

Higher and Technical Institute, Mizoram

Seek Share Serve

**STUDENT
HANDBOOK**



HIGHER AND TECHNICAL INSTITUTE, MIZORAM

STUDENT HANDBOOK (2ND AMENDMENT)

INTRODUCTION

Higher and Technical Institute, Mizoram (HATIM) is committed to maintaining equality, equity, fairness, justice, and a healthy learning environment in the College. To provide a place of learning and development for all, it accommodates diverse community of cultures, sexes, genders, beliefs, religion, and healthy opinions etc. which will contribute to harmony and progressive development. It is also committed to upholding Fundamental Rights, Directive Principles, and Fundamental Duties of India.

This Student Handbook is made with the aim and intention of providing guidelines and on the art of self-conduct in the College for the students, for the maintenance of discipline, and for the progress of the students and the growth of the College.

PRELIMINARY

1. Title, extent, and commencement:

- (1) This may be called as **Student Handbook** for the students of Higher and Technical Institute, Mizoram. Hereafter, referred as HATIM.
- (2) It shall extend to all the students of HATIM.
- (3) It shall extend to all the students inside and outside of HATIM campus.
- (4) It shall come into force on the day appointed by the Council Body of HATIM.
- (5) This Student Handbook shall be effective as of November 01, 2022.

2. Definitions:

- (1) **Campus:** Campus means the extent of geographical area where HATIM resides.
- (2) **College:** College means-
 - A. The extent of area where the College may do activities. This includes-
 - i. Within the campus.
 - ii. Outside the campus.
 - B. This binds students as long as they are part of the College and its activities.
 - C. It also binds the students as long as they are in College uniform.
- (3) **Community:** All members of the College.

- (4) **Language:** A systematic means and ways of communication using signs and symbols.
- (5) **Uniform:** Clothing as prescribed and specified by the College to be a uniform.
- (6) **Dress Code:** The manner or way students should follow while clothing themselves as prescribed and allowed by the College.
- (7) **College Wear:** Clothing allowed and specified by the College to be worn at places such as Classrooms, Library, and Office etc. This may be adjusted with respect to clothes worn at the Residences of the College.
- (8) **Grooming:** External appearances and its related acts as prescribed and allowed by the College.
- (9) **Make Up:** Any materials applied on the skin for the purpose of beauty or aesthetic.
- (10) **Physical intimacy:** Any forms of sex, petting, kissing. This implies such act or acts between same sex and opposite sex.
- (11) **Pregnant/Pregnancy:** For the purpose of the College, carrying of an offspring/s in the body by a female and only if the act/s was/were committed inside the Campus.
- (12) **Student pregnancy:** Carrying of an offspring/s in the body by a female student through a male student/s of HATIM.
- (13) **Student impregnation:** The condition of causing a female student/s of the College to become pregnant by a male student of HATIM.
- (14) **Eloping:** The condition of running/ going away with a lover.
- (15) **Accomplice:** A person who joins or is in union with another to accomplish a task or plan.
- (16) **Ragging:** Any act of physical or mental abuse (including bullying and exclusion) done by a student/s to another student/s on ground of color, race, caste, religion, gender, appearance, regional origins, linguistic identity, place of birth, place of residence or economic background which involves abuse, humiliation, harassment or violation of rights.
- (17) **Sexual harassment:** Unwelcome behavior of a sexual nature.
- (18) **Device:** Device means any form material or instrument that is designed with a purpose.
 - A. Electronic: Devices requiring electricity such as net setter, pen drive, chargers, earphone, mobile phone, tablet, laptop, desktop, ebook reader, mp3/mp4 player, video game player, sim card, data card, external hard disk, digital camera, lighters etc.
 - B. Non-electronic devices: Devices that does not require electricity that can cause harm.
- (19) **Possession:** Owning or possessing any kinds of material or substance.
- (20) **Consume/Consumption:** The act of consuming or eating any food, substances, or materials in a proper and adequate manner.

- (21) **Consumables:** Any commodities that can be consumed with and without restrictions. The accepted and unaccepted items are subject to the Discipline Committee.
- A. Consumables:
 - i. Nutritional food items
 - ii. Non-essential consumable items
 - iii. Medicines
 - iv. Restricted consumable items:
 - a. All tobacco products and its variants.
 - b. All betel nut products and its variants.
 - c. Acid
 - d. Restricted consumable items would also include materials that can be used for and be part of consumption such as packaging case and container etc. of any kind.
 - B. Non-consumables: Stationery, tissues, toilet paper, cleaning detergents etc.
- (22) **Substance:** For the purpose of the College, Substance means any forms of items that can be used for intoxication such as alcohol, marijuana, pain killers, stimulants, anxiety pills, methamphetamine, cocaine, opiates, benzodiazepine, hallucinogens, inhalants, adhesive solvents, including materials that can be used for and be part of consumption such as syringe, needles, packaging case, container etc. of any kind.
- (23) **Abuse:** Usage of consumables/substances and substance wrongly, improperly or excessively.
- (24) **Offense:** Any punishable act or acts.
- (25) **Penalty:** Any penalty imposed on account of breaching College rules.
- (26) **Expulsion:** The act of expelling or forcing a person to leave.
- (27) **Stealing:** The act of taking any property or possession from another unlawfully, without permission and without the acknowledgment of the owner.
- (28) **Cheating:** Any dishonest or unfair act or acts to gain an advantage.
- (29) **Gate Pass:** A permit for going beyond the Campus. This can also be applied to College area.
- (30) **Checking:** Examination of students or their properties.
- (31) **Activity/Activities:** Any actions taken to achieve a goal or plan.
- (32) **Residence:** A place of living. For the purpose of the College, residence mean Ladies and Men’s residences where students reside.
- (33) **Public Area:** Any area which is publicly accessible.
- (34) **Sneak Out:** Leaving the College as defined in [Preliminary 2 (2) A] without permission.
- (35) **Leave:** Absence from the College as defined in [Preliminary 2 (2) A].
- (36) **Public Display of Affection:** For the purpose of the College, any forms of physical intimate display in public on account of romantic relationship.

- (37) **Gambling:** For the purpose of the College, gamble/gambling means taking a risk/stake in the hope of a favorable outcome that can be negative in nature.
- (38) **Offender:** Any student who violates the regulations of the College.
- (39) **Examination:** A set of questions or exercises evaluating skill or knowledge.
- (40) **Ex post facto:** Affecting things that have passed.
- (41) **Appropriate:** For the purpose of Dress Code of the College, appropriate means a decent dress that is not transparent, not too revealing, neither low cut neckline nor too short or sleeveless.
- (42) **Authority:** For the purpose of the College, authority means persons of the Administrative Office, Teaching and Non-Teaching faculties.
- (43) **Transfer:** For the purpose of the College, transfer means shifting of owner/s, possessor(s) of any materials or things. In the case of transfer of any restricted and banned item/s, material/s, thing/s, the two parties or all the involving parties would be considered and treated as equal and similar.
- (44) **Staff:** Any members of the Teaching and Non-Teaching staffs of the College.

CHAPTER 1

JOINING COLLEGE, ATTENDANCE, LEAVE, EXAMINATION, CLEARANCE FORM, IDENTITY CARD, DECORUM, TIMING

3. If any student fails to join on the first day of the new semester without pre-informed reasonable cause-
Penalty: A fine of Rs. 1000/ for the first day.
4. According to the UGC (Minimum Standards of Instruction for the Grant of the First Degree through Formal Education) Regulations, 2003, and Mizoram University have mandated a minimum of 75 percent **attendance** out of total classes in all subjects for appearing in the examinations. Students who are short of 75 percent attendance will not be allowed to take the examinations. Medical Certificate can be submitted by students along with leave application for proof of absence on account of which their absence for those dates can be adjusted.
5. Students are not entitled to any kind of personal **leave** from the College. The criteria of leave is outlined in Appendix – 1. The following are the steps for processing any leave application.
 - A. Leave application up to three days should be addressed to the Head of Department.
 - B. Leave application for four days or more should be addressed to the Principal.
 - C. It should be acknowledged by the Guardian/Parents/Guides.
 - D. The application should be submitted to the teacher in-charge of leave of each respective departments for signature.

Leave applications can be of two types:

- E. **Prior or foreknown application** where leave may be required for the coming known future. In such scenario, application can be submitted ahead.
 - F. In case of urgent or condition where applications cannot be submitted ahead, an **ex post facto application** [Preliminary 2(40)] can be submitted.
6. **Examination** [Preliminary 2(39)] is part of the College and Mizoram University set up. It is mandatory for passing the course.

(1) If any student is caught or become exposed of cheating [Preliminary 2(28)] in any examination conducted by the College / Mizoram University -

Penalty:

First Offense: Zero mark/cancellation of the particular paper.

Second Offense: Zero mark/cancellation of the particular paper, summoning of parents/guardian

Third Offense: Cancellation of all papers.

(2) If any student is caught or become exposed of cheating [Preliminary 2(28)] in any mock or other kinds of one time examination conducted by any teacher-

Penalty: Zero mark/cancellation of the particular paper.

7. **Continuous Assessment (CA):** Two exams in a continuous manner would be conducted during the semester: First and Second written tests carrying 50 marks each. There would also be other forms of assessment in terms of presentation, assignments etc. according to the wishes of the concerned teacher to which all students have to appear compulsorily. If any students fail to appear in the examinations, they will have to meet and give cause of failure to take the examination. In case of genuine conditions where any student is not in a condition to take examination, the concerned department may arrange a special examination.
8. Regarding examinations, students are subjected to the regulations of Mizoram University.
9. Taking out **Clearance Form** (see fee book for form) is compulsory for all the students at the end of each semester and also for those who are undergoing expulsion or dropout to proof that they do not have any dues in the College. They would get the signature or approval first from different in-charges (*as shown in the form*) and to the Disciplinary in-charge(s) at last. After getting all the required signatures, the form should then be submitted to the Administrative Office.
10. The College makes Identity Card for all the students and it is compulsory for all the students to wear their respective Identity Card in the College [Preliminary 2(2)A,B,C].
11. **Decorum** in the classrooms, halls, or within the premise of the Campus and as defined in the meaning of College [Preliminary 2(2)A] should be strictly maintained. Students may use the classrooms, halls, or any part of the Campus for rehearsals or other activities which are within the regulations only after obtaining permission from the Administrative Office.
12. The College official hour is between 9:30 am to 04:00 pm during the working days from Monday to Friday. Any additional working hour or day will be subjected the decision of the College authority.

CHAPTER 2

UNIFORM, DRESS CODE, GROOMING

13. The following are the **Uniform** of the students of HATIM

BLAZER:	Color: Dark Blue (for ladies and men)
SHIRT (KAMIS):	Color: Light Blue (for ladies and men)
TROUSER:	Color: Dark Blue (for ladies and men)
NECKTIE:	Color: Dark Blue (for ladies and men with respective designs)
T-SHIRT:	College defined colored T-Shirts according to respective houses.
SOCKS:	Black or Navy Blue
SHOES:	Black colored smart shoes.

14. With a view to maintain orderly discipline and personal development in the community life of the institute, the College has predefined **Dress Code** for the students of HATIM. The kind attention and cooperation of students are sought with sincerity and promptness. The use of shawls in the class rooms are prohibited.

(1) LADIES DRESS CODE

A. COLLEGE

- i. Uniform on specified uniform days
- ii. Smart Outfit: College wrap around (College Puan), appropriate [Preliminary 2(41)] top, and decent footwear.
- iii. Casual Dress: Items not allowed in casual dress are – torn jeans, sleeveless clothes, bathroom slippers, leggings and half pants.

B. SUNDAY

- i. Only *Puan* is allowed for Sunday wear, formal top, appropriate [Preliminary 2(41)] footwear, blazer (optional)
- ii. Sleeveless and see-through tops are prohibited.

(2) MENS DRESS CODE

A. COLLEGE

- i. Uniform on specified uniform days
- ii. Smart Outfit: Formal trousers, Shirt (Kamis tucked in), Necktie (optional), decent shoes, blazer (optional).
- iii. Casual Dress: Items not allowed in casual dress are – torn jeans, sleeveless clothes, bathroom slippers, pajamas and half pants.

B. SUNDAY

- i. Formal pants, kamis tucked in, necktie (optional and worn properly), formal shoes, blazer (optional).

(3) COMMON GUIDELINES FOR DRESS CODE

- A. Extreme logos or unacceptable printings on T-Shirts, bags, jackets are prohibited
 - i. The meaning of extreme may be as per the decision of the Discipline Committee.
 - B. Students are not allowed to uplift or remove clothes in public areas.
 - C. If any student cannot wear the prescribed dress on the respective days, they must submit application to the respective department in-charge of Discipline Committee either in advance or on the day itself.
15. If any student fails to dress in a complete uniform of respective uniform days without application or prior information to the Discipline Committee-
Penalty: A fine of Rs. 100/ per offense.
16. If students of any department wishes to make clothes of any kind that will contain the College logo, College name, College Department, or any signs or symbols that pertain to the College, application must be submitted first to the Principal and the Head of Department (HoD) will assess the financial status of the students. If the Head of Department finds that the students can afford to make their own clothes, the HoD will submit the finding to the Principal and the final decision would be taken.
17. **Grooming** is necessary for proper appearance and proper grooming should be maintained by all students.
- A. Nose rings, chandelier earrings are prohibited.
 - B. Earrings should be allowed only on the lobe.
 - C. Only simple make up is allowed.
 - D. Only nude or light color and transparent nail polish should be used.
 - E. Hair should be properly groomed and maintained.
 - F. Only natural hair color should be worn.
 - G. Tattoo is prohibited.
 - i. If a student has any previous tattoo, admission and all other required actions would be subjected to the concerned Administration of the College.

Penalty: If actions are required to be taken, it would be as per the decision of the Discipline Committee.

CHAPTER 3

LITTERING, BIBLE & SONG BOOK, BEHAVIOR, DO'S AND DON'T'S, CAMPUS RESIDENCES

18. If any student is found **littering** in the campus (as campus is supposed to be litter free)-

Penalty: Cleaning of littering area.

19. The College recommends the use of New International Version Bible (NIV) and the college song book for Christian students while attending services.

20. If any student is found to show unacceptable **behavior** showing rudeness, disrespect etc. towards the College staffs [Preliminary 2(44)] -

Penalty:

First Offense: Fine up to Rs. 1000/.

Second Offense: Fine up to Rs. 2000/.

Third Offense: Fine up to Rs. 3000/, bond sign, summoning of parents/guardians

Depending on the severity of the case, the Discipline Committee along with the Principal will take action/s as required#.

21. Do's and Don't's

(1) General Manners and Etiquettes

Good manners and etiquettes are important towards the general wellbeing of the College community. Here are some tips for showing courtesy:

- A. Wishing/Greeting makes one happy, practice daily, every time with humility towards those in authority, teachers, staffs, and peers.
- B. Remember the Five Golden Phrases – Thank you, Sorry, Excuse me, Please, and I beg your pardon.
- C. A smile doesn't cost anything. Put on a smile and be courteous.
- D. One must be confident in his/her conduct. Learn to articulate words clearly and perfectly audible.
- E. Abiding by the rules and regulations and giving care and respect to others will help in creating a good College environment.
- F. English is the community language. Students must use only English unless permitted to speak other languages.
- G. Stay clean and keep your Campus, College, and surroundings clean.
- H. Be a role model for others.

- I. Creating pandemonium in the hallways or elsewhere in the campus is strictly prohibited.
22. Day students are not allowed to enter the premises of Campus Residences.
23. Day students are not allowed to use the facilities of the Campus Residences.
24. Articles or items meant for Residence students can be given only from 1st to 10th of every month.
25. Any articles or items meant for Residence students must only be given either through the Main Gate in-charge or Residence Guides.
26. Residence students will become subjected to the College regulations upon leaving their residence for the College in the morning until their return in the evening after the end of the official hours of the College. This means that once they leave their residence for College, the residence rules are temporarily suspended until the end of the office hours.
27. Residence students are not allowed to leave the Hostels during an ongoing or semester break. However, this may be subjected to exception with prior approval from the Principal with valid reason/s. Students who are permitted to leave the Hostel Residences mid-semester or semester break would still have to pay full academic year fees whatsoever there be. Any violation will attract disciplinary action.

CHAPTER 4

DEVICES, COMPUTER LABORATORY, LIBRARY

28. With regard to electronic devices, namely mobile phones, tablets, personal computers, and external data storage, the College –
- a. Allows limited use of the above mentioned electronic devices.
 - b. Electronic devices are not allowed to be used during class or any other important period or programs. However, the permit to use electronic devices will be subjected to the concerned teacher in the class or authority in other period or programs of the College.
 - c. For Residence students, they will have to submit their electronic devices to their respective Guides before their bedtime schedule and collect them again in the morning before class.
 - d. For Residence students, if they require electronic device access in the morning before class, they may ask for permission. However, this is subjected to the Residence Guide only.
 - e. For Residence students, late night device access beyond bed time is not allowed. No exception will be entertained.
 - f. For Residence students, if there are requirements of usage of other electronic devices, it will be subjected to the Residence Guide. If the situation demands, Guide may consult the Discipline Committee.
 - g. Depending on the situation, access and restriction may be subjected to change.
 - h. Software and applications of only academic relevance are to be installed in computers owned by students.
 - i. No games are allowed in the student's computer system. All built-in games are to be uninstalled.
 - j. Apart from the mentioned electronic devices to be allowed in the College, any other forms of electronic devices will be subjected to the review and approval of the Discipline Committee/Administrative authority of the College.

Penalty: If any student is found to be in violation of the use of electronic devices, the following action will be taken:

- k. *First Offence:* Confiscation of electronic device/s for a minimum of 24 hours.
- l. *Second Offence:* Confiscation of electronic device/s for a minimum of 72 hours.
- m. *Third Offence:* Confiscation of electronic device/s for a minimum of one week (24 hours x 7 days)
- n. *Fourth Offence:* The case would be referred to the Discipline Committee. A fine of Rs. 1000/- would be imposed. Parents/Guardians will be summoned. The student will not be allowed to keep electronic device/s for one month.

- o. The student concerned will not be excused for not knowing any information given to students through electronic forms during the period of confiscation.
29. If any student is found and caught in possession or act of any non-electronic devices [Preliminary (18) B] that can be subjected to regulatory measures-
- Penalty:**
- a. For Residence students, use of non-electronic devices that can be subjected to regulatory measures will be subjected to Residence Guide. If the situation demands, Guide may consult the Discipline Committee.
 - b. For Day Students, depending on the case, the Principal along with the Discipline Committee will take action.
30. Rules to be followed in the **Computer Laboratory**-
- A. All edible items are prohibited.
 - B. Computer systems and other laboratory apparatuses are not allowed to be taken outside the laboratory.
 - C. Any change required should be done only upon approval of the Laboratory in-charge.
31. General **Library** rules-
- A. Library members must log-in in the biometric attendance or register which is provided in the library.
 - B. The library is primarily meant for the use of students, faculty, and non-teaching staffs of the College.
 - C. On special request, students, research scholars, faculty of other college, institutions can also avail the Library facilities for a shorter period for academic purposes with written permission of the Principal or Librarian.
 - D. No user of the library shall disfigure and deface books, periodicals, maps, charts, or any other property of the library by writing in the margins, underlining sentences, making passages, or any other forms of damage.
 - E. In case any book is lost, injured by the members, the member shall replace the book or shall pay the cost of replacement.
 - F. Loan/Lending privilege to student, teaching and non-teaching staff and the quantity of books are:
 - i. Student: 5 books for 15 days.
 - ii. Teaching and Non-Teaching faculty: 10 books for 30 days.
 - G. Apart from the allotted number of books, extra books will not be issued.
 - H. If the books are not returned on due dates, an overdue charge of two rupees per book per day will be imposed.

- I. Library Card is not transferable. The borrower's card holders should come personally to borrow the books. On a special case authorization letter may be accepted countersigned by the Head of Department.
- J. Strict discipline should be maintained regarding table and chair arrangement. The position of the chair and tables should not be changed or displaced.
- K. Newspaper, magazines, journals and reference books are meant only for reference inside the Library.
- L. Loose issue and bound volumes of periodicals are not for issue.
- M. Students and staffs are requested not to pressurize the Librarian to issue reference books.
- N. Library members shall be required to pay the penalty imposed upon them by the Library for any damage caused by them to library properties.
- O. Library members are responsible for safe custody of library materials issued to them.
- P. Stern actions would be taken against library members who are found to have caused damage to library properties.
- Q. A book borrowed from the library may be renewed for a further period provided no other reader has reserved the same.
- R. The loan period may be shortened by the Librarian if the material is on special demand.
- S. The Librarian reserves the right to recall the materials issued at any time.
- T. Avoid using cell phones in the Library.
- U. Dictionaries, Encyclopedias, Year Books, Maps, General Knowledge, Books, External Question Papers, Once copy of a textbook, popular books and some other titles as decided by the Librarian will be in the reference section.
- V. When you are inside the library keep yourself engage with it and do not indulge in conversation with others.
- W. Keep silence inside the library and kindly avoid tampering with books or any other library materials.
- X. Library computers should be used for academic purpose only.
- Y. Playing games on electronic device is strictly prohibited in the Library.
- Z. Changing the settings and display of the computer kept in the Library is not permitted.
- AA. Users must take care of their personal electronic devices in the Library.
- BB. Users are not allowed to bring their personal books/bound books inside the Library.
- CC. Use of personal electronic devices are strictly prohibited in the Library and must be turned off, silent, or set to vibrate while in the Library.
- DD. Listening to music with earphones are not permitted in the Library.

CHAPTER 5

SUBSTANCE, ABUSE, CONSUMPTION, TRANSFER, GAMBLING

32. Possession of Substance and Abuse

- (1) If a student or students is/are found in possession of any substance [Preliminary 2(22)] without doctor's prescription-
Penalty: Direct and immediate expulsion
Note: No Objection Certificate (NOC) and Transfer Certificate (TC) may be issued to student/s provided that they have cleared all their academic fees for the whole academic year with a fine which may extend up to Rs. 5000/-. The required fees will be paid as per the fee structure and with respect to their place of residences.

- (2) If a student or students is found abusing [Preliminary 2(23)] any substance [Preliminary 2(22)] without doctor's prescription-
Penalty: Direct and immediate expulsion
Note: No Objection Certificate (NOC) and Transfer Certificate (TC) may be issued to student/s provided that they have cleared all their academic fees for the whole academic year with a fine which may extend up to Rs. 5000/-. The required fees will be paid as per the fee structure and with respect to their place of residences.

- (3) If a student or students is/are found in possession of any substance [Preliminary 2(22)] with proper doctor's prescription and acknowledged by either the Discipline Committee, Guides, and within Campus and College [Preliminary 2(2)a] by any faculty but found to be abusing [Preliminary 2(23)]-
Penalty: Direct and immediate expulsion
Note: No Objection Certificate (NOC) and Transfer Certificate (TC) may be issued to student/s provided that they have cleared all their academic fees for the whole academic year with a fine which may extend up to Rs. 5000/-. The required fees will be paid as per the fee structure and with respect to their place of residences.

- (4) If a student or students is/are found in possession of any substance [Preliminary 2(22)] and consume [Preliminary 2(20)] with proper doctor's prescription and acknowledged by either the Discipline Committee, Guides, and within the College [Preliminary 2(2)A] by any faculty-
Penalty: No action required.

- (5) If any student is found in possession of any restricted consumables [Preliminary 2(21)iv] but not consuming-
Penalty:

First Offense: Fine up to Rs. 1000/.
Second Offense: Fine up to Rs. 2000/.
Third Offense: Fine up to Rs. 3000/, bond sign, summoning of parents/guardians
Fourth Offense: Depending on the severity of the case, the Discipline Committee along with the Principal will take action/s as required.

(6) If any student is found consuming any restricted consumables [Preliminary 2(21)iv]-

Penalty:

First Offense: Fine up to Rs. 1000/.
Second Offense: Fine up to Rs. 2000/.
Third Offense: Fine up to Rs. 3000/, bond sign, summoning of parents/guardians
Fourth Offense: Depending on the severity of the case, the Discipline Committee along with the Principal will take action/s as required.

(7) If any student is found in possession of any medicines [Preliminary 2(21)A (iii)] without guides certification for Residence students and acknowledgment of the Discipline Committee for Day Students-

Penalty:

First Offense: Fine up to Rs. 1000/.
Second Offense: Fine up to Rs. 2000/.
Third Offense: Fine up to Rs. 3000/, bond sign, summoning of parents/guardians
Fourth Offense: Depending on the severity of the case, the Discipline Committee along with the Principal will take action/s as required.

(8) If any student is showing or displaying behaviour and suspected to be intoxicated, the student can be subjected to medical drug test or any other appropriate test. If found to be positive of intoxication, action would be taken as per the College rules.

33. Transfer

(1) If any student is found to be involved in act/s of transfer [Preliminary 2(43)] of substance [Preliminary 2(22)] in the Campus [Preliminary 2(1), 2(2)A,B,C]-

Penalty: Direct and immediate expulsion

Note: No Objection Certificate (NOC) and Transfer Certificate (TC) may be issued to student/s provided that they have cleared all their academic fees for the whole academic year with a fine which may extend up to Rs. 5000/-. The required fees will be paid as per the fee structure and with respect to their place of residences.

(2) If any student is found to be involved in act/s of transfer [Preliminary 2(43)] of restricted consumable items [Preliminary 2(21A iv-a,b,c,d)] in the Campus [Preliminary 2(1), 2(2)A,B,C]-

Penalty: As per the regulation and decision of the Discipline Committee.

34. Gambling [Preliminary 2(37)] of any kind such as cards and bets etc. are strictly prohibited in the Campus [Preliminary 2(1)] and College [Preliminary 2(2)A,B,C]. If any students are found to be involved in gambling, disciplinary action would be taken.

Penalty: Depending on the severity of the case, the Discipline Committee along with the Principal will take action/s as required.

CHAPTER 6

INTIMACY, PREGNANCY, ELOPING

35. Physical Intimacy

(1) If a student or students is/are found performing acts of physical intimacy [Preliminary 2(10)] in the College-

Penalty: Depending on the nature of intimacy, action will be subjected to the Principal and any concerned required authority.

Note: No Objection Certificate (NOC) and Transfer Certificate (TC) may be issued to student/s provided that they have cleared all their academic fees for the whole academic year with a fine which may extend up to Rs. 5000/-. The required fees will be paid as per the fee structure and with respect to their place of residences

36. Student Pregnancy

(1) If a female student becomes pregnant [Preliminary 2(12)] outside of marriage by a male student [Preliminary 2(13)] or eloping [Preliminary 2(13)]

Penalty:

- A. Summoning of the involved students.
- B. Summoning of parents of the two parties.
- C. Recommendation for counselling support if required.
- D. Rustication from respective Residences.
- E. In case a student wishes to take academic time off, the student may be allowed to appear for examinations at a later period subject to permission from the College authority.

37. If students are found in the act of displaying Public Display of Affection (Preliminary 36) in public areas [Preliminary 2(33)] of the College [Preliminary 2(2)A,B,C]-

Penalty:

First Offense: A fine up to Rs 2000/.

Second Offense: A fine of up to Rs 2000, parents/guardian would be summoned by Discipline Committee.

Third Offense: Bond sign

Fourth Offense: Expulsion

CHAPTER 7

RAGGING, SEXUAL HARASSMENT, SOCIAL MEDIA

38. The University Grants Commission (UGC) [vide letter no F.1-16/2007 (CPP-II) June 17, 2009] does not allow any kind of ragging in the hostel/residence/college and urges every higher educational institution to take stern action on those who are involved. As such, HATIM also does not entertain any kind of ragging in the residences or college premises and stern action will be taken by the College authority on those who indulge in this kind of activity according to the UGC regulation on Curbing the Menace of Ragging in Higher Educational Institutions.

Forms of Ragging: According to UGC regulation of 2009, ragging means *“Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging 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 junior students or asking the students to do any act or perform something which such student will not 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”*.

The UGC has further defined and added into the meaning of ragging in 2016 as *“Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background”*

Penalty: Actions against students who does ragging or abetting ragging can be taken as follows-

- (1) Suspension from attending classes and academic privileges.
- (2) Withholding/withdrawing scholarship/ fellowship and other benefits.
- (3) Debarring from appearing in any test/ examination or other evaluation process.
- (4) Withholding results.
- (5) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- (6) Suspension/ expulsion from the hostel.
- (7) Cancellation of admission.
- (8) Rustication from the institution for period ranging from 1 to 4 semesters.
- (9) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- (10) Fine ranging between Rupees 25,000/- and Rupees 1 lakh.

- (11) Collective punishment: When the persons committing or abetting the crime or ragging are not identified, the institution shall resort to collective punishment.

Furthermore, when and if required, the institution shall take any further necessary action/s.

39. UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations 2015 has defined Sexual Harassment as “An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or create hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely:

- (1) Any unwelcome physical, verbal or non-verbal conduct of sexual nature.
- (2) Demand or request for sexual favours.
- (3) Making sexually coloured remarks.
- (4) Physical contact or advances.
- (5) Showing pornography”

However, for the purpose of the College, Sexual Harassment is inclusive of all genders.

All complaints or issues regarding Sexual Harassment shall be made to the Internal Complaints Committee (ICC).

Penalty: The following are list of punishment for sexual harassment for student respondent:

- (6) Withhold privileges of the student such as access to the library, auditoria, halls of residences, transportation, scholarships, allowances and identity card.
- (7) Suspend or restrict entry into the campus for a specific period.
- (8) Expel and strike off of name from the rolls of the institution, including denial of readmission, if the offence so warrants.
- (9) Award reformatory punishments like mandatory counselling and, or, performance of community services.

Compensation: Aggrieved student is entitled to the payment of compensation from the offender as recommended by the Internal Complaints Committee (ICC) and accepted by the Executive Authority. Compensation payable shall be determined on the basis of:

- (10) Mental trauma, pain, suffering and distress caused to the aggrieved person.
- (11) The loss of career opportunity due to the incident of sexual harassment.
- (12) The medical expenses incurred by the victim for physical, psychiatric treatment.
- (13) The income and status of the alleged perpetrator and victim.

(14) The feasibility of such payment in lump sum or in instalments.

Action against frivolous complaint: If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per Section 42 (6, 7, 8, 9).

40. Social Medias such as Facebook, Skype, Twitter, Instagram, blogs, Whatsapp, Youtube, Telegram and any other social media sites are useful to communication and gaining information. However, in view of today's society, students are advised not to make any derogatory, defamatory, attack, or posts of any kind which can be considered as negative in nature. Students are strongly advised to use social media platforms appropriately. If any student is found doing and making such kinds of post/s and comment/s, strict action will be taken by the Disciplinary Committee.

Penalty: Depending on the severity of the case, the Discipline Committee along with the Principal will take action/s as required.

CHAPTER 8

COMPETITION, OUTDOOR, SNEAK OUT, GATE PASS

41. During sports and other Outdoor activities, all students are requested to maintain discipline and special care regarding the use of community language, that is, English.
42. Attendance will be taken in the morning and afternoon. It may also be taken at other convenient time and place.
43. If any student/s wishes to participate in competitions of any kind which are organized in a proper and legal manner and outside of College activity, they can write an application addressing the concerned cells/committee. This would be discussed between the Principal and the concerned cells/committee. Approval may or may not be given after assessing the situation.
44. If students are suspected of keeping things that can be subjected to possession, checking can be conducted.
45. Students have to obtain Gate Pass duly signed by concerned authority to go out from the College [Preliminary 2(2)A&B] and to go out during the time of College functions (such as sports, Graduation & Valedictory functions, Field work/trip etc.) from the premises where the function is held. Gate Pass can be obtained from the Discipline-in-charge/s or the appointed authority or from the Principal's Office.
46. If any students leave the Campus [Preliminary 2(1)] without permit and approval of the Discipline Committee during working hours, it will considered as Sneak Out-
Penalty:
First Offense: A fine up to Rs 1000/.
Second Offense: A fine of up to Rs 2000, parents/guardian would be summoned by Discipline Committee.
Third Offense: Bond sign.
Fourth Offense: Expulsion

CHAPTER 9

CHECKING, LANGUAGE, FUND RAISING, VEHICLES, BUSINESS

47. Checking of the students and their belongings for both Residents and Day students will be held when deemed necessary. Surprise checking can be conducted by the Discipline Committee at any time and place as long as it is within the meaning of the College [Preliminary 2(2)A&B] for the purpose of maintaining discipline and order in the College. Depending on the finding of the checking, penalty will be imposed accordingly.
48. If any student is found speaking in other language than English without permission in the campus-
- Penalty:**
- (1) Writing imposition (quantity will be specified by the Discipline Committee) and Rs. 50/ fine.
 - (2) From the third case of language rule violation, a fine of Rs. 500/, writing imposition (the quantity would be specified by Discipline Committee).
49. **Fundraising** for the purpose of good and noble cause, academic study, or for any other reason is allowed but only after obtaining permission from the Head of Department. The fundraising should be only within what the College allows.
50. **Students vehicles** used for commuting to the College are to be registered immediately after joining the College to the Convener of the Discipline Committee or other members of the Committee in the absence of the Convener. If any vehicle is acquired at a later period, it should also be registered immediately as well. Students would have to furnish their names, department, semester, vehicle number, and driving license for the College Vehicle Registration. Government standard safety gears should be worn while driving. Failure to register will attract disciplinary action.
51. Students are not allowed to conduct **personal business** of any kind in the College. Any violation will attract disciplinary action.

Chapter 10 Amendment

52. The College reserves the right to make any change/s or amendment/s to the Student Handbook. The changes will be made keeping in mind the various laws and rules of the nation. All changes would be mentioned with dates in the Student Handbook. Hereafter, it shall be called as **Student Handbook**. All future editing on Student Handbook shall be termed as **Amendment**. Revision of this Student Handbook will be conducted by the Discipline Committee in consultation with Internal Quality Assurance Cell (IQAC).

Records of amendment to **Student Handbook**:

1. March 05, 2013: Students' Manual
2. May 31, 2017: Amendment of Categorization of offenses and their punishable outcomes
3. July 04, 2017: First publication of Students' Manual Booklet
4. June 01, 2018: Second publication of Students' Manual Booklet
5. March 18, 2021: Third publication of Students' Manual Booklet
6. November 01, 2022: Second Amendment and fourth publication of Student Handbook

APPENDIX – 1

STUDENTS' SPECIAL LEAVE

1. **Bereavement:** Death.
Applicable to immediate family member(s) which may include parents, grandparents, spouse, siblings or children.
Outside town:
 - 5 days excluding the date of travel to and fro.
 - Leave for travelling may be considered as necessary with the Principal.**Inside town:**
 - 5 days including travelling to and fro.**Accompaniment:** Inside town only.
 - Representative from respective department faculty.
 - Class representative, Assistant Representative from HATIM Students Council.
2. **Family Emergency:** Serious or life threatening illness, injury or accident.
Applicable to immediate family member(s) which may include parents, grandparents, spouse, siblings or children.
Outside town:
 - Two days excluding the date of travel to and fro.
 - Leave for travelling may be considered as necessary with the Principal.
 - Accompaniment: Not applicable.
3. **Special Family Leave:** Memorial stone erection, wedding, special celebration, moving to new home.
Applicable to immediate family member(s) which may include parents, grandparents, spouse, siblings or children and close family relatives and friends which may be considered and ascertained with the Principal as the case may be.
Outside town:
 - One day excluding the date of travel to and fro.
 - Leave for travelling must be confirmed with the Principal.
 - Accompaniment: Not applicable.**Inside town:**
 - One day.
 - The student must come back on the same day and may not stay overnight.
 - Accompaniment: Not applicable.

