

**Ordinances on Code and Conduct of Students
Indian Institute of Information Technology Guwahati
Guwahati 781015 India**

1. Introduction

The Indian Institute of Information Technology Guwahati (IIITG) is an Institution of National Importance under an Act of Parliament (THE INDIAN INSTITUTES OF INFORMATION TECHNOLOGY (PUBLIC-PRIVATE PARTNERSHIP) ACT, 2017). It offers B.Tech and M.Tech courses in Electronics and Communication Engineering (ECE) and Computer Science Engineering (CSE), and runs PhD programmes in ECE, CSE, Mathematics, and Humanities and Social Sciences (HSS).

The vision of IIITG is to be an Institute of Excellence in Information and Communication Technology and its Mission is five pronged:

- To make innovation an integral part of the teaching process.
- To be a leader in research and development.
- To become a catalyst for the development of the Information and Communication Technology (ICT) industry in the state of Assam
- To create leaders in ICT.
- To create intellectual property and to transfer such property to industry.

Inherent in this mission is the responsibility of the Institute to hone leadership qualities of its students and to educate them to be responsible and civic minded citizens. This Ordinance on Code *and Conduct of Students* outlines student conduct and disciplinary policies that pertain to students and the student organization at IIITG. It is designed with the provision of providing information to students, faculty and staff regarding the ideals that underlie our academic mission, and the expectations that the Institute has regarding the conduct of its students. The purpose of the policies outlined in the Code and Conduct of Students is to protect the rights of all members of the IIITG Community and to maintain an atmosphere in the community appropriate for an institution of higher education as well as an Institution of National Importance.

Interpretations of provisions within the Code and Conduct of Students may be requested by contacting the Office of Student Affairs.

2. Scope of Code and Conduct of Student Discipline

IIITG faculty, staff and students realize that it has tremendous potential to impact the social, cultural and economic dynamics of the IIITG community and society at large. Hence policy setting and enforcement (discipline) are ways of educating students to become

conscientious members of the community and society. Students are expected to conduct themselves in a responsible manner at all times, whether on or off campus, and to endeavour towards becoming role models in society by living with dignity and integrity.

The student discipline system exists to handle transgressions against Institute rules and regulations. This system is based on a philosophy of fairness for all parties and consideration of the greater community affected by any situation involving any student's noncompliance with IITG policy or regulation.

The student discipline system is also designed as an educational system and does not function as a court of law. Therefore, procedural issues, including the introduction and consideration of evidence, are handled in a manner consistent with that educational focus. Where the allegations are more serious, and therefore the consequences more serious, the rules are structured appropriately. *The student discipline system is not a substitute for the criminal and civil courts but, an additional option for complainants when the alleged violator is an enrolled IITG student.*

If a student or a group of students are cited by staff, faculty, or other students for a possible violation of civil laws and/or Institute policies on campus, they may be subject to either the disciplinary process of the institute and/or appropriate legal processes may be taken depending on the nature of the infraction.

If a student or a group of students is reported by members of the community for possible violations of the law off campus, then the Institute will cooperate with appropriate officials taking necessary legal action. Further, if a student or a group of students is reported to the Institute authorities for violations off campus, the Institute may intervene on a formal or an informal basis. The "informal" intervention will involve in the individual student or the group of students being referred to the Office of Student Affairs or a competent authority for discussions on the incident. Off campus behavior which can have a significant impact on the mission of the Institute may invite formal Institute disciplinary actions.

3. Grounds of Disciplinary Proceedings

All students are responsible for conducting themselves in a manner that

- i) helps enhance the environment of learning,
- ii) respects the rights, dignity, worth and freedom of each member of the campus,
- iii) respects the dignity and rights of women/ girl students of the campus and outside,
- iv) adheres to standards befitting an Institution of National Importance.

3.1. A student found responsible for the violation of any clause outlined in this section is subject to disciplinary sanctions. The Office of Student Affairs or any designee of Competent Authority may initiate disciplinary proceedings against student(s) suspected of violating the Code of Conduct of the Institute outlined herein and/or elsewhere within the jurisdiction of the Ordinances and Regulations of the Institute:

3.1.1. Any violation of any sort relevant to the Indian Penal Code.

3.1.2. Violation of any published IITG policies, rules, or regulations (It is the responsibility of the student to be familiar with all IITG policies that refer to appropriate behaviour on campus).

3.1.3. Conducts that interfere with the operations of the Institute. Such conducts include but are not limited to disruptions or obstructions of teaching, research, administration, or other IITG activities.

- 3.1.4. Failing to discourage/confront illegal activity and/or violation of the Code and Conduct of Students by active/passive participation/presence during the activity.
- 3.1.5. Failing to comply with orders or directives of IITG officials, Institute hearing bodies, Institute Security Personnel, or any other law enforcement officers acting in the performance of their duties.
- 3.1.6. Furnishing false or misleading information to a member of the faculty, staff, student, or law enforcement official acting in an official capacity.
- 3.1.7. Failure to appear and/or report to any IITG office in conjunction with any disciplinary matter, at the time specified or to request alternative appointment.
- 3.1.8. Violation of IITG policies causing threat to academic integrity.
- 3.1.9. Forgery, alteration, destruction, misuse, or possession of IITG documents, including but not limited to Institute identification cards, results or records without authorization. Violations include, but are not limited to, forgery of applications for financial aid, admission, course changes or course credit, copying, misuse or alteration of parking permits, alteration or misuse of transcripts, and student identification cards etc.
- 3.1.10. Abuse of the Institute disciplinary system, including but not limited to
 - a) Knowing falsification or misrepresentation of information presented to any judicial authority.
 - b) Interference with a judicial process through coercion, intimidation, threats, or bribery.
 - c) Failure to promptly obey any mandate of any IITG disciplinary authority.
 - d) Failure to comply with written or oral communications from an authorized IITG official to appear for a meeting or hearing as part of the Code and Conduct of Students' system.
 - e) Initiation of a complaint with prior knowledge that the information submitted is false.
 - f) Influencing or attempting to influence another person to commit an abuse of the Code and Conduct of Students' system.
- 3.1.11. Damage, defacement, or destruction of any private or Institute property.
- 3.1.12. Attempted or actual theft or possession of private or Institute property.
- 3.1.13. Unauthorized use of private or Institute facilities including, but not limited to telephone, internet, computing equipment and accessories and any mode of communication.
- 3.1.14. Possession, duplication, or use of keys to any IITG premises without authorization; entry or use of Institute premises without permission.
- 3.1.15. Violation with respect to the misuse of IITG computers or computer network.
- 3.1.16. Violation and/or sabotage of safety systems, including but not limited to, the below listed behaviours as well as any other behaviour prohibited by the Institute authority.
 - a) Unauthorized use, abuse, or interference with fire protection equipment or other safety equipment which could result in death, injury, or substantial property damage.
 - b) Intentional setting off of false fire alarms.
 - c) Bomb threats or similar threats involving dangerous devices or substances.
 - d) Behaviour which constitutes a significant fire hazard.
 - e) Unauthorized possession or use of any material or substance which constitutes a significant health hazard.
- 3.1.17. Conducts that endanger the health or safety of members of the IITG community or other persons.
- 3.1.18. Violation of traffic rules, all inclusive of two, three and four wheelers, that jeopardizes orderly traffic and safe journey on the road.

- 3.1.19. Disorderly conducts including, but not limited to, verbal abuses or inappropriate behaviours or any other activities or behaviour prohibited by the Institute authority.
- 3.1.20. Instigation of a disturbance in violation of IIITG policy and/or any local sound ordinance.
- 3.1.21. Organization or participation in activities which are in violation of IIITG policy related to demonstrations and/or assemblies.
- 3.1.22. Discriminations against any member of the IIITG community, or a visitor, through biased or prejudicial behaviors related to the person's race, color, nationality, sex, religion, disability, age or sexual orientation.
- 3.1.23. Ragging in any form is prohibited in the premises of IIIT Guwahati camps.
- 3.1.24. Hazing, defined as, but not limited to, any act imposed on current or potential members of a group or organization that endangers the mental or physical health or safety of a person, that defaces or destroys public or private property, that is likely to result in humiliation or ridicule, or that is likely to result in interference with academic efforts regardless of the consent of the participants, or any actions or activities prohibited by the IIITG authority.
- 3.1.25. Physical abuse, including, but not limited to, inflicting or threatening bodily harm upon any person, or acting in a manner which creates a risk of bodily harm to any person.
- 3.1.26. Harassment, abuse, coercion, intimidation or threats by means other than the use or threatened use of physical force. These include, but are not limited to, any behaviour prohibited by the law.
- 3.1.27. *Sexual Harassment/misconduct*: Offensive or derogatory comments or conducts reflecting gender-bias which create intimidating work, or living environments and which represent substantial violations of the rights or opportunities of the victim(s). Such conducts include but are not limited to:
 - a) Conducts that violate the institute's policies prohibiting sexual harassment, such as unwelcome sexual advances, requests for sexual favours, and other unwelcome verbal or written communications of a sexual nature.
 - b) The use of phone, email or any other method designed to transmit messages or materials of an explicit sexual nature that are unwanted by the recipient.
- 3.1.28. Harboring or bringing a pet on IIITG premises in violation of Institute policy.
- 3.1.29. Gambling for money or other items of value on IIITG premises; including but not limited to, playing cards or other games of chance or skill for money or other items of value.
- 3.1.30. Possession, use, or distribution of any alcoholic beverage.
- 3.1.31. Use or possession of a controlled substance, narcotic or drug paraphernalia, including but not limited to, any actions or activities deemed prohibited by the Institute authority /Government of India.
- 3.1.32. Sale, manufacture, or intent to manufacture a controlled substance, narcotic or drug paraphernalia, including but not limited to, any actions or activities prohibited by the Institute authority/ Government of India.
- 3.1.33. Possession or use of any dangerous or prohibited chemicals without express authorization by an authorized IIITG official.
- 3.1.34. Possession or use of any explosive device or material, including but not limited to, firecrackers, cherry bombs, bottle rockets, and dynamite without express authorization by an authorized IIITG official.
- 3.1.35. Possession of firearms or any weapons.
- 3.1.36. Any form of abuse in social media; spreading false news about Institute or any members of the IIITG community; sending unsolicited emails that cause ill-will amongst the student community or greater IIITG community.

3.2. *Examples of behaviour that are prohibited in and around residential facilities:*

- a) Entry into restricted areas of the residential facilities. These include, but are not limited to:
 - I. The residence hostel roof, windows, ledges, and walls;
 - II. Restrooms designated for use by members of the opposite sex (i.e., men in women's restrooms and vice versa);
 - III. Another resident's room, suite, or apartment without permission;
 - IV. Dining centres and convenience stores during non-operational hours;
 - V. Front desk and staff office space.
- b) Throwing or hanging objects from windows, removal of screens, or the use of a window as an entrance or exit.
- c) Signs other than those used to display Institute spirit may not be displayed in window or exterior surfaces of the residence hostel or other locations.
- d) Interfering with the rights or safety of one's roommate(s) and/or other students or creating a hostile environment within the residential facilities.
- e) Noise or behaviour that disrupts other residents in the residential facilities and/or interferes with their ability to study.
- f) Using barbecue grills or gas grills in any residence hostel facility. Items such as toasters, toaster ovens, hot plates, electric skillet or appliances with an open heating element are prohibited in all student rooms.
- g) All candles (even those used as decorations) are prohibited and incense, aromatic herbs or the burning of any other substances are prohibited.
- h) Storing personal items in public areas of a residential facility.
- i) Alterations, additions, and/or unauthorized use of furnishings and fixtures within a residential facility.
- j) Playing of sports or activities that present a risk of injury to persons or properties within and around a residential facility.
- k) Failure to vacate immediately when a fire alarm sets off.
- l) Smoking: all residence hostels are smoke-free. This includes all student rooms.
- m) Drinking Alcohol and use of Drug/ substance abuse are strictly prohibited in all residential facilities. Drunkenness will not be tolerated and students found in a drunken state may face expulsion from residence hostels.
- n) Door-to-door selling/soliciting/canvassing of any item, service or cause is prohibited.
- o) Permitting non-residence hostel students to utilize equipment or services intended for the exclusive use of residence hostel students is prohibited.
- p) IIITG Housing facilities are not open to anyone other than residents assigned to that faculty, IIITG officials, and guests who have a legitimate reason for being in the building. Residential facilities are special purpose buildings and are not open to the general public. A guest is someone who comes to a residential facility to visit a specific resident or who has been extended an invitation by the Institute to visit for a specific occasion, special function, tour, or official visit. A roommate has the right to free access to their home at all times and must not be restricted by visitation of a guest.
 - i. All guests must abide by IIITG all rules and regulations. Individuals in violation of these or other IIITG rules and regulations may be required to leave a residential facility.
 - ii. The host is responsible for familiarizing the guest with pertinent IIITG rules and regulations and is responsible for the conduct of the guest(s).
 - iii. Due penalty will be imposed for any wilful damage caused to facilities provided to guest by the Institute.

- q) Dogs, cats, birds, rodents, reptiles, or other pets are not permitted at or in Institute residence hostels.

Note:

In addition to the above, Examination Malpractice pertaining to IADC, as defined in 'Annexure I' is a part of the Code and Conduct of Students.

There are additional Rules and Guidelines of IIITG Hostels that students are expected to familiarize themselves with. Any violation of IIITG Hostel Rules and Guidelines by any student will result in disciplinary action by Hostel Disciplinary Committee. *Hostel Rules and Guidelines are given in Annexure II.*

Disciplinary Proceedings, if warranted, may also be initiated against a student for any offence not specified in any of the preceding sections of this Ordinance on Code and Conduct of Students

4. Disciplinary Proceedings

Disciplinary proceedings could be conducted based on the nature of violation.

4.1 Composition of Disciplinary Committees

4.1.1 Hostel Disciplinary Committee (HDC)

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|------|---|---|------------------|
| i. | Chief Warden | – | Chairperson |
| ii. | Warden of concerned hostel | – | Member Secretary |
| iii. | Associate Warden(s) of concerned hostel | – | Member |
| iv. | General Secretary (Welfare Board, Students' Gymkhana Council) | – | Member |

There would be the single disciplinary committee (HDC) to handle all the issues regarding all the hostels. Any matter (academic/students affairs), that the committee is of the opinion requires other interventions, will be referred to the appropriate disciplinary committee.

*4.1.2 Departmental Disciplinary Committee (DDC)**

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|------|--|---|-------------|
| i. | Head of the concerned Department | – | Chairperson |
| ii. | Secretary, DPPC | – | Member |
| iii. | Secretary, DUPC | – | Member |
| iv. | One student of the concerned Dept.
nominated by the HOD | – | Member |

(*) HOD can decide the secretary of DDC (ii/ iii)

4.1.3 Institute Academic Disciplinary Committee (IADC)

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|-----|------------------------------------|---|------------------------------------|
| i. | (Associate) Dean Academic Affairs– | – | Chairperson |
| ii. | Three faculty members | – | (2 Members and 1 Member Secretary) |

4.1.4 Institute Students' Disciplinary Committee (ISDC)

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|------|--|---|------------------|
| i. | (Associate) Dean of Student Affairs | – | Chairperson |
| ii. | One faculty member from Faculty Advisory Board of IIITG Students' Gymkhana Council | – | Member |
| iii. | General Secretary (Welfare Board, Students' Gymkhana Council) | – | Member |
| iv. | Faculty Coordinator (Counselling Services) | – | Member Secretary |

In addition, the Chairperson of the respective committee may invite any other persons to be associated with the proceedings of a particular case, if their participation is considered necessary in disposing of the matter.

4.2 Appointment of Committees

Committee	Term	Appointing Authority
Hostel Disciplinary Committee (HDC)	One Year	All ex-officio
Departmental Disciplinary Committee (DDC)	One Year	Head of the Department
Institute Academic Disciplinary Committee (IADC)	Two Years	Director
Institute Students' Disciplinary Committee (ISDC)	Two Years	Director

4.3 Violation has been broadly divided into three categories based on the where or on which context the same were detected.

4.3.1 *Hostel Level:*

The Hostel Disciplinary Committee (HDC) would deal with disciplinary matters at Hostel level. Violation of general rules (issued by the Hostel Affairs Management) by a hostel resident of any hostel will come under the purview of Hostel Disciplinary Committee (HDC). The HDC will deal with the concerned issue and give appropriate punishment. Matters that have major implications at the Institute level shall be referred to the IADC or ISDC of the Institute.

4.3.2 *Academic Level:* Disciplinary issues related to general conduct of students in the class rooms and laboratories shall be dealt with by the Departmental Disciplinary Committee (DDC) of the concerned Department. If the offence is of a serious nature, a DDC may refer the matter to the IADC. Any malpractices during examinations will be handled by the IADC.

4.3.3 *Institute Level:* Violations at the Institute level include those issues pertaining to the Indian Penal Code (within or outside the campus), those that can affect the IIITG community at large or those that can affect the property of the Institute itself. For all such major acts of indiscipline, which may have serious implications on the general body of students, and which may warrant a uniform and more formalized nature of investigation, ISDC will investigate the allegations and recommend disciplinary actions. The committee may co-opt other members, if they deem fit, on a case to case basis.

4.3.4 Hierarchy of the Disciplinary Committees

Nature of Offence	Disciplinary Committee	Approving Authority	Appellate Authority
Particular Hostel Specific Offence	HDC	HDC	ISDC
Department Academic Offence	DDC	DDC	IADC
Institute Academic Offence	IADC	Director / Senate	Senate / Board
Institute Student Offence	ISDC	Director / Senate	Senate / Board
All Other Disciplinary Cases	ISDC	Senate	Board

4.4 Modalities of Investigation

When the Chairman of the respective committee receives information regarding alleged violation of any rule or regulation of the Code and Conduct of Students Discipline (refer Section 2) by the students, the respective Chairman shall investigate the same.

- a) The Chairman may summon the student(s) either orally or in writing to appear at a specified date, time, and place in connection with an alleged violation.
- b) The Chairman may dispose of a violation as being unfounded, may impose administrative sanctions without a hearing, or may refer the violation to a formal disciplinary hearing in the respective Committee.
- c) Commensurate with the gravity of the offence, appropriate punishment like fine, community work, awarding F-grade, rustication or expulsion from the Institute may be recommended.
- d) The students who fail without a good cause, to comply with such summons or letter of notice issued by the Chairman may be charged with a violation of Code and Conduct of Students and may be recommended to the next higher disciplinary committee for placing on disciplinary probation, temporary suspension, or barring against readmission.

5. Disciplinary Sanctions

a) Disciplinary sanctions may be imposed after investigation by the appropriate committees. The purpose of imposing sanctions is to promote educational and social development of the student and the IIITG community, to provide appropriate penalties, and to deter other acts of misconduct which thwarts the aims, purposes, and policies of the Institution.

b) No refund or credit of tuition fees, or other costs associated with attendance of the institute will be made to students when disciplinary sanctions are imposed which result in the student's being deprived of privileges and/or access to services.

c) In the case of serious violations, a notation of the discipline matter will be placed on a student's transcript until it is cleared. In case of dismissal from the Institute, the record is permanent.

d) Discipline records are confidential in accordance with laws of the nation. The contents of the student discipline record may not be released to anyone not associated with campus discipline except upon written approval of the student or a court-ordered subpoena.

e) The initiating administrator may dispose of a violation by imposing any of the following sanctions without a hearing.

5.1. *Reprimand*: from the appropriate administrator to the student, on whom the penalty is imposed, placed in the student's permanent discipline record.

5.2. *Probation*: written notification that further violations of any sub-section of this Code and Conduct of Students will result in more severe disciplinary action. Warning probation may be imposed for a period of not more than one calendar year.

5.3. *Disciplinary probation*: written notification that further violations of any sub-section of this Code and Conduct of Students may result in suspension. The terms of disciplinary probation shall be determined by appropriate authority on case-to-case basis.

5.4. *Suspension of privileges*: prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges.

5.4.1. Hostel Privileges

5.4.2. Use of Lab Facilities

5.4.3. Use of Sports Facilities

5.4.4. Membership in Clubs and Other Bodies

5.4.5. Holding Office

5.4.6. Placement Activity

5.5. *Community Service*: assigned a specific number of hours of service.

5.6. *Restitution*: repair or replacement of property damaged.

5.7. *Compensation for damage*: adequate compensation to fit the damage. If the compensation is not made, it remains on the student's record as indebtedness to the institute, which then renders the student ineligible to register for subsequent semesters.

5.8. Cancellation of registration and/or denial of credit may be imposed in cases where the student is found guilty of withholding information relating to the student's admission, transfer credits, academic status, records, etc.

5.9. *Suspension*: Course drop, semester drop, rustication for a specified period may be given as punishment, depending on the severity of the offences.

5.10. *Expulsion*: may be used only for major offences.

5.11. Powers of punishment at different levels. A committee / official may recommend higher levels of punishment. In such cases, the matter will be put up to the next higher authority allowed to impose that punishment.

Committee	Powers of Punishment to be Awarded
HDC	Reprimand, Probation, Suspension of Hostel Privileges, Restitution, Compensation for damage; Fines up to Rs. 5000;
DDC	Reprimand, Probation, Suspension of Departmental Privileges, Restitution, Compensation for damage; Award of F grade in a course.
IADC	Reprimand, Probation, Disciplinary Probation, Lowering of Grades, Awarding F Grade, Course Drop.
ISDC	Reprimand, Probation, Disciplinary Probation, Suspension of Privileges; Community Service, Restitution, Compensation for damage;
Director	Semester Drop, Fines up to Rs 20,000
Senate	Rustication for more than one semester, Fines more than Rs. 20,000, Expulsion

6. Appeal Procedures

A student can appeal to the Appellate Authority against any punishment imposed upon him / her. He/she should appeal within two weeks' time with proper justification of the appeal.

Annexure – I

Grounds of Disciplinary Proceedings related to Academic Malpractice

Each of the following offenses will normally be considered as an act of academic malpractice:

- I.1 Copying from another student or from electronic/ technological device or by any other means during the examination.
- I.2 Assisting an examinee in copying during examination by any means.
- I.3 Possessing / using unauthorized materials or documents.
- I.4 Submitting others' work as one's own, or misleading faculty members about the condition under which the work was prepared.
- I.5 Obtaining all or part of a question paper by unfair means and /or distributing to others.
- I.6 Substituting for another student, or permitting any other person to substitute for oneself, for appearing in the examination.
- I.7 Entering a building or an office without permission and /or tampering/ changing records/documents in any form.
- I.8 Indulging in any form of plagiarism.

Annexure – II

Hostel Rules and Guidelines

The following are the rules and regulations of the hostel(s) that are to be followed by all the students residing in the hostel. If any of the following are not adhered to, the resident(s) will pay for the damages and may be subjected to monetary fines and/or other disciplinary procedures.

1. Students shall not change or interchange their allotted rooms without written permission.
2. Students shall not drill holes/ fix posters / notices / pictures or anything that might damage the surface of the walls/doors or any place in the hostel.
3. Playing of football, cricket, etc. in the hostel corridors common spaces between the wings is strictly not permitted.
4. Smoking, consumption of pan/gutka/alcohol/intoxicating substances, in rooms/campus premises is strictly prohibited.
5. The Students should not keep their friends/guests/relatives in their rooms without obtaining written permission from the authorities and paying room rent as per norms of the Institute.
6. Students will be allotted a chair in their rooms. They should not remove this or take any other from/to their rooms. They should not damage/disturb furniture/fixtures of their rooms/in the common areas.
7. Students should not climb onto parapets or terrace of the hostel.
8. Students must keep their own rooms clean. Students should take help from the housekeeping staff. They are supposed to clean your rooms once in a week.
9. Students should always aim to keep the hostel premises clean. They should not throw papers, plastics, etc. outside their rooms and common places. They must use the garbage-bins only. They should not keep any belongings outside their rooms.
10. Students will take care of the key/s issued to them, if any. Duplicate keys should not be made without written permission from the Warden. Students should be very careful about keys allotted.
11. Playing games, listening to music, watching TV and any such other activities must be done without causing disturbance to others.
12. Students shall park their cycles/motorbikes in the designated areas only.
13. Students are not allowed to go outside the campus after 9:30 PM.
14. Students are not allowed to enter campus premises after 9:30 PM. In unavoidable circumstances, prior permission from respective wardens is mandatory.
15. Boy students are not allowed inside girl's hostel and vice versa.
16. If any student wishes to go out of the station then he/she needs to take written permission from the concerned warden.

Mess Code of Conduct

If any of the following are not adhered to, the students(s) will pay for the damages and be subjected to monetary fines (minimum Rs.500) and/or other disciplinary procedures.

1. The mess is managed by faculty-in charge of mess, warden, associate wardens, and mess secretaries and other student representatives.
2. No food will be served outside the mess timings.
3. Smoking, consumption of pan/gutka/alcohol/intoxicating substance, in hostel mess premises is strictly prohibited.

4. If a student needs to avail mess concession, they need to take proper approval from faculty-in charge of mess/warden/associate warden and submit it to mess manager.
5. Mess food of an inmate is not transferable to any other inmate and inmates are not allowed to share food with their guests.
6. Mess food and mess utensils are not allowed to be taken out of the mess area until and unless the student is sick and that with prior written information to the mess manager / mess secretaries.
7. Entry of students in cooking area is strictly prohibited.
8. Complaints/suggestions regarding the functioning of the mess can be written in the mess register.
9. Students can put-up posters / notices / pictures only in the mess notice board.

* Disciplinary action will be taken for violation of any of the above said rules and regulation.

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