STUDENT HANDBOOK 2025-26

CODE OF CONDUCT

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.

❖ For Ph.D. scholars, the attendance criteria will be applicable as per the guidelines of Ph.D. regulation/Ordinance of NICMAR University, Pune

❖ 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

❖ Students must report to laboratory and workshop sessions on time.

❖ Students are required to wear the prescribed laboratory/workshop uniforms and heavy-duty shoes to ensure safety, particularly in workshop settings.

❖ All laboratory equipment, workshop machinery, appliances, and chemicals must be handled with care.

❖ Any breakage or malfunctioning of equipment must be reported immediately to the Faculty, Laboratory Assistant, or Workshop Assistant.

❖ If any equipment or machinery is damaged, the cost of repair or replacement will be charged to the responsible student

❖ Students must follow all instructions given by faculty, laboratory technicians, or workshop technicians during sessions.

❖ Students are required to follow the individual lab guidelines displayed on the notice board/conveyed

to them during the lab session.

- ❖ 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.

- ❖ 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.

- ❖ 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.

- ❖ 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 communication to students will be done through individual or group email IDs provided by NICMAR University, Pune. These will be considered as formal communication.

  - • Students must check their emails regularly.
  - • Use of group email IDs by students is strictly prohibited.

- ❖ All reports (e.g., Summer Internship, Project Report, Assignments, etc.) must be submitted in the format approved by NICMAR University, Pune. Submissions that do not follow the prescribed format may be rejected.

- ❖ Any other illegal or unauthorized or act irrespective or unacceptable behavior by a student, whether or not explicitly mentioned in the Code of Conduct, will be taken seriously during their academic journey at NICMAR University. Such cases will be referred to the Disciplinary Committee, and its decision will be final and binding. No further explanation or appeal 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.

- ❖ For practical sessions or construction workshops, all students must wear NICMAR University T-shirts or trackpants with proper safety gear (PPE)**.**

❖ For Ph.D. scholars, the regulations and ordinances of NICMAR University, Pune, will be strictly applicable.

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 and any prohibited material during the examination. If found possessing a mobile phone or any prohibited material during examinations, the act shall be treated as unfair means and such student will be awarded 'X' grade (i.e. Copy case). Students involved in unfair means activity are not eligible re-examination and they can only appear for backlog examination of that course(s) in next semester only. All courses pass in backlog examination are marked as backlog with appropriate symbol on the student grade card. Examination hall ticket is mandatory at examination hall without which they will not be allowed to sit for the term end examination university.

❖ **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, NICMAR University, 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/-

❖ For Ph.D. scholars, the guidelines laid down in the Ph.D. regulation/Ordinance of NICMAR University, Pune will be applicable.

FINANCE & ACCOUNTS DEPARTMENT

Rules for Programme Fee Payment

To ensure a smooth and efficient process for programme fee collection, students are required to adhere to the following rules:

❖ **Due Date and Payment Method:**
- Programme fees must be paid **on or before the stipulated due date**.
- Payments can be made through one of the following methods, in a **single transaction**:
  - **NEFT/RTGS/Online Payment:** Via the unique Virtual Account Number specifically provided to each student.
  - **Demand Draft (DD):** Payable at Pune in favour of "NICMAR UNIVERSITY, Pune."

❖ **Unacceptable Payment Methods:**
- **Cash payments are strictly not accepted.**
- **Direct Cash deposits into the university's bank account are not accepted.**

❖ **Late Fee Policy:**

- Programme fees paid after the due date will be subject to a late fine as follows:

  ▪ **First Month (30 days) after the due date:** Rs. 100/- per day.

  ▪ **Second Month (31-60 days) after the due date:** Rs. 200/- per day.

  ▪ **Third Month (61-90 days) after the due date:** Rs. 300/- per day.

❖ **Cancellation of Registration: (As per decision of academic authorities)**

- If programme fees remain unpaid beyond the third month (i.e., after 90 days from the due date), the University reserves the right to **cancel the student's registration** in their programme. This action may be taken unless a valid and compelling ground for the delay is established and accepted by the University authorities.

❖ **Educational Loans:**

- Students availing educational loans from banks are **specifically advised to ensure that their programme fees are received by NICMAR University on or before the due date**.

Failure to ensure timely receipt of fees, even if the delay is on the part of the lending bank, will result in the student being subjected to the late fine policy mentioned above and subsequent penal actions, including potential cancellation of registration.

CAREER SERVICES DEPARTMENT

Code of Conduct for Summer Internship and Placement Activities

1. General Guidelines

❖ All Summer Internship and Final Placement activities will be managed exclusively through the Placement Management System (PMS).

❖ All students must register on PMS to participate in any internship or placement related process and complete the mandatory verification.

❖ Students wishing to opt out of the Summer Internship or Final placement process must inform the Career Services Department through official email id. Such communication must be made in advance before the commencement of selection process of a company.

2. Eligibility and Disqualification Criteria

❖ Students with cleared backlogs or Live backlogs must apply only to those companies that accept backlogs. The decision to consider/not consider such students solely rests with the recruiting company.

❖ Students who exhibit inappropriate behavior towards NICMAR University officials or Summer Internship Committee & Placement Committee members, violate protocols, or disrespect recruiters during selection rounds will be immediately disqualified from the process and will face necessary disciplinary actions as deemed suitable by the Dean of Career Services.

3. Professional Conduct and Communication

❖ Students must adhere to professional etiquette throughout the campus placement process.

❖ All communication with companies must be routed through the Career Services Department. Direct negotiation or communication with company representatives is strictly prohibited. Non-Adherence will result in result in debarment from the Summer Internship or Placement process.

❖ Students and Alumni are ambassadors of NICMAR University Pune. They should refrain from any external communication (including through their personal social media accounts/handles) which may adversely impact their own/University's reputation. Sharing Summer Internship and placement process details (including internal communication's) is strictly forbidden and will lead to immediate disqualification.

❖ Any falsification of documents or misrepresentation of information will invite strict disciplinary action, including disqualification from current and future campus placement processes.

4. Participation and Attendance

❖ Students must attend all scheduled selection rounds and interviews. Failure to do so without prior permission will result in disqualification from summer internship and placement process.

❖ Students are expected to maintain professional behavior during virtual selection processes, including punctuality, NICMAR University Pune formals and courteous conduct.

❖ Inappropriate/Loud usage of mobile phones and distractions during official proceedings will not be tolerated.

❖ Career services department from time to time arranges training interventions on need basis. Attendance to the same is mandatory and absenteeism without prior approval will lead to debarment from Summer Internship and Placement process support.

5. Summer Internship Guidelines

❖ Students represent NICMAR University's brand and legacy during internships and must uphold the highest standards of professionalism.

❖ Interns must report on time, adhere to company prescribed dress codes, and always exhibit respectful behavior.

❖ Communication with superiors must be respectful, clear and timely. Supervisors should be promptly updated on tasks, progress, and escalations, if any.

❖ Students must not engage in gossip, unethical conduct, breach of confidentiality, or disrespectful behavior.

❖ Students are expected to complete tasks by deadlines, proactively seek learning opportunities, and maintain proper documentation and work logs.

❖ Upon receiving a Pre-Placement Offer (PPO), students must immediately inform the Career Services Department. All further discussions with the respective company should be handled only through the Career services department.

❖ Negotiation of PPO terms directly with the company is prohibited. Non-compliance will lead to debarment from the placement process.

6. Final Placement Guidelines

❖ To provide opportunity to everyone we have a "one student one offer policy". Accordingly, after receiving an offer in Summer Internship or Final placement process, the student will automatically be deemed out of all internship and placement related processes.

❖ In the event of multiple/simultaneous internship or placement processes, if the result of one company is announced before or during the selection process of another company and a student is selected in more than one company, then the first offer must be accepted and registration for the second company will stand cancelled.

❖ All official updates and communication will be shared via PMS and the University's official email IDs. Students are responsible for regularly checking all email folders, including spam/junk.

❖ Students must meet all criteria stipulated by companies at the time of joining, for example:

- No Live backlogs / Cleared Backlogs.

- Minimum CGPA/percentage.

- Health and fitness standards.

- No involvement in criminal activities.

- Valid and authentic documents.

- Valid passport (for international roles).

7. Post-Placement Commitments

❖ Once an offer is accepted, students cannot reject it, even if the company later modifies its terms, as this could hamper the current and future placement of other students.

❖ Final job profiles, location postings, CTC breakdowns, and joining dates are subject to company policies and business requirements.

❖ CTC highlighted on PMS is indicative and break up might vary from company to company (May include Joining/Retention Bonus, Performance-based pay/ Allowances/ Statutory deductions as per company policy).

❖ CTC may vary based on years of relevant experience as per the candidate. This decision will be solely at the discretion of the recruiting company.

❖ Joining dates may vary from company to company, and you are required to be available as per the date specified.

❖ Students must honor the campus placement offer, and demonstrate integrity and professionalism and are expected to join their respective organization, failure to do so will result in disciplinary action

including debarment from membership of Alumni association: Association of Global NICMARIAN (AGNI).

HOSTEL RULES

All students residing in the hostels at NICMAR University, Pune are required to strictly adhere to the following   rules and regulations

1. HOSTEL TIMINGS

All students are expected to adhere to the given timings while staying at the Campus Hostels.

❖ **Authorized Entry and Exit Hours:**

Students are permitted to enter and exit the NICMAR campus via Gate No. 1 and Gate No. 2 between 08:30 a.m. and 06:00 p.m. during working hours without the need to register their movements in the Gate Register. However, it is mandatory to present the NICMAR University, Pune Identity Card to the security personnel at all times. Entry will be denied without the ID card. Gate No. 2 of the University will remain closed for students after 6:00 PM.

❖ **Gate Access Restrictions:**

Gate No.1 will remain open only on working days between the mentioned timings. It will be closed during holidays and outside working hours. During these times, Gate No. 2 is to be used exclusively, with all movements being recorded either digitally or manually at the gate.

❖ **Late Night Restrictions for Hostel Residents:**

All students residing in the hostel must return to the campus by 10:45 p.m. The university gates will be locked from 10:45 p.m. to 6:00 a.m.**,** and no movement is permitted during these hours unless in case of emergencies.

❖ **ID Card Requirements:**

Displaying the NICMAR University Identity Card visibly (preferably around the neck) is mandatory. Security staff may deny entry to students failing to produce the ID card.

2. LATE ENTRY

❖ **Permitted Late Entry Timings:**

Late entry is allowed only up to 11:30 p.m., provided it is for a valid reason and approved in advance by the Hostel Department. In case of an emergency, the warden may permit students to travel, but prior information must be given or an email should be sent, along with submission of travel tickets to the Hostel Department for approval of late-night leave.

❖ **Action Against Unauthorized Late Entry:**

Students arriving after the hostel curfew without prior approval must fill out the late arrival e-form on the ERP or sign the physical register/application at the gate. Failure to do so will result in denial of entry.

❖ **Disciplinary Measures for Repeat Offenders:**

Repeated late arrivals without valid reason or documentation will be recorded and brought to the attention of the disciplinary committee. Students may face strict actions including suspension or rustication from the hostel.

❖ **Obligations for Official Work or Events:**

Students participating in official university work or sports events must inform the Concern Authority of the University in writing before leaving the hostel premises.

❖ **Consequences of False Declarations:**

Providing misleading or false information in any official form (including e-forms, late entry records, or undertakings) will be treated as a violation and will attract disciplinary action.

3. ATTENDANCE

❖ **Daily Biometric Attendance:**

All hostel residents (both girls and boys) are required to record their attendance through biometric authentication on ERP every day between 8:00 p.m. and 10:30 p.m. Failure to do so will be reported to the Disciplinary Action Committee and may invite further action.

4. LEAVE POLICY FOR HOSTEL RESIDENCE

❖ **Weekend Leave/ Long Leave Process:**

Students planning to take weekend leave must fill out the prescribed leave form (Form III) or e-form and submit it to the Warden/Assistant Warden on duty. Additionally, they must record their leave in the register maintained at Gate No. 2 before leaving the campus. For late entry fines, kindly refer to the fine table.

❖ **Room Security and Responsibility:**

Students are advised to keep all personal belongings under lock and key before leaving their rooms. The hostel office is not responsible for the loss of any personal items. Such complaints will not be entertained.

❖ **Avoid Keeping Valuables:**

Students should refrain from keeping expensive jewelry, cash, or valuables in their rooms. The hostel office will not be liable for losses caused by negligence.

❖ **Parcel Collection Protocol:**

No outside vendors are allowed inside the hostel blocks. Students should collect their parcels only from Gate No. 2 during hostel hours.

❖ **Night Exit Restrictions:**

Students are strictly not permitted to leave the hostel after 10:30 p.m. unless there is a genuine emergency. In such cases, they must submit an undertaking explaining the urgency and seek prior approval. For any uninformed leave, please refer to the fine table. In case of any emergency, such as a medical reason, students are expected to call the helpline number provided.

5. PARKING AND VEHICLE STICKERS

❖ **Vehicle Sticker Requirement:**

No vehicles will be permitted entry into the NICMAR University, Pune campus without a valid **NICMAR University sticker**, which should be visibly affixed on the front of the vehicle. This sticker serves as a campus entry pass and must be obtained from Mr. Rajesh Bhosle, Sr. Executive, Student Affairs.

❖ **Designated Parking for Two-Wheelers:**

Students owning two-wheelers must park them only in the designated parking area. Parking should be done in an orderly and organized manner to ensure ease of access and safety.

❖ **Prohibition on Four-Wheelers:**

Four-wheelers are strictly not allowed inside the university campus. Students who own such vehicles must park them outside the NICMAR premises at their own risk. The University will not be held responsible for any damage or theft.

6. SPORTS AND GYM SERVICES:

- **Sports**

  ➢ NICMAR University, Pune offers a variety of indoor and outdoor sports facilities and activities. Students can participate in sports like basketball, table tennis, carrom, badminton and football.

  ➢ NICMAR University, Pune has signed an MoU with M/s Arjun Sports Club to arrange playground facilities for various game.

  ➢ Students are allowed to play outdoor games from 5:30 p.m. to 9:30 p.m. on working days. On holidays, the outdoor game facilities remain open from 6:00 a.m. to 9:30 p.m.

  ➢ Indoor games facilities are accessible until 10:30 p.m. every day. Students are expected to use the space responsibly.

  ➢ Timings for SKP Campus in Balewadi:

    ▪ **Monday to Saturday:** 6:00 AM to 7:30 AM and 6:30 PM to 9:00 PM

    ▪ **Sunday:** 6:00 AM to 11:00 AM

  ➢ Location and address of SKP Campus:

    ▪ **Location:** SKP Campus road, Laxman Nagar, Baner, Pune,

      Maharashtra 411045

    ▪ **Location:** https://maps.app.goo.gl/iF8NQ8U9jtE9ai4t7

  ➢ **Important Rules for Ground:**

    ▪ Carrying an I-Card is mandatory to access the ground.

    ▪ Consumption of drinks on the playground is strictly prohibited.

    ▪ Car driving on the ground is strictly prohibited.

    ▪ Smoking is strictly prohibited on the ground and surrounding areas.

    ▪ Please maintain cleanliness and hygiene on the ground at all times.

- **Gym Service**
  - ➤ The campus features a well-equipped on-site gymnasium with modern exercise machines and free weights for all student use.
  - ➤ The gym timings are Monday to Saturday from 06:00 am to 08:30 am and 06:00 pm to 09:30 pm. Students must adhere strictly to these hours.

NICMAR University, Pune actively promotes fitness and well-being by organizing various events and activities throughout the year.

7. BIRTHDAY CELEBRATIONS

❖ **Permission and Venue:**

Students planning to celebrate birthdays must obtain prior permission from the Warden on duty. All celebrations should be organized only at Santripti Hall between 8:00 p.m. and 10:00 p.m.

❖ **Code of Conduct During Celebration:**

Birthday events must be conducted in a respectful manner. No student should be subjected to any form of physical discomfort, and outside guests are strictly not permitted. Violations of the hostel code during celebrations will lead to disciplinary action.

8. DRESS CODE

❖ **Dress for Formal Occasions except Internship & Final Placement:**

For official university events, the prescribed dress code is as follows:

- **Boys:** Dark-colored trousers, light-colored shirt, tie, and polished shoes (no sandals or chappals).
- **Girls:** Formals only

❖ **Regular Clothing:**

- **Boys:** Neat, ironed trousers and shirts are expected at all times.
- **Girls:** Neat & clean trousers with tops/shirts or salwar kameez of their choice.

❖ **Prohibited Clothing:**

Students are not allowed to wear shorts, half-pants, or chappals in the academic areas, library, labs, hostel and executive hostel areas, or elsewhere in the University primes. Revealing or untidy clothing is not permitted at any time.

9. SILENCE ZONE/HOURS

❖ **Quiet Time Enforcement:**

Students must observe complete silence in the hostel premises from 10:30 p.m. to 6:00 a.m. Music, talking, or any other sound should not be audible outside individual rooms during this period to ensure a peaceful environment for all.

10. ELECTRICITY RESTRICTIONS

❖ **Unauthorized Appliances Prohibited:**

Students are strictly prohibited from using personal electrical appliances such as heaters, irons, induction cooktops, chulhas, kettles, or immersion rods in hostel rooms. If found, hostel authorities reserve the right to confiscate such items. Kindly refer to the fine table for details.

❖ **Energy Conservation Responsibility:**

Students must switch off lights, fans, and other devices when leaving their rooms. A fine will be levied on each occasion where this rule is violated. Kindly refer to the fine table for details.

❖ **No Unauthorized Fixtures:**

Installing additional electrical or electronic fittings in hostel rooms is strictly forbidden.

11. NIGHT-OUT PERMISSION

❖ **Leave Protocol for Night-Outs:**

Students are not allowed to stay out of the hostel overnight without submitting a valid reason in writing. For personal reasons, a letter from parents must be submitted. Phone calls will not be accepted as valid authorization.

❖ **Timing for Re-Entry:**

If a night-out is approved, students (both boys and girls) are not permitted to return to the hostel before 6:00 a.m. the next morning**.** They are expected to stay off-campus at their own responsibility.

❖ **Consequences of Non-Compliance:**

Failure to submit a night-out application form or frequent non-compliance will result in disciplinary action or expulsion from the hostel.

12. PETS

❖ **No Pets Allowed:**

Students are **strictly prohibited** from bringing or keeping any pets such as dogs, cats, birds, or any other animals in the hostel premises.

❖ **Avoid Feeding Stray Animals:**

Students should refrain from feeding or pampering stray animals like dogs, cats, or monkeys on campus, as this may create safety and hygiene issues for others.

13. HOSTEL STAFF

❖ **Respectful Behaviour Toward Staff:**

All hostel residents must treat housekeeping, security, and administrative staff with respect and courtesy at all times. Disrespectful or aggressive behaviour will lead to serious disciplinary consequences.

❖ **No Personal Use of Housekeeping Services:**

Students must not assign personal tasks to housekeeping staff. Cleaning of personal rooms is the student's own responsibility.

❖ **No Tipping Policy:**

Students are strictly prohibited from offering cash tips or gifts of any kind to hostel or university staff.

14. ROOM CHANGE POLICY

❖ **Room Change Restrictions:**

Students may not change or swap rooms with others or occupy any vacant room without the

written permission from the Hostel office.

❖ **Personal Responsibility for Belongings:**

Each student is responsible for the security of their personal items. Rooms must be locked whenever unoccupied. The NICMAR University, Pune is not liable for any theft or loss.

15. POSSESSION OF UNLAWFUL/ OBJECTIONABLE MATERIAL

❖ **Strict Ban on Illegal Substances and Items:**

Possession of weapons, firearms, ammunition, explosives, firecrackers, alcohol, drugs**,** or any illegal substances is strictly forbidden inside the hostel and campus premises.

❖ **Consequences for Possession:**

Any student found in possession of such prohibited items will be subjected to immediate disciplinary action, which may include expulsion from the hostel/university and even legal proceedings**.**

16. MESS FACILITY

❖ **Mess Membership is Compulsory:**

Mess is mandatory for all students who are residing in the campus hostels. If a student wishes to opt out of mess facility, he/she must vacate the hostel with proper permission from the Catering Team.

❖ **Mess Operation and Timings:**

The mess, managed by an external contractor, provides breakfast, lunch, evening tea/snacks, and dinner daily. Sunday evening snacks and dinner are not served.

Timings:

- Breakfast: 7:30 a.m. to 8:45 a.m.
- Lunch: As per academic timetable
- Evening Tea: 5:30 p.m. to 6:30 p.m.
- Dinner: 8:00 p.m. to 9:45 p.m.

❖ **Mess Rules:**

- Students must adhere strictly to meal timings. No food may be carried to rooms unless a student is bedridden and approved by the Warden. Only mess committee members are allowed inside the kitchen area. Unauthorized entry will result in a fine. Mess menu is decided by the Mess manager in consultation with student's mess menu committee & University's catering in charge.

- All students availing the catering facility must record their attendance through the biometric system installed in the dining hall for all meals, including breakfast, lunch, snacks, and dinner.

17. GENERAL RULS

❖ **Behaviour Outside Campus:**

Students must not get into disputes or altercations with residents of nearby areas (e.g., Balewadi). Any conflict with outsiders will not be defended by the university.

❖ **Prohibited Activities:**

No political, religious, or communal gatherings, gambling, consumption of alcohol, drugs, or smoking

are allowed within campus limits.

❖ **Event Organization Rules:**

Students must obtain prior written permission from the Student Affairs Office to organize any event in the hostel or university premises. Approved events must follow a code of conduct and may require a written undertaking.

❖ **Visitors Policy:**

Visitors are allowed on campus only till 7:00 p.m. No visitor is allowed inside hostel rooms. They must register at Gate No. 2, collect a pass, and return it while exiting.

❖ **Security and Inspection:**

University authorities, including Hostel Wardens and Security, are empowered to inspect rooms and student belongings at any time. Students must comply fully.

❖ **Responsibility for Damages:**

Any theft or damage to hostel property will be recovered collectively from all residents through the hostel caution deposit if the responsible individual is not identified.

❖ **Strict Prohibition on Physical Aggression During Placement Celebrations:**

All students are hereby advised to refrain from engaging in any form of physical aggression such as beating or hitting others as a means of celebration after placement results are announced.

❖ **Feedback and Suggestions:**

Students are encouraged to use the suggestion box to provide feedback, suggestions or raise any concerns if they have any.

❖ **Fine Deduction from Hostel Deposit:**

Fines must be paid within the stipulated timeframe; otherwise, the amount will be deducted from the student's hostel caution deposit.

❖ **Night Restrictions:**

Day scholars are not allowed inside hostel premises after 7:00 p.m. No gatherings are allowed in hostel rooms after 10:45 p.m.

❖ **Grievance/Medical Register:**

- Hostel grievance register is available in the Hostel Office. Students must record their complaints in this register.
- Medical register is available in the Hostel Office. Students must record their names in the register when seeking medical assistance
- Food grievance register is also available in the Executive Hostel. Students must record their food-related complaints in this register.

❖ **Any contribution or donation from students for celebrating festivals is strictly discourage:**

All festival-related expenses will be managed by the University as per approved guidelines. Students should not be asked to contribute in any form.

❖ **Consumption of drinks on the playground is strictly prohibited:**

Students are advised to follow this rule to maintain cleanliness and discipline. Students are requested to maintain cleanliness and follow the code of conduct while using the playground.

❖ **Carrying an I-Card is mandatory to access the ground:**

All students are requested to carry their valid University Identity Card at all times while entering or using the sports ground. No entry will be permitted without it.

❖ **For Research Scholar:**

Any subject matter beyond the scope of this handbook, Ph.D. scholars are expected to adhere to the guidelines of the Ph.D. regulation/ordinate of NICMAR University, Pune.

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)

❖ **Role of Disciplinary Action Committee (DAC):**

The Disciplinary Action Committee investigates all serious complaints related to student misconduct. After careful review, the committee recommends suitable action.

❖ **Final Authority:**

The decision of the Disciplinary Action Committee (DAC) is final and binding. Repeat offenders may be barred from placement, suspended, or expelled from the hostel or university.

The following is the composition of the DAC:

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

19. MEDICAL AND COUNSELLING SUPPORT

❖ **Medical Support Availability:**

A qualified medical officer, **Dr. Rajashri Jadhav**, is available on campus from 5:30 p.m. to 8:30 p.m. daily except Sundays. The clinic is located in Residential Block, Flat No. 2**.** Consultation is free, but

students must purchase medicines themselves. Contact number is given below

- **Office No.** - 020-66859245

- **Mobile No. –** 9850623535

❖ **Counselling Services:**

Dr. Madhuja Gangmwar, the student counsellor, is available at the campus on Thursday, Friday (4:00–8:00 p.m.) and Saturdays (2:00–6:00 p.m.) to support students with emotional or academic stress.

❖ **Nearby Hospitals for Emergencies:**
- Manipal Hospital: 020-68138888
- Lifeline Clinic, Baner: 7875562786
- Jupiter Hospital, Baner: 020-27992799
- Aditya Birla Hospital: 9881123006
- AIMS, Aundh: 8975044444

20. EMERGENCY TELEPHONE NO.

Students should contact the following personnel in case of emergency:

Sr. No.	Name of the Person	Designation	Mobile No.
1	Mr. V M Joshi	Interim In-charge - Hostels and Students Affairs	9823465901
2	Mr. Rajesh Bhosle	Sr. Executive Students Affairs	9011014051
3	Mr. Vilas Sable	Executive - Estate	9545000148
4	Mr. Kalpesh Pednekar	Executive – Student Affairs	9860022975
5	Mr. Sadashiv Dixit	Assistant Warden, Boys	8208470590
6	Mr. Sachin Kumbhar	Executive – Estate	9175697526
7	Mr. Shankar Langote	Executive - Estate	9011975266
8	Mrs. Sheetal Ambedayre	Estate Asst. Administration	9764458450
9	Mr. Swapnil Velhal	MTS – Hostel Attendant	9881423984
10	Mr. Sandip Adkar	MTS – Hostel Attendant	8421192119
11	Mr. Amol Mane	MTS – Hostel Attendant	9922134397

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

Student Affairs Office - (Office hrs) from 9.00 a.m. to 5.30 p.m. (020- 66859386).

For any assistance, please contact our 24x7 hostel helpline at +917391077730

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 - Assistant Manager - Hostel & F&B – 7588081668

2. Mr. Yogesh Korwalikar - Senior Executive - Hostel & F&B - 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. 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.

❖ **Helpline Numbers:**
- 020–66859248
- 9322069331
- 1800–180–5522 (National Helpline)

The following is the composition of the Anti-Ragging Committee:

Sr. No.	Designation	Position on Anti-Ragging Committee
1	Vice Chancellor	Chairperson
2	Representative of Civil Administration	Member
3	Representative of Police Administration (Assistant Police Inspector)	Member
4	Representative of Local Media	Member
5	Representative of NGO	Member
6	Representative of Faculty Member - 1	Member
7	Representative of Faculty Member - 2	Member
8	Representative of Faculty Member - 3	Member
9	Representative of Faculty Member - 4	Member
10	Representative of Faculty Member - 5	Member
11	Parent-1 (Senior Student)	Member
12	Parent-2 (Junior Student)	Member

13	Representative Senior Student - 1	Member
14	Representative Senior Student - 2	Member
15	Representative of Junior Student - 1	Member
16	Representative of Junior Student - 2	Member
17	Representative of Non-Teaching Staff	Member
18	Dean of Student Affairs	Member Secretary

The following is the composition of the Anti-Ragging Squad:

Sr. No.	Designation	Position on Anti-Ragging Squad
1	Dean of Student Affairs	Chairperson
2	Nodal Office	Member Secretary
3	Programme Head - MBA ACM (Jr. Batch)	Member
4	Programme Head – PGD QSCM	Member
5	Programme Head - MBA - REUIM	Member
6	Programme Head - M Plan	Member
7	Programme Head - MBA - APM	Member
8	Programme Head - MBA - ENS and SEM	Member
9	Programme Head - UG Programme - NBS	Member
10	Programme Head - PG Programme - NBS	Member
11	Programme Head - PhD	Member
12	Programme Head - B. Arch.	Member
13	Programme Head - B. Tech (Civil)	Member
14	Programme Head – M. Tech (CMT & IPM)	Member
15	Boy's Hostel Warden (Faculty)	Member
16	Girl's Hostel Warden (Faculty)	Member

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

Monday to Friday	9.00 am to 8.00 pm
Saturday's, Sunday's & Holiday's	9.00 am to 5.30 pm

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

Issue / Return Timings

Monday to Friday	9.30 am to 7.30 pm
Saturday's, Sunday's & Holiday's	09.30 am to 5.00 pm

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 & DVDs are available for Faculty only.

Library Electronic Resources:

- ❖ The library subscribes to **25** Nos. of Electronic Resources of which the details are as follows:

Sr. No	Electronic Resource	URL / Link
1.	Scopus: Scopus is an expertly curated abstract & citation database. It indexes 25,000 + active titles & 7,000 publishers.	http://www.scopus.com
2.	ASCE Journals Online: 41 Online full-text journals in Civil Engineering, Construction & allied areas with back files.	http://www.ascelibrary.org
3.	ProQuest ABI Inform Complete: 8513 Online full-text titles in Management, Construction, Real Estate, Project Management etc. with back files.	http://search.proquest.com/
4.	ScienceDirect - Business Management & Accounting Subject Collection: 122 Online full-text journals in Management, Project Management, Real Estate etc. with backfiles & archives	http://www.sciencedirect.com
5.	Sage – Management Collection: 22 Online full-text Journals in Management.	http://online.sagepub.com
6.	Sage – Urban Studies & Planning Subject Collection: 61 Online full-text Journals in Urban Development & Planning.	http://online.sagepub.com
7.	Taylor & Francis Journals Online: 80 Online full-text journals in Construction, Projects, Management & Urban Studies etc. with back files & archives.	https://www.tandfonline.com/
8.	ProQuest eBook Central – Business & Engineering.: Database of more than 70,300 + eBooks in Business, Economics & Engineering.	http://site.ebrary.com/lib/nicmar/
9.	Elsevier eBooks: 155 eBooks in Construction, Engineering, Civil Engineering, Green Technology, Infrastructure, Transportation, Project Management, Smart Cities etc.	http://www.sciencedirect.com

10.	McGraw Hill e-Books: 50 eBooks in the area of Management, Construction, Project Management, etc.	https://resolver.vitalsource.com
11.	Pearson eBooks: 59 eBooks in Management, Construction, Project Management etc.	https://elibrary.in.pearson.com/
12.	Multi-Publisher eBooks: 22 e-books for B. Tech Civil Engineering Program	Individual Links
13.	ASCE Proceedings Online: More than 64000 ASCE Conference / Proceeding Papers in 921Books	http://www.ascelibrary.org
14.	CMIE – Prowess: Database of more than 1,08,700 + large & medium Indian firms	https://prowess.cmie.com/
15.	CMIE – Economic Outlook: Macroeconomic Forecast & Insights along with real time analysis of data releases.	http://economicoutlook.cmie.com
16.	CMIE – CapEx: Database of new & ongoing investment projects in India, Nos. 34500 +	http://capex.cmie.com
17.	CMIE – Industry Outlook: Real Time Analysis & Forecasts of more than 209 Industries.	http://industryoutlook.cmie.com
18.	CMIE – States of India: Statistical Compendium of 37 Indian States & Union Territories & 724 Indian districts.	http://statesofindia.cmie.com/
19.	Turnitin Originality Check with AI Detection Tool: The Anti-plagiarism Software	https://www.turnitin.com/
20.	E-Journals: Economic & Political Weekly + Complete Archives (Since 1966)	https://www.epw.in/
21.	E-Journals (Single User): All India Reporter	https://www.aironline.in/
22.	TerraGreen	PDFs available in Library
23.	ICI Journal	PDFs available in Library
24.	Project Reporter	PDFs available in Library
25.	Civil Engineering & Construction World	PDFs available in Library

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 users including students and the faculty must deposit their bags and other belongings at the entrance and sign in / mark their attendance through the biometric system available 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:

- ❖ **Official Use Only**:

  Students may access computer hardware and internet facilities strictly for official and academic purposes.

- ❖ **Prohibited Content**:

  Viewing or attempting to view objectionable websites is strictly prohibited.

- ❖ **Personal Use Restrictions**:

  University internet facilities must not be used for personal communication or social messaging.

  The use of any messenger services (e.g., WhatsApp Web, Telegram, etc.) is strictly not allowed.

- ❖ **Email & Network Restrictions**:

  Students must not:

  - Register with any external network using the NICMAR University email ID.
  - Create or operate any internet network using NICMAR University IT infrastructure.

- ❖ **Student Website Usage**:

  The student website provides a platform for student expression and collaboration.

  Student representatives must strictly follow the website policy and coordinate with the designated faculty-in-charge.

❖ **File Access Restrictions**:

Students must not:

- View, copy, transfer, or download files from shareable folders unless directly related to their academic work.
- Upload any academic or objectionable material to social networking sites, public forums, or email platforms.

❖ **Group Emails**:

Sending group emails without prior permission is prohibited.

❖ **Lab Usage Monitoring**:

A register is maintained in the computer lab to log usage time and purpose.

Non-compliance will lead to a warning, and repeated violations may result in access being revoked.

❖ **Objectionable Communication**:

Sending inappropriate or offensive messages to fellow students, faculty, or staff will be treated as a serious offense and disciplinary action will be initiated.

❖ **Cyber Misconduct**:

Any form of IT or electronic misconduct will be treated seriously and may attract action under applicable cyber laws**.**

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 COMMUNICATIONS

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 WI-FI 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.

COMPUTER LAB RULES:

- ❖ The computer lab is strictly for academic and educational purposes. Silence must be maintained at all times.
- ❖ Playing games on lab computers is strictly prohibited.
- ❖ Downloading, viewing, or distributing offensive or objectionable material (e.g., pornography, profane language, etc.) is strictly forbidden.
- ❖ Always turn off the computer before leaving the lab.

- All users must record their name, time of entry and exit, and the purpose of use in the lab register. This is mandatory for tracking usage and maintaining lab security.
- Users must not modify or delete system files, install software, change settings, or tamper with hardware, software, or cables.
- Internet access is provided strictly for educational and study-related purposes.
- Any technical issues must be immediately reported to the lab in-charge.
- Keep bags, handbags, and raincoats on the provided shelves. Do not bring them inside the lab.
- Always scan USB drives or pen drives before use to prevent spreading viruses.
- Installing or copying pirated or unauthorized software is strictly prohibited.
- In case of theft or damage to computers or peripherals, users will be held financially responsible.
- Do not store personal files on the local (C:) drive. Students must use their own storage devices. All user data will be automatically deleted.
- Do not leave personal belongings in the lab. The institute is not responsible for lost or unattended items.
- Sleeping in the computer lab is not allowed.
- Eating or drinking in the lab is strictly prohibited to maintain cleanliness and prevent damage

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. No.	Offence	Fine Amount 1st Offence	Fine Amount 2nd 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. 20001 depending upon the nature of misconduct
3	Unauthorized 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 & Forwarded to Disciplinary Action Committee
7	Involvement in any type of 'Unfair means'	As per University Academic and Examination ordinances. Forwarded to unfair means inquiry committee	
8	Involved in the situation of proxy attendance	Rs. 500	Rs. 2000
9	Found forging somebody's signature	Rs. 500	Rs. 2000
10	Disruptive Behaviour (Repeated classroom disturbances, refusal to comply with rules)	Forwarded to Disciplinary Action Committee	Forwarded to Disciplinary Action Committee
11	Conflict of Interest (Undisclosed participation in activities that conflict with institutional values)	Forwarded to Disciplinary Action Committee	Forwarded to Disciplinary Action Committee
12	False Representation (Forging documents,	Forwarded to Disciplinary Action Committee	Forwarded to Disciplinary Action Committee

	signatures, or credentials)		
13	Vandalism including Vandalism during birthdays and post placement celebrations (Damage to campus property (e.g., classrooms, equipment)	Forwarded to Disciplinary Action Committee	Forwarded to Disciplinary Action Committee
14	Dress Code Violations Such as movement in academic block in informal dress as well as not dressed up properly during Placement and Internship drive (Not adhering to professional dress norms for attending classes or attending University events)	Forwarded to Disciplinary Action Committee	Forwarded to Disciplinary Action Committee
15	Unauthorized Absence from University Guest Lectures/Workshops/ Events/Site Visits/Industrial Visits specifically organized for a set of students (Absenteeism without prior permission from concerned authority from Guest Lectures/Workshops/ Events/Site Visits/Industrial Visits specifically organized for a set of students)	Forwarded to Disciplinary Action Committee	Forwarded to Disciplinary Action Committee

ANNEXURE II

FINE CHARGEABLE FROM STUDENTS (IT)

Sr. No	Offence	Fine Amount 1st Offence	Fine Amount 2nd Offence
1	Using Internet, Mail or any IT resources for non-official	Rs. 2000 per student & warning from Forwarded	Rs. 5000 per student / Debar from programme

Sr. No	Offence	1st Offence	2nd Offence
	and objectionable activities	to Disciplinary Action Committee	
2	Lost or Damaged for any IT Assets	Double cost of loss or damaged IT Asset	Double cost of loss or damaged IT asset & Forwarded to Disciplinary Action Committee
3	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.
4	Hacking/Unauthorized Access- Accessing restricted systems or data	Forwarded to Disciplinary Action Committee	Forwarded to Disciplinary Action Committee
5	Cyberbullying- Using digital platforms to harass or demean	Forwarded to Disciplinary Action Committee	Forwarded to Disciplinary Action Committee
6	Misuse of Institutional Email or Platforms- Sending spam, offensive or false information	Forwarded to Disciplinary Action Committee	Forwarded to Disciplinary Action Committee
7	Posting derogatory content on social media platforms Like Making official communication public on social media	Forwarded to Disciplinary Action Committee	Forwarded to Disciplinary Action Committee

ANNEXURE III

FINE CHARGEABLE FROM STUDENTS (HOSTEL / UNIVERSITY PREMISES)

Sr. No	Offence	Fine Amount 1st Offence	Fine Amount 2nd Offence
1	Late Entry (beyond permitted hostel timing	Rs. 2000/- fine per incident	

	without prior approval)		
2	Fine imposed for availing uninformed leave	Rs. 5000/- fine per incident	
3	Sharing of accommodation allotted with a non-Hostelite	Rs. 1000/- fine per incident	Termination of hostel accommodation
4	Bursting of Fire Crackers in the hostel or University Premises	Debarment/ Rustication from University/ Hostel and Letter to parents	
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/- fine per student from those involved	Debar from Hostel, Letter to parents
7	Smoking in University Campus including all Hostel Premises	Rs. 500/- fine per incident	Rs. 1000/- fine per incident
8	Damage to TV, Telephone, Cooler, AC, Window Glass, Wi-Fi 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/- fine per incident & confiscation of the item	Rs. 1000/- fine per incident & confiscate the item
10	Not Switching off Light / Fan before leaving Room	Inform Individual student with warning.	Rs. 200/- per incident
11	Misconduct/violation of rules during celebration of	Rs. 5000 fine from the Birthday Boy/Girl.	Debar from the hostel.

	birthday and during any other celebrations		
12	Unauthorized personal entry in Mess kitchen area	Rs. 1000 fine per incident	Rs. 2000 fine per incident
13	Biometric attendance not marked – fine applicable.	Rs. 100/- fine per incident	Inform Dean-Student Affairs
14	Penalty for violating triple-seat riding rule on university premises.	Rs. 2000/- fine per incident	
15	Vehicle speed limit on the university campus must be 15 km/h.	Security should take Disciplinary action against defaulters.	
16	Misuse or obstruction of fire exits and safety equipment	Rs. 1000 fine per incident	
17	Failure to maintain cleanliness in rooms or common areas, Improper disposal of food, waste, or sanitary items in non-designated areas	Rs. 200/- fine per incident	
18	Writing or scribbling on walls or furniture	Fine as per affected unit	
19	Playing loud music or causing disturbance after hostel hours	Rs. 300/- fine per incident	
20	Misuse of ID or providing proxy attendance	Rs. 300/- fine per incident	Forwarded to Disciplinary Action Committee
21	Spreading false information or rumors about the hostel on social media	Rs. 1000 fine per incident	Forwarded to Disciplinary Action Committee
22	Organizing unauthorized gatherings or parties in hostel rooms	Rs. 200/- fine per incident	Official waring

23	Quarreling/ Hitting/ Rowdy behavior in Hostel	Forwarded to Disciplinary Action Committee	Forwarded to Disciplinary Action Committee
24	Theft (Stealing personal or institutional property)	Forwarded to Disciplinary Action Committee	Forwarded to Disciplinary Action Committee
25	Misuse of Campus Facilities (Using areas for unapproved activities)	Forwarded to Disciplinary Action Committee	Forwarded to Disciplinary Action Committee
26	Bribery or Attempted Bribery	Forwarded to Disciplinary Action Committee	Forwarded to Disciplinary Action Committee
27	Disrespect / Disruptive Behaviour to Faculty/Staff	Forwarded to Disciplinary Action Committee	Forwarded to Disciplinary Action Committee
28	Ragging, Harassment, Bullying, Intimidation- Verbal, physical, or online harassment, Threatening, Aggressive Behaviour	Forwarded to Disciplinary Action Committee	Forwarded to Disciplinary Action Committee
29	Any other violation mentioned in student handbook code of conduct	Forwarded to Disciplinary Action Committee	Forwarded to Disciplinary Action Committee

Important Note: Apart from fines and the punishment mentioned in annexure-I, II, III, all kinds of misconduct/violation of code of conduct student handbook mentioned explicitly or implicitly in annexure-I, II, III will be forwarded to the appropriate body like disciplinary action committee, unfair means inquiry committee, Internal Complaints Committee (ICC) or the anti-ragging committee for further action as well as award of de-merit points.

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 office of the Student Affairs.

❖ The Functional Dean / School Dean / Programme Head / Hostel Authorities / Wardens or other university officers will prepare a detailed report on the case. Student / Students involves 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/she will invite students to present themselves before the Disciplinary Action Committee.

❖ Disciplinary Action Committee will decide the penal action.

❖ 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 of Student Affairs.

❖ Fines must be paid within the stipulated timeframe; failure to do so will lead to the amount being deducted from the student's hostel caution deposit.

❖ **The hostel and food fees are nonrefundable and nontransferable. In case of exigencies, top management will decide the refund, if any. However, no hostel and food fees will be refunded, in case of serious disciplinary action against the student.**

❖ **NICMAR University, Pune reserves rights to change / modify the student handbook code of conduct without prior intimation.**

❖ **The Vice Chancellor will be the final authority for any appeal made by the offender.**

❖ **For any points not covered under this policy or in the stipulated criteria, the final authority will be the Vice Chancellor.**

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

(For Hostel Student Only)   Date :

HOSTEL 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 for leave _____

Contact No. (Tele/Mobile) _____

Applied by   **Verified by**

_____   _____

Signature of the student   **Hostel Warden/In Charge**

Recommended or Approved by   **Approved by***

_____   _____

Sr. Manager (Hostel & Student Affairs   **Dean - Students Affairs**

* In case the leave application is for more than 5 days