

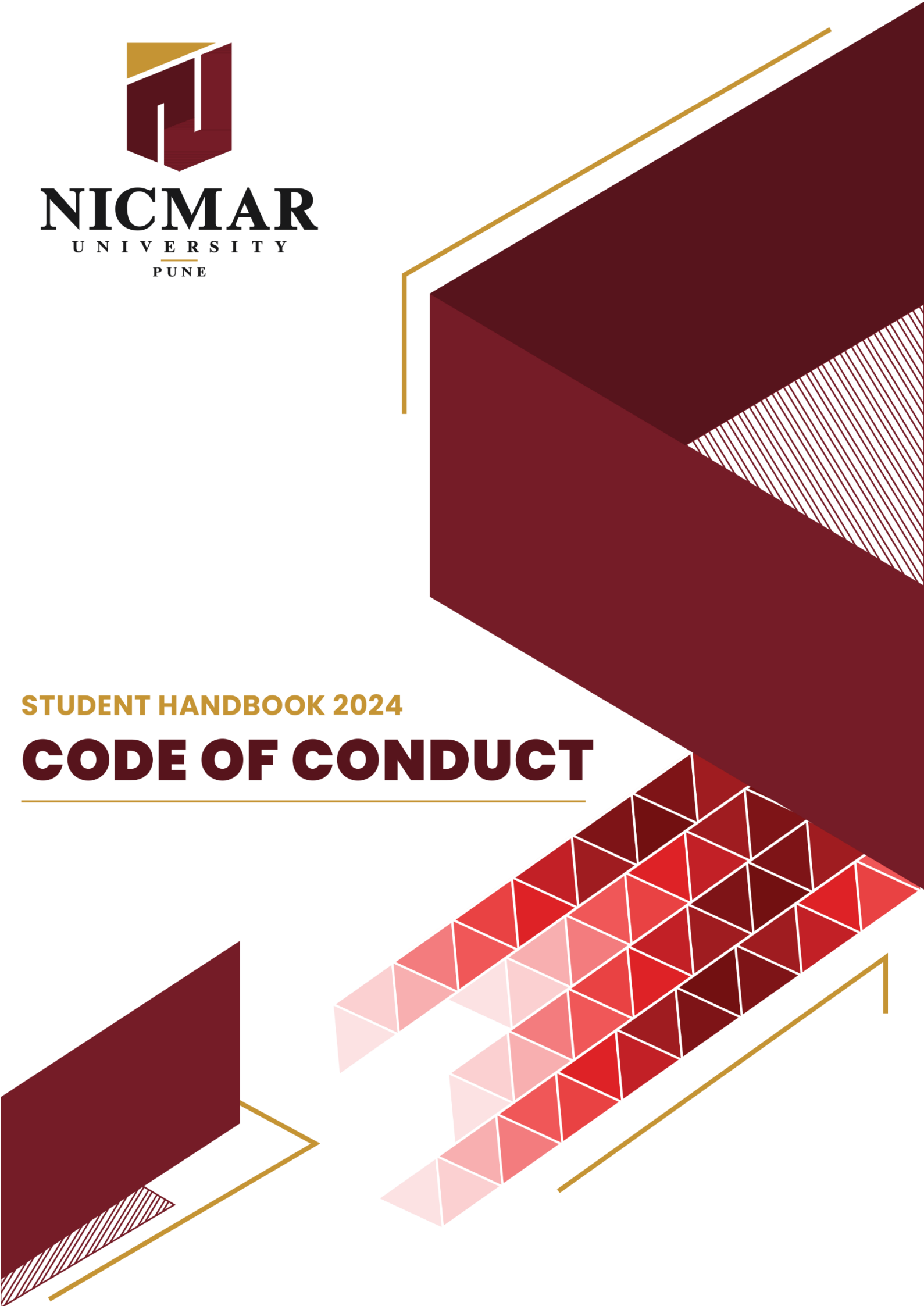


**NICMAR**  
UNIVERSITY  
PUNE

**STUDENT HANDBOOK 2024**

# **CODE OF CONDUCT**

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## INTRODUCTION

A comprehensive Code of Conduct deemed necessary for the smooth working of the NICMAR University Pune. 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**

**Students and Nearby Community**

## OBJECTIVE

To provide general and specific guidelines with respect to behavioral expectations to be practiced within the NICMAR University Pune premises and amongst the community in general.

## CODE OF CONDUCT

The code of conduct specifies the minimum level of acceptable behavior and compliance standards. Students found falling short of the laid down code of conduct are liable for the consequences and punitive action arising out of their failure to comply. The code covers all students of all disciplines and schools, centres, programmes / courses of NICMAR University Pune.

## ACADEMIC

**Refer the Academics and Examination Ordinances of NICMAR University, Pune for complete understanding of the Academic rules and regulations.**

**Any cases of non-compliance to the Academics and Examination Ordinances and any issues arising thereof shall be referred to the Dean/ Programme Head of concerned Schools/Programmes.**

### **Attendance:**

It is mandatory for all students of NICMAR University, Pune to attend classes regularly and maintain satisfactory attendance as per university norms. All students must adhere to the following regulations regarding class attendance.

- Students are expected to have 100% attendance every Term.
- Relaxation in class attendance up to a maximum of 25% may be allowed to consider sickness or participation in placement/student activities or case of accident/injury and other reasons beyond the control of students. Therefore, a minimum of 75% attendance is mandatory for each course to become eligible to attend the term-end examination (TEE) of the respective course.
- A minimum of 75% attendance in each course is mandatory to be eligible for TEE. Such students who are not fulfilling the said criteria have to attend the crash course during the summer break before the supplementary exam after Term II.
- Students with less than 75% class attendance in less than 50% of theory courses offered in that semester of the programme will be allowed to appear in the remaining theory courses of TEE. Such students will do the crash course/s, as offered by the School Dean with payment. For a crash course, the student has to compulsorily maintain 90% attendance.
- Student semester will be detained if student's attendance in more than 50% of theory courses offered in that semester is less than 75% attendance. Detained students will repeat that semester in the next year as per the academic calendar.

If the student avails a longer leave in the semester without any information/approval or if a student does not respond to the communication by the programme office for more than 45 days, their name(s) may be stricken-off the university rolls.

**EXPECTED BEHAVIOUR IN CLASSROOM/ ACADEMIC ACTIVITY etc**

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 University.

Students should maintain classroom decorum strictly. All activities that disturb the class or earn a bad name should be avoided. Activity such as 'Proxy Attendance' will be treated very severely by the University.

The use of cell phones during lectures is strictly prohibited for any purpose other than marking attendance. Besides this, reading newspapers, taking snapshots of test papers in the classrooms and computer labs, during lectures/examination is strictly prohibited. The student is liable to face disciplinary action if caught reading other material, sending/receiving messages, receiving/making calls etc. during the session.

Any misuse of University resources like LCD projectors/ Smart Boards, including internet facilities is strictly prohibited. In such cases, disciplinary action will be initiated as per University norms which will be binding on the students.

Recording sessions using any way/method/technique is strictly prohibited.

Students should enter the classroom before faculty enters the class, failing which the student may not be permitted to enter the class.

Students should wear formal dress while entering in the classroom, Library, Computer Lab, Studio, Conference Hall, etc.

Good, all-round conduct and behavior worthy of students of NICMAR University, particularly, during work visits, on-site project work, placement representations, study tours and inter-institutional interaction etc. is mandatory.

Student should submit all internal class works / assignments/presentations / case studies (including all the requirements necessary to fulfill internal assessment) in stipulated time and using a defined way, failing of which student may be declared absent for a particular internal assessment and no complaint regarding submission will be entertained.

All the students will be in possession of the University I-card and the same will be hung around their neck and visible to all, when they move within the campus.

Students are expected to be courteous with the staff & faculty members of the University. They should demonstrate mannerisms in all their interaction with the staff and faculty.

Students should move without being asked if they are blocking a hallway or passageway. Students must always behave politely with the faculty as well as classmates.

Students should strictly avoid loose talk/derogatory remarks on fellow students, staff, faculty, deans, vice-chancellor, board of trustees and board of governors. Serious action will be taken against students found guilty of such misbehavior.

Students should also be very careful when they are out of the University campus. They should not involve in any acts which may adversely impact their own/ University's reputation.

Students should strictly avoid consumption of food / beverages in the Academic block. They may however carry the same with them and consume it in the canteens provided by the University.

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 behavior in class meetings, all-school assemblies, and school transportation.

## Laboratory and Workshop Rules and Regulations

1. Students must report to laboratory and workshop sessions on time.
2. Students are required to wear the prescribed laboratory/workshop uniforms and heavy-duty shoes to ensure safety, particularly in workshop settings.
3. All laboratory equipment, workshop machinery, appliances, and chemicals must be handled with care.
4. Any breakage or malfunctioning of equipment must be reported immediately to the Faculty, Laboratory Assistant, or Workshop Assistant.
5. If any equipment or machinery is damaged, the cost of repair or replacement will be charged to the responsible student
6. Students must follow all instructions given by faculty, laboratory technicians, or workshop technicians during sessions.
7. Students must bring their record notebooks to each session and work quietly on their experiments, either individually or in designated groups. Unruly behavior, including unnecessary talking, is strictly prohibited.
8. All materials used in the laboratory or workshop are university property and must not be removed without the permission of the faculty member in charge and the Programme Head of the School.
9. Students who miss any laboratory or workshop session are not entitled to make-up sessions as a matter of right. The Programme Head of the School's decision regarding make-up sessions is final.
10. University authorities, under no circumstances, shall accept any liability in respect of an accident, which a student may meet with during his stay in the University, outside the University, or on an educational visit. The students are, therefore, cautioned to take care of themselves

### Behavior during Internship Placement / Final Placement:

Refer guidelines for students published by Career Services department for expected behavior and conduct during placement activities and Internship period.

Strict action will be taken against those who misconduct themselves, or remain absent or disregard the company rules and regulations.

### Other Important Rules:

All the communication to the students will be done through Individual or Group email IDs provided by NICMAR University, Pune and it will be treated as formal communication. Students must check their emails at regular intervals. Students are not permitted to use group email IDs.

All the reports (Summer Internship, Project report, Assignments etc.) submitted by the students must be NICMAR University, Pune approved format only failing which the report or a document may be rejected.

Any other illegal or unauthorized or unacceptable behavior or act irrespective of its expression in the code of conduct by the student during his / her candidature in NICMAR University academic journey will be taken seriously by the disciplinary committee and the decision taken by the disciplinary committee will be binding on the student and no further explanation or appeal regarding the decision will be entertained.

Industrial visits and educational tours, as and when arranged by the University/Schools are compulsory for every student. The student shall have to bear the full cost of such visits/tours. The same rule applies for Guest sessions.

## EXAMINATIONS / ASSESSMENT

**Refer the Academics and Examination Ordinances of NICMAR University, Pune for complete understanding of the Examination rules and regulations.**

**Any cases of non-compliance to the Academics and Examination Ordinances and any issues arising thereof shall be referred to the Dean/ Programme Head of concerned Schools/ Programmes.**

### **Excerpt of Examination Rules (drawn from Academics and Examination Ordinances)**

Students must not carry mobile phones or any prohibited gadget during the examination. If found possessing a mobile phone or any prohibited gadget during examinations, the student will be dismissed and will be awarded 'X' grade. All students will possess the University Admit Card in the examination hall, without which they will not be allowed to sit for the term end examination.

### **Academic Dishonesty**

The University considers any incident of academic cheating or plagiarism as a serious offence.

Examples include (but not limited to below mentioned):

- Copying another student's class work or homework or assignment or copying during any examination.
- Submitting 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 academic code of conduct. Academic dishonesty is one of the most serious violations and may result in suspension and/or rustication from the programme/ university.

A student will be awarded zero marks in the internal assessment, if he/she remains absent from class test, or on the grounds of non-submission of assignment/s (without prior approval from the faculty concerned).

Loss of Admit Card: Students should approach COE regarding loss of admit card and he/she needs to pay fine of Rs. 500/- for duplicate copy of admit card.

### **Various fees of examination dept are as follows**

Sr. No.	Particular	Payments
1	Re-Examination	Rs. 2000/- per course
2	Re-Evaluation	Rs. 1000/- per course
3	Duplicate Hall Ticket	Rs. 500/-
4	Duplicate Semester Grade sheet	Rs. 1000/- per semester
5	Duplicate Degree Certificate	Rs. 1500/-
6	Photocopy per answer sheet	Rs 750/-
7	Transcript	Rs. 1000/-
8	Migration	Rs 750/-
9	Certificate Attestation	Rs. 10/- per certificate
10	Course Completion Certificate	Rs. 500/-
11	Education Verification	Rs. 1000/-
12	Character Certificate	Rs. 500/-
13	Bonafide Certificate	Rs. 500/- per copy
14	Convert to Percentage Certificate	Rs. 500/-
15	Medium of Instruction	Rs. 500/-
16	Certificate of Backlog Summary	Rs. 500/-
17	Equivalent Percentage Certificate	Rs. 500/-
18	To Whomsoever It May Concern Certificate	Rs. 500/- per copy

**If any student has any doubt/issues related to the examination, he/she can directly approach the Controller of Examinations, Pune.**

## PAYMENT OF FEES

Fees must be paid on or before the due dates as declared and published by the Registrar Office. Failing to pay fees on or before time would attract penalties as declared in the fee payment notifications.

If you need duplicate fees receipt then the same can be received from Accounts and Finance Dept upon paying the charges for the issue of duplicate receipts. The charges are as mentioned below.

Single duplicate fee receipt: Rs. 200/-

More than three duplicate fee receipt: Rs. 500/-

## HOSTEL RULES

The following instructions shall be followed strictly by all the students staying in the hostels at NICMAR University, Pune.

1. **TIMINGS:** All students are expected to adhere to the given timings while staying at the Campus Hostels.
  - i. The students are permitted to enter/exit NICMAR campus through Gate No. 1 and Gate No. 2 from 08.30 a.m. to 06.00 p.m. (during working hours) without making entries in the Gate Register. However, they need to show their I-Card to the security personnel **without which entry shall not be permitted.**
  - ii. Gate No. 1 will be functional for students from 08.30 a.m. to 06.00 p.m. only during working days. On all other days/ timings, Gate No. 1 shall remain closed and no entry / exit is permitted from this gate for students.
  - iii. Beyond the stipulated hours mentioned above, students will be permitted to enter/exit NICMAR campus after marking the in/out movements through digital or manual mode at the Security Gate No 2. All the students residing in University hostel must be inside the university premises on or before 10.45pm for all days. **University Gates shall remain closed between 10.45pm to 6.00 am for all.**
  - iv. Students must mandatorily display their Identity Cards at all times (preferably keeping it hung around their neck). They will prove their identity by producing the NICMAR University I-Card without which the entry inside the campus shall not be permitted by the security personnel.

### 2. LATE ENTRY:

Late entry will be permitted for valid reasons and with prior approval from Hostel Warden for late entry up to 11.30pm only.

Students coming late after stipulated hostel timing without permission from the Warden/Assistant Warden on duty will have to fill up the late arrival e-form in the ERP or Register kept at the gate else entry to the premises won't be permitted. Repeated late arrival will be dealt with appropriate action as deemed right by the disciplinary committee. Breach of the Code of Conduct will be closely monitored and recorded by the hostel administration. Repeat defaulters may be suspended/ rusticated from the hostel upon the disciplinary committee's recommendation.

Students proceeding on official work/sports events will have to inform the In-charge Warden/ Assistant Warden in writing before they move out from the hostel/campus.

Any misleading or false statement or information in the application form/ e-form (Late entry/ IN & OUT/ Undertaking etc.) will be dealt with appropriate disciplinary action.

### 3. ATTENDANCE:

All girls and boys residing in university hostel must record their attendance in ERP through biometric authentication on all days between 9:00 pm to 10.45pm, failing which appropriate action will be taken by the Disciplinary Action Committee.



#### 4. LEAVE

a) Students proceeding on weekend leave, will have to fill up the leave form/e-form (See Form III) and hand it over to the Warden/Assistant Warden on duty before proceeding on weekend leave. They will also make an entry in the leave register kept at the Gate No. 2.

b) Students are advised always to keep their belongings under lock & key and to lock their rooms whenever they go out. Hostel authorities will not be responsible for any loss of personal belongings and such complaints shall not be entertained. Students are expected to behave in a responsible manner and look after their belongings.

c) Students are advised not to keep expensive jewelry, cash or any other valuables in their rooms. The hostel management does not own any responsibility for the loss of property left in the rooms due to the inmate's negligence. The hostel administration will not entertain any complaint regarding the theft of cell phones, laptops, or any commodity/belonging of students.

d) Students should not invite vendors of any kind in the hostel blocks. They have to collect their parcels from the Gate 2 during the prescribed hostel hours only.

e) No student will be permitted to move out of the hostel after 10.30 pm until it is very urgent & will be have to submit an undertaking for the same.

#### 5. PARKING OF VEHICLES AND VEHICLE STICKERS

No vehicles will be permitted inside the campus without the NICMAR University sticker i.e., vehicle (only 2 wheelers) entry pass affixed on the front side of the vehicle so as to be clearly visible from a distance. Stickers will be issued by Mr. CI Joseph, Senior Manager – Hostel and Student Affairs – 9922765489.

Students who have two wheelers are to park their vehicles in the parking area earmarked for them in an orderly manner. Four wheelers are not permitted inside the campus. Four wheelers are to be parked outside the NICMAR premises at own risk. The University will not be responsible for any damages caused to the vehicles.

#### 6. GAMES TIMINGS:-

##### (i) Outdoor Games

On working days - 5.30 p.m. to 9.30 p.m.

On Holidays - Up to 9.30 p.m.

##### (ii) Indoor Games - Up to 11 p.m.

##### (iii) Gymnasium - 06.00 a.m. to 08.30 a.m. and 06.00 p.m. to 09.30 p.m.

#### 7. CELEBRATION OF BIRTHDAYS

Students must take permission from warden on-duty in advance about the celebration of a birthday. The celebration must be organised at Santri Hall between 8.00 pm and 10.00 pm only. There shall not be any kind of physical discomfort caused to the birthday boy/girl and the attendees. No outside guest will be allowed. Violation of the Code of Conduct will be dealt with strictly by the Disciplinary Action Committee.

#### 8. DRESS CODE

##### On formal University occasions:

**For boys:** Dark colour trousers, light colour shirt, tie and polished shoes. No chappals or sandals are allowed.

**For girls:** Saree with decent blouse or salwar kameez is the prescribed dress. 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)

**Construction workshops:** Track pants and NICMAR University T-shirt/tracksuits with safety gears (PPE).

An informal dress code is permitted before and after academic activity. They are not expected to wear Half Pants/Shorts/Chappals in the academic area, Library, Labs, Hostel area or in entire campus area.

Clothing should be clean and tidy. Excessively revealing dresses and shorts/skirts are prohibited.

### **9. SILENCE Zone/ Hours**

Strict silence shall be observed in the hostel from 10.30 pm to 6.00 am. Care should be taken at all times to ensure that music/talking is not audible outside the room.

### **10. ELECTRICITY RESTRICTIONS**

No electric appliances shall be permitted in the room, failing which the on-duty hostel staff / authorities will have the right to confiscate the appliances. Students should take care to put off the lights and fans without fail while leaving the hostel room. In case of non-observance of this clause, a fine will be charged on every such occasion. Students are not allowed to bring any extra Electric/Electronic fixtures in the room.

### **11. NIGHT-OUT PERMISSION**

Night-out shall not be allowed without a valid reason, subject to the submission of a letter from the parents in case of personal reasons. The Disciplinary Action Committee shall take appropriate action against the student who would not submit the leave application form. Such repetitive acts may lead to expulsion of the student concerned from the hostel. Under no circumstances, phone calls from parents/local guardian will be entertained. Only in case of medical emergency that a student can contact the on-duty Hostel Warden directly for such permission. If a student has the permission for a night-out, it is to be noted that such student (Girl or Boy) will not be allowed in the hostel before 6:00 am next day. Students shall stay outside hostel on their own risk.

### **12. PETS**

Students shall not bring and/or keep any pets in the premises including cats, dogs etc. Students should desist from pampering stray dogs by offering food etc.

### **13. HOSTEL STAFF**

Students shall treat all the hostel administration staff and the with due courtesy at all times. Services of the housekeeping staff should not be utilized for personal work. It is to be understood that the cleanliness in the rooms has to be maintained by the residents/students themselves and no housekeeping staff should be employed for such work. Also, no tips in cash or any other kind should be given to the staff of the hostel. Arguments or comments with hostel staff on duty is strictly prohibited.

### **14. CHANGE/INTER-CHANGE OF ROOM**

Students shall not change/interchange her/his room with another student or shift into a vacant room without a proper written permission of the Sr. Manager (Hostel and Student Affairs) / Hostel Incharge.

All the students are responsible to take care of their own belongings. They must lock their rooms properly before leaving the room. NICMAR University will not be responsible for any loss/theft of personal belongings.

### **15. POSSESSION OF UNLAWFUL/ OBJECTIONABLE MATERIAL**

No student shall bring or store any firearm, ammunition, explosive, firecrackers and inflammable goods, alcohol/drugs in the hostel room as well as within the hostel premises and inside the University campus. Students found carrying such material, circulating, storing illegal reading material in any form, e-mails, contraband or any such other substance, will be liable for strict disciplinary action and in extreme cases, they may have to face legal action and expulsion from the hostel.



## 16. MESS FACILITY

Mess is mandatory for all the students who stay in NICMAR University and outside hostels arranged by NICMAR University. If at all any student wants to discontinue the mess facility he/she will have to vacate the hostel after taking permission from Dean Academics and Manager Premises & Services.

Mess facility is run by a Contractor. Breakfast, lunch, evening tea with snacks and dinner are served in the Mess every day except Sunday evening snacks and dinner. The mess charges are on per day basis. Mess & Hostel Fees are to be paid per semester by RTGS/NEFT as per the notifications issued by Management. Charges may be modified as per changes in essential commodity prices. 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. Breakfast & evening snacks are served in limited quantities but lunch & dinner are buffet style with unlimited servings, except sweet dish.

**The mess timings are:**

<b>Breakfast</b>	<b>7.30 am to 8.45 am</b>
<b>Lunch</b>	<b>As per Academic Term Time-table.</b>
<b>Evening Tea</b>	<b>5.30 pm to 6.30 pm</b>
<b>Dinner</b>	<b>8.00 pm to 9.45 pm</b>

**Note:** Students are not permitted to carry any meals/food from the mess to the hostel room. Mess will be closed sharp at above given timings of breakfast, lunch, evening tea and dinner. These timings should be followed very strictly. Mess will be closed at 10:00 pm every day. Except Mess Coordinator/Mess committee member, no students will be allowed to enter the Mess kitchen area. If any unauthorized student is found in this area he/she will be fined as per 'Annexure I'.

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

## 17. GENERAL

- i. Students, during their stay in the hostel, shall inform the warden on duty, all matters pertaining to hostel especially during off hours and holidays.
- ii. Students are advised not to indulge in any matters with the civilians of Balewadi or any other villages which may create problems to the individual. All the students are strictly advised to refrain from getting into any kind of arguments/remarks with the locals or any persons outside or even inside the University campus. The University shall not be responsible for any quarrel, scuffle etc. with outsiders or any other individuals.
- iii. Students shall not indulge in any political or communal activity which is against the law and order and/or against the Government. Students shall not carry out any propaganda or publicity of any nature whatsoever in respect of anything or any matter including political or communal matters.
- iv. Students should not arrange any function, meeting, or religious gathering within the University and hostel campus without a special permission of the authorities. If the students need to organize a function at the hostel, they are required to get a prior permission from the Dean, Student Affairs through the Sr. Manager (Hostel and Student Affairs) by giving a written request/application in this regard. If the Dean allows the residents to organize any function, the organizing committee may be asked to provide a written undertaking of good conduct and observing accepted norms of behavior. All such requests should be routed through the Student Council to the Dean, Student Affairs, through the Sr. Manager (Hostel and Student Affairs) .

- v. Consumption and possession of liquor and coming to hostel after consuming liquor is not permitted. Strict disciplinary action will be taken against defaulters by the Disciplinary Action Committee. No gambling of any kind shall be allowed in the premises of the hostel.
- vi. Smoking is not permitted inside the hostel room as well as anywhere on the campus. Students shall not bring, take drugs or substance of any kind and/or smoke in the room and/or any part of premises. Doing so, shall invite strict disciplinary action by the Disciplinary Action Committee.
- vii. Students are not permitted to take any meals from the mess to their rooms under any circumstances. It will be allowed only if a student is unwell and bed-ridden.
- viii. In case of any kind of trouble at night (such as fire/theft cases/trouble /any untoward incident), all the students should make united efforts along with the Security Guards to solve the problems in an amicable manner. The Warden/Assistant Warden shall be immediately informed of any such activity on the campus, who in turn will report the matter to the Sr. Manager (Hostel and Student Affairs).
- ix. If anybody is found not following the security personnel's instructions, misbehaving with the security personnel in the hostel/campus premises or on road and indulging in any undesirable activities which is likely to tarnish the image of the University, he/she shall be liable for punishment as deemed appropriate by the Disciplinary Action Committee.
- x. The right to admit or cancel hostel admission and to frame new rules, as and when required, is reserved by the authorities in order to maintain peaceful, secure and a healthy atmosphere in the hostel premises.
- xi. Visitors are allowed only up to 7:00 pm in the campus. No visitors will be allowed inside hostel rooms.
- xii. All day time visitors will make their entries at the Security Gate No – 1 and obtain the Visitor's Pass from the security. While going out, they will return the visitor's pass to the Security Gate No.1 and mention the out timing in the visitor's register.
- xiii. Hostel Warden / Assistant Warden / Hostel Supervisor and the University authorities have the right to inspect the hostel and any hostel room at any time. Admin staff/security has been given instructions to check the bag and baggage of the students at any time inside the campus.
- xiv. As harmful creatures/snakes have been spotted in the campus from time to time, it is expected that students take due care in terms of protective gear (wearing proper footwear). The University does not take any responsibility, in case of any incident occurring due to negligence on the part of the students.
- xv. The University and the hostel authorities shall not be responsible if any untoward incident happens on the campus due to negligence on the part of hostel residents. Students are expected to act responsibly with care. They need to ensure their own safety and also the safety of other hostel residents.
- xvi. Parents/Visitors are advised not to insist on entry beyond the designated area or visiting the hostel room as it shall disturb other students.
- xvii. Parents/Guardians should give an undertaking in the prescribed format (See Appendix 2) to cooperate with the hostel authorities and should be available on call as and when required and disclose all contact details.
- xviii. Students shall not interchange any furniture/fixture from one point/location in the hostel to another. Students involved in such activities shall be expelled from the hostel.
- xix. Theft/damages to hostel assets shall be recovered from all the resident students.
- xx. Day Scholars are not allowed inside hostel premises after 7:00 pm.
- xxi. Gathering in rooms after 11:00 pm is not allowed.

Violation of any of the above rules will invite strict disciplinary action. Such students will not be allowed to use the hostel facilities. In this case, the decision of the Disciplinary Action Committee & the Authorities of NICMAR University shall be final and binding on the students. Strict action will be taken in case a student is found guilty of an act deemed serious by the Disciplinary Action Committee. **Repeat defaulters will be disqualified from the campus placement process. Depending upon the severity of the offense, students concerned may be expelled from the hostel permanently or even rusticated from the University.**

### **18. The Disciplinary Action Committee (DAC)**

The Disciplinary Action Committee constituted by the NICMAR University, Pune will carry out a thorough investigation process of any matters of indiscipline brought to its notice and will take appropriate action upon the determining the gravity of the issue. As stated above, **the decision given by the DAC will be final and binding on the students involved.** The following is the composition of the DAC:

<b>Sl. No.</b>	<b>Name</b>	<b>Position on DAC</b>
1	Dean of Academics	Chairperson
2	Dean of Student Affairs	Secretary
3	Dean of Career Services, International Affairs & Alumni	Member
4	Dean of School of Construction	Member
5	Dean of NICMAR Business School	Member
6	Dean of School of Engineering	Member
7	Interim Dean of School of Project Management	Member
8	Interim Dean of School of Energy & Environment	Member
9	Interim Dean of School of Real Estate and Facilities Management	Member
10	Interim Dean of School of Architecture and Planning	Member
11	Controller of Examinations	Member
12	Boy's Hostel Warden (Faculty)	Member
13	Girl's Hostel Warden (Faculty)	Member
13	Sr. Manager Hostel and Student Affairs	Member

### **19. MEDICAL / COUNSELLING SUPPORT**

#### **a. MEDICAL TREATMENT**

Students for their medical treatment may approach the Medical Officer, Dr. Rajashri Jadhav who will be available at the campus from 5:30 pm to 8:30 pm on all days except Sundays. The medical room is situated at the Residential Block, Flat No 2. Dr. Rajashri will examine the residents/students without charging any consulting fees. However, all medicines prescribed by her will have to be purchased by the student concerned independently. Her phone number is given below: Dr. Ms. Rajashri Jadhav – Phone Nos. – 020-66859245 (during 5:30 pm to 8:30 pm.) Mobile No – 9850623535

#### **b. COUNSELLOR**

Students may approach counsellor, Dr. Madhuj Gangwar who will be available at the campus on Friday from 4:00 pm to 8:00 pm and Saturday from 2:00 pm to 6:00 pm. Mrs. Madhuj Gangwar (Counsellor)

The telephone numbers of some of the clinics/hospitals in the near vicinity are given as follows:

- |                                       |                |
|---------------------------------------|----------------|
| 1. Manipal Hospital                   | 020 6813 8888  |
| 2. Lifeline Clinic, Baner (Dr. Mulla) | 7875562786     |
| 3. Jupiter Hospital, Baner            | 020 – 27992799 |
| 4. Aditya Birla Hospital, Chinchwad   | 9881123006     |
| 5. AIMS – Aundh                       | 8975044444     |

**Note:** Please call Dr. Rajashri Jadhav for any medical emergency and also before approaching any of the above-mentioned hospitals.

## 20. Emergency Telephone No.

**Students should contact the following personnel in case of emergency:**

1. Mr. CI Joseph – Senior Manager – Hostel and Student Affairs – 9922765489
2. Mr. VM Joshi – 9823465901
3. Mr. Rajesh Bhosle - 9011014051
4. Mr. Vilas Sable - 9545000148
5. Mr. Sachin Kumbhar – 9175697526
6. Mr. Shankar Langote – 9011975266
7. Mr. Sadashiv Dixit - 8208470590
8. Mrs. Sheetal Ambedayre – 9764458450
9. Mr. Swapnil Velhal – 9881423984
10. Mr. Sandip Adkar – 8421192119
11. Mr. Amol Mane - 9922134397

Hostel office - (Office hrs) from 9.00 a.m. to 5.30 p.m. (020- 66859248).

Email Address for hostel related enquiry - hostel@nicmar.ac.in

Email Address of student affairs - studentaffairs@pune.nicmar.ac.in

### **Mess / Catering related contact**

1. Mr. Janardan Pawar – 7588081668
2. Mr. Yogesh Korwalikar – 9545511664

### **Executive - Sports Coach and Trainer**

1. Mr. Nilesh Lad - 8888880297

### **Faculty Wardens**

1. Dr. Komal Handore - Faculty Warden for Girls' Hostel – 7302151313
2. Dr. Virendra Balon – Faculty Warden for Boys' Hostel - 9412933055

## **ANTI-RAGGING**

### **Anti-ragging policy of NICMAR University, Pune**

As per the directives issued by the Hon'ble Supreme Court of India and the University Grants Commission (UGC), ragging is a cognizable and punishable offence and is totally banned in or out of the University. The University shall take necessary action in accordance with the UGC Regulations for Curbing the Menace of Ragging in Higher Educational Institutions, 2009, against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

The University gives paramount importance to the safety and security of every student and follows a zero-tolerance policy against Ragging. Helpline Numbers: 020-66859248/9322069331/1800-180-5522. Any student found indulging in ragging or any related activity will be dealt with strictly by appropriate disciplinary action as prescribed under Clause 9 of the Anti-Ragging Regulation of UGC. Please visit: <https://www.antiragging.in/> for UGC regulations against ragging.

For details about Anti-Ragging Committee, Anti-Ragging Squad, Student’s Grievance Redressal committee and portal, Details of the ombudsperson, please refer website of NICMAR university, Pune.

## LIBRARY RULES

The Library comprises of Books, Periodicals, Standards, Theses, Reference Books, Bound Volumes of Periodicals, Video’s, Electronic Resources, Previous Year Question Papers, etc.

### Library Timings

<b>Monday to Friday</b>	<b>9.00 am to 8.00 pm</b>
<b>Saturday’s, Sunday’s &amp; Holiday’s</b>	<b>9.00 am to 5.30 pm</b>

During Examinations, the library timings are extended up to 11.00 pm

### Issue / Return Timings

<b>Monday to Friday</b>	<b>9.30 am to 7.30 pm</b>
<b>Saturday’s, Sunday’s &amp; Holiday’s</b>	<b>09.30 am to 5.00 pm</b>

### Number of Books Issued: 02 Books

- The Books should be issued / returned from / to the Library by the Library Member only.
- Books in demand will not be renewed. Other books may be renewed for a period of 3 days. There is no excuse for return of books on Saturday’s, Sunday’s & Holiday’s.

**Loan Period:** 07 days

**Late Fine:** Rs 5.00 / Day / Book (via UPI Payments only)

### Reference Materials:

They include Reference Books, Loose Issues of Periodicals, Theses, Standards, CDROM’s & DVD’s, Previous Year Question Papers, etc. They are not issued out of the Library. CDROM’s & DVD’s are available for Faculty only.

### Library Electronic Resources:

The Library subscribes to **26** Nos. of Electronic Resources of which the details are as follows:

- **ASCE Journals Online**  
**URL:** <https://ascelibrary.org>
  - 41 Online full-text journals in Civil Engineering, Construction & allied areas with back files. 24 X 7 Unlimited User Access within the NICMAR University, Pune Campus.
- **ASCE Proceedings Online**  
**URL:** <https://ascelibrary.org>
  - 884 Online full-text proceedings in Civil Engineering, Construction & allied areas. 24 X 7 Unlimited User Access within the NICMAR University, Pune Campus.
- **PROQUEST ABI Inform Complete**  
**URL:** <https://search.proquest.com/>

- 9,800 + Online full-text titles in Management, Construction, Real Estate, Project Management etc. with back files. 24 X 7 Unlimited User Access within the NICMAR University, Pune Campus.
- **PROQUEST – eBook Central**  
 URL: <https://ebookcentral.proquest.com/lib/nicmar-ebooks>
  - 68,900 + Online full-text eBook titles in Management, Construction, Real Estate, Project Management, Engineering etc. 24 X 7 Unlimited User Access within the NICMAR University, Pune Campus.
- **SCIENCEDIRECT – Business, Management & Accounting**  
 URL: <https://www.sciencedirect.com/search>
  - 120 Online full-text journals in Management, Project Management, Real Estate etc. with back files & archives. 24 X 7 Unlimited User Access within the NICMAR University, Pune Campus.
- **Elsevier eBooks**  
 URL: <https://www.sciencedirect.com/search>
  - 155 Online full-text eBook titles in Construction, Engineering, Civil Engineering, Green Technology, Infrastructure, Transportation, Smart Cities, Energy, etc. 24 X 7 Unlimited User Access within the NICMAR University, Pune Campus.
- **Elsevier Scopus**  
 URL: <https://www.scopus.com/>  
 Scopus is an abstracting and citation database of peer-reviewed literature including scientific journals, books, and conference proceedings. 24 X 7 Unlimited User Access within the NICMAR University, Pune Campus.
- **Taylor & Francis Journals Online**  
 URL: <https://www.tandfonline.com/>
  - 80 Online full-text journals in Construction, General Management, Projects Management, Urban Studies etc. with back files. 24 X 7 Unlimited User Access within the NICMAR University, Pune Campus.
- **Sage Journals Management Collection**  
 URL: <https://journals.sagepub.com/>
  - 22 Online full-text Journals in Management with back files. 24 X 7 Unlimited User Access within the NICMAR University, Pune Campus.
- **Sage Journals - Urban Studies & Planning Subject Collection**  
 URL: <https://journals.sagepub.com/>
  - 42 Online full-text journals in Urban Studies & Planning. 24 X 7 Unlimited User Access within the NICMAR University, Pune Campus.
- **CMIE – PROWESS**



URL: <https://prowess.cmie.com>

- Prowess is India's largest Corporate Database on the performance of around 1,05,700 listed & unlisted Indian Companies. The share of Prowess Companies in Total Corporate Tax collection is 72 %. Also, the share in GVA of manufacturing industries is around 94 %. It runs on an interactive querying system to mine the performance of the Companies. It is an integrated & comprehensive database that provides financial statements, ratios, corporate actions, total returns, etc. from 1989 onwards for the companies included in the Prowess. 24 X 7 Unlimited User Access within the NICMAR University, Pune Campus.

- **CMIE – ECONOMIC OUTLOOK**

URL: <https://economicoutlook.cmie.com>

- Economic Outlook is the solution to reliable data, independent analysis and short to medium-term projections on the Indian economy. It brings together time-series data of over half a million indicators from several official and reliable sources. It presents projections five years ahead and is a comprehensive service which provides a complete picture of the past, the present and the future of the Indian economy. 24 X 7 Unlimited User Access within the NICMAR University, Pune Campus.

- **CMIE – CAPEX**

URL: <https://capex.cmie.com>

- CapEx is a database of more than 32,900 + new & ongoing projects that aim to create new capacities in India. It allows you to look up the details of individual projects & is updated continuously. 24 X 7 Unlimited User Access within the NICMAR University, Pune Campus.

- **CMIE – INDUSTRY OUTLOOK**

URL: <https://industryoutlook.cmie.com>

- Industry Outlook helps to anticipate trends in nearly 209 industries. It is a risk management tool that provides real time analysis & forecasts. 24 X 7 Unlimited User Access within the NICMAR University, Pune Campus.

- **CMIE – STATES OF INDIA**

URL: <https://statesofindia.cmie.com/>

- States of India is a statistical compendium of the 37 States and Union Territories and 724 Districts of India. 24 X 7 Unlimited User Access within the NICMAR University, Pune Campus.

- **Pearson e-library**

URL: <https://elibrary.in.pearson.com/>

- 61 e-books in Management, Construction, Project Management, etc. 24 X 7 Unlimited User Access within the NICMAR University, Pune Campus.

- **McGraw Hill e-library**

URL: <https://mcgrawhillindia.vitalsource.com/>

- 50 e-books in Management, Construction, Project Management, etc. 24 X 7 Unlimited User Access within the NICMAR University, Pune Campus.

- **Multi-Publisher e-Books**
  - 24 e-books of B.Tech. Civil Engineering Programme.
- **Economic & Political Weekly Online**  
**URL: <https://www.epw.in/>**
  - Current Issues + Complete Archives (Since 1966). 24 X 7 Unlimited User Access within the NICMAR University, Pune Campus.
- **All India Reporter (ALR) Online**  
**URL: <https://www.aironline.in/>**
  - Started in 1922, Monthly journal covering judgments of High Court & bench rulings as well as judgments of Supreme Court of India with back files. Single User access available in the library
- **Turnitin**
  - Anti-Plagiarism Software, 24 X 7 User access to faculty. The students may contact their guide for the similarity check.
- **Individual Subscription PDF (Access available in Library)**
  - TerraGreen (TERI, New Delhi)
  - ICI Journal (Indian Concrete Institute, Chennai)
  - Indian Concrete Journal (ACC Ltd., Thane)
  - Civil Engineering & Construction Review (Trend-Set Engineers Pvt. Ltd., New Delhi)
  - Project Reporter (ASAPP Info Global Services Pvt. Ltd., Mumbai)

### Photocopying

Photocopy is available from the library @ Rs 1.00 per page as per the conditions laid down in “Photocopying & Duplication Policy” available in the library.

### Loss of Book:

Students should approach the Librarian regarding any loss of book, 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.

### Other Rules

- Students should be dressed properly while coming to the Library. Shorts / Half pants / track pants will not be permitted and will result in serious action.
- Books should be handled carefully. Markings / folding of any kind in the book is strictly prohibited. In case any book is found with markings or torn pages, the last borrower has to replace the book or has to pay the current cost of the book along with an appropriate fine.
- Eatables or beverages of any type are not allowed in the library.
- 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.

- All the students entering the Library should deposit their bags and other belongings at the entrance and sign in the Register at the entrance.
- All the readers are advised not to leave their valuables at the bags counter. Library will not be responsible for any loss of personal belongings.
- The newspapers should be handled properly and should be kept back in place.
- No book shall be returned on the day of issue.
- The Librarian reserves the right to suspend the membership of any member found misbehaving with the library staff or with any other member.
- The Librarian reserves the right to call back any issued book / item at any time.

## **ELECTRONIC COMMUNICATIONS AND USE POLICY:**

Students have access to the use of computer hardware and Internet facilities for official use only. Attempting to view or actual viewing of objectionable websites is strictly prohibited. University 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 University, nor they should create any internet network using any NICMAR University IT facilities. The student website is a distinctive feature of giving forum to the students of NICMAR University. However, the student representatives must adhere to the guidelines of the website policy and along with 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 student/s is/are found indulging in this activity punitive action will be taken.

Students shall also not upload any academic or objectionable material on internet, social network websites or email systems. Use of group email sending is prohibited. 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 behavior continues the access to the lab will be denied. Communication that is deemed objectionable and sent to colleagues, faculty, and/or administrative staff of any of the schools of NICMAR University will be treated as a serious offence. Appropriate action will be taken initiated. NICMAR University will treat any misconduct in IT/electronic as a serious offence under cyber law.

## **INFORMATION TECHNOLOGY OFFENSES**

Any acts, but not limited to, as listed under Loss of Confidentiality and Privacy, Impersonation, Anonymous Communications will be submitted to Cyber Crime office for further investigation and action.

## **LOSS OF CONFIDENTIALITY AND PRIVACY**

If any person/student, dishonestly or fraudulently, does any act possessing, dealing or handling any sensitive data or information of the University. If any person, dishonestly or fraudulently uses electronic mail or electronic mail message or any communication mode for the purpose of causing annoyance or inconvenience or to deceive or to mislead the addressee or recipient about the origin of messages, Whoever makes any misrepresentation to, or knowingly creates, publishes or otherwise makes available data or information, without consent of the University, under circumstances violating the privacy of the University.

## **IMPERSONATION**

Any person/student who impersonates any employee or other student of the University or any other person to gain access to data/information or networks or computer systems or to commit fraud and identity theft or sell data/information or transmit/communicate data/information, with intent to threaten, or to cause disruption, or adversely affect the reputability and integrity of the University. Any person/student who communicates offensive messages, information, which is false, but the purpose of causing annoyance, inconvenience, danger, obstruction, insult, criminal intimidation, enmity, hatred or ill will to affect the reputability and integrity of the University

If any employee or student of NICMAR University receives any mail messages or any communication by any other mode from anonymous/unknown/unauthorized sender but pretending to be authorized employee or student of the University, will be investigated under impersonation act of Information Technology if necessary. Any such communication will be submitted to cyber-crime office for further investigation, if need be.

## **ANONYMOUS C O M M U N I C A T I O N S**

Any unsolicited communication, communicated by an anonymous sender, to the University or employee of the University or student or others will be treated as Phishing or Spam mail or Malware.

If student(s) receive any such anonymous emails, or mail messages or any communication by any other mode from anonymous/unknown/unauthorized sender, must be avoided as such communication can cause threats to steal information and to commit fraud, including extortion.

### **Use of Personal WiFi Router are Prohibited-**

To maintain the integrity and security of the University's network and ensure reliable internet access for all students and employees. The use of personal Wi-Fi routers on school premises is strictly prohibited. Personal Wi-Fi routers can interfere with the University's network, causing connectivity issues and potential security risks. Also, Unauthorized routers can create vulnerabilities in the network, potentially allowing unauthorized access to sensitive information

Any student found using a personal Wi-Fi router will face disciplinary action, which may include Confiscation of the device, Detention or Suspension. Students are encouraged to report any unauthorized use of personal Wi-Fi routers to University's authorities immediately.

### **Tampering CCTV Cameras**

All students must be aware that CCTV cameras are installed for your safety and security. Tampering with, damaging, or obstructing CCTV cameras are strictly prohibited.

Any student found tampering with CCTV cameras will face disciplinary action, which may include Detention or Suspension depending on the severity of the tampering. Tampering with CCTV cameras may also result in legal action if it leads to significant damage or loss of important footage. Students are encouraged to report any incidents of tampering or damage to CCTV cameras to University authorities immediately.

### **Tampering Biometric Devices**

All students must be aware that BioMetric devices has been installed for Students attendance. Tampering with or damaging are strictly prohibited.

Any student found tampering with BioMetric devices will face disciplinary action, which may include Detention or Suspension.

## ANNEXURE I

## FINE CHARGEABLE FROM STUDENTS (FACULTY / ACADEMICS)

Sr.	Offence	Fine Amount 1 <sup>st</sup> Offence	Fine Amount 2 <sup>nd</sup> Offence
1	Late joining the Semester 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 I Project work I 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	Rs.1000/- per student and there after mobile will be confiscated
4	Copying another student Classwork, Homework Assignment	Rs. 500/- per student	Rs. 1000/- per student + Warning by Dean Academics / Programme Head of the concerned programme & report to the Disciplinary Committee for appropriate action
5	Allowing to copy one's own Homework/Assignments	Rs. 500/- per incident	Rs. 1000/- per student + Warning by Dean Academics / Programme Head of the concerned programme & report to the Disciplinary Committee for appropriate action
6	Copying any material from Magazine I Journals without mentioning source	Rs. 200/-per incident	Rs. 500/- per student + Warning by Dean Academics / Programme Head of the concerned programme & report to the Disciplinary Committee for appropriate action
7	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.
8	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
9	Found copying using technology	Rs. 5000 fine with 'X' grade in that course	Rs. 10000 fine with 'X' grade in that course
10	Case of impersonation during examination/ assessment/ online examination	Rs. 5000 fine and TNG in that course	Debar from the programme.
11	Using Internet, Mail or any IT resources for non-official and objectionable activities	Rs. 2000 per student & warning from Dean Academics	Rs. 5000 per student / Debar from programme
12	Involved in the situation of proxy attendance	Rs. 500	Rs. 2000
13	Found forging somebody's signature	Rs. 500	Rs. 2000
14	Lost or Damaged for any IT Assets	Double cost of loss or damaged IT Asset	Double cost of loss or damaged IT asset & Report to Disciplinary Action Committee

ANNEXURE I

FINE CHARGEABLE FROM STUDENTS (HOSTEL / UNIVERSITY PREMISES)

Sr.	Offence	Fine Amount 1 <sup>st</sup> Offence	Fine Amount 2 <sup>nd</sup> Offence
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 Admin, 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 Admin, Letter to parents
3	Sharing of accommodation allotted with a non - Hostelite	Rs. 1000/- per incident	Cancel Hostel accommodation allotted.
4	Bursting of Fire Crackers in the hostel or University Premises	Debarment/ Rustication from University/ hostel	
5	Consumption / possession of Narcotics in University/ hostel premises	Rustication from programme with letter to parent & informing the Police authorities for legal action.	
6	Consumption / possession of Liquor in hostel & coming to campus after consuming liquor	Rs. 10000/- per student from those involved	Debar from Hostel, Letter to parents
7	Smoking in University Campus including all Hostel Premises	Rs. 500/- per incident	Rs. 1000/- per incident
8	Damage to TV, Telephone, Cooler, AC, Window Glass, WiFi access point, lift, any other assets.	-The cost of replacement to be borne by the student, where culprit is established. -Uniform pro-rata recovery from all students of the cost of asset.	- The cost of replacement to be borne by the student, where culprit is established. - Uniform pro-rata recovery from all students of the cost of asset.
9	Use of Heater Rod / Stove / Hot Plate / Iron in the Hostel room.	Rs. 200/- per incident & confiscation of the item	Rs. 1000/- per incident & confiscate the item
10	Not Switching off Light / Fan before leaving Room	Inform Individual student with warning.	Rs. 200/- per incident
11	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.
12	Misconduct/violation of rules during celebration of birthday	Rs. 5000 fine from the Birthday boy/Girl.	Debar from the hostel.
13	Unauthorized personal entry in Mess kitchen area	Rs. 1000 fine	Rs. 2000 fine.
14	Fail in giving attendance	Rs. 200 fine	Forwarded to disciplinary committee



**ANNEXURE II**  
**STEPWISE ACTION**

Sr.	Offence	First Offence	Second Offence	Onwards
<b>MINOR</b>				
1	Late arrival to Hostel without permission.	Forward names to Dean Student Affairs, with a fine of Rs. 200/- for each offence.	Forward names to School Deans	-Forward names to Disciplinary Committee. -Monetary fine up to Rs. 500/- for each offence
2	Failing to follow the timings/ other aspects during stay in Hostel e.g. Games timing, I	Warning by Warden with a record made against their names	Forward names to Dean of Student Affairs, with a fine of Rs. 200 /- for each offence.	Forward names to Disciplinary Committee. -Monetary fine up to Rs. 500/- for each offence
3	Shouting at night/ Playing music loudly at night etc.	Warning by Warden with a record made against their names	Rs.100/- for each offence.	Forward names to Disciplinary Committee. -Monetary fine up to Rs. 500/- for each offence

**MEDIUM**

1	Absent from Hostel for 24 hrs.	Warning by Warden with a record made against their names	- Forward names to Dean of Student Affairs. - Impose a fine of Rs. 200/- for each offence	- Further forward names to Disciplinary Committee. - Monetary fine up to Rs. 300/- for each offence
2	Moving out from Hostel without permission during night.	Warning by Warden with a record made against their names	Warning by Warden with a record made against their names	Warning by Warden with a record made against their names

**MAJOR**

1	Quarreling/ Hitting/ Rowdy behavior in Hostel	Forward names to Disciplinary Committee through Dean of Student Affairs	Forward names to Disciplinary Committee through Dean of Student Affairs	Forward names to Disciplinary Committee through Dean of Student Affairs
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**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 student handbook - code of conduct or any other wrong doings on the part of the students shall be reported to the Disciplinary Action Committee.

Disciplinary Action Committee will decide the penal action. Cases need to be reported to the Disciplinary Action Committee, the following procedure will be adopted.

The Functional Dean / School Dean / Programme Head / Hostel Authorities / Wardens or other university officers will prepare a detailed report on the case. Student / Students involved shall submit their detailed statement. The report by university authorities and the student's statement will be placed before the Disciplinary Action Committee for consideration and taking necessary action.

If the Chairman of the Disciplinary Action Committee wishes, he will invite students to present themselves before the Disciplinary Action Committee. Disciplinary Action Committee will take a final decision after consideration of all the facts of the case. The decision of the Disciplinary Action Committee including the penal action decided will be final and binding.

The penal action will normally depend upon the severity of the case and can result in the extreme case in rustication of the concerned student from the University.

The decision taken by the Disciplinary Action Committee will be communicated to the concerned student through the Dean/Programme Head of the concerned programme.

In the extreme case of rustication, the concerned student will have a final right of appeal to the Vice-Chancellor (VC), NICMAR University, Pune. In such cases Vice-Chancellor 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 real-time events, without prior notice.***

**Forms**

Students need to submit the following undertakings to the hostel authorities. These forms will be made available to students by hostel office.

**Form I**

**UNDERTAKING BY THE STUDENT**

I \_\_\_\_\_ D/o or S/o, Mr./Mrs..... staying in Room No \_\_\_\_\_ in \_\_\_\_\_ Hostel, NICMAR University, Pune have read the Rules and Regulations mentioned in the student handbook – code of conduct and I undertake that I will follow all the rules and regulations of NICMAR University, Pune failing which I shall be liable for fine / disciplinary action as per university norms. I will be personally responsible for all acts of mine in the university premises.

Name of the Student: \_\_\_\_\_

Signature of the Student \_\_\_\_\_ Date \_\_\_\_\_

**Form II**

**UNDERTAKING BY THE PARENT**

I \_\_\_\_\_ F/o or M/o Ms. /Mr. \_\_\_\_\_ who is studying in NICMAR University, Pune and residing in \_\_\_\_\_ Hostel in Room No. \_\_\_\_\_, have read and understood the Rules and Regulations mentioned in the student handbook – code of conduct and I undertake that I will cooperate with the Hostel Authorities and I will also provide all the information, if any, of my ward to the Hostel Authorities and will be available on call and promise to visit and take care of my ward, as and when required.

My Contact Details are as follows:

Cell Phone Father / Mother \_\_\_\_\_ Landline \_\_\_\_\_

I hereby undertake that my ward and me are responsible for any incidents, whatsoever, and ensure that my ward shall follow the NICMAR University student handbook – code of conduct while he / she is inside or outside the hostel.

Name of the Parent: \_\_\_\_\_

Signature \_\_\_\_\_ Place & Date: \_\_\_\_\_

**Form III**  
**NICMAR UNIVERSITY, PUNE**

**STUDENT LEAVE APPLICATION FORM**

Roll no. \_\_\_\_\_ name of the Student \_\_\_\_\_

Name of the course \_\_\_\_\_ Hostel Name \_\_\_\_\_ Room no. \_\_\_\_\_

Leave duration dates: from \_\_\_\_\_ to \_\_\_\_\_

Total no of days \_\_\_\_\_.

Address during leave period \_\_\_\_\_

Reason \_\_\_\_\_

Contact no. \_\_\_\_\_

Applied by

Verified by

\_\_\_\_\_  
Name of the Student

\_\_\_\_\_  
Hostel Warden/ In-Charge

Recommended or Approved by

Approved by\*

\_\_\_\_\_  
Sr. Manager/ Manager (Hostel & Student Affairs)

\_\_\_\_\_  
Dean - Student Affairs


\* In-Case the Leave application is for more than 5 days




# NICMAR

UNIVERSITY

PUNE

 NICMAR University, Pune  
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Pune, Maharashtra - 411045

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