



REGULATIONS FOR MAINTAINING DISCIPLINE OF STUDENTS AT GTU-ITR

Regulation-1

Definition:

Particularly for the purpose of these regulations, the definition of different words used be defined as under:-

- a) "Student" means the student admitted in Institution at any level i.e. Certificate, Diploma, Under-graduate or at Post-graduate course etc...
- b) "Institution" means the GTU-Institute of Technology and Research, Mehsana.
- c) Head of the Institution means the Chairman/Director or any other person who is heading the Institute.
- d) "Chairman" means the Chairman of the BoG of Institute.
- e) "Hostel" means the hostel managed or recognized by the Institute.
- f) "Term" A portion of an academic year, normally coinciding with a semester. The words "Term and semester" are generally used synonymously as decided by Gujarat Technological University (GTU), Ahmedabad.
- g) Ragging Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, or handling with rudeness any other student, in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.



Regulation-2

Discipline rules to be observed by the students admitted:

1. All the students admitted in the Institute will have to observe and abide by the discipline rules prescribed by the Institute and he/she will submit to the disciplinary jurisdiction of the Chairman/Director and other competent officers or authorities or bodies of the Institute as the case may be and in this respect he/she has to submit the declaration in the Performa attached herewith as **Enclosure -1**.

The student will also be required to give an undertaking in the Performa attached herewith as **Enclosure - 2** to be filled up and signed by the candidate and his parent/guardian to the effect that he/ she is aware of the Institute's approach towards ragging and the punishment to which he/ she shall be liable, if found guilty of ragging.

2. Rules of discipline to be observed **in or outside the institute**:
 - i. Every student must carry his/her Identity Card which should be produced as and when demanded;
 - ii. It is mandatory for the students to attend the classes, laboratory sessions, tutorial, prayer, co-curricular activities etc... on all working days from the start to the end of the term/semester. Absence due to illness or unavoidable circumstances shall be considered only if the application is supported with medical certificate in case of illness and/or leave application form from the parent is submitted to the Head of the Institution.
 - iii. Students are expected to behave in a responsible manner and abstain from chatting amongst themselves while the class is in progress;
 - iv. Students are expected to be polite individually or in groups and show respect to the faculty/ staff of the Institute;
 - v. Any indiscipline or misbehavior in class or in the campus or in the bus or even outside the campus would warrant disciplinary action against the student(s);
 - vi. Any action of any individual, group or a wing, which amounts to interference in the regular administration of Institute, is prohibited. Disciplinary actions will be initiated against such student(s);
 - vii. Causing disfiguration or damage to the property of the Institute or belongings of staff members or students is prohibited.
 - viii. No student shall indulge in any activity that might be illegal or may lead to disorderliness;
 - ix. No student shall be in possession of liquor, drugs or any intoxicating materials, nor would consume such things.
 - x. Smoking cigarettes/chewing pan or tobacco or gutkha is strictly prohibited.
 - xi. Indecent behavior in any form will not be tolerated.
 - xii. Use of mobile phone is strictly prohibited in the classrooms, corridors, or inside the campus.



- xiii. Activities like video shooting, photography, playing musical instruments and listening to radio, tape recorder, etc... are prohibited on the Campus except with the permission of the Head of the Institution.
 - xiv. The students are expected to be in the class rooms/laboratory or any place of study on time prior to the commencement of the study.
 - xv. Use of helmets is compulsory for everyone who rides a two-wheeler to and from the campus;
 - xvi. Students should follow a decent dress code when they come to the Institute.
 - xvii. Any kind of ragging in the class, campus or in the bus or even outside the campus is strictly prohibited.
 - xviii. Any kind of misuse of internet, intranet or computer software, mobile etc... is strictly prohibited.
 - xix. Disobeying any instructions of any kind issued by the Head of the Department or Head of the Institution will be considered as indisciplinary action on the part of the student.
 - xx. The items which are not covered above and which the Head of Institution considers as indisciplinary action will be dealt with, under these rules.
3. The disciplinary rules to be observed **in the Hostels of the Institute or the Hostels recognized by the Institute:-**
- i. As the hostel is located on the campus, the students are expected to conduct themselves in a manner, which will not cause offence, inconvenience to other members at the campus.
 - ii. The students must observe complete discipline inside the hostel premises and see that no wasteful improper and destructive use is made of amenities such as water, electricity, furniture, etc. The students shall be responsible for any damage done in the building or any other articles in the hostel, and will be required to pay the damages as decided by the management.
 - iii. Each student will see that his / her action does not lead to breach of privacy or cause inconvenience to other residents of the hostel.
 - iv. The student will observe decent behavior in such a way that it will not cause disturbance of any kind to his / her fellow residents.
 - v. Students shall be in the Campus / Hostel premises by the designated time as decided by the competent authority.
 - vi. No waste paper or rubbish would be thrown around /in the hostel. When the student(s) goes out of the room, he / she should see that the lights are also switched off.
 - vii. A student shall only occupy the room when seat is allotted to him/ her in the hostel and shall not change the same.
 - viii. Hostel student shall not stay overnight out of the hostel without the permission of official designated by the Head of the Institution. Permission for such requirement should be sought in writing, indicating the address with the telephone number at which the student will be spending night.
 - ix. Boys and Girls can interact with each other in the designated areas as decided by the Competent Authority. Under no circumstances, the boys and girls will enter the rooms of each other.



- x. Ragging in the hostel and on the campus is strictly prohibited. Any student indulging in this will be liable to be expelled not only from the hostel but also from the Institute.
- xi. Gambling, possession and usage of alcoholic drink and narcotics anywhere within the hostel premises is strictly prohibited. This is in accordance with the legal requirements of the state, and breach of this clause under state laws will be dealt with according to law.
- xii. No celebrations or social gatherings shall be held in the hostel premises without the prior permission of the Head of the Institution.
- xiii. All complaints about the staff working in the hostel shall be made to the warden and under no circumstances the students will abuse or assault the staff.

Additional Hostel Rules for the Girls

- i. No visitor will be invited to take part in meeting or a function without prior permission of Head of the Institution.
- ii. In case student desires to stay out of the hostel for the night or leave the station, she should apply to the officials designated by the Head of the Institution in writing along with recommendation of local guardian or parents and obtain necessary permission.
- iii. No other person(s) will be allowed to enter the premises of the hostel without the permission of the warden except the local guardian and the parents during the prescribed time.
- iv. No student will be permitted to enter after the roll call unless she produces a written permission obtained from the warden, which will not be on the basis of the request made either by the local guardian or parent.
- v. Even during prescribed time for visit, the concerned visitors have to make entry in the register kept for the same.

4. General Rules for the Hostel

- i. Hostel accommodation will be made available to a student only for the stipulated actual duration of the course which he/ she is in. Students must vacate their rooms at the end of each academic year and hand over the rooms to the hostel in charge.
- ii. The student will be required to sign the receipt of the items of furniture and fixtures to be used by them. They will be responsible for any damage to any furniture and fixtures or the property of the rooms. While leaving the room at the end of the semester, every student shall handover the charge of the furniture and other material available in the room to the warden.
- iii. Students desiring to reserve their seats for the next semester must submit their applications for readmission in prescribed form to the warden before they leave for the vacation.
- iv. If the student locks the room with private lock and leave for vacation, the warden shall have right to open the lock and take possession of the room.



- v. The final year students should vacate the hostel **within 7 days** from the date of completion of the final examination failing which he / she has to pay an amount per day per room as decided by the Chairman/Director from time to time.
- vi. Security of students' belongings is their own responsibility. The students have to make sure that they lock the rooms properly before they leave for the day's schedule. Any theft should immediately be reported to the Warden and Head of Institution.
- vii. The officials of Institute have right to inspect any hostel room at any time.
- viii. No guest will be allowed to stay overnight in the hostel rooms.
- ix. All types of payments like light bill, or other charges, if any, will be paid at the hostel office.
- x. All the visitors including non-resident students should record their details of visits in the register kept on the reception counter.
- xi. Food will not be served in the hostel unless a student is sick and unable to move out to the canteen.
- xii. The student at the time of admission will get name of the local guardian approved by her parents in the prescribed Performa.
- xiii. All cases of sickness must be reported immediately to the warden/ Institute authority. This is a joint responsibility of the sick student and his/ her roommate and those in the adjoining rooms. Emergencies or accidents should also be immediately reported to Warden and Head of Institution.
- xiv. The Institute has right to change the allocation of rooms or get the rooms vacated anytime if exigency demands.
- xv. The visiting hours of the guardian of the student will be determined and during that period only the local guardian can meet the student in the designated areas only.
- xvi. **The Institute reserves right to change any or all the rules without prior notice.**

**Regulation-3****Procedure to be followed for imposing penalties:**

For disobeying any disciplinary rules, the competent authority as defined under relevant regulation will take disciplinary action against the student concerned. There shall be separate procedure for imposing minor penalty and major penalty.

The following indisciplinary action on the part of the student shall be subjected to the major penalties:

- i. Damaging the property of the Institutions (moveable or immovable).
- ii. Involving in violence on and outside the campus including instigating the violence.
- iii. Involving himself/herself in criminal act like using alcoholic beverages, drugs, gambling on or outside the campus including instigating the other students for such action.
- iv. Ragging in and outside the campus.
- v. Any act which deteriorate the overall atmosphere in the campus or the Institute.
- vi. Theft of Institute property or the property of the other students, staff or any other person on the campus.
- vii. Any other act which the Head of the Institution feels as gross misconduct, which are not covered under the above category.

Regulation-4**Procedure for imposing major penalties:**

For imposing the major penalty as defined above, the following procedure will be followed:

- i. As soon as the information about such indisciplinary action is brought to the notice of the Head of the Institution, He/She will suspend the student concerned from attending the classes / practical or any other academic activities.
- ii. He will at his discretion constitute the fact finding committee from / within the people working in the Institute and the fact finding committee will submit the report at the earliest but within a week's time after inquiring the details by inviting student(s), parent(s) and will record the statements. They will also examine the other witnesses and record their statement. The committee will also examine the circumstantial evidences. On the basis of the report of the fact finding committee, if the Head of the Institution concern feels that the charges leveled against the student fall under the major penalty and these are prima-facie proved then the report of the committee will be submitted to the committee constituted by the Chairman level and after further investigation by the committee, if it feels that the student(s) is /are involved in indisciplinary action which amounts to gross misconduct then they will make recommendations for the major penalty to be imposed and will be submitted to the Chairman and on the decision of the Chairman, a show cause notice shall be issued to the student concerned and after the reply received from the student concerned, the final decision about imposing the penalty will be taken by the Chairman.

**Regulation-5****The major penalty includes following:**

- i. In case of criminal act or moral turpitude, the initiation of police action against the student(s).
- ii. Recommending to GTU for prohibiting the student concerned from appearing in the course or courses in Semester End Examinations.
- iii. Detention of the student(s) for a semester or more.
- iv. Rustication from the Institute for a period of one year or more.
- v. Permanent rustication from the Institutions.
- vi. Any other major penalty, which the Chairman feels appropriate to impose.
- vii. If the individuals committing or abetting 'ragging' are not identified, collective punishment could be executed to act as a deterrent punishment and to ensure collective pressure on potential 'raggers'. In case the student is involved in any kind of ragging and is punished for the same, the mention of the same will be incorporated in his/her migration certificate.
- viii. The UGC circular for anti ragging.

Regulation-6**The minor penalty includes following:**

For any other indisciplinary action other than the indisciplinary act covered above, the Head of the Institution will be competent to take action against the student concerned and impose minor penalty after hearing the student concerned and also the other persons, who the Head of the Institution feels appropriate or the person designated by the Head of the Institute.

Regulation-7**The nature of minor penalties which can be imposed:**

- i. Warning.
- ii. Giving special assignments of the nature for which the Head of the Institutions will be competent to decide.
- iii. Imposing fine.
- iv. Putting the student on conduct probation for the period, which the Head of the Institution feels appropriate.
- v. Suspending student for attending classes for a period not more than one week.
- vi. Any other minor penalty the Head of the Institute feels appropriate.



Enclosure-1

Declaration to be submitted by the students admitted to the Institute

DECLARATION

I, _____ admitted in _____ Course of GTU-Institute of Technology and Research, Mehsana hereby declare and undertake that I will abide by the disciplinary rules of the Institute prescribed under the relevant regulations which I have already gone through failing which I know I am subjected to the major/minor penalties as the case may be.

Date:

Place:

Signature of the student

Name of the student:

Signature of the Parent

Name of the Parent:



Enclosure-2

Undertaking for not involving himself/ herself for ragging

DECLARATION

I, _____ admitted in _____ course of GTU-Institute of Technology and Research, Mehsana hereby declare and undertake that I am aware of the Institute's approach towards ragging and the punishment to which, I shall be liable, if found guilty of ragging.

Date :

Place :

Signature of the student

Name of the student:

Signature of the Parent/ Guardian

Name of the Parent/ Guardian: