

STUDENT POLICY

OF

**K K WAGH INSTITUTE OF ENGINEERING AND REASERCH
HIRABAI HARIDAS VIDYANAGARI
PANCHAVATI
NASHIK 422003**



**REGULATIONS FOR MAINTAINING DISCIPLINE OF STUDENTS IN K. K. WAGH
INSTITUTE OF ENGINEERING EDUCATION AND RESEARCH, NASHIK**

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 K. K. Wagh Institute of Engineering Education and Research, Nashik at any level i.e. Under-graduate, Post-graduate or Doctoral course.
(b)	Institution	means the K. K. Wagh Institute of Engineering Education and Research, Nashik run by K. K. Wagh Education Society, Nashik.
(c)	Education Society	means K. K. Wagh Education Society, Nashik
(d)	Head of the Institution	means the Principal or any other person who is holding the charge of Principal of the institute.
(e)	Hostel	means the hostel managed 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.
(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:

- (i) All the students admitted in the institute will have to observe and abide by the discipline rules prescribed by the Institute / Education Society and he / she will submit to the disciplinary jurisdiction of the Head of the Institution and other competent officers or authorities 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 submit an undertaking in the Performa attached herewith as Enclosure-2 to be filled up and signed by 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 wear the prescribed college uniform and carry his/ her Identity Card. The identity card should be produced when demanded.

- (ii) It is mandatory for the students to attend the classes, practical sessions, 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 behaviour in any form will not be tolerated.
- (xii) Use of mobile phone is strictly prohibited in the classrooms, corridors, inside the Toilet blocks or institute 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. Use of seat belt is compulsory for everyone who brings a four-wheeler in the institute campus;
- (xvi) Any kind of ragging in the class, campus or in the bus or even outside the campus is strictly prohibited.
- (xvii) Any kind of misuse of Internet, intranet or computer software, mobile etc. is strictly prohibited.
- (xviii) 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.
- (xix) 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:

- (i) As the hostel is located in 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 behaviour 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 / fans 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 Principal 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.

