



“DISCIPLINE ORDINANCES”
DIT UNIVERSITY, DEHRADUN

[Applicable from the Academic Session 2017-18]

DISCIPLINE ORDINANCES-2013

In the exercise of powers conferred by and in discharge of duties assigned under the relevant provision(s) of the Act and the Statues of the University, the Academic Council hereby frames the following Ordinances, namely:

PRELIMINARY

Short Title and Commencement

- a. These Ordinances may be called Discipline Ordinances 2013 *and First Amendment to the Discipline Ordinances 2013** of DIT University. These Ordinances are applicable to the Full-Time students (including working professionals) of all programs Under-Graduate, Post Graduate, Integrated Dual Degree, Lateral Entry and Doctoral Programs.
- b. A participant of the programme is a student who is duly admitted to the University and who has registered himself/herself for a programme of study and attends the same.
- c. Ordinances shall come into force with effect from the commencement of the Academic Session 2013-14. *The First Amendment to the Discipline Ordinances 2013 shall come into force with effect from the commencement of the Academic Session 2017-18**.

(* - amended by the Board of Governors at its 5th meeting held on 27.11.2017)

1. DISCIPLINE RULES TO BE OBSERVED BY THE STUDENTS ADMITTED

- 1.1 All the students admitted in the University will have to observe and abide by the discipline rules prescribed by the University and he/she will submit to the disciplinary jurisdiction of the Vice Chancellor and other competent officers or authorities or bodies of the University as the case may be and in this respect he/she has to submit the declaration in the Proforma attached herewith as **Annexure I**.
- 1.2 The student will also be required to give an undertaking in the Proforma attached herewith as **Annexure-II** to be filled up and signed by the candidate and his parent/guardian to the effect that he/she is aware of the University's Anti-Ragging Policies and the punishment to which he/she shall be liable, if found guilty of Ragging.

2. DISCIPLINE RULES TO BE OBSERVED BY THE STUDENTS WITHIN OR OUTSIDE THE CAMPUS OF THE UNIVERSITY

- 2.1 Every student must carry his/her Identity Card which should be produced when demanded.

- 2.2 It is mandatory for the students to attend the classes, sessions, co-curricular and extra-curricular activities etc. on all working days from the start to the end of the term/semester/trimester. 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 competent Authority.
- 2.3 Students are expected to behave in a responsible manner and abstain from chatting amongst themselves while the class is in progress.
- 2.4 Students are expected to be polite individually or in groups and show respect to the faculty/ staff of the University.
- 2.5 Any indiscipline and misbehavior in class or in the Campus or in the University/Public Transport or even outside the Campus would warrant disciplinary action against the student(s).
- 2.6 Any action of any individual, group or a wing, which amounts to interference in the regular administration of University, is prohibited. Disciplinary actions will be initiated against such student(s).
- 2.7 Causing dis-figuration or damage to the property of the University or belongings of faculty/staff members or students is prohibited.
- 2.8 No student shall indulge in any activity that might be illegal or may lead to disorderliness.
- 2.9 No student shall be in possession of liquor, drugs or any intoxicating materials, nor would consume such things.
- 2.10 Smoking cigarettes/ chewing *pan* or tobacco or *gutkha* is strictly prohibited.
- 2.11 Indecent behavior in any form will not be tolerated.
- 2.12 Use of mobile phone is strictly prohibited in the classrooms, corridors, or anywhere in the Academic and Administrative area.
- 2.13 Activities like video shooting, photography, playing musical instruments and listening to radio, tape recorder loudly, etc. are prohibited on the Campus except with the permission of the Competent Authority.
- 2.14 The students are expected to be in the class rooms/laboratories or any place of study on time prior to the commencement of the study.
- 2.15 Use of helmet is compulsory for everyone who rides a two-wheeler to and from the Campus. Violation of traffic rules by any one jeopardizing orderly traffic and safe journey on the road is prohibited and is subject to disciplinary action.

- 2.16 On uniform-days, every student will wear uniform with decent shoes. No students will be permitted to attend classes without proper uniform. First year students will wear proper uniform on all working days. On non-uniform days students will wear decent clothes and shoes. Multi-pocket jeans, Caprees, Low waist pants, slogan printed T-Shirt and slippers are not permitted in the Campus.
- 2.17 Any form of ragging anywhere within the campus, outside or while traveling is strictly prohibited.
- 2.18 Any kind of misuse of Internet, Intranet or computer software, Mobile etc. is strictly prohibited.
- 2.19 Disobeying any instructions issued by the Competent Authorities will be considered as an act of indiscipline.
- 2.20 Possession or use of firearms, fireworks, explosives, weapons, or items deemed to be weapons of any description are strictly prohibited.
- 2.21 Gambling and betting (offline or online) for money or other items of value on University premises, including but not limited to, playing cards, chain business (Multi Level Marketing) or other games of chance or skill for money or other items of value.
- 2.22 Failure to comply with directions of University officials or disorderly abusive conduct towards University officials discharging their duties.
- 2.23 Misuse of fire safety equipment, setting fires, failure to evacuate the building during a fire alarm or violation of any fire safety policy are strictly prohibited.
- 2.24 Misuse of social networking sites is prohibited.
- 2.25 Any offensive or derogatory conduct or comments by the students reflecting bias towards gender/caste/creed/region/color, etc. or which creates sense of intimidation, harassment or which represents violation of the rights or opportunities of the victim(s) will be dealt with severely.
- 2.26 Any students who makes unwelcome sexual advances or any other unwelcome verbal or written communication with sexual connotation will be liable for strict punishment.
- 2.27 The use of phone, email or any other method designed to transmit messages or materials of an explicit sexual nature/objectionable communication is considered as criminal offence and will be dealt with severely.
- 2.28 Participation in political activities by any student is strictly prohibited.
- 2.29 The items which are not covered above and which the Competent Authorities considers as an act of indiscipline under these Ordinances.

3. DISCIPLINE RULES TO BE OBSERVED IN THE HOSTELS OF THE UNIVERSITY OR THE HOSTELS MANAGED BY THE UNIVERSITY

- 3.1 In the hostel the students are expected to conduct themselves in a manner, which will not cause offence and inconvenience to other hostelers.
- 3.2 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 for the damages as decided by the Competent Authority.
- 3.3 Each student must ensure that his/her action does not lead to breach of privacy or cause inconvenience to other residents of the hostel.
- 3.4 The student must observe decent behavior in such a way that it will not cause disturbance of any kind to his/her fellow residents.
- 3.5 No hostelers are permitted to keep any motorized vehicle on campus or anywhere in Dehradun.
- 3.6 Students shall be in the Campus/Hostel premises by the designated time as decided by the competent authority.
- 3.7 No waste paper or rubbish would be thrown around/in the hostel. When the student(s) goes out of the room, he/she must ensure that the lights are switched off.
- 3.8 A student shall only occupy the room when seat is allotted to him/ her in the hostel and shall not change the same without permission.
- 3.9 Hostel student shall not stay overnight out of the hostel without the permission of official designated by the Competent Authorities. Permission for such requirement shall be sought in writing, indicating the address with the telephone number at which the student will be spending night.
- 3.10 Under no circumstances, the boys and girls are permitted to enter the rooms of each other.
- 3.11 Ragging in the hostel and on the Campus is strictly prohibited. Any student indulging in this will be liable to be punished as prescribed against Ragging.
- 3.12 Gambling, possession and usage of alcoholic drink and narcotics anywhere within the hostel premises or Campus 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.
- 3.13 No celebrations or social gatherings shall be held in the hostel premises without the prior permission of the Competent Authorities.

- 3.14 Silence period must be observed from 10.30 pm to 6.00 am by hostelers.
- 3.15 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.

4. GENERAL RULES FOR THE HOSTEL

4.1 Hostel seat is not a right. It is a privilege which demands disciplined behavior from the inmates at all times. The hostelers must attend all classes and appear in all tests and exams. They must abide by all hostel rules and Ordinances in letter and spirit.

4.2 Hostel seats are available in limited numbers and therefore the same will be allotted on the basis of First-Come-First-Served and *merit** to first year/second year lateral entry students and continuing students respectively.

(- amended by the Board of Governors at its 5th meeting held on 27.11.2017)*

4.3 Hostel accommodation will be made available to a student only for the stipulated actual duration of the course. Students must vacate their rooms at the end of each academic year and hand over the rooms to the hostel in charge.

4.4 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 provisions in the room to the warden.

4.5 Students desiring to reserve their seats for the next semester must submit their applications for readmission in prescribed form to the warden after notification.

4.6 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.

4.7 The final year students should vacate the hostel within 3 days after the date of completion of the final examination failing which the Warden will have the authority to take possession of the room and shift the belongings of the students in the cloak room.

4.8 Security of students' belongings is their own responsibility. The students have to make sure that they lock the rooms properly before they leave their room. Any theft should immediately be reported to the Warden and Competent Authority.

4.9 The officials of the University have the right to inspect any hostel room at any time.

- 4.10 No guest will be allowed to stay overnight in the hostel rooms.
- 4.11 Non-resident students are not permitted to enter the hostel without prior permission of Competent Authority.
- 4.12 All the visitors including non-resident students should record their details of visits in the register kept at the hostel reception.
- 4.13 Food will not be served in the hostel unless a student is sick and unable to move out to the dining room.
- 4.14 The student at the time of admission will get name of the local guardian approved by his/her parents in the prescribed proforma.
- 4.15 All cases of sickness must be reported immediately to the warden/Competent 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 Wardens and Chief Warden.
- 4.16 The University has right to change the allocation of rooms or get the rooms vacated anytime if exigency Demands.
- 4.17 The visiting hours of the guardian of the student will be determined and during that period only the guardian/local guardian can meet the student in the designated areas.
- 4.18 The University reserves right to change any or all the rules without prior notice.
- 4.19 Students should be punctual for meal and must be properly dressed while dining.
- 4.20 Students are neither permitted to use private electrical appliances nor would tamper with electrical fittings provided in the rooms.
- 4.21 Intoxicants, Liquor, Tobacco, Explosive and/or Weapons (knife etc.) cannot be kept/stored by the student in the hostel premises. Burning crackers, playing with colors and celebration of birthday party etc. is prohibited within the hostel premises.
- 4.22 Student should have smart bearing when going out of the hostel always using dress befitting the occasion and place of visit.
- 4.23 Discussion on ladies, politics and religion is completely forbidden in the hostel, dining hall and cafeteria.
- 4.24 Student taking part directly/indirectly in any movement or agitation or strike in the University for any reason whatsoever will be punished, rusticated or

expelled from the University, which in the opinion of the Competent Authority is subversion of the University discipline.

5. ADDITIONAL HOSTEL RULES FOR THE GIRLS

- 5.1 No visitor will be invited to take part in meeting or a function without prior permission of Competent Authorities.
- 5.2 In case student desires to stay out of the hostel for the night or leave the station, she should apply to the Chief Warden in writing along with recommendation of local guardian or parents and obtain necessary permission.
- 5.3 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. The meeting will only take place in the lobby of the hostel.
- 5.4 No student will be permitted to enter the hostel after the roll call unless she produces a written permission obtained from the warden, which will be on the basis of there quest made either by the local guardian or parent.
- 5.5 Even during prescribed time for visit, the concerned visitors have to make entry in the register kept for the same.

6. PROCEDURE TO DEAL WITH SEXUAL HARASSMENT

- 6.1 “Sexual Harassment” includes any unwelcome sexually determined behaviour, whether directly or by implication and includes physical contact and advances, a demand or request for sexual favors, sexually-coloured remarks, showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Besides it includes the following:
 - 6.1.1 Unwelcome sexual advances requests for sexual favors, and verbal or physical conduct of a sexual nature are made, either implicitly or explicitly, academic performance, extracurricular activities, or entitlement to services opportunities at the University.
 - 6.1.2 When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mail, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and/or effect of interfering with an individual’s performance or of creating and intimidating, hostile, or offensive environment.
 - 6.1.3 When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the

classroom or other public forum of the University is used to denigrate/discriminate against a person or create a hostile environment on the basis of a person's gender identity/sexual orientation.

6.2 Establishment of Women Welfare Committee

6.2.1 The Vice-chancellor shall constitute Women Welfare Committee to check the menace of sexual harassment & violence against women at their workplace. The qualifications, tenure, terms and conditions of the chairperson and members of the committee shall be determined by the Vice-chancellor. The chairperson of the committee shall be a woman appointed by the Vice-Chancellor from the Senior Professors of the University.

6.2.2 This committee will deal with all the cases of sexual harassment elaborated in the clause 6.1 and the recommendation of the committee on punishment shall be forwarded to the Vice Chancellor, whose decision shall be final.

6.2.3 Punishment/disciplinary action for sexual harassment may be in form of following:

- Warning
- Written apology
- Bond of good behavior
- Debarring entry into a hostel/campus
- Suspension for a specified period of time
- Withholding results
- Debarring from exams
- Debarring from holding posts
- Expulsion
- Denial of admission
- Declaring the harasser as “persona non gratia” for a stipulated period of time
- Any other punishment as may be warranted by the case.

7. PROCEDURE TO BE FOLLOWED FOR IMPOSING PENALTIES

7.1 For disobeying any disciplinary rules, the Competent Authority will take disciplinary action against the student concerned. There shall be separate procedure for imposing minor penalty and major penalty. The following act of indiscipline on the part of the student shall be subjected to the major penalties:

- i. Damaging the property (movable or immovable) of the University.
- ii. Indulging in violence within or outside the Campus including instigating the violence.
- iii. Indulging himself/herself in consuming alcoholic beverages and criminal acts like consuming drugs, gambling within or outside the Campus including instigating the other students for such action.
- iv. Ragging within or outside the Campus.
- v. Any act which deteriorate the overall academic ambience in the Campus.
- vi. Theft of University property or the property of the other students, staff or any other person on the Campus.
- vii. Any other acts not covered above and which the Competent Authority deems as gross misconduct.

8. PROCEDURE FOR IMPOSING MAJOR PENALTIES

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

- i. As soon as the information about an act of indiscipline is brought to the notice of the Competent Authority, the student concerned will be suspended and shall not be allowed to attend the classes/ practical or any other academic and extra-curricular activities.
- ii. The Vice Chancellor will refer the case to Proctorial Board which shall submit its report within four days 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 Proctorial Board will also examine the circumstantial evidences. On the basis of the report of the Proctorial Board, if the Vice Chancellor feels that the charges leveled against the student fall under the category of major penalty then the case shall be referred to the University Disciplinary Committee constituted by the Vice Chancellor. The Board's recommendations shall be submitted to the Vice Chancellor for his final decision. The Proctorial Board will ensure giving of opportunities to the accused for their explanation and defense.

9. THE MAJOR PENALTY INCLUDES FOLLOWING

- i. In case of criminal act or moral turpitude, the initiation of police action against the student(s).
- ii. Prohibiting the student concerned from appearing in the course/classes or various Examinations.
- iii. Suspension of the student(s) for a semester or more.
- iv. Rustication from the University for a specified period.
- v. Expulsion from the University.
- vi. Any other penalty.
- 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, the same shall be mentioned in his/her Character Certificate.

10. THE MINOR PENALTY INCLUDES FOLLOWING

For any other act of indiscipline not covered above, the Competent Authority will take action against the student concerned and impose minor penalty after hearing the student concerned and also other persons directly or indirectly involved.

11. THE NATURE OF MINOR PENALTIES WHICH CAN BE IMPOSED

- i. Warning
- ii. Giving special assignments
- iii. Imposing fine
- iv. Putting the student on conduct probation for appropriate period of time
- v. Prohibiting the student from appearing in limited number of courses in test/exams
- vi. Rusticating student for attending classes for a period not more than one week
- vii. Community service for specific hours
- viii. Restitution i.e. repair or replacement of property damaged by the student
- ix. Any other appropriate penalty.

12. RAGGING

Any disorderly conduct whether by spoken words 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.

13. CONSTITUTION OF ANTI-RAGGING BODIES

13.1 Anti-Ragging Committee

The Anti-Ragging Committee shall be headed by the Vice Chancellor and shall consist of representatives of faculty members, parents, students belonging to the freshers' category as well as seniors and non-teaching staff. It shall monitor the anti-ragging activities in the institution, consider the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to the found guilty.

13.2 Anti-Ragging Squad

The Anti-Ragging Squad shall be nominated by the Vice Chancellor with such representation as considered necessary and shall consist of members belonging to the various sections of the campus community. The Squad shall have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other host posts. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the said Committee.

13.3 Anti-Ragging Students Squad

Anti-Ragging students Squad shall be nominated by Dean (SW), Chief Warden and Proctorial Board and shall consist of the student members belonging to the senior batches. These students shall keep constant vigil and will be moving around premises and nearby areas of university. They will also be involved in conduct of counseling wherever required and will facilitate activities like “**Batch Meet**”, “**Freshers' Party**” for making Senior-Junior interaction smooth and positive. They will be making particularly senior students aware of the dehumanizing effect of ragging, and the approach of the university towards those indulging in ragging. In case of likelihood of any unwanted activity they will report to competent authority at the earliest.

13.4 Mentoring Cell

Mentoring Cell comprises Vice Chancellor, Pro-Vice Chancellor, all Directors, Heads of Departments, Dean (SW), Chief Proctor, Proctorial Board and Student Counselor. The cell is assigned responsibility of conduct of orientation programme and counseling sessions. This cell shall also

review the efforts made by the university to publicize Anti-Ragging measures, cross-verify and receipt of undertakings from students and their parents/guardians every year. It shall act as prime mover to facilitate implementation of Anti-Ragging measures.

14. PUNISHMENT FOR RAGGING DEPENDING UPON THE GRAVITY OF THE OFFENCE

- i. Lodging FIR against offender.
- ii. Rigorous Imprisonment for up to 3 years (under the court of law).
- iii. Fine up to Rs. 2,50,000 (up to Rs 2.5 lakh)
- iv. Rustication from the University for varying periods.
- v. Expulsion from the University and consequent debarring.
- vi. Cancellation of Admission.
- vii. Suspension from attending classes.
- viii. Withholding/withdrawing of scholarship/fellowship and other benefits.
- ix. Debarring from appearing for any test/examination/placement activities organized by the University.
- x. Withholding of results.
- xi. Debarring from representing the University in any National or International meet, tournament and festival.
- xii. Suspension / Expulsion from the hostel.

15. DISCIPLINARY PROCEEDINGS

Disciplinary proceedings are conducted based on the nature of violation. The following Disciplinary Committees are set up for smooth functioning of DIT University.

A. Proctorial Board

- a. Chief Proctor - Chairman
- b. Proctors representing various Faculties/Departments

Proctorial Board shall serve as a standing disciplinary committee. All matters of indiscipline will be examined and decide whether to investigate on its own or refer to other appropriate Discipline Committees in place. In case the matter is disposed off by the Proctorial Board itself the Board recommendations would be submitted to the Vice Chancellor for his decision.

B. Departmental Discipline Committee

- a. Head of the Department (Concerned Department) - Chairman
- b. Two Senior Faculty (Concerned Department)
- c. Class Coordinator (s) concerned
- d. Associate Dean, Student Welfare
- e. Faculty/Department Proctor (if any)

It deals with the disciplinary issues related to general conduct of students in the class rooms, laboratories and departmental premises. If the violations are more serious in nature, this committee will forward the matter to the Proctorial Board.

C. Hostel Discipline Committee:

- a. Chief Warden - Chairman
- b. Associate Dean Students Welfare
- c. Two Wardens (one from the concerned hostel)

It deals with the minor disciplinary issues related to the hostel affairs.

D. University Discipline Committee:

- a. *Pro Vice Chancellor** - Chairman
- b. Dean, Student Welfare
- c. Chief Proctor
- d. Chief Warden
- e. Two Senior Faculty Members (including one Head of the Department of the concerned Department) to be appointed by the Vice Chancellor.
- f. Registrar – Member Secretary

The Committee shall deal with all major acts of indiscipline referred by Proctorial Board.

(* - amended by the Board of Governors at its 5th meeting held on 27.11.2017)

16. HONOR CODE FOR STUDENTS

Honor code for students of DIT University is as under:

- I shall uphold the honour and image of DIT University at all times.
- I shall never use any unfair means or involve in plagiarism.

- I shall be punctual and always come well prepared for the class. I shall be attentive in the class and never indulge in daydreaming and boasting.
- I shall not hesitate to give my views/new ideas freely.
- I shall display selflessness, team spirit and cooperation.
- I shall be honest and truthful in all dealings.
- I shall never involve/indulge in sycophancy and manipulation.
- I shall be respectful and obedient to our teachers and other staff.
- I shall maintain highest standards of discipline and social grace at all times.
- I shall be making continual endeavor for self improvement by pursuing self learning.
- I shall shun all parochial tendencies based on caste, religion, race and gender.

**Declaration to be submitted by the students admitted to Different
Programmes of the University**

DECLARATION

I, _____ admitted in _____
of the University of _____ under DIT University
hereby declare and undertake that I will abide by the disciplinary rules of the
University prescribed under the relevant Ordinances 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: _____

Undertaking for not involving himself/herself for ragging

DECLARATION

I, _____ admitted in _____
of the University of _____ under DIT University hereby
declare and undertake that I am aware of the University'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: _____

Name of the parent: _____

CODE OF CONDUCT
TO BE OBSERVED DURING THE EXAMINATIONS BY THE
STUDENTS OF
DIT UNIVERSITY, DEHRADUN-2013

The students of DIT University are to adhere to following instructions during the conduct of the Examination:

- i. Students should report half an hour before commencement of examination for the first examination paper and 15 minutes before subsequently.
- ii. Students arriving half an hour after commencement of the examination shall not be permitted to appear in the examination.
- iii. Students reporting late and permitted to appear in examination shall not be given any extra time.
- iv. Students must be seated as per the seating plan displayed.
- v. Students must report for examination in proper university uniform.
- vi. They must bring admit card with pasted photograph as well as Identity Card.
- vii. They must bring blue/black ball pen, pencil for bubbling the OMR Sheet, non-programmable calculator and necessary drawing instruments, etc.
- viii. **Mobile phones, pager, programmable calculators and tablets, *Smart Watches or any other electronic gadgets**** are strictly prohibited in the Examination Hall. Use or possession of any of these items shall be treated as use of unfair means. Besides, these items shall be seized by COE.
- ix. No written material in any form, as chits, printed or hand written pages are permitted in the examination hall.
- x. Writing on palm, other body parts, clothes, desks, calculator instrument box and on admit card, etc shall be treated as use of **unfair means**.
- xi. Students must write their **full roll number** on their question papers and nothing else. Exchange of question papers shall be treated as use of **unfair means**.
- xii. Students must not bring **books/notes, mobile phone and other expensive items** on the day of examination. In case they bring any such items the same

- will be deposited in the space earmarked for the same, however students will remain **responsible for the safety** of their belongings.
- xiii. Complete silence must be observed during examination. Talking to other students, peeping into the answer sheets nearby and exposing of their answer sheets to facilitate copying by others shall be viewed as use of **unfair means**.
- xiv. Students are not permitted to leave examination hall during the initial stipulated period at the commencement of the examination and 15 minutes before expiry of examination period.
- xv. No one shall be allowed to write after prescribed time is over.
- xvi. **Smoking, chewing of tobacco and use of the intoxicants** is strictly prohibited in the examination hall.
- xvii. Students must take due care while filling the OMR Sheet. In particular the entries of **roll number must be double checked**.
- xviii. Making **wrong entry in roll number** column is a serious offense and shall attract severe punishment.
- xix. Students are advised to read carefully all the instructions given on Question Paper, Admit Card and on the top page of the answer sheet.
- xx. Exchanging pen, pencil, rubber, calculator or any other material in the examination hall is strictly prohibited.
- xxi. Leave two line space after completion of answer of each question or part there of.
- xxii. Question number or a part there of should be clearly mentioned in the left margin before answering the same.
- xxiii. Rough work carried out must be crossed out clearly.
- xxiv. Students are not allowed to leave examination hall without handing over answer books to the invigilators.
- xxv. During the period of examinations students are not permitted to take out question papers and answer sheets.
- xxvi. Students are not allowed to enter any signs or marks or making irrelevant requests or entering their names/roll number in any form anywhere in the answer book. The same would be construed as unfair practice liable for disciplinary action.

(* - amended by the Board of Governors at its 5th meeting held on 27.11.2017)