

NICMAR - CODE OF CONDUCT

INTRODUCTION

Considering the growing student strength at NICMAR and its other centers the Academic Council met at Pune in April 2005, to decide upon a comprehensive Code of Conduct deemed necessary for the smooth working of the institute. It would provide insurance against potential problems arising out of the vast number of students within the campus premises and also help facilitate relations between

- Students and Administration
- Students and Faculty
- Amongst Students
- Students and Community

The Chairman of the Academic Council then constituted a Committee to draft Code of Conduct for the students. The Committee has researched and benchmarked from several sources such as the existing NICMAR guidelines, other Indian and international educational institutions. The draft was tabled in the Academic Council and finalized after incorporating suggestions. Dean PGP invites comments/ suggestions every year from the concerned Dean/Dy. Dean/Heads and others to amend the Code of Conduct.

OBJECTIVE

To provide general and specific behavioural expectations to be practiced within the NICMAR premises and amongst the community in general.

SCOPE OF CODE

The code of conduct specifies the minimum level of acceptable behaviour and compliance standards. Students found falling short of the above are liable to the consequences and punitive action arising out of their failure to comply. The code covers all students of all disciplines and schools, centers, programmes/ courses of NICMAR and covers both genders equally.

ACADEMIC

- i. 100% attendance in all academic and co-curricular activities is essential.
- ii. 10% absence is allowed to meet exigencies beyond the control of one-self. If the unauthorized attendance is above 10%, the student will not be allowed to take term-end exams.
- iii. Good all-round conduct and behaviour worthy of a student of NICMAR Institute, particularly, during work visits, project work on site, placement representations, study tours and inter-institutional interaction etc.
- iv. All the students will be in possession of the Institute I-card and the same will be hung around their neck when they move within the campus.
- v. Use of cell-phones in classrooms and computer labs during lectures is strictly prohibited. The student is liable to face disciplinary action if caught reading, sending messages/receiving calls etc.
- vi. Student should report on the first day of the opening of the trimester, failing which he/she will be fined Rs. 200 per day till day of joining.
- vii. Academic Dishonesty

The institute considers as very serious any incident of academic cheating or plagiarism. Examples include:

- Copying another student's class work or homework
- Asking another student questions during a test or copying another student's test answers
- Allowing a student to copy one's own homework or giving another student test answers
- Turning in any material claimed as own but coming from another source (for example, copying material from a magazine/internet article without putting quotations around the words or documenting the source).

These actions are dishonest, unacceptable, and violations of the honor code. Academic dishonesty is one of the most serious violations of school expectations and may result in dismissal.

Any cases of non-compliance to the ACADEMIC CODE and any issues arising thereof shall be referred to the Dean/Head of concerned Schools.

EXAMINATIONS / ASSESSMENT

- i. Student will be awarded zero marks in internal assessment, if he/she remains absent from class test, non submission of assignment, late submission of assignment (without prior approval of concerned faculty), fails in class test, and/or assignment submitted is not satisfactory.
- ii. Student will be awarded zero marks in Term End Examination, if he/she remains absent from Term-end exam or any of the courses.
- iii. Students can register for the next academic Term if he/she fails in not more than 2 courses of previous term for which exams are held.

Action: He/She can re-appear for the failed courses along with next Term-end exam.

In case of more than two chances/failure, the candidate must appear for the re-examinations only when the course is taught again in the following year.

In order to qualify in the course the student will necessarily need to submit /to do additional reading/writing and assignments as required by the concerned faculty.

Any issues pertaining to above shall be addressed by the Controller of Examinations.

HOSTEL RULES

General

- i. Hostel admissions are on merit basis as per the rules and students have to pay fees as per revised rules.
- ii. Hostel admission is applicable for one academic year only and solely dependent on the student's performance.
- iii. Water taps of W.C. and baths should be turned off after use. A penalty of Rs.200/- will be imposed on the defaulters. Water and electricity should be used economically. Use of electrical appliances e.g. Heater, rod, stove, kettle, iron, hot plate etc. is strictly prohibited. Defaulters will be levied heavy fine if found using such appliances and will be liable for dismissal from the hostel.
- iv. All lights and fans will be switched off before leaving the room, failing which he/she will be fined Rs. 200 per incident.
- v. Students should always carry the Institute Identity Card and must produce it on demand.
- vi. At the end of every term, every student will have to obtain a **"No Dues"** certificate from the Accounts Department to continue the hostel stay in the next term.

- vii. There will be a hostel committee of four students who will report to the hostel-in-charge and be responsible for day-to-day working of the hostel, Mess and housekeeping.
- viii. It is expected that all students treat the hostel as a home away from their own and keep it clean and maintain in good shape all the time.
- ix. Locks are provided for every room of hostels/flats. One key per occupant will be issued to every student i.e. two keys per room (in case of double occupancy). The third key will be with the hostels-in-charge. Penalty for a lost key will be charged Rs. 300/- per key. In case of hostel III and Silver Jubilee hostel, one key is with the student and two with Hostel-in-charge.
- x. If a need arises, the hostel-in-charge or any other authorized staff may access any room in the hostel at any time, without prior intimation to the occupants of the room.
- xi. Use of bathrooms and W.C. should be made with mutual understanding; following a time schedule & no complaints in this regard will be entertained.
- xii. The furniture arrangement will not be changed and not to be shifted to any other places.
- xiii. Students are expected not to keep any valuable items/belongings in the Hostel. Management will not be responsible for the loss of any personal belongings such as laptop, mobile etc.
- xiv. Use of Litter / Dustbins is compulsory.
- xv. House keeping staff will clean the common areas and toilets of the hostel once everyday.
- xvi. In case of failure / damage of any system or appliance in Hostel/Gym or any other area, the matter should be immediately reported to the hostel-in-charge during working hours and to warden assistant/security supervisor on duty during off hours. No student should try to repair / restore it on his own.
- xvii. In case of damages/failure of any system or appliance or property (including WiFi Access points) due to misuse, rough handling and negligence etc., the restoring / repair expenses with penalty will be recovered from the concerned occupants. In case of common things like T.V., Telephone, Cooler, Pots, etc., charges will be recovered from all the occupants of the hostel.
- xviii. No visitors are allowed after 7.00 pm For the daytime visitors, a prior permission from the Hostel-in-charge should be obtained. If a visitor comes without prior notice, he should be introduced to the Hostel-in-charge before going to the hostel.
- xix. Students can avail of the guest accommodation facility for parents/relatives (executive hostel) with the prior permission from the Sr. Manager, Admin (depending upon availability). Prescribed room charges per head shall have to be paid.
- xx. As harmful creatures/reptiles have been spotted in the campus, it is expected that students take due care in terms of protective gear (proper footwear etc). Institute does not take any responsibility, in case of any incident occurring due to negligence on the part the student.
- xxi. In case of any kind of trouble at night (such as fire, robbers, inebriated troublemakers etc.) all the students should make united efforts along with the security guards to solve the problem in an amicable way. Also the warden is to be immediately informed of any such activity on the campus. Female visitors are strictly prohibited after 7.00 p.m., inside boy's hostel. Male visitors are not allowed at any time inside girl's hostel.
- xxii. Pet animals are not allowed in the Hostel/Institute premises.

- xxiii. Students should take care to avoid dents, scratches, etc. on the steel/wooden furniture.
- xxiv. No alterations should be done in the electrification/wiring. This will be viewed as a very serious offence and may result in dire consequences for the students.
- xxv. Students are not allowed to enter in Executive Hostel area.
- xxvi. Students staying in arranged hostel out side campus by NICMAR will be given priority in allotment of hostel accommodation in NICMAR campus in the subsequent year.
- xxvii. Fire fighting devices are kept in all hostels/flat/academic area/mess areas in order to act against any fire hazards. These are not to be tampered by the students as they are lifesaving devices. Any damage to these equipment may be communicated to the warden/hostel in-charge.
- xxviii. Two lifts are provided in Silver Jubilee hostel. The capacity of each lift is 6 persons only at a time. In case of failure of lift due to overload/misuse by students, the repair cost with penalty will be recovered from concerned group of students or otherwise from all the students staying in this hostel on prorata basis. Failure of lift may be reported to the warden assistant/electrician on duty.
- xxix. The right to admit or cancel hostel admission and to frame new rules, if required, is reserved with the authority to maintain peaceful, secure, and a healthy atmosphere in the hostel premises.
- xxx. The student should strictly obey the instructions and rules given above. Violation of any of the above rules by the student, will be dealt with disciplinary action to the extent of even expelling him/her from the hostel, in this case the decision of the Rector/warden/Head/Dean/Director General shall be final and binding over the student and his parents/Guardian.

Discipline

xxxi. Hostel Timings:

- a. *Boys & Girls:* Upto 10.30 pm from Monday to Friday
Upto 11.00 pm on Saturday & Sunday

Note: Girl's hostel shall be locked after the above hostel timing, after taking the signatures of the students by the security Guard/ Warden. Girls staying in flats are not allowed to come out in night hours after attendance signature is taken by the security Guard/ warden.

- xxxii. Hostelites should take prior permission from the Rector/Warden for returning to the Hostel after hostel timing that also, under special and justified circumstances, The students will make the entry at security gate no 2 while going out and coming in. They should carry NICMAR I-card with them and show to the security on demand while entering the campus.
- xxxiii. Students who come late without taking prior permission from the hostel warden shall be permitted after they make the entry in the late arrival register, after they prove their identity. Necessary disciplinary action will be taken against the defaulters as per "*Annexure II*".
- xxxiv. Any student studying is not to be disturbed; also students studying late hours must not disturb others. Complaints to this effect will be viewed very seriously. Students are not allowed to play any music instruments/ radio etc. during working hours to avoid any disturbance to the on-going academic sessions.

- xxxv. Students may entertain themselves in a moderate, decent and reasonable way. There should not be loud shouting, whistling, dancing, etc. particularly at nights after hostel timing.
- xxxvi. The security guards or supervisor/warden or his assistant/Head/Mentor have been allowed to inspect the hostel at will. There should be no arguments with them on such visits.
- xxxvii. Consuming alcohol/smoking is strictly prohibited in the campus including hostel. If anybody is found indulging in such activity will be punished severely and even dismissed from the hostel/Institute.
- xxxviii. Any kind of event/party celebration is strictly prohibited in the hostel room. If anybody is found indulging in such activity will be punished severely and even dismissed from the hostel.
- xxxix. If anybody is found in infringement of security guard instructions, misbehaving in the hostel premises or Institute premises on road and indulging in spurious activities likely to damage the image of the institute shall be punished.
- xl. Open Air Theater (OAT) should not be used as a lawn/garden/park area during the Class hours and also they are not permitted to sit/gather in the OAT after the hostel timing (10:30 pm)
- xli. Girls' hostel area is strictly out of bound for boys.
- xl.ii. Gate no. 3 is not to be used by student. This gate is meant for construction work vehicles/personnel IN/OUT only. Students will not make argument with security posted at this gate.
- xl.iii. Students found jumping through windows in academic/hostel area will be dealt with seriously.
- xl.ii. Students are not allowed to accommodate any relative/friends at their allocated or any other room. If any unauthorized occupant is found in the students' room the students will be held responsible, and are liable for strict punishment including expulsion from the hostel.
- xl.ii. If any NICMAR student staying outside wants to stay back in campus hostel for combined study they need to take permission from the hostel warden and make necessary entry at security gate no. 2.

Leave

- xl.ii. Boys student proceeding on week-end leave can avail leave by entering their details in the leave register. Girls students have to submit leave application to warden for the week-end leave before making entry in the leave register.
- xl.ii. Students proceeding on any other leave where classes are involved leave form to be submitted to the warden after taking signatures from Dept. Head and Sr. Manager Admin. If the leave is more than 7 days, leave form alongwith mess refund form to be signed by Manager (P & S) and Mess contractor for the Mess-cut.
- xl.ii. The students who are required to remain absent from the hostel during night hours or going on leave must make necessary entry in the leave register kept at security gate no.2 after submitting leave application signed by the individual to the hostel warden. Entry will be made while rejoining also. No student will be permitted to move out on leave after 10:00 pm unless it is very emergency.
- xl.ii. Student proceeding on official work will inform the warden before they move out from the hostel/campus.

ANTI-RAGGING

The Maharashtra Legislative Council has passed a bill (L C Bill Number ix of 1999) to prohibit ragging in educational institutions in the State of Maharashtra on 7th April 1999. As per this bill-

- i. Ragging within or outside of any educational institution is strictly prohibited.
- ii. Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall on conviction, be punished, with imprisonment for a term, which may extend to Rs. 10,000/-
- iii. Any student convicted of an offence of ragging shall be dismissed from the institution and such student shall not be admitted to any other educational institution for a period of five years from the date of order of such dismissal.
- iv. If any student is found indulging in behaviour with colleagues, faculty, staff members or visitors on campus inconsistent with the norms of decent behaviour, and typically involved with the opposite gender will be strictly dealt with in accordance with the law on sexual harassment.
- v. Whenever any student or as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing, of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action. Where, on enquiry by the head of the educational institution, it is found that there is no substance, prima facie, in the complaint received; he/she shall intimate the fact, in writing, to the complainant. The decision of the head of Institute shall be final.

MESS FACILITY

- i. Mess is mandatory for all the students who stay in NICMAR and outside hostels arranged by NICMAR. If at all any student wants to discontinue the mess facility he/she will have to vacate the hostel after taking permission from Dean PGP and Sr. Manager Admin.
- ii. Mess facility is run by a contractor
- iii. Breakfast, lunch, evening tea with snacks and dinner are served in the Mess every day except Sunday evening snacks and dinner.
- iv. The mess charges are on per day basis. Mess & Hostel Fees are to be paid per Term by DD as per notification issued by management. Charges may be modified as per changes in essential commodity prices.
- v. Mess menu is decided by the Mess Manager in consultation with students' Mess Committee, keeping in mind common taste & seasonal availability of the vegetables. No complaints are entertained regarding the taste of the food; however suggestions are welcome to improve the service.
- vi. Breakfast & evening snacks are served in limited quantities but lunch & dinner are buffet style with unlimited servings, except sweet dish.
- vii. **The mess timings are :**
 - Break fast* : 7.30 a.m. to 8.45 a.m.
 - Lunch* : As per Academic Term Time-table.
 - Evening Tea* : 5.30 p.m. to 6.30 p.m.
 - Dinner* : 8.00 p.m. to 9.45 pm

- viii. These timings should be followed very strictly. Mess will be closed at 10:00 pm every day.
- ix. "Mess-cut" in terms of cash refund is allowed only for authorized absence from hostel for more than 7 days and more. Mess refund to be filled before proceeding on leave duly signed by Mess contractor and to be submitted to hostel office alongwith Xerox copy of sanctioned leave application. Any absence not informed and sanctioned by the authorities will be treated as present. To refund the amount to the student, they must open Bank A/c with Bank of Maharashtra, Balewadi branch, Pune.
- x. Students staying in the Hostel even after taking office leave, are not entitled for the "Mess-Cut".

Except Mess co-ordinator/Mess committee member no students will be allowed to enter in to the Mess kitchen area, if any unauthorized student is found in this area will be fined as per "Annexure I".

Any issues pertaining to above shall be addressed by the Mess-in-charge

LIBRARY RULES

The Library is situated on the first floor of the old Academic Building (F-05). The Library comprises of Books, Periodicals, Standards, Thesis, Reference Books, Bound Volumes of Periodicals, E-Resources etc.

1. Library Timings:

- Monday to Friday 9.00 am to 8 pm hrs
- Saturday, Sunday & Holiday's 11.00 am to 5.00 pm

2. Issue / Return Timings:

- Monday to Friday 9.30 am to 7.30 pm
- Saturday, Sunday & Holiday's 11.30 am to 4.30 pm

3. Number of Books Issued: 02 Books

- 02 Nos. of Library Cards are provided to each student against which 02 books are issued.
- The Library Cards are not transferable.
- The Books should be issued / returned from / to the Library by the Card Holder only. 7
- Books in demand will not be renewed. Other books may be renewed for a period of 3 days only. No excuse for return of books on Saturday, Sunday & Holidays.

4. Loan Period: 07 days

5. Late Fine : Rs 5.00 / Day / Book

6. Reference Materials:

They include Reference Books, Loose Issues of Periodicals, Thesis, Standards, CDROM's & DVD's etc. They will not be issued out of the Library. CDROM's & DVD's are available for Faculty only.

7. Library E - Resources:

Library subscribes to 08 Nos. of E-Resources of which the details are as follows:

- **ASCE Journals Online; URL : <http://www.ascelibrary.org>**

Online full-text journals in Civil Engineering, Construction & allied areas with Back files. Unlimited user access in Pune Campus.

- **PROQUEST ABI Inform Complete:** URL : <http://search.proquest.com/>
3500 Online full-text journals in Management, Construction, Real Estate, Project Management etc. Unlimited user access in Pune Campus.
- **SCIENCEDIRECT – Business, Management & Accounting;**
URL: <http://www.sciencedirect.com>
71 Online full-text journals in Management, Project Management, Real Estate etc. Unlimited user access in Pune Campus.
- **Sage Journals:**
URL : <http://online.sagepub.com>
Four Online full-text Journals in Management. They include *Global Business Review; Journal of Human values; Asian Journal of Management Cases & Journal of Entrepreneurship*. Unlimited user access in Pune Campus.
- **CMIE – PROWESS: Access available in the Computer Centre**
Database of more than 20,000 large & medium Indian firms
- **CMIE – ECONOMIC INTELLIGENCE SERVICE (EIS): Access available in the Computer Centre**
Analytical Macroeconomic view of the Indian Economy
- **CMIE – CAPEX: Access available in the Computer Centre**
Database of new & ongoing investment projects in India
- **CMIE – INDUSTRY ANALYSIS SERVICE (IAS): Access available in the Computer Centre**
Analysis & Forecasts of more than 100 Industry Groups

8. **Photocopying:** Rs 1.00 / Page

9. **Loss of Book / Library Card:**

Students should approach the Librarian regarding any loss of book, library card or any other matter with respect to the Library. The loss of book should be informed immediately.

- In case of loss of book, the student either needs to replace the book or has to pay the current cost of the book along with an appropriate fine & late fine.
- In case of loss of library card, the student needs pay a fine of Rs 50.00 / Card for a Duplicate Library Card.

10. **Other Rules:**

- Students should be dressed properly while coming to the Library. Shorts / Half pants will not be tolerated and will result in serious action.
- Eatables are not allowed.
- Students should maintain discipline in the Library.
- Mobile phones should be "SWITCHED OFF" in the Library. Any student found using a mobile phone will be charged a fine of Rs 50.00.
- Students are not allowed to sit in the Library when the Classes are on.
- Students should cooperate with the Library Staff.
- Students should carry their Identity Cards while visiting the Library. Reference Books will be issued for reading against Identity Cards in the Library only.
- Misuse of E - Resources / Misbehavior in the Library will be referred to the Disciplinary Committee for appropriate action.

Any issues pertaining to above shall be addressed by the librarian.

DRESS CODE

- i. On formal institute occasions:
 - *For boys* : Dark colour trousers, light colour shirt, tie and polished shoes. No Chappals or Sandles.
 - *For girls* : Saree with blouse or salwar kameez.
- ii. On regular days:
 - *For boys* : clean, ironed and neat trousers & shirts
 - *For girls* : Neat and clean Trousers and tops/shirts, salwar kameez of their choice (no colour restrictions)
- iii. For construction workshops:
 - Track pants and T-shirts/track suits with safety gears (PPE).
- iv. Informal dress code is permitted before and after academic activity. They are not expected to wear Half Pants/Shorts in the academic area, Library and Labs.
- v. Clothing should be clean and tidy.
- vi. Excessively revealing dresses and shorts/skirts are prohibited.

BEHAVIORAL EXPECTATIONS

Throughout the day, students are expected to demonstrate the basics of courteous behavior.

- i. Students say "Please" and "Thank you" when asking for something in an office, at the library, from the Maintenance department- in short, when asking anyone for anything, anywhere on campus.
- ii. Students should say, "May I come in Sir" when entering an office, and say, "Excuse me", when interrupting anyone, or passing in front of someone in the hall or doorway.
- iii. Students should move without being asked if they are blocking a hallway or passageway.
- iv. Students must always behave politely with the faculty as well as classmates.

The guiding principle for all daily rules is respect. We strive to create an environment where students learn to show respect for themselves, for others, and for their surroundings. Rudeness, unkindness, or malicious behavior, either physical or verbal, will not be tolerated. *This includes* behaviour in class meetings, all-school assemblies, and school transportation.

Noise

- v. Because classes and other school activities are always in session, every effort must be made to maintain reasonable quiet and order in the hallways, entryways, and outside areas adjacent to classrooms and offices.
- vi. To maintain an atmosphere that is conducive to learning, the use of radios, CD players, electronic games, pagers, beepers, and cellular phones is not permitted on campus during school hours.

Classroom Behavior

- vii. The primary responsibility for managing the classroom and computer labs environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remaining of the class period. If the action is of serious nature, as ascertained by the instructor, severe punishment may be levied on the parties after due consideration. This punishment could amount to denial of campus placement service, award of failure grade, denial of hostel accommodation and even expulsion from the institute.

GAMES TIMINGS***Out-door games:***

On working days - 5.30 pm to 8.30 pm.

On holidays - Upto 8.30 pm.

In-door games: upto 11.00 pm on all days

These timings should be followed very strictly.

Celebration Birthday or other events:

Such celebrations will be held before 10.30 pm. from Monday to Friday and before 11.00 pm on Saturday and Sunday in the old student cafeteria only (Samtripti Hall) and not in the hostel room or other places in the premises. Use of objectionable things like colour water, paint etc. are strictly prohibited. For any misconduct, fine will be imposed on the birthday boy/girl as per "Annexure I".

Electronic Communications and Use Policy:

Students have access to the use of computer hardware and the Internet facilities for official use only. Attempting to view or actual viewing of objectionable websites is strictly prohibited. Institute Internet facilities shall not be used for personal communication. Use of any type of Messenger Service facility is strictly prohibited.

Students must not register with any network on the internet using the email ID provided by NICMAR, nor they should create any internet network using any NICMAR IT facilities. The student website is a distinctive feature of giving forum to the students of NICMAR. However the student representatives must adhere to the guidelines of the website policy and alongwith the faculty in charge of the website.

Students shall under no circumstances view, copy, transfer; download files from shareable folders not directly related to their use. In case a student/s are found indulging in this activity punitive active will be taken.

A register has been kept in the laboratory to record the time and purpose of lab use. Students failing to comply with this will be warned. In case the behaviour continue the access to the lab will be denied.

Students should not post any photos, videos or sound records (audio) related to any events held at any campus, hostel premises of NICMAR on his/her personal website, social network or blogs.

If any of such material found on any website, it will be investigated under cyber crime and action will be taken accordingly against all of those who are found involved in doing the same.

Communication that is deemed objectionable and sent to colleagues, faculty, and/or administrative staff of any of the schools of NICMAR will be treated as a serious offence. Appropriate action will be taken with the Deans of respective schools, faculty -in charge of computer lab and the DG. NICMAR will treat any misconduct in IT/electronic as a serious offence under cyber law.

Possession of Unlawful / Objectionable Material:

Students found carrying on their person, circulating, storing illegal reading materials in any form, or contraband, and such other substances etc. will be liable to strict action and in extreme cases may face police action and expulsion.

Any cases of non-compliance to the above shall be referred to the Dean/Head of concerned schools.

NICMAR: Annexure I

<u>Fine chargeable from Students</u>			
A) <u>Faculty / Academics</u>			
Sr.	Offence	Fine Amount 1st Offence	Fine Amount 2nd Offence
1	Late joining the Trimester without genuine reason	Rs 200/- per day till the day of joining each time	Rs 300/- per day till the day of joining each time
2	Misconduct reported during visit / Project work / Study Tours	Rs 200/- to Rs. 2000/- depending upon the nature of misconduct	Rs 200/- to Rs. 2000/- depending upon the nature of misconduct
3	Use of Cell phones during lectures	Rs 300/- per student	Rs300/- per student and there after mobile will be confiscated
4	Copying another students Classwork / Homework	Rs. 500/- per student	Rs. 500/- per student + Warning by Dean PGP/ Head of the concern programme & report to the Disciplinary Committee for appropriate action
6	Allowing to copy one's own Homework/Assignments	Rs. 500/- per incident	Rs. 500/- per student + Warning by Dean PGP/ Head of the concern programme & report to the Disciplinary Committee for appropriate action
7	Copying any material from Magazine / Journals without mentioning source	Rs 200/- per incident	Rs. 500/- per student + Warning by Dean PGP/ Head of the concern programme & report to the Disciplinary Committee for appropriate action
8	Misconduct in the examination/assessment like loaning any item or discussing with other etc.	Rs. 1000 fine with 'X' grade in that course	Rs. 2000 fine with 'X' grade in that course.
9	Found copying or possessing any unauthorized material/ paper etc.	Rs. 2000 fine with 'X' grade in that course	Rs. 5000 fine with 'X' grade in that course
10	Case of impersonation during examination/assessment	Rs. 5000 fine and TNG in that course	Debar from the programme.

Contd..... NICMAR: Annexure I

B) Hostel			
1	Absent from Hostel without leave/Permission	Rs. 200/- per day from the date till joining	Rs. 300/- per day from the date till joining + Warning by Sr. Manager Admn, Letter to parents
2	Late joining from leave without genuine reason	Rs. 200/- per day of absence period	Rs. 300/- per day of absence period + Warning by Sr. Manager Admn, Letter to parents
3	Sharing of accomodation allotted with a non - Hostelite	Rs. 1000/- per incident	Cancel Hostel accommodation allotted.
4	Loss of Room key	Rs. 300/- per key	Rs. 300/- per key
5	Consumption / possession of Liquor in Hostel	Rs. 5000/- per student from those involved	Debar from Hostel, Letter to parents
6	Smoking in NICMAR Campus including all Hostel Premises	Rs. 500/- per incident	Rs. 500/- per incident
7	Damage to TV, Telephone, Cooler, AC, Window Glass, WiFi access point, lift, any other assets.	<ul style="list-style-type: none"> - The cost of replacement to be borne by the student, where culprit is established. - Uniform prorata recovery from all students the cost of asset. 	<ul style="list-style-type: none"> - The cost of replacement to be borne by the student, where culprit is established. - Uniform prorata recovery from all students the cost of asset.
8	Use of Heater Rod / Stove / Hot Plate / Iron in the Hostel room.	Rs. 200/- per incident & confiscate the item	Rs. 200/- per incident & confiscate the item
9	Not Switching off Light / Fan before leaving Room	Inform Individual student with warning.	Rs. 200/- per incident
10	Damage/loss of computer peripherals like monitor, CPU, keyboard, mouse, cable, access point etc.. from computer lab or hostel	Rs. 2000 fine and cost of the item/s.	Rs. 5000 fine and cost of the item/s.
11	Misconduct/violation of rules during celebration of birthday	Rs. 2000 fine and cost of the damage.	Rs. 5000 fine and cost of the damage.
12	Unauthorized personal entry in Mess kitchen area	Rs. 1000 fine	Rs. 2000 fine.

NICMAR : Annexure II

Offence	Stepwise Action: <u>Annexure II</u>			
	1	2	3	4
<u>(a) Minor</u>				
1. Late arrival to Hostel without permission.	<u>First Offence</u> • Warning by warden with a record made against their names	<u>Second Offence</u> • Forward names to Sr. Manager Admin, with a fine of Rs.200/- each offence.	<u>Onwards</u> • Forward names to Disciplinary Committee. • Monetary fine up to Rs. 500/- each offence	
2. Failing to follow the timings/ other aspects during stay in Hostel e.g. Games timing /	----do----	• Forward names to Sr. Manager Admin, with a fine of	----do----	
3. Shouting at night/ Playing music loudly at night etc.		Rs.100/- each offence.		
<u>(b) Medium</u>				
1. Absent from Hostel for 24 hrs.	• Warning by warden with a record made against their names	• Forward names to Sr. Manager Admin . • Impose a fine of Rs. 200/-each offence	• Further forward names to Disciplinary Committee. • Monetary fine up to Rs. 300/- each offence	
2. Moving out form Hostel without permission during night.	-----do---	-----do-----	-----do-----	

Contd..... NICMAR : Annexure II

Offence	Stepwise Action: <u>Annexure II</u>			
	1	2	3	4
<u>(c) Major</u>				
Quarreling/ Hitting/ Rowdy behaviour in Hostel	<ul style="list-style-type: none"> • Forward names to Disciplinary Committee through Sr. Manager Admin 	<ul style="list-style-type: none"> • Forward names to Disciplinary Committee through Sr. Manager Admin. 	<ul style="list-style-type: none"> • Forward names to Disciplinary Committee through Sr. Manager Admn. 	<ul style="list-style-type: none"> • Inform Parents, • Debar from Hostel, • Forfeiture of Hostel fees for the term. • Monetary Fine up to Rs 5000/- each offence

Procedure to be followed in the case for the consideration of the disciplinary cases and actions thereof.

In all cases pertaining to the violation of the academic discipline, provisions of the code of conduct or any other wrong doings on the part of the students need to be reported to the Disciplinary Committee.

Disciplinary Committee (DC) comprises of Dean PGP (Chairman of DC), Dean SOEE, Head ACM, Dy. Dean PEM, Dean REUIM & Exams and Head Students' Activities. DC will decide the penal action, which will depend upon the severity of the offence and corresponding action/s. Cases not listed in the Code of Conduct need to be reported to the Academic Council, the following procedure will be adopted.

- Dean/Head of the concerned academic programme will prepare a detailed report on the case.
- Dean/Head will also obtain from the students involved in the case their statements describing their involvement in the case.
- The Dean's report and the student's statement will be placed before the Academic Council for the consideration and taking necessary action.
- If the Chairman of the Academic Council also so wishes, he will invite students to present themselves before the Academic Council.
- The Academic Council will take a final decision after consideration of all the facts of the case.
- The decision of the Academic Council including the penal action decided will be final and binding.
- The penal action will normally depend upon the severity of the case can result in the extreme case rustication of the concerned student from the institute.
- The decision taken by the Academic Council will be communicated to the concerned student through the Dean/Head of the concerned programme.
- In the extreme case of rustication the concerned student will have a final right of appeal to the Chairman of the Academic Council. In such cases Chairman will constitute an Appeal Committee for the consideration of the appeal and recommendation. The decision of the Appeal Committee will be final and binding.

This Code of Conduct as it appears on date is indicative. Clauses/Sub-clauses may be modified/added or/and deleted to reflect realtime events, without prior notice.