

ORDINANCES AND REGULATIONS

FOR

UNDERGRADUATE PROGRAMS

IIITUGORD01



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY UNA
HIMACHAL PRADESH

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ORDINANCES AND REGULATIONS

1. Bachelor of Technology (B. Tech.)

2. Bachelor of Technology (Honors) (B.Tech. (Honors))

ORDINANCES

- O. 1 Each academic session is divided into two regular semesters and two vacation semesters (winter and summer) and follows a Senate approved schedule of academic activities.
- O. 2 Admission to B.Tech. Degree program will be made from the qualified candidates of Joint Entrance Examination (Mains) (JEE (Mains)) through Central Seat Allocation Board (CSAB) and Joint Seat Allocation Authority (JoSAA).
- O. 3 Admission to a particular branch of study shall be as decided by JoSAA.
- O. 4 The duration of the B.Tech./ B.Tech.(Honors) program will be minimum 8 semesters and maximum 12 semesters.
- O. 5 Student can opt for B.Tech. (Honors) at the end of the fourth semester of B.Tech. Program subject to the conditions prescribed by the Senate from time to time.
- O. 6 The award of the B.Tech./ B.Tech. (Honors) degree shall be in accordance with the regulations of the program approved by the Senate.

ACADEMIC

Rules and Regulations

REGULATIONS

1. Eligibility for Admission

- 1.1 Admission to Indian Institute of Information Technology Una will be made by the instructions received from the Ministry of Human Resource Development (MHRD), Government of India from time to time. Seats are reserved for candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Persons with Disability (PwD), Economically Weaker Section (EWS) and other categories as per the guidelines issued by the MHRD from time to time.
- 1.2 Admission to B.Tech. Programs will be made in the odd semester of each academic year at the first-year level based on the relative performance in the Joint Entrance Examination (JEE-Mains) as per the guidelines issued by the MHRD, New Delhi. The Joint Seat Allocation Authority (JoSAA) was set up by the MHRD to manage and regulate the joint seat allocation for admissions to more than 100 Institutes. This includes 23-IITs, 31-NITs, 23-IIITs and 23-other Government Funded Technical Institutes (other-GFTIs). All candidates who have appeared in JEE (Mains) are eligible to register for seat allocation in IIITs.
- 1.3 If, any time after admission, it is found that a candidate had not fulfilled all the requirements stipulated in the offer of admission, in any form what so ever, including possible misinformation, etc., the Dean-Academic shall report the matter to the Senate recommending for cancelling the admission of the candidate.
- 1.4 The Institute reserves the right to cancel the admission of students and ask them to discontinue their studies at any stage of their career on the grounds of indiscipline or any misconduct. Candidates must fulfill the medical standards required for admission as prescribed in the Institute Information Brochure or the Prospectus.

2. Duration of Program

- 2.1 The duration of the program for the Degree of Bachelor of Technology will be four academic years. Each academic year is divided into two regular semesters of approximately twenty weeks duration: an Odd Semester (normally mid July - November) and an Even Semester (normally January-mid May). Further, there are two vacation periods (winter and summer) of nearly 4 weeks in winters and 8 weeks duration in summers.
- 2.2 The Senate approved schedule of academic activities for a session, including dates of registration, examinations, semester breaks, etc., shall be laid down in the academic calendar of each semester.
- 2.3 Maximum period for B. Tech. program is six years.

3. Fee Structure

3.1 Fee structure will be as decided by the competent authority of the Institute.

3.2 Fee Payment Window

- a) Fee must be paid in the following two payment windows one in each semester:

1 – 30, June	Odd Semester	Deadline : 30, June
1 – 31, December	Even Semester	Deadline : 31, December

- b) All students must have paid the fee by the deadline.
c) Students availing bank loans also must have paid the fee by the deadline.

4. Programs of Study

B.Tech. Degree Programs are offered in the following specializations by the respective engineering departments:

S. No.	School Name	Branch Name	Intake
1	School of Computing	Computer Science and Engineering	60
		Information Technology	40
2	School of Electronics	Electronics and Communication Engineering	60

5. Structure of Program

5.1 Structure of the B.Tech./ B.Tech. (Honors) Programs shall have the following:

- General Institute Requirement (GIR)
- Program Core (PC)
- Program Elective (PE)
- Stream Elective (SE)
- Essential Laboratory Requirement (ELR).
- Practicum (PM)
- Internship
- Project Work

5.2 The number of courses and credits for each of the above mentioned components will be as directed by the Senate of the institute.

5.3 General Institute Requirement (GIR)

S. No.	Name of the Course	Number of Courses	Credits
1	Engineering Mathematics	2	8
2	Engineering Physics*	2	5
3	Engineering Chemistry*	2	4
4	Introduction to Biotechnology	1	3
5	Professional Communication*	3	7
6	Humanities	2	3
7	Basic Environmental Science and Engineering	1	3
8	Basics of Electrical and Electronics Engineering*	2	5
9	Basics of Programming in C	2	5
10	Electronics/Computer/IT Workshop	1	2
11	Internship	1	0
12	Project Work	3	18
13	Cultural/Technical/Sports/Yoga	-	0
14	Industrial/ Expert Lectures	-	0

* includes lab

5.4 Number of Courses and Credits

General Institute Requirement (GIR)	CSE	IT	ECE
Number of courses	18	18	18
Number of credits	45	45	44
Program Core (PC)			
Number of courses	17	16	16
Number of credits	49	45	43
Program Elective(PE)			
Number of courses	07	07	09
Number of credits	18	18	24
Stream Electives (SE)			
Number of courses	05	05	05
Number of credits	15	15	15
Practicum (PM)			
Number of courses	04	04	04
Number of credits	12	12	12
Internship	00	00	00
Project Work	18	18	18
Total Credits	157	153	156

5.5 Highlights of Curriculum

- a) A student must register for four theory courses and three ELR per semester during I to V semester.
- b) VI semester is dedicated for internship.
- c) In VII and VIII semesters, the number of courses will be registered as per the curriculum of the respective branch.
- d) Project Work (VII and VIII semester).
- e) To promote interdisciplinary culture, a team with maximum of three students from various departments can be formed with the permission of the concerned Head of Departments (HoDs) in the second year. The project guide(s) for such projects shall be from one or more among the departments. Co-guide(s) from any reputed industry is also permitted.
- f) Students with a Grade Point Average (GPA) of 8.5 and above in each of the first four semesters are eligible for the honors courses (NPTEL/SWAYAM/MOOCs) from fifth to eighth semesters. A GPA of 8.5 and above is the minimum requirement in all the eight semesters for the award of honors degree.
- g) Students not fulfilling the criteria for honors courses, who have interest and passion in doing extra courses can audit courses (NPTEL/SWAYAM/MOOCs) and get grades which will not be accounted for credit of GPA/ CGPA.

5.6 Course Plan

- a) The course plan (GIR, PC, PE, SE, PM and ELR) will have details of the overview of the course, course objectives, course outcomes, course teaching and learning activities, course assessment methods, and policy on compensation assessment.
- b) Each course will have tailor-made assessment models, viz., group tasks, assignments, report on field visit, quizzes, open book tests, laboratory exercises, mini-project, and end of semester summative assessment, etc.
- c) The assessments of a course are designed to achieve the course outcomes. The course plan will also have details of information on study materials.
- d) The number of assessments for a course shall range from four to six and shall be varying from course to course.
- e) Students who miss any of the assessments for genuine/ emergency reasons only may be given one compensation assessment as per the absentee assessment schedule.
- f) The course plan shall be approved by the Class Committee (CC)

chairperson and the HoD. A copy approved by the CC and the HoD shall be sent to the Academic Office.

- g) The course plans for all courses offered by the Institute will be available on the website for reference of the faculty members and students.

6. Attendance

- 6.1 75% attendance (in case of medical/ sports/ institute representing, etc.) is mandatory though 100% is encouraged for all the courses.
- 6.2 Attendance letter grade may appear in grade card.

Percentage Range	Grades
95-100%	Good
81-94%	Medium
75-80%	Satisfactory

7. Faculty Mentor (FM)

- 7.1 The HoD assigns a faculty member, Faculty Mentor (FM), to a certain number of students in the first year.
- 7.2 The students thus assigned will continue under the guidance of this FM until they complete the program.
- 7.3 The FM will meet the students at least 2-3 times in a semester and render general advice regarding either the academic program or any other activity.
- 7.4 The FM will maintain the Student Appraisal Records (STAR).

8. Registration and Enrolment

- 8.1 Except for the first semester of the first year, the first working day of every semester will be the registration day. The student shall register for the courses opted during the semester along with the proof of fee-receipt to the Institute.
- 8.2 A student will be eligible for enrolment only if the student has cleared all the dues to the Institute, Hostel, Library, etc., till the end of the previous semester, provided the student is not debarred for enrolment by the Institute Disciplinary Committee (IDC).
- 8.3 A student is expected to register for courses as prescribed in the curriculum.

9. Class Committee (CC)

9.1 Constitution of the CC

For every class, a CC shall be constituted by the HoDs, as given below:

Chairperson	A faculty member not teaching that particular class
Members	1. Faculty of all the courses of study 2. Four students from the class to be nominated by the HoD

9.2 Functions of Class Committee

- a) The class committee shall meet thrice during the semester. The first meeting will be held within one week from the date of commencement of the semester in which the nature of the broad assessment procedure for the different courses will be discussed.
- b) During the first meeting of the CC, all the faculty members shall give their course plan to the chairperson (CC) for the approval and to upload on the website.
- c) The second and third meetings will be held after six weeks and ten weeks respectively from the commencement of a semester for the meaningful interaction, expression of the opinions, and feedback. It will invite suggestions to improve the effectiveness of the teaching - learning process and evaluate the performance of the students in the assessments.
- d) The chairperson of the CC should send the minutes of the CC meetings to the Dean (Academic) through the HoD, with immediate effect.
- e) Any disagreed innovation in the course plan by the CC/HoD will be referred to the Chairperson of the Senate for the approval.

10. Assessment Procedure

10.1 Each course shall be assessed according to the course plan drawn by the faculty member who handles the course. Assessment weightage shall be decided by the faculty member and it is typically as follows:

S. No.	Assessment Mode	Duration	Weightage
1	Assessment – I	60 mins	20%
2	Assessment –II	60 mins	20%
3	Programming/Demonstratable/ Problem solving assignment	–	20%
4	End Semester Examination	180 mins	40%

10.2 Internship/ Industrial Training/ Academic Attachment/ Industrial Lectures

- a) The student should undergo industrial training/internship for a minimum period of five months during the 6th semester in any of the reputed industry, Government-sponsored Research and Development Organization. Attachment with an academic institution within the country (IISc/ IITs/ NITs/ IIITs and CFTIs) or foreign universities are also permitted for the exceptional cases with special permission in lieu of industrial training.
- b) Students should submit a report during the last week of May along with the certificate obtained from the industries, R&D organizations, or Academic Institutes. The performance in the internship will be evaluated based on the report and viva-voce examination. The examiners for the viva-voce examination shall be the HoD and the program coordinator or the nominees.

10.3 Project Work (PW)

- a) The project evaluation for the B.Tech. Program shall be carried out by a Project Monitoring Committee (PMC) comprising, the HoD or the nominee (Chairperson), project coordinator and the project guide(s).
- b) The continuous assessment of the project work is as follows:

Project Work Phase – I, will be evaluated at the end of V semester.

Project Work Phase – II, will be evaluated at the mid and end of VII semester.

Project Work Phase – III, will be evaluated in VIII semester as follows:

Internal Assessment	Weightage	Schedule
First Review	10%	Six weeks from the commencement of the semester
Second Review	20%	Ten weeks from the commencement of the semester
DEMO	30%	Two weeks before commencement of End Semester Exam

- c) The final project viva-voce will have 40% weightage and shall be conducted by the Project Monitoring Committee (Guide and HoD or the nominee) along with an internal/external examiner from IISc/ IITs/ NITs/ IIITs/ Government Research Laboratories/ Government and Government aided Institutions/ Public sector undertaking.
- d) Permission for project work in the second year of the B.Tech. Program in general will be given to innovative and reputed Industry/ Institute related work. Such projects will be monitored in every semester until the VIII semester. If the progress remains satisfactory, the students may continue the same project up to VIII semester.

11.Absentee Assessment

- 11.1 If student is absent during any of the class assessments due to some genuine reason, then for such students the assessment will be conducted a week after the End-Semester exams.
- 11.2 Student absent in assessment loses the respective weightage.
- 11.3 Student will be assigned an INCOMPLETE 'I' grade if absent for end-semester examination.
- 11.4 Before the commencement of every semester (except First semester), the student with INCOMPLETE grade 'I' will appear for Supplementary Examination.
- 11.5 Conduct of Supplementary Examination**
Students with 'I' grade will register for supplementary examination. Supplementary exam will be conducted a week prior to the registration of any semester. 'I' grade should be converted to appropriate grade, considering the earlier continuous assessments and the grade ranges.

12.Performance Analysis Committee (PAC)

- 12.1 The PAC will consist of the same members as the class committee, but it will include the HoD and exclude the student members. The meeting of the PAC is to be held within seven days from the last day of the last assessment to analyze the performance of the students in all courses of study and finalize the grade ranges for each course. The statement of grades shall be forwarded to the Dean (Academic) immediately after the meeting, through the HoD. The PAC, by collective wisdom, should ensure that the clustering/ grading decisions are reasonable.
- 12.2 The attendance registers of all the courses along with the assessment marks, grades and grade-ranges entered in the register are also to be sent to the Dean (Academic) immediately through the HoD.
- 12.3 The Dean (Academic) shall monitor the statement of grades (and the attendance register). In case of any ambiguity that cannot be addressed by the Dean (Academic), the Chairperson (Senate) is authorized to resolve the ambiguity. The results will be declared by the Dean (Academic).

13.Grading System

- 13.1 The letter grades and the corresponding grade points are as follows:

Letter	S	A	B	C	D	E	I
Grade Points	10	9	8	7	6	5	0

- 13.2 The Institute follows relative grading with flexibility given to teachers to decide the mark ranges for grades. All assessment of a course will be done on the basis of marks.
- 13.3 The students shall be placed in any of the bands with letter grades: 'S', 'A',

‘B’, ‘C’, ‘D’, ‘E’ and ‘I’ with the credit points of ‘10’, ‘9’, ‘8’, ‘7’, ‘6’, ‘5’, ‘0’, respectively.

13.4 The cut-off mark for completion of a course shall be calculated as $\frac{\bar{X}}{2}$ or $\frac{X_{max}}{3}$, whichever is less, where \bar{X} is the mean of the class and X_{max} is the maximum scored mark in the class. Students scoring marks above the cut-off mark shall be appropriately placed in top six bands typically 10, 15, 25, 25, 15, 10 percentages respectively. Students scoring less than cut-off mark shall be placed in lower most band (‘I’).

13.5 Teachers can adopt any one of the following logical methods to decide the grades: (a) Normalized curve, (b) Z-score, and (c) Gap theory.

13.6 In general, the ‘S’ grade is restricted to a maximum of 10% of the total number of students registered for the course. However, for ELR and project work, the number of students getting the highest grade beyond this limit will be decided by the PAC.

13.7 The grading structure adopted by the subject faculty member is subject to the scrutiny of the PAC and subsequently the Senate.

13.8 Any issues related to grading will be decided by the Dean (Academic) in consultation with the Chairperson of the Senate.

13.9 The Performance Analysis Committee (PAC) shall meet within seven days after the completion of all examinations in a semester. The committee shall analyze the relative cumulative performance of the students in all assessments of a course and finalize the mark range for the letter grades of the course.

13.10 Students who could not appear for the final assessment of any course due to some genuine reasons shall be awarded ‘I’ grade. Such students are eligible to appear for supplementary exam that should be conducted one week prior to the registration of any semester. The weightage of the assessment shall be the same as that of the final assessment for which the student could not appear. The same faculty member who taught the course will be conducting the assessment and student shall be awarded a suitable grade (ranging from ‘S’ to ‘I’), considering all the previous assessments and the grade ranges.

14. Transparency in Assessment

14.1 Students can review their evaluated answer scripts of the assessments and can get them re-totaled / re-evaluated by the faculty member concerned.

14.2 The end semester evaluated answer script may be seen by the students within the specified duration, preferably within two weeks after the re-opening of the next semester and got them re-totaled by the faculty member concerned if required. This may or may not change the grades.

14.3 If revaluation of end-semester answer script is required on genuine reasons, it will be admitted by the HOD/ Director of the institute.

14.4 However, if there is any grievance in the re-evaluation of an assessment task, which is not settled by the faculty-in-charge of the course/ HoD, the Dean (Academic) after verifying whether the grievance is genuine can recommend to the Chairperson of the Senate for appropriate remedial measures.

14.5 The grade change, if any, as a result of re-totaling/ revaluation, etc., shall be admitted by the Chairperson, Senate.

14.6 Retention of Assessment Material

The answer scripts (all modes of assessments) shall be retained with the faculty members at least for two academic years to facilitate academic audit. Afterwards, the material will be disposed-off/ destroyed permanently by the faculty member.

15. Temporary Break of Study

15.1 A student may be permitted by the Dean (Academic) to withdraw from the program for any semester for genuine reasons on the recommendation of HoD. Exceptional cases will be handled by the Senate. The following shall be applicable for such students on re-joining:

- a) A student who is permitted to discontinue may rejoin the course at the appropriate semester only along with the regular students at the time of normal commencement of that semester.
- b) A student who discontinues and rejoins shall be governed by the rules, regulations, courses of study, and syllabus in force, at the time of rejoining the course.

16. Grade Cards

16.1 After the results are declared, Grade Cards will be issued to each student which will contain the list of courses for that semester with attendance grade, credits, and the grades obtained by the student along with the year of passing.

16.2 Semester Grade Point Average (SGPA) is the ratio of the sum of the products of the number of credits of a course(C_i) and the grade points scored in that course(GP_i), taken for all the courses, to the sum of the number of credits of all the courses(n) in the semester:

$$SGPA = \frac{\sum_1^n C_i \times GP_i}{\sum_1^n C_i}$$

where, n is the number of courses in that semester.

16.3 The Cumulative Grade Point Average (CGPA) will be calculated for every semester as follows:

$$CGPA = \frac{\sum_1^N C_i \times GP_i}{\sum_1^N C_i}$$

Where(C_i) are the credits and (GP_i) are the grade points obtained by the student in all the N courses upto this semester.

17. Eligibility for Award of B.Tech. Degree

A student shall be eligible for the award of the degree of the Bachelor of Technology (B. Tech.) only if:

- a) Student has undergone the prescribed program of study by earning the minimum total number of credits specified in the curriculum of the relevant program of study.
- b) Student has a minimum CGPA of 5.
- c) Student has no dues to the Institution, Library, Hostels, etc.
- d) Student has no disciplinary action pending against them.

18. Eligibility for Award of B. Tech. (Honors) Degree

A student shall be eligible for award of the degree of the Bachelor of Technology (Honors) only if:

- a) Student has undergone prescribed program of study with a SGPA of 8 and above in first four semesters.
- b) Student has completed the prescribed four additional, recognized and approved open elective (NPTEL/ SWAYAM/ MOOCs) courses by the institute of three credits each from V semester.
- c) Student has scored a SGPA of 8.5 and above from V to VIII semesters.
- d) Student has scored an overall CGPA of 8.5 and above in all semesters.
- e) Student has no backlogs and disciplinary action.
- f) Student registered for B. Tech. (Honors) but failed to fulfill (a) and (e) will be awarded B. Tech. subject to satisfying clause 17.

19. Consolidated Statement of Grades

At the end of the program, all successful students will be provided with a consolidated statement of grades which will contain the following particulars:

- a) List of courses and grades obtained along with the year of passing,
- b) CGPA, and
- c) Letter grade of attendance in each course.

20. General Conduct of Students in the Examination Halls/ Laboratories

20.1 Students should abide by the restrictions imposed by the course faculty member inside the examination hall/ laboratories. The institute policy for discouraging academic dishonesty by students is as follows:

20.2 Any dishonesty will be reported immediately to Departmental Disciplinary Committee (DDC) and the recommendation of this committee will be final and binding on the students.

20.3 The Institute Disciplinary Committee (IDC) will be constituted with the faculty member, Dean (Academic), Chairperson (PAC) and the HoD. IDC shall verify the facts of the indiscipline and suggest penal actions according to

the level of indiscipline.

21.Academic Appellate Committee

This committee is constituted for the smooth functioning of the various autonomous under-graduate programs of the Institute and it consists of the following members:

Dean (Academic)	Convener
Dean (Students)	Member
Respective HoD/ Coordinator	Member

This committee will look into all issues related to course plan, academics, etc., other than the scope of IDC. The committee will meet as and when necessary and recommend remedial or punitive actions, to the Chairperson of the Senate.

22.Scholarship/ Fellowship

At present, the institute is not offering any Institute level scholarship. However, students can avail scholarships from Government of India/ State Government and others, if any as per the eligibility. Moreover, if scholarships are granted by any stakeholders or other agencies at institute level, the same shall be made available to the students.

23.Revision of Regulations and Curriculum

The Senate may revise, amend or alter the regulations, courses of study and syllabus from time to time as and when found necessary. Any other relevant rules which need urgent revisions can be framed and implemented by the Director/ Chairperson of the Senate and ratified in the subsequent Senate meeting. In case of the difference of opinion regarding the interpretation of any of the regulations, the decision of the Chairperson of the Senate shall be final.

24.Power to Modify

Notwithstanding all that has been stated above, the Senate has the right to approve any modifications brought out at a later date.

25.Legal Challenge

Any clause/provision stated in the rules and regulations if challenged in the Court of Law subject to jurisdiction of Una, the decision of the Court shall be binding only for the new batches.

ADMINISTRATIVE

RULES AND REGULATIONS

1. HOSTEL MANAGEMENT

- 1.1 The following officers constitute the Hostel Administration Committee (HAC):
 - a) Institute Level Body: Chief Warden, Warden, Assistant Warden, Care Taker, Three Security Guards.
 - b) Hostel Level Body: Hostel Secretary, Literary Cultural Secretary, Sports Secretary, Mess Secretary.
- 1.2 Each hostel is managed by a Warden who is a regular faculty of the Institute, Assistant Warden and Caretaker.
- 1.3 The students can approach any of the above officers for help, guidance and grievance redressal. Representations to higher officers must be forwarded through proper channel.

2. ACCOMMODATION

- 2.1 Statutorily, hostel accommodation is available to B.Tech. students, only during a working semester. No B.Tech. Student will have a right to occupy a room during vacation. But student may be permitted to stay on request, if student is doing any course work/project work/Institute work/Hostel work.
- 2.2 Hostel accommodation is available to Ph.D. scholars throughout the year subject to a maximum of 5 years for Ph.D. scholars. Ph.D. scholars shall vacate the hostel even in the middle of a semester once they are relieved from the Institute. However, they have to pay establishment charges for the entire semester.
- 2.3 Hostel accommodation may be provided to project staffs who are registered for and working towards a research degree at the Institute based on their request for rooms for a limited period, which could be extended, if rooms are available. They are required to pay room rent, establishment charges and any other charges as decided by the Hostel Management. The project staffs residing in hostels are governed by the same rules, applicable to regular students of the Institute. Project staff availing hostel accommodation is not eligible for HRA and should keep the Institute informed about the same.

3. CONDITIONS OF ALLOTMENT

- 3.1 At the time of admission of a student into the hostel and at the beginning of every year, each resident is required to submit a duly completed Personal Data Form. The telephone number of the parent must be provided. Local Guardian's address and phone number is optional. Email of the parent (if available) should also be provided. Any change of address/telephone number of the parent/local guardian, at any point of time, has to be intimated immediately to the hostel office in writing.
- 3.2 The Hostel Management will generally provide minimum furniture and fittings for each room consisting of one each of cot, table, chair, ceiling fan with regulator and, a tube light fitting.

- 3.3 Rooms once allotted to the students for an academic year will not be changed except on special situations.
- 3.4 The Hostel Management, if in case of non-availability of rooms, can allot more than one person per room.
- 3.5 If the status of any student changes during the period of stay in the hostel, student is required to inform the Convener of Hostel immediately and should vacate the hostel if the Hostel management finds that student is not eligible for hostel accommodation.
- 3.6 The students are entitled for accommodation in the hostel as long as they are full time registered students. Accommodation will not be provided to any student whose registration has been cancelled. Any student who is removed from the Rolls of Institute will automatically be ceased to be a member of the hostel.
- 3.7 Before vacating the rooms, students should fill up the Room Vacating Slip in triplicate. In addition to the furniture, electrical installations including fan should be handed over intact. The personal locks have to be removed while vacating the room.

4. EXEMPTION FROM RESIDENCE IN HOSTEL

- 4.1 The married students /Research scholars/QIP scholars, who are provided quarters in the campus, are fully exempted from hostel stay and no rental/establishment charges need be paid to the HAC. However, such students will have to apply for an exemption to the Chief Warden in the prescribed form. In case, they are allotted a room in the hostel in the first instance, the charges are payable for one semester even if they vacate the hostel in the middle of the semester, and the refund of the charges paid by them is not permissible. If they wish to come back to the hostel during the semester at a later date, then the full semester charges are payable once again. In such cases, hostel accommodation is provided to the student and not to the spouse or children.
- 4.2 If any student is denied a room in hostels by the Hostel Administration Committee due to paucity of rooms, then a complete exemption for payment of charges may be granted to the student by the Chief Warden till such time accommodation is made available.

5. CODE OF CONDUCT

- 5.1 All the residents are required to maintain the standards of behaviour expected from the students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- 5.2 All residents are required to carry their valid Identity Cards issued to them by the Institute.
- 5.3 The rooms, common areas and surroundings should be kept

clean and hygienic. Notices shall not be pasted on walls and walls shall not be scribbled on.

- 5.3 All the girl students are expected to be in the hostel before 9.00 p.m. (9.30 p.m. on Saturdays and Sundays). If any student wishes to be away from the hostel during the weekend, holidays or any other time, she has to take prior permission from the Warden.
- 5.4 Rooms are allotted to the students on their personal responsibility. The students should see to the upkeep of their room, hostel and its environment. Students should bring to the notice of the Estate Maintenance office, through the Warden, for all routine maintenance works (Civil, Carpentry and Electrical), if any, to be carried out in their rooms.
- 5.5 Students should co-operate in carrying out maintenance work and vacate their rooms completely when the HAC requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.
- 5.6 The students should not screen pirated/unauthorized/unlicensed movies in their computers and common rooms. Any violation will be dealt severely. Punishment for the same will be decided by authorities.
- 5.7 The residents of a room are responsible for any damage to the property in the room during their occupancy of that room and will be required to make good the damage, if any resident is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when resident changes/vacates the room/hostel.
- 5.8 In case of damage to or loss of hostel property, the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Warden.
- 5.9 The residents shall not move any furniture from its proper allotted place and also not damage them in anyway. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand over them to the Warden, failing which student will be charged a penal rent as decided by the Warden.
- 5.10 The residents shall not remove any fittings from any other room and get them fitted in their room.
- 5.11 The residents are required to sign a Hostel Upkeep Undertaking form, a copy of which is given as annexure. In case of any damage, the cost and a fine amount proportional to the damage shall be levied by the HAC.
- 5.12 Ragging of students admitted to the Institute is totally banned. If students violate this, they will be dealt severely.

- 5.13 Anti-ragging measures with reference to the UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009 (under Section 26 (1)(g) of the University Grants Commission Act, 1956), vide notification F.1 16/2007 (CPP-II) dt. 17.06.2009, ragging is a punishable crime.

In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in Special Leave Petition (SLP) no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009. This has come to effectiveness to prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdism or in disciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

In view of the above an Anti-ragging squad is active and our campus is ragging free. Hence any such activities if occur will be viewed with due seriousness and the student will be subjected to subsequent actions as per the stipulated act.

Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- j) In case of any such instances either directly been contacted by the senior, being a victim or if the student happens to witness any such incident which can be categorically defined under ragging as above as a campus resident student should immediately report to the appropriate authority Warden/Convener of Hostels/Chief Warden/Dean Students Welfare/Anti-ragging squad for further course of action. Such informants will be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents. Freshers should clearly desist from doing anything with or against their will, even if ordered to by the senior students and that any attempt of ragging shall be promptly reported to the above authorities as the case may be.

First year UG students are for the very same reason lodged in separate hostels fenced and the access of seniors are denied on these first year hostels. Any senior student found in those hostel premises for what so ever reason without prior permission shall be subjected to disciplinary action. The students who are found indulge in such activities shall be punished appropriately after following the procedure and in the manner prescribed here in under.

- k) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

- l) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
 - i) Suspension from attending classes and academic privileges.
 - ii) Withholding/withdrawing scholarship/fellowship and other benefits.
 - iii) Debarring from appearing in any test/examination or other evaluation process.
 - iv) Withholding results.
 - v) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - vi) Suspension/ expulsion from the hostel.
 - vii) Cancellation of admission.
 - viii) Rustication from the institution for period ranging from one to four semesters.
 - ix) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

An appeal against the order of punishment by the Anti-Ragging Committee shall lie:

- i) In case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University.
- ii) In case of an order of a University, to its Chancellor.
- iii) In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be. All senior students, hostellers and day scholars, are required to sign an Anti-Ragging Undertaking form.

5.14 Smoking and consumption of alcoholic drinks and/or narcotic drugs in the hostel premises are strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and rustication from the Institute. Hostel zone is a smoke-free zone in the Institute. Students should not smoke inside the hostel/room/common room/dining hall/toilets/corridors/terrace etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.

5.15 Employing unauthorized persons for personal work such as washing clothes, etc., is not permitted. Members of the hostel staff should not be asked to enter the hostel room on any account.

5.16 Any student who is found to be indulged in undesirable activities such as physical assault, damage to property, etc., will be liable to the following punishments:

- a) Student will be expelled from the hostel.
- b) A record of student's misconduct will be made in the personal file.
- c) The cost of damage will be fully recovered from student along with penalty.
- d) Student will also be fined commensurate with the offence committed.
- e) The privilege of appearing for campus interviews will be denied, when student reaches the final year.
- f) No recommendations will be given to him/her for studies abroad.

5.17 Any student found hosting/harboring an offender will be also liable to the punishments mentioned in rule 5.17.

5.18 Residents should not participate in any anti-national, antisocial or undesirable activity in or outside the campus. The visit of a person of the opposite sex to the hostel is restricted to common room and lounge.

6. GUESTS

6.1 A guest of a resident may be permitted, with the prior approval by the Convener of Hostels, to stay in hostel for not more than a week on payment of the necessary charges, as fixed by the HAC from time to time. The guest can be permitted only if the permission is obtained prior to entertaining the guest in the room. For this purpose, every person other than resident of the hostel will be considered as a guest for definition.

6.2 Entertaining unauthorized guests will lead to severe punishment including expulsion from the hostel.

6.3 No overnight guests are permitted in a student's room without permission of the Warden. No person of the opposite sex either guest or otherwise shall be permitted to stay overnight in any part of the hostel.

7. VISITORS

7.1 All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the security guard.

7.2 The visit of men students to the women's hostel and vice-versa is restricted.

8. USE OF APPLIANCES

8.1 The use of electrical appliances such as immersion heaters, electric stove /heaters/electric iron are forbidden in any of the rooms allotted for residence.

Private cooking in the hostels/ student's room is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.

- 8.2 The uses of audio systems which may cause inconvenience to other occupants are not allowed. The uses of personal TV, VCR and VCD / DVD are prohibited. The students should not hire objectionable CDs from outside.
- 8.3 When the students go out of their room, they should switch off all the electrical electronic appliances, and keep them locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.

9. COLLECTIVE RESPONSIBILITIES

- 9.1 General damage to the hostel property will be the collective responsibility of all the residents and they will be required to make good such damage, if the students who caused the damage could not be identified.
- 9.2 Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- 9.3 Residents will be personally responsible for the safety of their belongings.
- 9.4 Residents are required to obey all the traffic rules inside the campus.
- 9.5 Residents are duty bound to report to the Steward/RSC/Warden/Convener of Hostels /Chief Warden in case they notice any unwanted incident or undesirable activity going on in the hostel or on the campus.
- 9.6 Residents are required to park the cycles only in the space provided for them in an orderly manner. No cycles/vehicles should be parked at the entrance or in the corridors.
- 9.7 Use of powered vehicles by students has been banned. Residents violating this rule are liable for punishment. Powered vehicles brought to the campus will be confiscated and huge penal charges will be levied. Confiscated vehicles will be released only at the end of the course completion.
- 9.8 Students should not arrange any functions or meeting within the hostel or outside or within the Institute campus without the specific permission of the concerned authorities.
- 9.9 Students should not arrange for any picnic outside without the specific permission of the Dean (Students)/Associate Dean (Students).
- 9.10 Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.
- 9.11 The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep under lock (preferably a

branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.

- 9.12 Any case of theft should be reported promptly to the Security Officer.
- 9.13 The jurisdiction of IIIT Una is confined to the campus. If our students create law and order problems outside the campus, they are answerable to the police.
- 9.14 Many of the mofussil buses do not stop at IIIT Una. The students are advised to ascertain this before they board the bus. Picking up a quarrel with the crew will only land them in trouble.
- 9.15 The students when they go out should plan to return to the campus before 10:00 p.m., by town bus if necessary. In rare instances when they are delayed and are forced to take a mofussil bus to return to the campus.
- 9.16 Since good quality restaurants are available in the campus, students may avoid visiting hotels in the city, especially at night.
- 9.17 Do not go out in large groups which are difficult to control. If you get involved in unpleasant situations, you are not the only one to be affected. You end up creating a bad impression of our Institute.
- 9.18 IIIT Una will do its utmost to protect you as long as you are on the right side of the law. Do not overstep your limits. Help us to help you.

10. HOSTEL FEES FOR UG AND PG STUDENTS PER SEMESTER

The same shall be updated at www.iiitu.ac.in before the beginning of every semester.

11. MESS RULES

- 11.1 No student is allowed to stay in the hostel without being a member of any of the messes. Students have to keep their identity cards and produce it to the mess supervisor as and when required.
- 11.2 Once a student joins a mess, student shall be deemed to have become a permanent member of that mess throughout the semester. Mess change is permissible during the semester is applicable for senior boys students (from 2nd year UG onwards) only.
- 11.3 Students who remain absent on the date of reopening of the Institute after any semester vacation will be deemed to have joined the mess wherein they dined during the previous semester and will be charged accordingly.
- 11.4 Absence from joining the mess will be permitted only by the Chief Warden on request for valid reasons, for a maximum period of 10 days only from the date of reopening of the college. Afterwards they will be charged as stated

above. Such permission should be obtained and the Convener of Hostels intimated well in advance of the absence.

- 11.5 Students should sign the Mess Joining Register kept in the messes at the time of their joining the mess.
- 11.6 Students should sign the Mess Leaving Register kept in the messes whenever they leave the mess. Otherwise they will be deemed to be present and charged accordingly.
- 11.7 Students are not permitted to dine in the mess without signing the Joining Register or after signing the Leaving Register.
- 11.8 The mess timings are as follows and the students should strictly adhere to these timings:
- 11.9 The system of self service will be followed in all the messes.
- 11.10 The quantity of food will be unlimited except in the case of special items.
- 11.11 Students can entertain their guests. They can entertain their parents as guests in their respective messes on prior intimation and on the production of guest tokens. Students are not permitted to dine in any mess as self-guest.
 - a) Mess reduction is admissible to the residents of Hostels on the following grounds:
Approved Study Holidays and Semester Vacation declared by the Director.
 - b) Periods duly recommended by the Head of the Department and availed by the students for purposes such as participation in sports, competitions, seminars, educational tours, etc.
 - c) Periods availed by students for attending interviews and In-plant Training on the recommendation of the Professor of Training and Placement.
 - d) Period of absence due to serious illness requiring hospitalization, subject to the production of medical certificate, in genuine cases.
- 11.12 Application for mess reduction should be made in the form prescribed and it should be submitted three days in advance. The application should be forwarded by the Warden. An acknowledgement may be obtained from the Convener of Hostels for having applied for mess reduction.
- 11.13 In addition, students applying for mess reduction should also sign the Mess Leaving Register kept in the messes at the time of their leaving the mess.
- 11.14 Students proceeding on medical Leave from the campus should produce the Medical Certificate issued by the College Medical Officer at the time of their leaving. 11.16 In case of sudden illness, information on leaving the mess should be made available to the Hostel Office immediately and the

application for mess reduction should be submitted within the next three days.

- 11.15 Students who fall sick at the time of their stay in their native place during the period of approved holidays and who require mess reduction for a further period should intimate the Mess Manager by post before expiry of the approved holidays, the probable date of rejoining the mess along with a medical certificate from a Medical Officer not lower in rank than that of a Civil Asst. Surgeon. No mess reduction will be given, if advance intimation is not provided.
- 11.16 No student can claim mess reduction unless student had intimated about absence in advance by applying for mess reduction in the form prescribed and signed the Mess Leaving Register at the time of his/ her leaving the mess.
- 11.17 Students will be entitled for mess reduction only for N-2 days where N is the total number of days absent from the mess.
- 11.18 At the time of joining the mess and after availing the mess reduction, students should sign the Joining Register kept in the messes.
- 11.19 Students other than the Mess Committee Members are not permitted to enter the kitchen or store room of the mess on any account.
- 11.20 Students are not permitted to cook any food on their own accord in the messes or in their rooms.
- 11.21 Students on no account will be permitted to take food outside the mess. They can't take mess utensils such as plate, spoon, tumblers, etc., to their rooms.
- 11.22 No food will be served in the rooms of the hostel for any student unless a certificate is produced from the Institute Medical Officer to the effect that the students' condition requires the food to be served in their rooms.
- 11.23 No diner shall waste food. Paying mess bill does not entitle a diner to waste food.
- 11.24 Assist in maintaining the mess and surroundings neat and clean. No notices shall be pasted on walls. Notices put up on the notice boards should not be removed by the diners.
- 11.25 All diners shall interact with the mess staff in the dining hall in a courteous manner.
- 11.26 After eating food, diners shall leave the cup, plate, waste food etc. in the designated bins.
- 11.27 All diners shall produce ID card and Mess card to dine every time in the mess.
- 11.28 If any diner is medically ill and requires a special diet (e.g. Oil-less food) student can request the Warden to arrange for the same at the mess.

- 11.29 Students should not bring any pet animals into the mess halls or encourage such practice in the Hostel room.

12. RIGHTS OF HOSTEL MANAGEMENT

- 12.1 Any breach of these rules will invite an enquiry that will be conducted by the Hostel Management. If the student is found guilty, then the Hostel Management will take disciplinary action that it deems fit. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
- 12.2 The Hostel Management reserves its right to change these rules from time to time keeping the students informed through general circulars displayed on the hostel notice boards.

13. RULES AND PROCEDURE FOR OBTAINING ROLL CALL EXTENSION

- 13.1 Roll call extension will be given for individuals, members of clubs and festivals till 11.00 pm.
- 13.2 The students requesting roll call extension must get permission from RSC/Warden indicating the venue and number of students requesting roll call extension before 4 pm on the day of extension which will be forwarded to the Stewards for information to Transportation section.
- 13.3 The students are expected to use the Shuttle Service Transportation provided by the administration to return back to the hostel. They cannot return to the hostel on their own.
- 13.4 The students are expected to carry their college ID cards with them the entire duration.
- 13.5 Silence must be maintained by the students during roll call extensions irrespective of the activity for which permission is availed.
- 13.6 During the permitted hours, the students are expected to stay within the respective buildings for which they have obtained permission.
- 13.7 Random checks for ensuring discipline will be conducted in the venues during the permitted hours.
- 13.8 If the behaviour of any individual/team during roll call extension hours is found to be unacceptable, hostel authorities have the right to cancel all future

Breakfast	07:30 a.m. to 09:00 a.m.
Lunch	12:15 p.m. to 02:00 p.m.
Snacks	05:15 p.m. to 06:00 p.m.
Dinner	08:00 p.m. to 09:30 p.m.

roll call extensions for them.

13.9 A biometric system would be operated separately for girls requesting roll call extension after 9.00 pm, so that the information is sent to the warden and parents of the particular students.

13.10 An undertaking form by the student and the parents shall be put into operation.

13.11 If any student violates any rule during the roll call extension and exposes herself in harm's way, it will be the sole responsibility of the student of her safety. The following procedures for obtaining roll call extension do not apply during the special days like technical festival and fresher's party etc.

Procedure for Obtaining Roll Call Extension for Club Members:

13.12 In the event of club work, the students are expected to obtain written permission from their respective staff advisors of the clubs and submit a copy of the permission letter to the respective RSCs and get it attested.

13.13 The original permission letter must be submitted at the hostel gate. Roll numbers of the students will be cross checked at the hostel security desk when they return.

13.14 Total number of girls requesting roll call extension must be more than three per club (minimum count can vary based on the strength of girl students who are members of the club).

13.15 The club work can be conducted in the Administration building till 11.00 pm strictly.

Procedure for obtaining roll call extension for Festival Teams:

13.16 In the event of festival team work, the students of each team are expected to obtain written permission from Overall Coordinator/Chairman of the Festival, the Hostel Warden and Staff Advisor of the Festival.

13.17 A copy of the permission letter must be submitted to the respective RSCs and get it attested. It will be cross checked at the Hostel security desk when they return.

13.18 A minimum three girls will be permitted for obtaining the roll call extension from each team (minimum count can vary based on the strength of the girl students organizing the festival).

13.19 The team work shall be conducted in the Admin building till 11.00 pm strictly. Rules are subjected to revision from time to time, with the approval from the Chief Warden.

14. RULES AND REGULATIONS FOR ALL FIRST YEAR UG HOSTELS

- 14.1 Students should enter the hostel before 9:30 pm. Latecomers shall be subjected to a ban of outing for one week for the first instance with doubled charges for the subsequent days of repetition.
- 14.2 All students should compulsorily give roll call by 10.30 pm.
- 14.3 After 10:30 pm students are advised to maintain silence.
- 14.4 Students going out of the campus for any reason must make an entry in the IN/ OUT register.
- 14.5 Student should not consume any tobacco/alcohol/drug items inside the hostels/ campus. If found, the student will be subjected to the disciplinary action appropriately.
- 14.6 Students should not spit/paste/scribble anything on the walls.
- 14.7 Students are not allowed to play in the rooms/corridors, except the board games like chess, carrom etc.
- 14.8 Students are not allowed to celebrate any parties (like birthday) inside the hostel.
- 14.9 Students are not allowed to use the hostel terrace.
- 14.10 Every student should be responsible to keep his belongings (wallet, laptop, phone etc.) safe. Rooms must be locked while leaving.
- 14.11 Students should not entertain any unauthorized guest to enter the hostel.
- 14.12 Students should not wear sleeveless dress while coming to mess.
- 14.13 Ragging is a punishable crime under Indian Penal Code. To eliminate such incidents, first year students are not allowed to visit senior's hostels. If the first year students are found to visit the senior hostels, they will be suspended from the hostels considering the fact that such visits are aiding the ragging activities.

15.WOMEN'S CELL

IIIT Una endeavours to create a sustainable, equal-opportunity environment conducive to an all-round development of women members of the campus community, both professionally and personally. The institute constantly strives to ensure that women from all walks of life, residing in or visiting the campus, are treated with respect and dignity. It is committed to making the campus-environment safe for women – free from exploitation, harassment, and violence of any nature.

The Women's Cell of IIIT Una was constituted in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013. The Cell's mandate includes sensitizing the community towards gender-related issues by:

- a) Organizing orientation programs for new students and employees.
- b) Conducting workshops and open houses for various sections of the community.

The Cell also advises on available courses of action to women on campus who may be in distress. The Cell draws members from students, staff, and faculty, and is equally represented by women and men.

The following acts will be considered as Sexual Harassment as described in the Ministry of Women and Child Development under GoI: Unwelcome acts or behavior with sexual undertones (whether directly or by implication) including:

- ◆ Physical contact and advances
- ◆ A demand or request for sexual favors
- ◆ Making sexually colored remarks
- ◆ Showing pornography
- ◆ Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature.

Power of position may be abused by perpetrators of sexual harassment through

- ◆ Implied or explicit promise of preferential treatment
- ◆ Implied or explicit threat of detrimental treatment
- ◆ Creating an offensive work-environment

These are criminal offenses.

Some other criminal offenses:

Apart from the grave criminal offense of Rape, following acts are also punishable under law:

Voyeurism: Watching or capturing an image of a woman engaged in a private act.

Stalking: Following a woman, contacting (or attempting to contact) a woman despite a clear indication of disinterest by the woman; monitoring the use of the internet by a woman.

Exhibitionism: Word, gesture or act intended to insult the modesty of a woman.

Apart from heavy penal consequences, these acts may lead to academic termination or suspension from service.

IIIT Una has put in place a gender neutral policy on Prevention, Prohibition, and Redressal of Sexual Harassment of Students.

16.GRIEVANCE CELL

The function of the cell is to look into the complaints lodged by any student, and judge its merit. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge Students'

Grievance Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the suggestion box of the Grievance Cell. Grievances may also be sent through e-mail to the officer in-charge of Students' Grievance Cell. The Institute has set up a "Grievance Cell" where the students can express their grievances. (Till these committees are constituted, *ad-hoc* committees shall be formed by the Director).

Objective:

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A Grievance Cell constituted redresses the problems reported by the Students of the College with the following objectives:

- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
- Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.

17. RIGHT TO INFORMATION CELL (RTI CELL)

Indian Institute of Information technology, Una is committed to complete transparency and fairness in meeting the aspiration of its stakeholders. The institute endeavours to make available maximum information in consonance with the spirit and provisions of the "Right to Information Act, 2005".

The link to the RTI cell of the institute is: <http://www.iiitu.ac.in/rti.html>

18. RESERVATION CELL

Special cell (Reservation Cell) will be constituted in the institute as per the UGC guidelines and the norms of AICTE.

STUDENT'S CONDUCT AND DISCIPLINARY CODE

- Section 1: Preamble
- Section 2: Title and Commencement
- Section 3: Objectives of the Code
- Section 4: Applicability of the Code
- Section 5: Responsibilities of the Students
- Section 6: Behaviour of the Students
- Section 7: Disciplinary Sanctions
- Section 8: Functionaries under the Code
- Section 9: Right to Appeal
- Section 10: Assistance from Law Enforcement Agencies
- Section 11: Grievance Redressal Committee
- Section 12: Undertaking by the Students
- Section 13: Opportunity for Hearing
- Section 14: Ultimate Authority
- Section 15: Amendments to the Code

Section 1: Preamble

To lay down appropriate rules and regulations to enforce discipline in the Campus this will be binding on all the students studying in the Institute. Whereas the Senate of the Institute has approved this Code of conduct for the students studying in this Institute.

Section 2: Title and Commencement

This Code is called as Indian Institute of Information Technology Una Students' Conduct and Disciplinary Code. The Code shall be deemed to have come into force from the date on which the Senate has resolved to implement this Conduct and Disciplinary Code.

Section 3: Objectives of the Code

Indian Institute of Information Technology Una affirms that the sole purpose of this Institute is to develop high quality technical personnel with a sound footing on basic engineering principles, technical skills, innovative research capabilities and exemplary professional conduct to lead and to use technology for the progress of mankind, adapting themselves to changing technological environment with the highest ethical values as the inner strength. The establishment and maintenance of this National Level Technical Institution is to impart uninterrupted dissemination of knowledge. It is the place where both the teachers and the students are invariably dependent for the cause of maintaining order and discipline in the Campus facilitating advancement of the very objective of the Institute. Rules and regulations are therefore meant to mark the contours of this needed order and discipline. It is necessary that the Institute should cultivate higher values of honesty, integrity, responsibility, mutual respect for persons and property and respect for human rights among its students. In order to achieve this, the Student community should necessarily practice these values and see that the rules envisaged in this code are being strictly followed so that their conduct will be in conformity with and supportive of and conducive to the Institute's very objective and cherished values.

Section 4: Applicability of the Code

The Code shall be applicable to all the students admitted to the Institute and including any academic programme, activity or event conducted by the Institute. It is the responsibility and duty of each and every student to become acquainted with all the provisions of the Code. It is presumed that every student from the date of admission to the Institute to any academic programme/ activity/ event must have the knowledge of this Code. All Students coming within the above categories are required to strictly adhere to this Code as a condition of their admission to the Institute and this Code would be binding on and enforceable against them or any among them.

Section 5: Responsibilities of the Students

Following are the responsibilities of the students:

- 1) To read, become familiar with and adhere to this Code and any amendment brought to this Code.
- 2) To behave and conduct in a dignified and courteous manner and show due respect to the authorities, employees and elders in the Institute Campus, hostels and premises.
- 3) To follow decent and formal dressing manners.
- 4) To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the Institute.
- 5) To access all educational opportunities and benefits available at the Institute and make good use of them to prosper academically and develop scientific temper.
- 6) To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- 7) To report any violation of this Code to the functionaries under this Code.

Section 6: Behaviour of the Students

- 1) Any kind of groupism that would distort the harmony is not permitted.
- 2) Students are expected to spend their free time in the Library/Reading Room. They shall not loiter along the verandas or crowd in front of the offices or the Campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.
- 3) IIIT Campus is a “Smoking free and Alcohol Free Campus”. Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the Campus and Hostels.
- 4) Silence shall be maintained in the premises of the Institute.
- 5) Students are not permitted to use mobile phones in the class room, Library, Computer Centre, Examination Halls, etc.
- 6) Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline.
- 7) Students shall refrain from all activities considered as ragging which is a criminal offence.
- 8) Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.

- 9) Politically based students' and other organizations or outfits are not allowed in the Campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
- 10) Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or Institute properties.
- 11) Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the Institute or hostels.
- 12) No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets, etc. within the Campus or hostels. The possession, distribution or exhibition of any item by any means which is *per se* obscene is prohibited within the Campus or on any property owned/ managed by the Institute.
- 13) No one shall exhibit any type of banners, flags, boards etc. inside the campus, gates, and buildings or on the compound walls.
- 14) No student shall collect money either by request or by coercion from others within the campus or hostels.
- 15) The Institute being a place of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, *dharna*, *gherao*, burning in effigy or indulge in anything which may harm the peaceful atmosphere of the Institution and shall eschew from violence in the Campus, hostels and even outside.
- 16) Engaging in *gherao*, keeping under captivity or illegally confining any official of the Institute is prohibited.
- 17) No student shall exert undue influence on fellow students.
- 18) Possession or usage of weapons, explosives or anything that can cause injury/ damage to the life and limb or body of any human being or property is prohibited.
- 19) Rash or negligent driving of vehicles in the Institute premises is prohibited.
- 20) During the session, no student shall enter or leave the classroom without the permission of the teacher.
- 21) Students charged with criminal offence or under suspension shall not enter the Institute Campus without the permission of the competent authority.
- 22) Any case of criminal activity or violation of law and order in the Institute Campus will be reported to the police.

- 23) Students shall only use the waste bins for dispensing waste materials within the Campus including classrooms, hostels, offices, canteen and messes.
- 24) Any conduct which leads to lowering of the esteem of the Institute is prohibited.

Section 7: Disciplinary Sanctions

Any student exhibiting prohibited behavior mentioned in this Code shall depending upon the gravity of the misconduct or depending on its recurrence be subjected to any of the following disciplinary sanctions. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud or malpractice in connection with examinations or who, in the opinion of the competent authority, is likely to have an unwholesome influence on his/ her fellow students, will be removed from the rolls.

I. Minor Sanctions

This is the least sanction envisaged in this Code. The student engaged in any prohibited behaviour will be issued a warning letter.

II. Major Sanctions

- i) **Debarring from Examinations:** A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic program for which student/they has/ have joined.
- ii) **Suspension:** A student may be suspended from the Institute for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose attendance for the suspended period.
- iii) **Restitution:** Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the Institute or any property kept in the premises of the Institute in any manner. Students/ a group of students may be asked to compensate for the loss which would have been caused to any person or property of the Institute or any property kept in the premises of the Institute due to the act of vandalism perpetrated by the students. Students/ a group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.
- iv) Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.
- v) **Expulsion:** This is the extreme form of disciplinary action and shall be resorted to only in those cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the Institute. Such a student will not be eligible for readmission to any of the courses of this Institute.

Section 8: Functionaries under the Code

- i) Heads of the Departments/Faculty Advisors/Chief Warden/Wardens of Hostels:** As the persons in charge of the Departments/Hostels, the respective functionaries of all Teaching Departments and Hostels shall have the power and duty to take immediate action to curb any prohibitory behaviour as envisaged under this code. As these functionaries cannot manage the entire issues single handedly, they can assign part of the work to the teachers and the teachers of all the departments/wardens have the responsibility to inform any incident of prohibited behaviour to the Heads of the Departments/Chief Warden so that any serious issue can be settled before the same goes out of control.

The Head of the Departments/Chief Warden shall have the power to impose minor sanctions as envisaged under section 7(I) of this Code. They can also recommend imposition of major sanctions as envisaged under Section 7(II) of this Code to the Director. The Head of the Departments/Faculty Advisors/Chief Warden/Wardens of Hostels while taking any action as envisaged in the code shall do so in an impartial manner and see to it that the sanction imposed/proposed is commensurate with the gravity of the prohibited behaviour. Any lapse on the part of a teacher/Warden to report any instance of violence and misconduct on the part of the students shall be reported to the Director by the respective Head of the Departments/Chief Warden. The Wardens of Hostels shall be responsible for maintaining strict discipline and decorum in the hostel. Student shall specifically see to it that the inmates of the hostel do not involve themselves in violation of any clause under Section 6 of this Code.

ii) Deans: Any authority of the Institute with delegated powers shall have the power to visit/inspect any premises, buildings or any property of the Institute when there is a genuine doubt that any act of prohibited behaviour is taking place and can take any lawful actions to curb such behaviour. The HoDs/Faculty Advisors/Chief Warden/Wardens of Hostels shall report to the Dean (Students) in any instances of the prohibited behaviour, who in turn shall bring it to the notice of the Director. The Dean (Students) shall forward the recommendations from the HoDs/ Chief Warden to impose a major sanction under Section 7(II) of this Code to the Director after noting his observations. The Dean (Students) can also *suo moto* recommend action against students indulging in prohibited behaviour which is brought to their notice.

iii) Director: The Director shall be the ultimate authority in imposing major sanctions as envisaged under Section 7(II) against the students for the acts of prohibited behaviour. The Director can also entertain any appeal from any student/students aggrieved by the action of any authority of the Institute under or subordinate to the Director and decide the case on merit.

Section 9: Right to Appeal

The student/students aggrieved by the action of any authority of the Institute under or subordinate to the Director can appeal to the Director and any student aggrieved by the action of the Director can appeal to the Senate. The decision of the Senate shall be final and binding on the students.

Section 10: Assistance from Law Enforcement Agencies

The Deans/ HoDs/Chief Warden shall have the power and duty to call the Police immediately with the concurrence of the Director when there is a threat of Law and Order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The Deans/HoDs/Chief Warden shall in such a case give a detailed report to the Director. The Director/Deans/ HoDs/Chief Warden can also arrange for video recording of the entire situation and take requisite actions through police and other concerned authorities.

Section 11: Grievance Redressal Committee

The Institute will also set up “Grievance Redressal Committee” where the students can express their grievances. The Committee shall consist of the Deans/HoDs/Chief Warden and also members of the Parent Teacher Association. Till these committees are constituted, *ad-hoc* committees shall be formed by the Director.

Section 12: Undertaking by the Students

The students joining any academic program of the Institute will have to give an undertaking to the effect that student will comply with the provisions envisaged in this Code in letter and spirit and even if it is not given them as well, will be bound by the provisions of this Code.

Section 13: Opportunity for Hearing

No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the Student/Students.

Section 14: Ultimate Authority

For all disciplinary matters related to students, the Director shall be the ultimate authority as provided herein.

Section 15: Amendments to the Code

The Senate of the Institute shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and faculty of the Institute through notice put on the notice boards of the Institute or through emails.

[illegible]