport incharge. Need of Ambulance after 05:00 PM would be indicated by Nursing Assistant for attending to students of Hostel which need to be referred to doctor to be hospitalized.

3. Change of Route:

- 3.1 Change of route shall be allowed, provided seat is available on requested route.
- 3.2 Change of Route shall not be allowed in between a month. It shall be allowed only from the first day of coming month.
- 3.3 If the new route has more charges than the previous one, one has to submit the additional Charges.

3.4 If the new route has lesser charges than the previous one, no refund shall be made, however, future charges shall be paid as per prescribed rate of new route.

4. Change in Pick up/Drop out Points:

4.1 Pick up/Drop out points mainly depends upon the number of commuters from a particular point.

4.2 If majority of commuters agree, Registrar may allow such change.

5. Discontinuation of Bus Transport Service:

5.1 A student discontinue can Bus Transport Service after the completion of a semester.

6. Misuse of Bus Transport Service:

6.1 It is mandatory for every commuter to carry the Bus Pass while travelling in University Bus.

6.2 If a commuter is found travelling in a University Bus without Bus Pass, he/she shall be fined as follows:

S. No.	Offence No.	Fine/ Semester
1	First	Recorded Warning
2	Second	Rs. 1000
3	Third onward	Rs. 2000 per offence

6.3 Every commuter is allowed only on the route for which he has been allowed.

6.4 If a commuter is found travelling on unauthorised route, he/she shall be fined as follows:

S. No.	Offence No.	Fine/Semester
1	First	Rs. 500
2	Second	Rs. 1000
3	Third onward	Rs. 5000 per offence

No unauthorised commuter is allowed to travel by University Bus, unless otherwise allowed by the Registrar.

6.5 If an unauthorised commuter is found travelling in University Bus, he/she shall fined as follows:

S. N.	Offence No.	Fine/Semester
1	First	Equal to half semester Bus Charges for Student
2	Second onwards	Equal to Full semester Bus Charges for Student

7. Ambulance Service

7.1 During Working Hours:

- 7.1.1 Free ambulance service shall be available to all the students/employees of the University on the recommendation of Medical Officer.
- 7.1.2 If Medical officer is not available free ambulance service shall also be allowed on the permission of Registrar.

7.2 After the Working Hours:

- 7.2.1 Free ambulance service shall be available to all the Hostlers, employees residing in University Campus and University Guests allowed to stay in University Campus on the recommendation of Chief Warden.
- 7.2.2 If Chief Warden is not available ambulance service shall also be allowed on the permission of Registrar.
- 7.2.3 Paid Ambulance Service at prescribed rates may be allowed to any employee and his/her family members with the permission of Chancellor.
- 7.2.4 Free ambulance service shall be available to very serious cases and emergent cases with the permission of the Chancellor.

8. Miscellaneous Aspects

- 8.1 Drivers while on duty will not consume any alcohol/drugs etc.
- 8.2 All passengers shall maintain decorum while traveling.
- 8.3 Busses will only stop at authorized stops.
- 8.4 The University can withdraw this facility from all or any route without assigning any reason.
- 8.5 Days of Facility:
 - 8.5.1 This facility shall be available only on working days.

8.5.2 If students/staff/faculty is to attend the office/classes on holidays, they have to make their own arrangement. No payment shall be paid for this purpose.

8.5.3 The facility shall be available from particular pick up/ drop out points of a route. The bus shall stop only at prescribed pick up/drop up points only.

8.6 Mode of Payment of Charges:

8.6.1 They shall deposit Bus Transport Charges along with Semester Fee.

8.6.2 Transport fee will be charged yearly but students can deposit fee semester wise

8.6.3 Charges once submitted cannot be refunded in any case.

Students can contact Transport incharge for any transport related query : 9781297549

STUDENTS CLUB

The University promotes Students to have multiple engagements which can be pursued through organized structures like Clubs. It is essential that a Standing Operating Procedures (SOP) is to formulate guidelines for smooth, efficient, transparent and appropriate functioning of clubs.

1. AIM

The objective of the clubs is to provide students a platform to discuss relevant emerging issues or practice new themes in each of these functional areas. People from educational field, industry and cultural backdrop maybe invited to present their views at the sessions of these clubs. These clubs form a part of other/ industrial interaction committees and help organize the respective confluences. The Procedure intends to establish the broad framework for the said subject and additional rules/procedures/policies specific to campuses could be implemented subject to approval from competent authority.

2. GENERAL GUIDELINES

Student Clubs are a vital part of building confidence, creating opportunities, providing exposure and generating community experience for complete persona development that supports the University's mission to educate leaders who make a difference in the world. Clubs provide excellent networking opportunities for students and a place to meet other people with similar interests and ideas, along with an opportunity to take on leadership roles. Salient aspects of advantages that student clubs create are:

- a. A vibrant opportunity to fulfill the cherished dormant aspirations of students.
- b. Important network for alumni and the wider University/ School community.
- c. Opportunities to explore your personal interests.
- d. Opportunities to develop leadership potential.
- e. An exciting schedule of student led events and activities.

Student Clubs also sponsor a variety of events such as workshops, speakers, and conferences that provide distinct opportunities for learning, networking, and socializing outside of the classroom, thereby creating abundant opportunities for students to participate in a variety of activities that match their particular interests and also create a diversion from routine academic life and have significant impact on their overall development. It thus becomes imperative to frame detailed guidelines and procedures to attain optimum benefits and ensure efficient, transparent and appropriate functioning of clubs.

At RIMT, we nurture talent. To encourage talent and initiative among the students, there is a need to establish clubs for various activities. Although, there are numerous clubs which can be established, however at the inception only four Student Clubs are proposed to be established in RIMT University. As the need arises, more clubs could be established, after obtaining approval of appropriate authorities. The proposed clubs for encouraging and motivating the students and providing a platform to nurture their talents are as follows:-

- a. Cultural Club.
- b. Literary Club.
- c. Arts Club.
- d. Science Club.

3. FUNCTIONAL PROCEDURE

(1) Committee

A Core Committee will be responsible to the Hon Vice Chancellor for overall functioning of the clubs as per details given below:

(a) Composition

- i. Dean, Student Welfare-Chairperson
- ii. One Faculty Member to be responsible for Cultural Club
- iii. One Faculty Member to be responsible for Literary Club
- iv. One Faculty Member to be responsible for Arts Club
- v. One Faculty Member to be responsible for Science Club

(b) Functions

- i. The Core Committee shall facilitate, coordinate and monitor functioning of all clubs.
- ii. Examine and process all proposals of major/special activities planned.
- iii. Monitor the budget planned/ involved of the above Clubs and recommend for its approval by the Hon Vice Chancellor.

(c) Club Committees.

- i. Each Club will be headed by a nominated Faculty Coordinator and the club shall have a duly constituted Club Committee with at least four students where in two student representatives will be the President and Secretary and two students will be the members. The nomination of all will be approved by the Core Committee.

- ii. The Club Committee shall be responsible to formalize their charter and rules for optimum and efficient functioning of the activities of their respective Clubs.
- iii. The Club Committee shall also be responsible to organize and facilitate the activities of their respective Clubs.
- iv. The Club Committee will be responsible to submit the proposal of activities, indicating a tentative budget to the Core Committee for processing.

(d) **Clubs and Their Charter**

i. Cultural Club

The Cultural Club will encompass all such activities covering the gambit of the cultural spread across the country (In due course of time cover International arena) to include performances on stage, such as, dance, songs/folk songs, drama, and any adaptation considered relevant. The activities will be performed by the students or may be organized from outside the University.

ii. Literary Club

The Literary Club shall cover all activities relating to literature such as, prose, poetry, etc. Preferably national and also International so as to give wider exposure to our students.

iii. Arts Club

This Arts club will deal with a very wide canvass of activities relating to 'arts', which are imaginative, creative, and nonscientific branches of knowledge considered collectively and especially as studied academically. It shall include a variety of expressions shown by the artist himself, such as, painting, photography, videography or any other form of visual including the services provided by computers, other than those covered by the Cultural Club.

iv. Science Club

This Science Club will involve all those activities relating to both science and technology. All forms of innovation, modeling and experimentation as well as study on topics benefitting the environment, common man, readily adaptable technologies will also be included.

(e) **Methodology of Functioning**

i. Membership

Membership of all clubs will be open for all students of the University. A student may opt to be a member of any club or more than one club at a time but will have to choose one as primary club so that in case there is a clash of activities of clubs, the student will not be at liberty to use his/her discretion to participate. The nominated Faculty Coordinator of the respective Club shall maintain a register of members with the details of name, course and contact details (mailing address and phone number) of all members.

ii. Registration

A notice, duly signed by the Student Secretary and countersigned by the Nominated Faculty Coordinator shall be put up on the notice board announcing the dates of membership registration to the clubs. Membership to all Clubs would be purely voluntary and free. The students interested in registering will submit their names to the Student Secretary of the respective Clubs as per the due dates to join a club.

iii. Parameter of Activities

The clubs formulated are an accurate metaphor for the RIMT culture, distinguished by an absence of borders, and make an endeavour of offering a host of experiential learning opportunities to create, organize, implement, and execute everything from mixers to consulting projects to trips abroad. Student-run clubs play a pivotal role in generating a specialized experience. The variety of activities that can be created/generated are as follows:

- Club members can organize conferences, such as the Venture Capital Private Equity Conference and the Sports Analytics Conference, two of the largest conferences in the United States managed by students.
- Clubs can also bring in seasoned executives to conduct skill sessions and resume reviews, as well as informal lunch talks and broad networking sessions.
- Science Technology Clubs can cater for various interest groups around particular areas of technology, such as the Astropreneurs Club, Bio-Pharma Business Club, Energy Club, Mobile Media Club, Neuro-Tech

Club, and the Nano-Tech and Tiny-Tech Clubs. All these clubs can offer speaker programs with venture capitalists.

- Spring Trips Students, with the help of alumni and the assistance of the various career development offices, transform spring break into the opportunity of a lifetime - a chance for unprecedented access to the world's leaders in business, government, and NGOs.
- The clubs can put on a variety of entirely student led events, from ad hoc social events to more regular weekly speaker series for networking. Organizing annual conferences, including the Healthcare and awareness Conference may also be considered.

(f) **Organizing Activities**

The University is a platform to facilitate the students to encourage and motivate them to nurture their talents. The University will provide all logistical support for conducting the programmes of the Clubs except for the following:

- i. Providing implements, instruments or other electronic/digital gadgets required for exhibiting talents by the students. Any such things should be arranged by the students themselves; and
- ii. Sponsoring the students for any programmes, competitions, etc. held outside the Campus, for which a registration fee is prescribed. However, the University may sponsor at its discretion.

(g) **Miscellaneous**

i. **Finances**

The University shall finance the activities of all the Clubs. In case a Club proposes to organize an event that would involve expenditure, the Club Committee will need to present a proposal with a tentative budget to the Core Committee and the same shall then be examined and processed for approval by the Hon Vice Chancellor.

ii. **Reports and Documentation**

- The Clubs prior to commencement of each semester will furnish a calendar of events for the impending academic session to the Core Committee.

- The Clubs will also submit a detailed report on the activity performed along with photographs at the end of each event within 15 days of completion of the activity.
- The clubs will also maintain record of all meetings and activities done month wise and also prepare yearly lessons learnt, objective planned and achieved as well as recommendations for future.

The University is proud to host clubs among the students. The clubs provide ample opportunities to the students to interact in an informal and healthy manner, conduct seminars, symposiums, outdoor activities, visits to orphanages and fund-raising for noble causes by conducting marathons etc. Clubs are also formed with the purpose of supplementing class room learning as well as sharing knowledge and practical experience. It is the testing and learning ground for all the enthusiasts of the University subject to invigorating rounds of solving real life case studies, playing selling games, analyzing company marketing/advertising strategies, the members ideally should be always on their toes. The club should also organize guest lecturers to supplement learning.

4. CONCLUSION

The SOP formulated intends to act as a guideline in maintaining relevant records and may be suitably modified from time to time by various Institutes/Departments as deemed appropriate with the approval of Vice-Chancellor. The SOP is also subject to revision by the management as it is only elaborative and not exhaustive.

DRESS CODE FOR STUDENTS

It is imperative that there should be a dress code for Students in order to instil in them a corporate and professional culture.

MALE STUDENTS

Winters (1 November to 15 March)

Dark Steel Grey(trouser)/White shirt /Maroon Turban (Sikhs)/blazer/Tie/ formal black Shoes and socks

Summer (16 March to 31 October)

Dark Steel Grey(trouser)/White shirt /Maroon Turban (Sikhs)/ formal black Shoes and socks

FEMALE STUDENTS

Winters (1 November to 15 March)

Dark Steel Grey colour-(trouser/ Salwar)/White shirt / Dark Steel Grey colour Dupata/blazer/Tie/ formal black Shoes and socks

Summer (16 March to 31 October)

Dark Steel Grey colour-(trouser/ Salwar)/White shirt / Dark Steel Grey Dupata/ formal black Shoes and socks

DAYS:

Monday, Wednesday and Thursday every week

OTHER DAYS

They should wear the decent cloths.

Please Note:

1. The students are advised to desist from wearing shabby clothes, not to wear Kurta Pajama, Caps, Shorts and goggles in the premises.
2. Use of mobile phones in the Academic Area i.e. Corridors, Labs and Class rooms is strictly prohibited. Any student who uses his/her mobile phone in the prohibited area will be heavily fined. The repetition of the offence may lead to fine and for forfeiture of the mobile phone.
3. Slippers and Bermudas are not allowed while going to mess, cafeteria, Academic Blocks, Hostels or other academic or extra-curricular activity with the infrastructure of the University.

ISSUANCE OF IDENTITY CARD & ACCESS CONTROL

The aim of issuing identity documents is to ensure no unauthorized persons are allowed to enter or indulge in any unauthorized activity within the Campus. They also:

- a. Identify bonafide persons, their appointments and personal details in order to enable the guards and sentries to establish their bonafides
- b. Allow access into the campus
- c. Initiate appropriate action in case of an emergency

1. TYPES OF IDENTITY CARDS

The types of identity documents commonly used are as follows:

1.9 Identity Card

A document of identity is a certificate that the holder is the person who he purports to be and establishes his identity. It cannot be accepted as a pass or a permit, although it enables the holder to obtain a pass or a permit, provided he can justify his bonafides (e.g students' identity cards, Election card. Passport etc).

1.10 Pass

A pass is a document which entitles the holder, after identification to enter a premise. It should not serve as an identity document unless it bears the photograph and description of the holder and then only when no identity card is in existence (e.g. Hostel out pass, casual visitors pass, gate pass, Visa etc).

1.11 Permit

A permit is a document which specifically permits its holder to indulge in a normally prohibited activity (e.g. Diplomatic Visa, permit issued to take photographs of sensitive locations etc). No permits, however, are being issued at the Campus.

2. RIMT IDENTITY CARD

Identity card is issued to all HOI's/ HOD's/Faculties, Staff & Students of RIMT University.

3. PARTICULARS

The following personal particulars will be printed on an identity card:

(1) On Observe

- a. Name, course & session (e.g.2005-2009)/designation/department etc of the holder.

- b. Photograph- full face (Without head gear. Sikh students, however, can wear the turban)
- c. Signature of holder
- d. RIMT hologram (placed between signature block)
- e. Signature and rank of issuing authority (Director Security)

(2) On Reverse

- a. Enrolment Number
- b. Date of Birth
- c. Blood Group
- d. Contact in case of Emergency
- e. Family (Mobile/Landline Telephone Nos.)
- f. RIMT University, Campus Address
- g. Identity Card No.
- h. Valid Upto

4. PHOTOGRAPHS

The HOI's/HOD's/faculty/ staff/students concerned will submit a total of two coloured, passport sized photographs in the University administrative office .

5. ISSUANCE OF IDENTITY CARDS

(1) Temporary Identity Card

1.11.1.1 Students

All enrolled students will initially be issued with a temporary identity card by office superintendent. These will be duly filled up, photo pasted, submitted and card issued as a single window activity during verification of documents at the time of Orientation Ceremony. These will be replaced by permanent identity cards in due course.

1.11.1.2 HOI's/HOD's/Faculties/Staff

All HOI's/HOD's/Faculties/Staff will initially obtain Temporary Identity Card from office superintendent on the day of joining. They will also fill up the form for Permanent Identity card and submit two copies of photographs for the same.

(2) Permanent Identity Card

a. Students

Permanent identity card will be issued after verifying the original documents required for admission in new batch and after depositing the odd semester academic fee.

b. HOI's/HOD's/Faculties/Staff

Permanent identity card will be issued after 10 days of joining the service.

Permanent identity card will be issued by the office superintendent.

6. SECURITY OF IDENTITY CARD

- (1) The identity card will be displayed by the holder at all times when inside the campus, by hanging it around the neck & securing it to the left shirt pocket by means of a clamp.
- (2) Security of the Identity card is the responsibility of the holder.
- (3) Girl students/Faculties/Staff will also appropriately display the card at all times when inside the Campus.
- (4) Any defacement, removal of hologram, unauthorized additions and / or deletions will render the identity card null and void.

7. REPLACEMENT

- (1) For replacement of identity cards necessitated due to fair wear & tear or change in basic data the applicant would be required to submit a fresh application to the Issuing Authority through the concerned HOI/HOD. The identity card will be issued to the individual by the HOI/HOD after collecting the same from the Issuing Authority. It would, however, be ensured that the old identity card is withdrawn and forwarded to the Issuing Authority who will also maintain the record of withdrawal and destruction. Prevalent cost would be charged which will have to be deposited with the Accounts and receipt obtained. A photocopy of the receipt would be attached to the Application form.
- (2) In case of loss/ cancellation of identity card a duplicate card will be issued only after a fine of Rs 500/- (Rupees Five hundred only) has been deposited with the Accounts Department and a receipt obtained. Photocopy of the receipt will be attached to the application form and submitted to Security Office through the concerned HOI/HOD who will also endorse his remarks for the loss before forwarding the documents to office superintendent.

8. CANCELLATION

Identity cards in respect of students found violating laid down RIMT code of conduct /misconduct of any kind or any other misbehaviour will be seized.

9. RECOVERY OF LOST IDENTITY CARD

- (1) Under no circumstances is anyone permitted to keep more than one identity card. Students found in possession of more than one identity card will be subjected to severe disciplinary action. All duplicate identity cards will be confiscated & destroyed.
- (2) In case, however, the lost identity card is found after a new identity card has been issued, the former will be destroyed as per above.

10. ISSUANCE OF TEMPORARY PASSES

(1) Visitor

Casual visitors to the campus are issued with temporary passes by the security staff at the entrance, permitting entry into the campus. These passes are RED in colour and are valid only for the day of issue. The visitor is required to deposit the passes with the security guard at the time of leaving the campus.

(2) Students

Bonafide RIMT students, not in possession of identity cards may be issued temporary passes for entering the campus. These passes are YELLOW in colour and are valid only for the day of issue.

11. WITHDRAWAL OF INDENTITY CARDS: PROCEDURE

Identity cards will be withdrawal/returned to the Issuing Authority during the under mentioned situations:

- (1) Upon termination of the course, prior to collection of security deposit
- (2) Resignation by HOI's/Faculties/Staff
- (3) Suspension/Rustication of the student
- (4) When a new identity card is to be issued due to changes in the basic Data, Defacement of the old Identity Card etc.
- (5) Temporary identity card will be withdrawn prior to issue of permanent identity card.
- (6) The security deposit will not be returned till the identity card is returned to the Issuing Authority. A certificate to the effect that the identity card has been returned to the Security Office will be incorporated by Administration in the 'No Dues' certificate and the same will be endorsed by the Security Staff, to assist Accounts department in final settlement of dues.

ACCESSING SPECIFIC ROOMS/OFFICES/LABORATORIES ON HOLIDAYS

There may be situations where the members of Faculty or any other members of the University are required to work on a holiday. In such situation the workplace will be required to be opened. In the absence of a formal procedure for moving such an application, seeking approval and implementation of approval, certain ad-hoc practices are being followed.

PROCEDURE

- (1) The request for opening of any room/office in the Campus shall be initiated by the HoI/ HoD concerned and is necessitated due to security and proprietary reasons. The request shall be made in writing and addressed to Security incharge.
- (2) The responsibility to open/close the Faculty Rooms/Laboratories/Offices etc. would continue to be that of the concerned Peon/Staff who are required to Draw/Deposit the keys from Security Office/Gate. An account of the same will be maintained by the Security Office/Gate.
- (3) Any such request shall be forwarded to the competent authority preferably 2 working days or at least 1 working day in advance.
- (4) All HoI/HoD's are also requested to deposit extra/duplicate keys etc. of respective Offices, Labs, Rooms etc. with the Security Office.
- (5) The Rooms, Laboratories, Offices (including OSD/HR/Admin/Accounts etc.) will not be opened solely upon instructions/requests from Faculties, Staff etc. and the above mentioned process shall be followed.

TECHNICAL SOCIETIES

For the all round development of the students, the University will provides a host of various students activities. These activities range from sports, personal-hobbies to technical interests. The students should encouraged to become the member of these bodies to help broaden their skills and horizons. These student bodies not only help the students explore their hidden talent but also help in areas such as personality development and inculcating in the students the spirit of organization by providing them with a platform for hosting their talents.

The focus of these technical societies primarily is to help the students gain practical as well as theoretical technical knowledge. Students are provided with an opportunity to implement what they learn in their respective class rooms. The different technical societies are-

1. American Society of Civil Engineers (ASCE)
2. Indian Society for Technical Education (ISTE)
3. Institute of Electronics and Electrical Engineers (IEEE)
4. The Institution of Electronics and Telecommunication Engineers (IETE)
5. Society of Automotive Engineers (SAE)
6. Robotics Society
7. Computer Society of India(CSI) etc

All technical societies are headed by their respective Technical Secretaries and deputy Technical Secretaries, who lead the students in organizing and participating in various activities. The Chief Technical Secretary and the Deputy Chief Technical Secretary oversee the working of all club efforts, as well as host and help in organizing the multi club events.

NSS (NATIONAL SERVICE SCHEME)

The **National Service Scheme** (NSS) is a Government of India public service program conducted by the Department of Youth Affairs and Sports, Government of India.

In RIMT, the programme aims to inculcate social welfare in students, and to provide service to society without bias. NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity. In doing so, volunteers learn from people in villages how to lead a good life despite a scarcity of resources. NSS unit of RIMT will adopt villages and colonies near the Institute.

The broad objectives of NSS are to:

- understand the community in which they work;
- understand themselves in relation to their community;
- identify the needs and problems of the community and involve them in problem solving process;
- develop among themselves a sense of social and civic responsibility;
- utilize their knowledge in finding practical solution to individual and community problems;
- develop competence required for group living and sharing of responsibilities;
- gain skills in mobilizing community participation;
- acquire leadership qualities and democratic attitude;
- develop capacity to meet emergencies and natural disasters
- practice national integration and social harmony.

Though an elite technical college, it has never lagged behind in fulfilling its social obligations. NSS volunteers conduct social awareness drives to spread awareness about pulse polio, AIDS, female feticides and drug de-addiction, environment, traffic rules, blood donation etc. Individual financing will be done for various purposes i.e. solar panel, rehri, rickshaw, green grocery, sewing machine, interlocking machine etc.

One Day Camp

Today, students lack the urge to serve the society and lack the passion to work for the upliftment of the not so affluent sections of society. So we at NSS-RIMT will hold one day camps for the volunteers at regular intervals that act as a catalyst by bridging the gap between their technical duties and their moral obligations towards the society.

Seven Day Camp

Students should devote time to voluntary manual work so NSS organizes 7 days camp once a year. The programme aims to inculcate social welfare in students, and to provide service to society without bias. Lectures will be held for inspiring students, debates will be held for improving skills and increasing knowledge, yoga and physical exercise are taught to improve their mental and physical state.

NSS volunteers will survey nearby villages to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity.

Volunteers will learn from people in villages how to lead a good life despite a scarcity of resources. The camps are chiefly meant to inculcate in students the sense of dignity of labour. It will arouse among the youth an awareness of the realities of life, a better understanding and appreciation of the problems of the people.

NCC (National Cadet Corps)

Introduction

National Cadet Corps in India was conceptualized and raised before independence, mainly with an aim to groom the youth, boys and girls both, nurture them and channelize their energy towards nation building by making them responsible citizens. The NCC is a voluntary organization which is administered through the Ministry of Defence. The Defence Secretary is overall in charge, who is responsible to the Govt of India for efficient functioning of the NCC and other matters. After independence, the present day NCC came into existence on 16 Apr 1948, through XXXI Act of Parliament. NCC was formally inaugurated on 15 Jul 1948. The Girls Division of the NCC was raised in Jul 1949. On 01 Apr 1950, Air Wing was raised, with one Air Squadron each at Bombay and Kolkata. The Naval Wing of the NCC was raised in Jul 1952, thus completing the true representation of all services in the Corps.

National Cadet Corps is a Tri-Services Organization, comprising the Army, Navy and Air Force. NCC in India is a voluntary organization which recruits cadets from high Schools, Colleges and Universities all over India. The Cadets are given basic military training in small arms and parades. The officers and cadets have no liability for active military service once they complete their course but are given preference over normal candidates during selections based on the achievements in the corps. The NCC Day is observed on the fourth Sunday of November.

Aim

- To Create a Human Resource of Organized, Trained and Motivated Youth, to Provide Leadership in all Walks of life and be Always Available for the Service of the Nation.
- To Develop Character, Comradeship, Discipline, Leadership, Secular Outlook, Spirit of Adventure, and Ideals of Selfless Service amongst the Youth of the Country.
- To Provide a Suitable Environment to Motivate the Youth to Take Up a Career in the Armed Forces.

Training activities of NCC can be broadly classified as under:

- **Institutional Training**
- **Camp Training**
- **Attachment Training**

LIBRARY

ROLE OF LIBRARY

Library plays a very critical role in supporting the academic programmes of the institute. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments. That is why, Dr. S.R. Ranganathan, father of Library Science development in India has said that the Library is the trinity of Learning Resources, Faculty/Students and the Library Staff.

Entitlements for Faculty/Students/Admin

Clearly define the number of items that and user is eligible to borrow:

Category of User	General Shelf Books		Reserve Shelf Books	
	No. of Books	Issue Period	No. of Books	Issue Period
Faculty	10 Books	30 Days	2	2 Days
Visiting Faculty	2	15 Days		
Administrative Staff	3	15 Days		
M.Phil/Ph.D. Scholars	8	15 Days	1	2 Days
Students	5	15 Days	1	2 Days
Short Term Courses	3	15 Days	1	2 Days
Research/ Project Assistant	2	15 Days		

Books that can be Borrowed

1. Books from the general shelf can be borrowed.
2. Reserve Shelf Books can be for reference.
3. CD ROMS, DVDs and audio video cassettes can be borrowed for a period of two weeks.

Books that cannot be Borrowed

1. Journals Bound Volumes, Loose issues of journals and the latest available issue of the magazines are to be referred within library premises and are not available for issuing out.
2. Dissertations/Project Works submitted by University Students are not issuable.

Renewals/Reservations and Over Due/Fines

1. Books can be renewed for another term of 15 days if there is no demand on them. The renewal must be made on or before the due date
2. There will be an overdue charge Rs.2/- per day per book upto one week after that it is Rs.5/- per day.

Loss or Mutilation of documents by Students

1. Library materials are to be handled with care.
2. If a book is lost or mutilated beyond usable condition, then the book has to be replaced with the same or latest edition of that book.
3. If the book is out of print, then three times the cost of the book has to be paid to the library.
4. If the book is reported (in writing) as lost/ misplaced, the overdue charges are not levied in such case from the date of report until the same is replaced(it must be resolved within two months)

Day Membership/Visitors Access

All students/researchers from outside University who wants to utilize the library are allowed to utilize the library services if they produce valid identity cards and register as day members by paying library fee of Rs.15/- per day.

Theft/Misuse of Library Resources

1. The theft or abuse of Library resources like books, journal issues, reports, and dissertations will be viewed very seriously.
2. Each case will be examined to ascertain its genuineness and the matter will be reported to the LAC/Director for further action.

Loss of Cards and Tickets

- (1) The loss of Library Card shall be reported immediately to the Librarian.

A member shall be responsible for any loss which the Library may suffer through the loss or misuse of his/her Card.

- (2) When a Card is lost, new card will be issued at the cost of Rs.100/- .
- (3) Visitors who are not members of the library will be allowed to use the library on the recommendation of the appropriate authority after verifying the antecedents of the visitor. Rs. 20/- per day or Rs. 100/- per week as Consultation Fee will be charged from each user.

Clearance Certificate

The Library Pass Book, Membership Card and Reader's tickets are the property of the Library and are to be returned to the Library; dues, if any, paid and clearance certificate obtained for them from the Library before appearing in examination or terminating connection with the University/Institution.

Change of Address

Members should keep the Librarian informed of any change of address, change class .

Library Timings

The Library shall remain open on all days of the week except on such days as the Vice-Chancellor may declare to be holidays.

Issue/Return Timings

Monday-Friday	: 10.00am to 3.30pm
Saturday	: 10.00am to 2.00pm

General Rules and Regulations:

1. Students/Staff shall observe silence in the Library.
2. All the students/scholars and outsiders entering the Library shall deposit their bags and other belongings at the entrance and sign in the Register at the checkpoint. Only notebooks and the Library books to be returned will be allowed inside. Do not to leave any valuables at the Check Point. Library is not responsible for any loss of personal belongings. All files, books and notebooks must be presented to the security guard at the

checkpoint for inspection while leaving the Library. Library does not permit any exception in the observance of this rule.

3. Identity Card is compulsory for getting access to the library.
4. Books removed from the shelves by students, if not required for reference, should be kept on the book trolley or on table nearest to them. Please do not try to shelve them yourself. Please remember that a book misplaced is a book lost.
5. The newspaper(s) should be folded properly after reading and kept back in the designated place.
6. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource. Books Borrowed should be protected from RAIN, DUST, INSECT, etc.
7. All the students/scholars are required to bring three copies of their recent photographs (Passport Size) along with the Fee Receipt while applying for Library membership.
8. All the students are advised to bring their own Reading Cards while using the Library.
9. Books are issued to students for overnight during the examination time only.
10. Compendiums should be issued on reserve shelf card only.
11. Those students who do not return the books, issued for overnight use, in time, will not be issued any book for a period of 7 days.
12. All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.
13. The "PASS OUT" slip should be handed over to the security guard at the checkpoint before taking out the issued book/s.
14. For the loss of Readers Ticket, a fine of Rs.10/- each will be charged.
15. Students are advised not to issue Books to others on their names.
16. A fine of Rs.75/- will be charged for the loss of compendium, files and such other reading materials. For book three times of the original price charged.
17. Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain dignified silence. If discussion is necessary, the common room should be utilized for the same.
18. Smoking is not permitted in the Library.
19. All users are requested to keep their mobiles switched off or in silent mode in the Library.

20. Beverages and Eatables are not allowed inside the library.
21. No visitor or guest is permitted to use the Library without the prior permission of the Director/Library Staff. He/She is required to produce a proper introduction letter from the concerned Institution/Organization to which he/she is attached. A fee of Rs.15/- per day is charged for a visitor who wishes to use the Library facility.
22. No photograph of the Library shall be taken without the prior permission of the Director.
23. Library reserves the right to call back any issued book/item at any time.
24. All research scholars are advised not to keep Library books/journals (loose & bound) inside their cupboard without getting them issued.
25. All students are advised to come to the Library in decent dress as they are in the classrooms.
26. Demand and suggestion slips are available at the circulation desk for your use.
27. The books which are recalled by the Library will be returned within a period of 10 days from the date the recall letter is issued. In case of default, overdue charge of Re 5/-per day per book will be charged for first five days and Rs. 10/- per day per book for the succeeding period.
28. The Vice-Chancellor may remit or reduce overdue charges above Rs. 250/- under very special circumstances such as illness, accident, death etc.

Educational Tours & Industrial Visits

1.AIM

Students' of various Programmes may be required to go on Educational Tour/Industry visits/Seminars/Conference as part of their study and/or for seeking placement. However, sometimes, some mishaps may occur in the course of such tour causing hurt/injury or loss of limb, life or property.

It is, therefore necessary that proper Consent and Indemnity Bond from students & their parents are obtained before sending students on such tour.

The procedure for obtaining approval for such tour is given at Annexure-I. The consent form & the Indemnity Bond format are given at Annexures-II & III respectively.

- Only one tour is allowed for a class in an academic year.
- Students should be accompanied by at least two faculty members of the respective school/institute out of which one should be a lady faculty if girls are participating in tour.
- Approval letters from all the industries to be visited should be obtained first.
- Students should also get their parents approval for the tour if the span of tour is more than one day.
- Student representatives should give a complete list of the students participating in the tour with the itinerary of their tour with time-in, time-out, contact phone numbers [lodge / hostel], transport company address with phone number if travelling by bus; train no, name, date etc., if travelling by train should be positively submitted to the head of the Institution/Department/Faculty/School .
- The students should ensure before-hand that the condition of the tour bus is good and the driver is experienced. The tour plan should allow enough time for the bus driver to sleep. Late night journeys by road should be avoided.
- Students should ensure that they do not bring any bad reputation to the University. during the tour. Any indiscipline during the tour will result in punishment including suspension / expulsion.
- Students should ensure their safety during the visit.

2.PROCEDURE FOR STUDENTS' EDUCATIONAL TOUR/VISITS

- a. The procedure as given below is required to be followed for sending students on Educational/Industrial Tours/Visits.
- b. Head of the Institution/Department/Faculty/School concerned will forward the proposal to Registrar office at least ten days in advance giving the following details:
 - a. Place to be visited.
 - b. Duration of Tour/Visit with exact dates.
 - c. Purpose of Tour/Visit.
 - d. No of Students going on tour with number of boys & girls (list to be attached)
- c. Name(s) of Faculty Member(s) who will accompany the students on the proposed Tour.
- d. Detailed tour itinerary (all activities from the beginning till the end of Tour / Visit) e.g. dates of journey, mode of travel, places of visit, day to day activities to be undertaken, board & lodging arrangement etc.
- e. Tour Budget – whether contributory or through grants or from RIMT funds.
- f. Once Approval for the tour is accorded, the following steps will be taken by the Institution/Department/Faculty/School:
 - a. Obtain parents consent on the form Annexure-II.
 - b. Obtain Indemnity Bond at Annexure-III to be signed by students and by the accompanying faculty and by respective parents/guardians.
- g. Proper communication and reporting system during the tour with the Institution/Department/Faculty/School will also please be ensured.
- h. A detailed report of tour will be forwarded to Registrar within seven days of the completion of the tour.
- i. Provision for emergency (medical kit)
- j. Prior permission of Vice Chancellor must be obtained before sending the students on Tour/Visits.

INDEMNITY BOND BY PARENTS

I, _____ S/o _____
R/o _____ father of Mr./Ms. _____
R/o _____ aged about _____ who has taken admission/is
studying in RIMT Institute of _____/RIMT University, in
....., Year..... Course, bearing
Registration / Enrolment No....., have understood that during the said
course the RIMT University shall be arranging some activities (within & outside India), with a view to
give practical overview/exposure to the students about their respective fields. Further, the RIMT
University also arranges Military Training Camps/ Industrial Visits / Educational Tours / Field work /
Placement Visits / Attending Seminars, Conferences, Workshops, Quiz Competitions, Annual Functions
/ Participation in Cultural / Technical Competitions of other Institutions / Universities, attending training
programmes, presentation of research paper and participation in any other co-curricular & extra
curricular activities out of the Campus to different places,(within India and abroad) for the students. I
have gone through the guidelines/rules and regulations prescribed by the RIMT University to be
followed by their students & teachers / faculty / management members during the said tours, which I
have found very appropriate, and the same has also been read and understood by my son/daughter who
has also executed an undertaking to abide the same.

I hereby promise to indemnify and keep indemnified and harmless the RIMT University, its parent body,
their employees/officials, from every type of loss(s) or damage(s) which may arise out from the action
or inaction of my son/daughter, during the said activities for the entire tenure in the RIMT University
and also from any claim arising from those action or inaction of my son/daughter.

Signature of the Indemnifier : Date :

1. Signature of Witness

Name :
Address :

2. Signature of Witness

Name :
Address :

UNDERTAKING BY STUDENT

I, _____ S/o _____
 R/o _____ father of Mr./Ms. _____
 R/o _____ aged about _____ who has taken admission/is
 studying in RIMT Institute of _____/RIMT University, in
 _____, Year _____ Course, bearing
 Registration / Enrolment No. _____, have understood that during the said
 course the RIMT University shall be arranging Military Training Camps/ Industrial Visits / Educational
 Tours /Field work / Placement Visits / Attending Seminars, Conferences, Workshops, Quiz
 Competitions, Annual Functions/ Participation in Cultural / Technical Competitions of other Institutions
 / Universities, attending training programmes, presentation of research paper and participation in any
 other co-curricular & extra co-curricular activities, out of the Campus to different places,(within India
 and abroad), with a view to give practical overview / exposure to the students about their respective
 fields.

Further, the University also arranges various Inter University Sports Competitions to different places,
 for the students.

I hereby irrevocably undertake that:

- (1) I shall follow the rules and regulations as laid by RIMT University for the above said activities /
 tours, which have been clearly read and understood by me.
- (2) I shall not break any of those rules & regulations and also the laws of the Country.
- (3) I shall not indulge in any activities other than my duties & obligations.
- (4) I shall not indulge in any unlawful activities.
- (5) I shall not do anything which may cause any injury or damage to me or to any other person. In
 that case I shall make good the losses caused by me.
- (6) I shall keep my visa papers and other traveling documents with full security.
- (7) I shall observe strict discipline and follow the instructions of the Teachers/ Professors/Attendants
 and other authorities during my stay.
- (8) I shall not do anything while undergoing studies during the tour & otherwise also, which may
 bring disrepute to RIMT University.
- (9) I have taken the necessary Insurance Policy, and RIMT University will not be having any
 liability whatsoever, to bear, in case any mishap / mishappening occurs to me or caused by me to
 someone else.
- (10) I have taken the necessary permission/concurrence for my going on above said activities / tours
 programmes, from my father and they have set their hands on this document, ratifying the same.

My undertaking will be valid for my entire tenure in RIMT University.

Signature of Student :

Counter Signature of Father :

1. Signature of Witness

Name :
 Address :

2. Signature of Witness

Name :
 Address :

CONVOCATION

1. GENERAL RULE

1. A Convocation for the award of degree and diplomas and other distinction of the University shall normally be held annually in the main campus of the University or at such other places as approved by Board of Management on such date as the Chancellor may fix.
2. The Visitor (Governor of Punjab) shall preside over the convocation of the University for conferring degrees and diplomas.
3. In the absence of the visitor, the Chancellor shall preside over the convocation of the University.
4. In the case of absence of the Visitor and the Chancellor, the Vice- Chancellor shall preside over the convocation of the University.
5. Further provided that in extreme emergency, the degree, diplomas certificates shall be awarded to the successful candidates before the Convocation with the approval of Vice Chancellor and the matter may be reported to Academic Council.
6. Academic Council shall determine from time to time, as to the degrees and diplomas which may be conferred on graduates in person and the degrees and diplomas to be conferred in absentia at the convocation.
7. The Degree and Diploma Certificates may bear the scanned signature of the Registrar, the Vice Chancellor and the Chancellor.
8. Proposal of conferring an Honorary Degree or Academic Distinction to some distinguished Personality shall be made in writing, along with the Bio-data of the proposed recipient, by the Faculty to the Chairman of the Academic Council.
 - (a) On receipt of the proposal a special meeting of the Academic Council shall be called to consider the proposal.
 - (b) At such special meeting of the Academic Council, the Vice-Chancellor shall call upon the members to indicate their opinion about the proposal. If the proposal is passed by the Academic Council it shall be placed to the Governing Body for the approval.

- (c) Every proposal for conferment of an Honorary Degree or Academic Distinction shall be made separately and considered in respect of a proposed recipient.

2. ORDER OF PRECEDENCE FOR ACADEMIC PROCESSION

- (1) The following order of precedence shall be observed at the time of Convocation :
- a. The Visitor
 - b. the Chancellor
 - c. the Vice-Chancellor
 - d. Members of the Governing Body
 - e. Members of the Board of Management
 - f. Members of the Academic Council
 - g. Members of the Board of Examination
 - h. Members of the Planning Board
 - i. the Deans of Faculty
 - j. the Controller of Examination
 - k. the Chief Finance & Accounts Officer
 - l. the Dean of Students Welfare
 - m. the Directors or Heads of the Institutions
 - n. the Treasurer
 - o. the Registrar
- (2) In case of other distinguished dignitaries present, precedence shall be regulated in accordance with the warrant of precedence or such official rules as may govern the matter.
- (3) The Vice-Chancellor shall with the advice of Chancellor determine from time to time as to persons who will form the procession at the Convocation and their order of precedence.

3. ACADEMIC COSTUME

The Academic Costume shall be worn at the time of convocation by all members who are part of procession and the Recipients of the degrees. The specifications viz colour, material, weaving, dying etc. shall be determined each time.

The colours for Recipients of degrees for various level of programmes shall be different and determined each time.

4. INSTRUCTION FOR THE RECIPIENTS OF THE DEGREES/AWARDS

- (1) The Recipients must appear in the prescribed Academics dress.
- (2) After the issue of “Convocation” notice, the Recipients must inform their confirmation to be present 15 days before the date fixed for Convocation. No Recipients be admitted to the Convocation, who has not sent his confirmation to be present, to the Registrar within the prescribed time. In exceptional cases, the Registrar may permit Recipients who have not sent their names to him within the prescribed time to be admitted to the Convocation, provided their applications are received by Registrar not later than 48 hours before the time of Convocation and are accompanied by a fee of Rs. 500/- in each case. No Recipients whose application and requisite fee are received later than 48 hours before the time of Convocation will be allowed to take their degree/ diplomas at the Convocation.
- (3) Recipients who are unable to attend the Convocation will be admitted to the degrees in absentia in accordance with the rules prescribed from time to time.
- (4) The Recipients who fail to attend the Convocation or wish to have their degrees in absentia shall pay a fee of Rs. 500/- to the University, before they are admitted to the degree. Their degree certificates will be mailed by Registered post.

5. CONDUCT OF THE CONVOCATION/PRESENTATION OF THE RECIPIENTS

- (1) The visitor, the Chancellor, the Vice Chancellor, and other members of procession shall take their seats at the designed places reserved for them.
- (2) On the procession entering the hall, the recipients and the audience shall stand and remain standing until the members of the procession have taken their seats.
- (3) The Vice-Chancellor, with the consent of the visitor, if he is present, shall declare the convocation open. In the absence of visitor , the Chancellor shall declare the Convocation open.
- (4) The proceedings of the Convocation shall begin with recital of “Saraswati Vandana” (or Vande Matram)
- (5) The Vice-Chancellor will present the annual report of the University.
- (6) In case degree of Honoris causa is to be awarded, the Vice-Chancellor shall welcome the distinguished person and shall read out citation and request the Visitor/Chancellor to confer the Honorary Degree in the following words:

“By virtue of the authority vested in me as the Vice-Chancellor of the University, I request the visitor/Chancellor that he may be pleased to graciously confer upon _____ (Name of the distinguished person) the degree of Honoris Causa for his/her outstanding service.”

- (7) The Chancellor shall confer the honorary degree with the following invocation.

“I confer on _____ (Name of the distinguished person) the degree of Honoris Causa.”
- (8) Provided, that if the Vice-Chancellor is presiding over the Convocation, the Dean Academics or in his absence the senior most Director/Heads of Institution as the case may be, shall read the citation and perform such functions which the Vice-Chancellor would have to perform.
- (9) In case of other degrees the Recipients who are to be awarded degrees at the Convocation shall be presented by the Directors/ Heads of Institution.
- (10) The Directors/Heads of the Institutions concerned will direct the recipients of the Degree of concerned programme to rise on their seats, and shall present them to the Chancellor/Vice Chancellor for Investiture.
- (11) The concerned students will acknowledge by a bow and sit down.
- (12) The Chancellor/Vice Chancellor will request the Chief Guest to present the medals and awards to the students. The Dean of Students Welfare will announce the medals and other distinctions shall then be presented by the Chief Guest of the Convocation.
- (13) This will be followed by:
 - a. Chancellor’s Address
 - b. Address by the Guest(s) of Honour
 - c. Convocation Address by Chief Guest
- (14) The Vice-Chancellor will thank the Chief Guest & other dignitaries present.
- (15) The Vice-Chancellor will thank the consent of Chancellor, if present, will declare the Convocation as closed. In the absence of Chancellor, The Vice-Chancellor shall declare the Convocation as closed.
- (16) National Anthem.
- (17) The Academic Procession shall then leave the Convocation hall in the same order as in entered.

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