



STUDENT WELFARE MANUAL (DRAFT)



MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

(An Institute of National Importance fully funded by the Ministry of Education (MoE), Govt. of India)



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PREFACE

In the pursuit of fostering an inclusive and conducive learning environment, the Office of the Dean Student Welfare is steadfast in recognizing and upholding the inherent rights and privileges of every student to a comprehensive and high-quality support system. Central to this commitment is the establishment of an effective welfare framework that not only identifies and addresses student concerns but also formulates and implements policies and mechanisms essential for the attainment of their educational objectives.

Within the realm of Higher Education, Institutions play a pivotal role in imparting knowledge and instilling a sense of responsibility in their students. The academic community is enjoined to subscribe to the fundamental objectives of effective learning and the cultivation of expected moral character. Policy formulation and enforcement, notably in matters of discipline, extra-curricular activities, hostels, Messes, and welfare & wellness serve as educational tools, guiding students for their overall development and to become conscientious members of the community, both on and off campus.

While academic requirements are meticulously outlined in Institute Brochures and Regulations, a clear set of guidelines concerning the respectful treatment of each student is often lacking. It becomes the Institute's duty to acquaint students with the governing rules and regulations, recognizing that the educational environment does not function as a court of law, yet procedural matters are handled with an educational focus.

National Institutes of Technology (NITs), as Institutions of National Importance, welcome a diverse student body from various corners of the nation and beyond. The responsibility for maintaining discipline, as bestowed by Article 17(2) of the NIT Act, necessitates the framing of explicit rules and regulations that delineate the boundaries of order and discipline. This ensures that student conduct aligns with and supports the Institute's objectives and cherished values.

In furtherance of our commitment to student well-being, the Institute pledges to create a safe and nurturing atmosphere, removing barriers to learning and facilitating the realization of each student's full potential. This commitment is actualized through the provision of comprehensive care, guidance, and support interventions, meticulously recorded and monitored for efficacy.

A serene and healthy atmosphere is paramount for the smooth execution of academic pursuits. Hence, the Institute underscores the imperative of affording students opportunities for welfare and wellness. This Manual unveiled in the auspicious diamond jubilee year of the Institute, serves as a unifying document, consolidating all student-related rules and regulations under a singular umbrella for the betterment of our academic community.



DEFINITIONS OF TERMS IN MANUAL

Unless the context otherwise specifies or is explicitly mentioned

1. **Authority** This means the power to determine, adjudicate, or otherwise settle issues or disputes.
2. **Jurisdiction** The right to control, command, or determine.
3. **Complainant** This means the party reporting/filing the complaint or concern against another party.
4. **Discipline** This means training is expected to produce a specific character or pattern of behavior, especially training that produces moral or mental improvement
5. **Evidence** Means something (as testimony, writings, or objects) presented in judicial or administrative proceedings to establish the truth or falsity of an alleged matter of fact.
6. **Expulsion** This means a penalty that allows the Institution to exclude or drop the name of the erring student from the roll of the Institute immediately.
7. **Public Display of Affection (PDA)** This means inappropriate physical contact including, but not limited to, intimate (physical contact) touching, kissing, lying /leaning on another person, etc. inside the Institute premises or at any Institute-sponsored activity.
8. **Regulations** This means a law, rule, or other order prescribed by the authority, especially to regulate conduct.
9. **Respondent** Refers to the party responding to the complaint or concern reported regarding his/her alleged behaviour or actions which are against to the Student Discipline.
10. **Rights** Means a moral, ethical or legal principle considered as an underlying cause of truth, justice, morality or ethics.
11. **Student** Means any person who is enrolled and engaged in higher educational study in the Institute. This includes: Degree students and Non-degree students.



- 12. Suspension** Means a penalty that allows the Institution to deprive or deny the erring student from attending classes.
- This means reimbursement in terms of money or services to compensate for personal injury or loss, damage/disfiguration to property of the Institute or any property kept in the premises of the Institute in any manner. The students or group of students may be asked to compensate for the loss caused to any person or property of the Institute or any property kept in the premises of the Institute due to the Act of indiscipline or vandalism perpetrated by the students. The students/group shall also be liable to put in their services to restore any loss or damage caused to any property bringing it to its original form, if possible.
- 13. Restitution**
- 14. Forfeiture** Means not releasing the Caution Money of the student for any violation of rules and conduct.
- 15. Disciplinary Probation** This means written notification that further violation of the Code of Conduct may result in the suspension of the student.
- 16. Weekend Restriction** This means a disciplinary sanction requiring the student to sign in at a specific location at regular intervals throughout the weekend. This sanction is administered by the Warden concerned.
- 17. Public apology** Tendering an apology by the erring students to be displayed on all hostel and department notice boards.
- 18. Community Work Hours** This means hours which a student may be required to work in a specified area of service to the Institute.
- 19. Restrictions** Means the withdrawal of specified privileges for a definite period. The restriction involved will be identified and may include such conditions as a requirement to remain on campus or to sign in at a previously designated area during a specified period.
- 20. Minor offences** This means offences committed against the provisions of the Manual which warrant a lesser amount of penalty.



- This means offenses that are serious infractions committed against any provisions of the Manual, such as offenses that warrant a more severe penalty of suspension up to dismissal/ expulsion.
21. **Major offences**
22. **Institute** Means MNIT, Jaipur
23. **Board** This means the Board of Governors (BoG) of the Institute.
24. **Hostel** Means the Hostels of the MNIT Jaipur.
25. **Director** Means the Director, MNIT Jaipur.
26. **Warden** This means the Dean Student Welfare MNIT Jaipur is appointed by the Director.
27. **Associate Dean (Students)** This means the Associate Dean of Students of MNIT Jaipur is appointed by the Director as per BoG norms.
28. **Associate Dean (Mess)** This means the Associate Dean of Mess in MNIT Jaipur is appointed by the Director as per BoG norms.
29. **Boarder** Means residents of hostels of the Institute.
30. **Mess Council** This means the body constituted for management of Hostels and Messes.
31. **Mess Committee** This means the committee duly constituted from the boarders of each Hostel in the presence of the Warden.
32. **Stores** This means consumable and non-consumable items
33. **Maintenance of Records** Each hostel shall maintain such records, registers, books, forms, etc. as may be needed for smooth functioning of the hostel and also as may be prescribed by the Director from time to time on this behalf.
34. **Audit** The audit of Mess Accounts shall be conducted every year, by the Auditor or by any other Auditor or CA or an Auditing firm appointed by DSW.
35. **ERP** This means the automated enterprise resource software system meant to allot of hostel/mess to a student and manage thereafter.



1. INTRODUCTION

Along with Quality Education, the Institute gives higher priority to the all-round development and welfare of the students on the campus. The majority of the students reside in the hostels. To get the best out of campus life, the students are expected to abide by the rules and regulations of the Institute. To promote a safe environment that is conducive to academic success and to ensure that each graduate student is ready to contribute to society as an ethical citizen the maintenance of discipline and good behavior in the campus, including hostels, is very important.

At the Institute level it will not be an exaggeration to point out that the imposition of explanation and disciplinary safeguards on the student is a secondary measure rather than welfare and wellness measures. There will be a minimum possibility of disobeying the rules and regulations by the students if they are provided with adequate and appropriate welfare and wellness measures.

Student welfare and wellness should be an integral part of any educational institute. Broadly, Student Welfare Services addresses the student's mental, physical, cultural, academic, and non-academic needs to improve his/her overall personality. Thus, to manage the welfare and wellness measures of the students, proper management of hostel and mess facilities, sports and scholarship activities, and technical and cultural activities plays an important role. Over and above codifying the general conduct of the student and imposition of in-disciplinary penalties in case of violation of rules, regulations, and general instructions will always serve as a deterrent to in-discipline in campus life. Student Welfare Manual plays the role of this document which outlines the rules, regulations, and standard operating procedures for all activities about the deanery of student welfare.

1.1 Deanery of Student Welfare

The Dean of Student Welfare is primarily responsible for the activities/programs mentioned in the Student Welfare Manual. As per the NIT statute, the broader work sphere of the Deanery of Student Welfare includes student counseling, student wellness both mental and physical wellness (sports, co-curricular & and extracurricular activities), student boarding/hostels & and mess, publication of Student magazine, news bulletin, discipline, NSS, NCC, student welfare and other matters/issues as assigned by the Director.

Organization of Student Welfare (DSW) Deanery includes:-

- Dean of Student Welfare
- Associate Deans of
- Students
- Mess
- Cultural
- Sports and
- Discipline & Wellness.

Coordinators of various activities namely

- Wellness,
- Scholarships,
- UBA (Unnat Bharat Abhiyan),
- MoE (Ministry of Education) Flagship Programs,
- Technical Societies,
- Indoor Games,
- Outdoor Games,



- Student Magazine and
- Wardens of various Hostels.
- DSW Office administration
- Hostel Office administration
- Hostel and Mess Staff
- Students Activity and Sports (SAS) Officer and Sports section office

Broader categories of the domain activities of the deanery are as mentioned below:-

Co-curricular and extra-curricular activities such as

- Sports activities
- Technical and Cultural activities.

Wellness measures such as

- Wellness Clubs
- Medical facilities / Aid to the Students.
- Supporting differently-abled students in terms of providing teaching aid/mobility aid
- Financial support (fee /mess) to the needy students
- Student mentorship related activities
- Student Insurance
- Student's mental health issues

Student Welfare activities not covered above

- MoE-Flagship Programs
- UBA-related activities
- Student scholarships
- Scholarships to UG students based on need-cum-merit, pure merit basis.
- Financial support to UG/PG/PhD students for attending conferences/symposia
- Organizing activities to inculcate better Student-Faculty-Staff interaction.

Student Hostels/Mess facilities for

- Boarding/Student accommodation
- Mess and other dining facilities

Discipline matters like

- Anti-ragging measures
- All indiscipline related issues

Students Magazine

News bulletin

The successive paragraphs of the manual discuss in details the codes related to the above activities specific to domains and in integration as practiced in the Institute through evolution.



2. Management of Co-Curricular and Extra -Curricular Activities

Co-curricular and Extra-curricular activities mainly include the participation of students in Sports and Cultural activities. Coordination and overall control of sports activities are managed by the Associate Dean (Sports) and Students Activity & Sports (SAS) Officer. In contrast, the extra-curricular activities, cultural and technical activities in nature are managed by the Associate Dean (Cultural) and Coordinator (Technical Societies) of the Institute.

2.1 Management of Sports Activities

The sports section in the Institute is dedicated to the student's overall development through sports participation. The Sports section of the Institute, under the aegis of Dean Student Welfare, organizes various sports events throughout the Academic Year. The major annual events, are mentioned below:-

- All India Inter NIT Sports Tournament
- Inter Branch Sports Tournament
- Annual Athletics Meet
- MST (Malaviya Sports Tournaments)
- Other Tournaments as per the requirement and envision by the Institute.

2.1.1. Approval for Organization/ Participation in any Sports Events

On the proposal of SAS or Sports Officer/s, the approval for organization/participation in any sports events inside the Institute will be accorded by the Dean, SW, after the recommendation of the Associate Dean (Sports). The approval for participation in any sports events outside the Institute, which is proposed by the SAS/Sports Officer in consultation with the Associate Dean (Sports) / Coordinator will be accorded by the Director of the Institute with the concurrence of the Dean, SW.

2.1.2 Selection Process for Institute Captains (Boys & Girls) and Team Captains and Vice-Captains for Various Sports Teams at MNIT.

The selection process for Captains and Vice-Captains for various sports will usually commence in July or August month of every year, with the beginning of the new academic session. Any regular student of the Institute in the final year or pre-final year will be eligible (if not found eligible, then first / second-year students may be considered) for the post of Sports Institute Captains (Boys & Girls) and team Captains and/or Vice Captains.

2.1.2.1 The roles and responsibilities of captains will be as follows

- To work with team members during all sports events.
- To encourage the students to practice daily and participate in various inter-branches, inter-NIT, MST, and other sports tournaments.
- To maintain healthy and cordial relationships among team members.
- To set an example among other fellow teammates to be a well-behaved person.
- To perform their duties responsibly and impartially.
- To be regular and punctual and to be courteous.
- To get issued sports items from the Sports Office and maintain them for regular sports practice.
- To coordinate and organize various sports activities at the Institute level and inter-NIT, Inter-branch, and MST level sports tournaments organized by MNIT.

2.1.2.2 The roles and responsibilities of an Institute Captain (Boys & Girls)



The roles and responsibilities of the Institute Captains (Boys & Girls) will be to look after every team. They will work shoulder-to-shoulder with the team captains and help carry out the roles mentioned above.

2.1.2.3 The roles and responsibilities of a vice-captain

The roles and responsibilities of a vice-captain in a team are no less than a captain. He/she will work shoulder-to-shoulder with the captain and will help and assist him/her in carrying out the above-mentioned roles and responsibilities of a captain. He/she will play the role of a captain in his/her absence.

2.1.2.4 The selection process for the Institute Captains/ Team Captains/ Vice-captains will be as follows:

- Nominations will be sought from the willing students through an online form.
- The candidate will be asked to provide the details of his/her participation and achievements in the chosen sports category, along with the certificates/proofs, etc.
- If needed, field performance may also be considered for selection.

While selecting an Institute Captain (Boys & Girls) or Team captain or vice-captain of a team, the selection committee will keep in mind the following points:

- Students who have won medals in Inter-NITs tournaments & school games tournaments will be given priority.
- He/ She should have the ability to handle pressure well, make tactical decisions and communicate effectively with the referee as well as the team. The person who is not only a player, but a leader, communicator, key decision maker, and important link between team and the coach.
- He/ She should be the regular playing member of the Institute in respective Sports/ Games Team.
- His/Her participation & representation of the MNIT Jaipur in his/her sport field.
- He/ She should be having good command, managerial and leadership skills to manage regular sports activities of that particular Sport.
- He/ She should have the ability to organize all Sports Tournaments/ competitions irrespective of his/her own Game/Sports.
- His/Her academic performance, before and during captaincy; no active backlogs and CGPA is more than 6.
- He/ She shall be free from legal and any disciplinary action of the Institute.
- He/ She should be honest, punctual, sincere & Sports visionary.
- He/ She should be hard worker, trustworthy and physically/ mentally fit.

The Institute captains (boys and girls) shall be selected after due approval from the Dean SW based on the recommendations of following selection committee and Associate Dean (Sports) -

- a. Sports/SAS Officers for Outdoor and Indoor Games
- b. Coordinators for Outdoor and / or Indoor Games
- c. One member nominated by the Dean SW

The Team Captains and Vice-captains shall be selected after due approval from the Dean SW based on the recommendations of following selection committee and Associate Dean Sports-

- a. Sports/SAS Officers for Outdoor and Indoor Games
- b. One member nominated by the Dean SW
- c. Institute Sports Captain (Boys and Girls)

The Institute Captains, Team Captains/vice-captains of any sports can be replaced if he or she does



not perform their role and responsibilities after due approval from Dean SW based on the recommendation of the same committee.

The students can report discrepancies, if any, through email to the SAS or Sports officer or Associate Dean (Sports). In the case of any dispute, the decision of Dean, SW will be binding to all.

2.1.3 Formation of Teams for Various Games/Sports

The teams will be selected for participation by observing the rules of the National Sports Federation of India and approved by the Dean SW. Recommendations for the selection of the team members in Institute games/ sports shall be made by a committee consisting of the following members – Institute Captains, respective Team Captains, and Sports or SAS officers keeping in view the participant's earlier performances, punctuality, and discipline in the events. Selection of particular teams will be made for one Academic Year.

2.1.4 Remuneration and other entitlement for students participating in outside sports events

1. In normal circumstances, students will be allowed to travel by train with 2nd class sleeper through the shortest route. However, in special circumstances like harsh weather conditions i.e., extreme winter/summer, or non-availability of 2nd Class Sleeper tickets, relatively longer duration of travel through 2nd class sleeper ticket, safety concerns in certain routes, the participating students may be allowed to travel by 3rd AC to participate in Sports Tournaments through the shortest route.
2. In case of non-availability of train tickets to participate in a sports tournament, while booking the tickets reasonably well in advance like one month before the tournaments or in extraordinary conditions like very long traveling time during the ongoing academic semester (classes) or safety concerns, traveling may be permitted through Air (economy class, shortest route as per rules) after approval from the competent authority.
3. Where the place is not connected with rail services, the journey can be performed through public bus services up to the category of AC Sleeper Class or Volvo Bus.
4. A student will be entitled to only one sports kit in a year (up to a cost of max. 3500.0 rupees) and he/she will be allowed to participate in only one Sports Tournament, including All India Inter NIT Sports Tournaments, in a semester (i.e., two sports tournaments in an Academic Year).
5. To participate in any Sports Tournaments outside, the participating team members will be entitled to Rs. 500/- per traveling day as a daily allowance (DA), and for other days, Pocket money of Rs. 100/- per day is to be paid to each participating student for miscellaneous expenses.

2.1.5 Provisions for remuneration to Organizing Staff/Managerial Staff attached to the team while going outside the Institute to participate in Tournaments

1. One Manager to be nominated by the Dean Student Welfare based on the recommendation of the SAS/Sports Office and/ or Associate Dean Sports, if the SAS or Sports Officer is not accompanying the team. TA&DA shall be provided to such a person as per Institute rules and regulations.
2. One Coach will also be nominated by the Dean Student Welfare among the coaches hired for the Institutes or a suitable faculty/staff member of the Institute (Coaches, if the participating team is taking part in more than one event). TA&DA shall be provided to such a person as per Institute rules and regulations.
3. One Senior Lady Officer/Coach/Faculty/Staff may be nominated by the Dean SW to accompany students (girls) who are participating. TA&DA shall be provided to such a person as per Institute rules and regulations.



2.1.6 Remuneration to the Referee/Officials/Technical officer hired (contract/temporary) for providing their services in organizing the Institute tournament

- 1) Referee / Official : Rs. 2,500 per day
- 2) Technical expert: Rs. 3,000 per day
- 3) Observer: Rs. 5,000 per day
- 4) Official/Attendant/Office worker who offer their services after working hours during organization of sports events with due approval from the Dean SW @ of Rs. 500.0 to 1,000 per day depending on extra hours of work (3 hrs to 6 hrs).

Note: After getting approval from the Director, the rates so decided can be increased or decreased after a period of three years based on recommendation of a committee of Dean Student Welfare, Associate Dean (Sports), Registrar, DR/AR Accounts and SAS / Sports Officer.

2.1.7 Allotment of Grading for Participation in the Sports Events

Appropriate grades shall be awarded to the students as per their contribution and participation in sports activities. Grading mechanism can be revised or changes after due approval from competent authority based on the recommendation of EAC + SAS /Sports Officer and Dean Student Welfare. However, following can be used till appropriate grades are approved.

Grade A: For position holders (1st, 2nd or 3rd) in sports tournaments organized outside the Institute.

Grade B: For all participants who have participated in sports tournaments organized outside the Institute.

Grade B: For position holder (1st, 2nd or 3rd) in sports tournaments organized within the Institute.

Grade C: For all participants in sports tournaments organized within the Institute.

2.1.8 Provision for Appropriation and Utilization of Funds for Organizing Sports Activities.

For conducting any sports event, financial support shall be provided by Office of the Dean Student Welfare under the appropriate financial budget head (Sports/ Sports & Creative Arts Society) maintained by the Institute. At the beginning of each academic year, a detailed proposal for all Sport events with budgetary requirement must be submitted for approval from the Competent Authority. Once approved, the budget allocated can be utilized for various approved activities by submitting individual activity proposals for approval from the DSW office. A detailed completion report must be submitted by the concerned organizing secretary(ies) for record at the DSW office.

All purchase proposals regarding sports activities/tournaments are to be proposed by the Sports / SAS officer through the Associate Dean Sports and processed as per the Institute rules and regulations with due concurrence of the Dean SW. Any procurement or purchase of the required sports items must be proposed by the respective Sports/SAS Officers in consultation with Coordinators and/or Associate Dean (Sports). To manage funds under the head, "Sports/ Sports & Creative Arts Society", the Dean of Student Welfare will be the competent authority to approve expenditures up to Rs. 5 Lakh, and funds above Rs. 5 Lakh under this head will be approved by the Director as per Institute norms. The Director can review the financial powers of Dean SW as and when deemed fit.

2.1.9 Record keeping of Sports Store Inventories and Issuing Sports Items to Students

Record-keeping for all inventories of sports items in the Sports Section's store is to be regularly maintained by the appointed storekeeper/Office Clerk under the supervision of the authorized Sports/SAS Officers (authorized by the Dean, SW).

Regarding the issuance of sports items, students' requests may be approved by the Sports Officer / SAS Officer. Upon approval, the items will be issued by the storekeeper (i.e., the Office Clerk)



to the students, and related record-keeping/entry is to be updated and maintained by him/her.

For any Institute events such as Youth Fest, Blitzschlag, Yoga Day, etc., or any other club events, students' requests for issuing sports items may be submitted through the Coordinator/Convener (with full responsibility) of the respective event to the SAS or Sports Officer and item(s) will be issued by the Office Clerk with proper record-keeping. The entire responsibility in such cases to receive and return the sports items in the same condition will lie with the concerned Coordinator/Convener of that event. Store record keeping and maintenance of records shall be done as per the Institute rules.

2.1.10 Provision for Registering Complaint / Feedback Pertaining to Sports

Any student can complain or give feedback regarding any issue about sports in the Institute in written or sending an email to the SAS/Sports Officer/ Sports Coordinators/ Associate Dean (Sports)/ Dean (SW).

2.2 Management of Cultural and Technical Activities

The Institute is strictly committed to provide and expand the horizon of the cultural and technical atmosphere of every student. The activity in this domain provides a platform and opportunities for students to pursue their hobbies/interests and enhance their technical skills leading to the overall growth of their personality and well-being. All activities of this domain are of a cultural and technical nature which add, create, disseminate and promote a certain set of skills in the students.

All extra-curricular activities of cultural and technical nature organized in the Institute shall be managed through two societies –

- I. Cultural Society (CS)
- II. Science and Technology Society (S&TS)

Each society can have multiple student clubs where each club will organize the activities relevant to their domain. The structure and the operation of these societies have been elaborated in different sections of this manual. The various clubs and societies would function as per the rules documented herein.

2.2.1 Formation of Cultural and Technical Societies/Clubs

All Cultural and Technical Societies Clubs shall be formed under the administrative control of the Dean Student Welfare and overall supervision and guidance of the Associate Dean (Cultural)/ Coordinator Science and Technical Society as the case may be. The Cultural activities instill confidence in students and foster a better understanding of the surroundings. Thus, it is imperative on the part of the students that every one of them must take part in at least one cultural/technical event being organized by the Institute from various Clubs. The structure of the clubs has been mentioned in **Annexure- I**. The formation of Clubs will be as under:

2.2.2 Formation of Clubs

All clubs shall be formed under the overall supervision of the Dean Student Welfare who would be advised and assisted by respective Associate Dean / Coordinators. The various steps leading to the formation of the club include:

2.2.3 Proposal

The new club shall be formed through a proposal submitted by a group of a minimum of 30 students. Proposals can be submitted throughout the year; however, they will be functional from the next Academic Year only after due approval. These proposals shall be submitted to the Dean Student Welfare and consist of the following:



1. Name of the Club
2. Vision and Mission of the Club
3. Domain and nature of activities (Competitions, Workshops, Performances of Artists, demo art sessions, exhibitions, etc.). Presently approved clubs are listed in **Annexure-II**.

2.2.4 Approvals

The concerned Associate Dean/Coordinator shall further process the proposal, whichever the case may be. The proposal will then be circulated among the stakeholders (Students and Faculty Advisors of the existing clubs) for feedback. No clubs with significant overlapping domains with the current clubs are allowed. The approval process shall be as follows consisting of:

- I. The following committee shall vet the proposal.
 - a) Associate Dean, Cultural
 - b) Coordinator, Technical Societies
 - c) DR/AR Student Welfare
 - d) Dean Student Welfare Nominee
- II. The committee's recommendations shall be submitted to the Dean, Student Welfare for approval.

2.2.5 Membership

Any registered student of the Institute can be a member of a club. Registration of 2nd/3rd/4th/PG/PhD students will be opened every year in July. However, 1st year students shall register soon after the orientation. The students shall be registered through online nominations. The maximum number of students in a club may be restricted based on the number of operational clubs and total registered students in the Institute, and it shall be decided by the Extra-curricular Activity Committee (EAC). The formation and functions of EAC is given in para 2.2.9. Membership is subjected to the following conditions:

- (1) Every student shall be encouraged to register for at least one club, either Cultural /Technical.
- (2) Students shall be allowed to become members of a maximum of two clubs.

2.2.6 Composition of the Club Management

2.2.2.1 Club Governing Body

The governing body of the club shall consist of the following:

- I. Faculty In-charges
- II. Student Club Executive Board (SCEB)
 - I. Faculty In charge:** There would be a Faculty In-charge of each club who would be selected amongst the faculty members of the Institute by the Director on the recommendation of Dean Student Welfare. The primary responsibilities of the faculty In-charge are:
 - The faculty In-charge shall be the signatory for all official processes/approvals.
 - He/she shall serve as a resource person and provide advisory support to the student club.

The tenure of the Faculty In-charge shall be for one year, extendable up to three years after due approval from the competent authority. The Faculty Advisor shall exercise his duty and responsibilities in close coordination with the concerned Associate Dean/Coordinator.

II. Student Club Executive Board (SCEB): The constitution of SCEB includes:

- a) Advisor (01)
- b) General Secretary (G S) (01)
- c) Joint Secretary (J S) (06)
 1. J S Technical



2. J S Finance
 3. J S Marketing
 4. J S Publicity and Media
 5. J S Logistics
 6. J S Decor
- d) Executive Member (EM) (06)

The SCEB Member Eligibility:

- The SCEB shall be selected from the respective club members only.
- The club advisor shall be chosen from the 4th year B.Tech./B. Arch, PG, or PhD.
- G S and J S shall be selected from 3rd year B.Tech./B.Arch.
- Executive Members shall be chosen from 2nd year B.Tech./B.Arch.
- Work of the club bestows a lot of responsibility on the student and is time-consuming and exhaustive; hence, students with CGPA under seven shall not be considered for selection.

SCEB Selection Process:

- The SCEB shall be constituted for the upcoming academic year in May.
- The nomination for various posts shall be invited through online mode.
- Selection shall be made by the committee given below through an interview of interested students. In case of many nominations, the SCEB Selection Committee can shortlist the candidates for interview based on appropriate objective criteria.
- The SCEB Selection Committee, while making the selection of the SCEB members, will take into account the following criteria:
 - Record of individual students about his/her participation in relevant extra-curricular activities.
 - Club management experience in the preceding academic year.
 - Punctuality and dedication of the participant
 - Ultimately, but not finally, based on the performance outcome of the participant in the particular cultural activity.

SCEB Selection Committee

The selection committee of the SCEB shall consist of the following:

1. Associate Dean /Coordinator (Committee Chair)
2. Faculty In-charge of the respective club (Convener)
3. General Secretary from outgoing SCEB/JS

It shall be ensured that students selected for the SCEB must not have any disciplinary action against them at any point in time. The faculty In-charge shall submit the final selected SCEB to DSW for approval through the Associate Dean/ Coordinator, as the case may be.

The tenure of the SCEB shall be one year from the date of appointment and is subject to quarterly review. A student can be dismissed from any post of SCEB on the recommendation of the SCEB Selection Committee and approval of the Dean Student Welfare –

- I. If they are found indulged in any act of indiscipline.
- II. If found incompatible with other club executives, a complaint is raised against the member, his candidacy is reviewed by the faculty In-charge, and the complaint is found to be correct by the SCEB Selection Committee.
- III. The primary responsibilities of SCEB are outlined below:
 - To create a conducive learning environment and develop the required skills for the club members.



- Planned the annual activity calendar and submitted it for the necessary approval of the faculty in charge.
- To conduct activities/ events/ workshops etc., based on the club's theme and approved activity calendar & budget.
- To develop a mechanism for ensuring that all club members shall get an equal participation opportunity at all meetings, events and activities.
- Club members should be encouraged to organize and participate in the activities outlined in the club domain.
- Motivating each club member to participate in club activities and preference shall be given to the club members in the club activities.
- Maintaining club activity database, accounts, photographs, etc.
- Preparation of activity reports and submission to the DSW office through the Faculty In-charge.
- Participating in activities and programs of other clubs/ festivals like National Festivals and MoE flagship programs as per the club domain.

IV. Role and responsibilities of SCEB members

- **Advisor:** The role of the advisor is to guide the GS of the SCEB in the operation/ supervision and coordination of club activities.
- **General Secretary (GS):** He/She shall preside over all club meetings and coordinate the club's overall operation and its activities/programs. He/ She shall fulfil all of the club's objectives. He/ She shall ensure the club's record keeping with the help of other club board members. He/She shall prepare the annual budget with the club board.
- **Joint Secretary (JS):** The Joint Secretary shall serve as an aide to the GS and shall perform the duties assigned by the SCEB from time to time. Anyone JS can perform the duties of GS in his/her absence or inability to serve. He/She shall be responsible for the smooth conduction of their assigned responsibility in the club as specified in the structure.
- **Executive Members (EM)** shall assist the GS/JS with the assigned responsibilities for conducting any club event/activity. Each JS shall have one executive member to achieve the assigned tasks.
- In addition, during an event/activity, volunteers may also be recruited from any branch and year; selection shall be made based on the student's experience/interest/willingness.

2.2.1 Extra-curricular Activities: Cultural and Technical

The nature of activities of a Club must be restricted to promote the overall growth of students and violation of any rules and regulations of the institute and indulgence in any act of indiscipline is strictly prohibited. Primarily, student activities under this domain shall be –

2.2.3.1 Club Level Activities

- The SCEB of the respective club shall plan club-level activities in consultation with the club members and faculty In-charge.
- An annual activity calendar shall be prepared after due approval from the DSW office.
- The club may organize events in institute-level programs and activities where the club team may participate with other participating teams from different institutes/organizations.



2.2.3.2 Institute-Level Activities and Programs

- Annual Cultural Festival
- Annual Technical Festival
- Any other event like National Festivals & MoE flagship programs
- Institute-level activities/programs shall be organized by the Student Core Teams of respective festivals in consultation with the Associate Dean/Coordinator and under the overall supervision and control of the DSW office.
- The EAC shall finalise programs/activities, schedule, budget, and dates of important events.
- The Competent Authority shall approve the date and budget of the Institute level programs on the recommendations of the Dean Student Welfare, as the case may be.

2.2.3.3 Participating in Activities and Programs in Other Organisations/Institutes.

- Any student or club team may participate in the activities and programs of the other Organisations/Institutes after due approval from the Competent Authority based on the recommendation of the Associate Dean/Coordinator and Dean Student Welfare, as the case may be.
- Any student and team will be allowed to participate in other organizations based on their competence, level of preparation and availability of budget. The competence of the individual or team shall be judged by the Faculty In-charge and Associate Dean/Coordinator, as the case may be.

Functioning and Constitution of Core Team

A core team of the students shall be constituted to organise institute-level programs/events within their respective domains from the respective SCEB of clubs. Since this team is not engaged in activities throughout the year, they will be selected from the club office bearers, where they will be contributing only when help is needed, and the rest of the time, they will be engaged in club activities.

2.2.1.1 Composition of Core Team

The composition of the core team for organizing Institute level events/programs and their roles, responsibilities, and eligibility shall be as mentioned below-

Advisor (10 in number or less):

Roles and responsibilities: These advisors shall preferably be the ex-office bearers of clubs and/or core team members. They shall advise the President, General Secretary, Logistics Secretary, Finance Secretary, Technical Secretary, Marketing Secretary, Media Secretary, Cultural Secretary, Publicity Secretary and Decor Secretary. This position is vital as these advisors are pivotal in transmitting essential and valuable information to the newly recruited team based on their experience in organizing institute-level events.

Eligibility: He/She shall be a 4th year B.Tech/4th year or 5th year B.Arch or M. Tech./PhD student who has experience in organizing club/institute level events. Preference will be given to those not engaged in any internship/institute training and placement posts or any other institute engagements, whatever the case may be.

President (01):

Roles and responsibilities: This position will be that of the team leader, who will lead the team to achieve its targeted goals. He/She must have exceptional managerial skills to unite and motivate the team. He/She shall act as the official spokesperson for the core team in its



relations with other students and the Institute administration. He/She shall call meetings of the core team with specific agendas and preside over the meetings. He/She shall coordinate with all the secretaries for meetings, make minutes of the meetings, and review their work progress.

Eligibility: He/She shall be 3rd year B.Tech. or B.Arch. student. He/She shall be a member of SCEB of Cultural/ Technical clubs, as the case may be. He/She must be experienced in leading a team that organises Institute/club-level events.

Vice President (01):

Roles and responsibilities: The job responsibilities of the vice president include managing official correspondence on behalf of the president and, if needed, for any official decision-making and organization of events in the absence of the president. He/She shall monitor and evaluate the work of other team members, which includes taking updates and keeping track of progress made on the teams' targets. He/She shall act as a link between the President and General Secretary.

Eligibility: He/She shall be 3rd year B.Tech. or B.Arch. student. He/She shall be a member of SCEB of Cultural/ Technical clubs, as the case may be. He/She shall have experience organizing an event as a prominent performer.

General Secretary (01):

Roles and responsibilities: This position is vital as it involves interaction with all the different secretaries and distributing and managing the works for the events as per the instructions/guidelines received from the President and Vice President. He/She shall help the secretaries if they face any issues in implementing assigned duties. His/Her primary responsibility is also to encourage, coordinate, manage and provide necessary assistance to all the clubs for their events during events.

Eligibility: He/She shall be a 3rd year B.Tech. or B.Arch. student. He/She shall be a member of SCEB of Cultural/ Technical clubs, as the case may be. He/She has experience of organizing an event as a leader.

Logistics Secretary (02):

Roles and Responsibilities: They primarily look after the planning and organization of the event/program and ensure the availability of various resources required for the smooth conduct of the event/program.

Eligibility: He/She shall be a 3rd year B.Tech. or B.Arch. student. He/She shall be a member of SCEB of Cultural/ Technical clubs, as the case may be and must have experience in managing the logistics of an event.

Finance Secretary (01):

Roles and Responsibilities: They shall be responsible for all finance-related matters during the organization of an event/fest. They shall be responsible for documenting and record keeping of all the expenses, sponsorships received, etc., during the event.

Eligibility: He/She shall be 3rd year B.Tech. or B.Arch. student. He/She shall be a member of SCEB of Cultural/ Technical clubs, as the case may be and must have experience in handling financial matters of an event, as per MNIT rules.

Technical Secretary (02):

Roles and responsibilities: They shall be responsible for the preparation of event videos



and the design, editing, and printing of posters, invitation cards, booklets, and any publicity-related media/material. They shall also develop and maintain the official website of the events or any other such work.

Eligibility: He/She shall be 3rd year B.Tech. or B.Arch. Student. He/She shall be a member of SCEB of Cultural/ Technical clubs, as the case may be, and must have experience in handling the technical work responsibility of an event, as per MNIT rules.

Marketing Secretary (03):

Roles and responsibilities: They shall be responsible for all work related to sponsorships during the events. Their primary job is to develop a plan to attract sponsors to MNIT Jaipur, finalise the MoU format, which may be executed between MNIT Jaipur and the sponsoring agency/company/industry, and finally ensure that all the deliverables are received from the sponsors. The sponsoring amount shall be deposited directly in the institute account by the agency. Any goods/ gifts received from the sponsors shall be deposited in the DSW office for further usage in the events.

Eligibility: He/She shall be 3rd Year B.Tech. and B.Arch. student. He/She shall be a member of SCEB of Cultural/ Technical clubs, as the case may be, shall have experience in managing sponsors for an event, as per MNIT rules, and must be experienced in this field and shall possess good communication and critical-analytical skills.

Mass Media Secretary (01):

Roles and responsibilities: They are responsible for looking after all the media-related work during the events. They shall coordinate with external agencies such as newspapers, TV channels, FM radio stations, etc., to provide necessary publicity for the event/fest, shall provide information to institute outreach social media handles, and must regularly develop and update the reports, photos, movies/videos etc. on the institute website during and after the event.

Eligibility: He/She shall be 3rd year B.Tech. or B.Arch. student. He/She shall be a member of SCEB of Cultural/ Technical clubs, as the case may be and must have experience of managing mass media of an event, as per MNIT rules.

Cultural Secretary (02):

Roles and responsibilities: They are responsible for planning, scheduling, and operating the cultural events as a part of the institute-level programs. Their role is to coordinate with the clubs to ensure their smooth participation in all the institute-level programs in terms of the events according to the clubs' themes. They are also responsible for visualizing and organizing the flagship events or pronites/cultural nights of the fest. They are accountable for identifying essential event management arrangements and ensuring that all the requirements for the event are met and the event /program is successfully carried out in coordination with all the other secretaries.

Eligibility: He/She shall be a 3rd Year B.Tech. or B.Arch. student. He/She shall be a member of SCEB of Cultural/ Technical clubs, as the case may be and must have experience in managing cultural events, as per MNIT rules.

Decor Secretary (02):

Roles and responsibilities: They are responsible for the decoration of the venue/campus for an event/fest as per the theme.



Eligibility: He/She shall be a 3rd year B.Tech. or B.Arch. student and also shall be a member of SCEB of Cultural/ Technical clubs, as the case may be and must have experience with the decoration of Club/Institute level events.

Publicity Secretary (02):

Roles and responsibilities: They are responsible for the dissemination of information about the institute-level events to publicize the event across institutes/colleges, etc., for promotion and to seek participation from the different colleges/institutes.

Eligibility: He/She shall be 3rd year B.Tech. or B.Arch. Student and shall be a member of SCEB of Cultural/ Technical clubs, as the case may be and must have experience in publicizing the event.

2.2.4.1 Selection of Core Team Member

- Nomination will be invited from the club's office bearers.
- The selection will be made by the EAC through interviews considering the following attributes:
 - Past performance of the students in the club management.
 - Past performance of students for participation in events.
 - No disciplinary action was taken against the student.
 - CGPA not less than 7.
 - Not more than 25% of office bearers of the clubs are to be considered for the core-team posts.
 - A presentation about vision and ideas for the domain of position in the core team.
 - Positive feedback from the respective faculty advisor of the club shall be considered as an additional attribute.

2.2.4.2 Dismissal of Core Team Member

A member of the Core Team can be dismissed based on the recommendation of EAC from his/her position if found to have indulged in any act of indiscipline/fraud or violation of any other institute norms. The following conditions will be considered as a disqualification for being a member of the Core Team.

- A team member is found absent most of the time, is not able to finish the assigned task within the prescribed time limit, and is unable to meet the deadlines.
- If more than 50% of the core team members recommend dismissal based on inappropriate behavior/incompetence /not attending the duties appropriately /involved in acts of indiscipline or any act which violates the rules and regulations of the Institute.
- If the position holder voluntarily wants to quit, he/she shall provide a legitimate reason to do so, and EAC must approve it.

2.2.2 Club/Core Team Functioning Mechanism

- Preparation of annual event calendar, budget and submission to DSW office through Faculty In-charge.
- Obtain the necessary approvals from the DSW office through the faculty in charge.
- Adjustment of the bills/ accounts after concluding the event through the Faculty In-charge and submission of completion report and photographs of the event for record and uploading on the Institute website.
- The expenses of all the activities shall be charged through the budget head of cultural and technical societies.



- The technical and financial approval shall be taken from the Competent Authority as per the institute's rules. Up to Rs. 5.0 Lakh Dean (SW) can approve the expenditure, and beyond it, approval shall be taken from the Director.
- Proposals for financial support to organize any club event shall be submitted to the DSW office at least one month prior to the starting date of the event.
- An annual review of club functioning shall be carried out by the concerned Associate Dean/ Coordinator, and a brief report of the same shall be submitted to the DSW.
- Regular meetings should be scheduled, records must be maintained, and possible suggestions are:
 - Monthly meeting with Associate Dean (Cultural)/Coordinator, Faculty Advisors and team members to discuss the progress of different competitions, events, workshops and problems, if any.
 - Weekly meetings with the faculty advisor and senior members.
 - Regular meetings with Faculty Advisor and team members.
 - The DSW office will be apprised of the issues deliberated and decisions made during the meetings.
- The sponsorship from an external source may be obtained after due approval from the DSW office and signing an appropriate MOU.
- No club can use the name of MNIT Jaipur for sponsorship without permission from the DSW office.

2.2.3 Participation and Financial Support for Events held Outside MNIT Jaipur

- The student will be allowed to participate in different activities/programmes organized by the Institutes of National Importance subject to prior recommendation of the department's HOD.
- Financial support will be provided to meet the registration charges, boarding, TA and DA.
- Actual fare of sleeper class by train (including reservation charges) to the participant from onward and return journey shortest route from the MNIT Jaipur to the place of the event.
- Where the place is not connected with rail services, the journey can be performed through public bus services up to the category of AC Sleeper Class or Volvo bus. However, if the place of the events is connected to the Rail service, the fare of the bus will be limited to entitled railway class or actual fare, whichever is less.
- The boarding and lodging charges of Rs. 300/- per day per participant will be paid if the Organizing Authority of the particular events does not provide the boarding and lodging facilities.
- The financial support will be available to the student once a year.
- Team trophies and fifty per cent of prize money shall be deposited to the office of DSW if financial support is availed from the Institute.
- Financial support (Boarding, TA&DA) shall be provided to the accompanying faculty In-charges/staff during the outside participation of the students as per their entitlement and institute rules.
- The essential kits/accessories for participation in technical competitions may be provided based on the recommendation of the faculty in-charge and SCEB members, subject to a maximum amount of 25,000/- once a year.
- The Faculty In-charge must maintain a stock register within the individual club, and non-consumable items must be returned to the club after the completion of the event.
- Proposals for participation and financial support shall be submitted at least one month prior to the starting date of the event.



Note: Any provision of the manual with respect to Cultural and Technical societies can be revised at any time after due approval from the Competent Authority i.e., the Dean Student Welfare or Director, whichever the case may be.

2.2.4 Allotment of Grading for Participation in the Cultural/Technical Events

Appropriate grades shall be awarded to the students as per their contribution and participation in extra-curricular activities. The grading mechanism can be revised or changed after due approval from competent authority based on the recommendation of EAC and the Dean Student Welfare. However, the following can be used till appropriate grades are approved.

Grade A : For position holders (1st, 2nd or 3rd) in Cultural/Technical events organized outside the Institute.

Grade C : For all participants who have participated in Cultural/Technical events outside the Institute.

Grade B : For position holder (1st, 2nd or 3rd) in Cultural/Technical events organized within the Institute.

Grade C : For all participants in Cultural/Technical events organized within the Institute.

2.2.5 Provisions for Appropriation and Utilization of Funds for Organizing Cultural Activities

For conducting any activity/event of the Club, financial support will be provided by the Office of the Dean Student Welfare from the Creative Arts and Cultural (CACS)/ Cultural Technical Societies budget head maintained in the Institute. At the beginning of every Academic Year, a detailed proposal for all the activities with budgetary requirements must be submitted for approval from the Competent Authority through the Dean Student Welfare. Once approved, the budget allocated can be utilized for various approved activities by submitting individual activity proposals for approval from the DSW office as per the prevailing Institute rules and financial powers. For the financial dealings, Institute rules shall be applicable. A detailed completion report must be submitted for record at the DSW office. To manage the CACS or fund created from student fees for cultural and technical societies or festivals, the Dean SW will have financial powers to approve expenditures up to Rs. 5 Lakh, and approval has to be obtained from the Director for the spending more than 5.0 lakh.

2.2.6 Extra-curricular Activity Committee (EAC)

The extra-curricular Activity Committee of the Institute is an apex committee for the finalization of dates, events, budget and other important decisions related to the extra-curricular activities organized at the Institute level. The main motto is to facilitate and promote opportunities for each student to participate in the Cultural events of the Institute. The Committee will be chaired and headed by the Associate Dean (Cultural). The committee's recommendations shall require approval from the Dean SW.

2.2.9.1 Composition

- | | |
|--|------------|
| 1. Associate Dean (Cultural) | - Convener |
| 2. Coordinator Technical Societies | - Member |
| 3. Associate Dean (Student) | - Member |
| 4. Associate Dean (Mess) | - Member |
| 5. Associate Dean (Discipline and Wellness) | - Member |
| 6. Coordinators / Warden nominated by DSW in case activities are organized in particular hostels | - Members |
| 7. Three members to be nominated by the Dean SW out of the Student Core Team of | |



- | | |
|---|----------|
| Cultural or Science & Technology Societies | - Member |
| 8. Deputy Registrar/ Assistant Registrar (SW) | - Member |

2.2.9.2 Major Functions of the Committee

1. Recommending dates, schedule, events to be organized, and finalization of budget for organizing the Institute level events. Recommendations of the committee shall be submitted for approval to the Dean SW.
2. Suggesting grading mechanisms for the students for the courses related to Extra-curricular activities.
3. Issuance of regulatory guidelines/ instructions for organizing cultural events in accordance with the broad framework as envisaged in this manual.
4. Other duties and responsibilities assigned by the Dean Student Welfare or the Director in respect of the Extra-curricular activities.



3. Management of Wellness And Welfare Measures

Wellness promotion is an ongoing effort and should be flexible enough to accommodate the changing needs of students. As wellness continues to roll out, survey and feedback collection shall be an integral part of wellness program development. Thus, along with welfare activities for the students, the wellness activities shall be ensured by the expert team working under the administrative control of the Dean Student Welfare and overall supervision of the Associate Dean (Discipline & Wellness) and/or Coordinator (Wellness). The main wellness activities include:

3.1 Student Welfare Measures

3.1.1 Medical Facilities / Aid to the Students

3.1.1.1 General provisions for medical assistance during typical illness.

- The medical facilities of the Institute, including general medicine available in the Dispensary of MNIT Jaipur, shall be open to all students on the production of their Identity Cards.
- Students shall be covered under the group insurance scheme being introduced in the Institute with the tie-up with the Insurance Company on nominal charges collected from the students at the time of their admission in each academic semester. The insurance company shall be decided through tendering or prevailing Institute rules.

3.1.1.2 Assistance for ailment/ treatment of chronic diseases such as kidney failure, cancer, sudden multiple organ failure (MOF), etc.

In case of chronic diseases such as kidney failure, cancer or sudden MOF, etc., the financial help up to the maximum amount of Rs. 2.00 lakh (limited to the availability of funds in the student welfare fund) or up to actual expenditure incurred in the treatment taken from the Government hospital run by the State/ Central Govt. or any private empanelled Hospital of CGHS, whichever is minimum, based on recommendations of the SWC. The reimbursement of expenditures to the student will be made at government-approved rates/CGHS rates on the production of bills/vouchers duly authenticated by the attending doctor/hospital.

3.1.1.3 Severe accidents requiring emergency treatment

- Financial assistance in case of an emergent accidental case will be provided to the extent of the total amount of expenditure incurred in treatment if the accident happens to be in the Institute Campus or directly connected with the activities of the institute, such as at the time of participation of students in Sports and Cultural activities organized in or outside the Institute.
- Financial assistance will be limited to the amount of Rs 2.00 lakh or actual expenditure in treatment, whichever is less. The provisions of para 3.1.1.2 will also be applicable in the matter.

3.1.1.4 Special emergent assistance involves an expected expenditure of more than Rs 2 lakh on the treatment.

In exceptional cases, assistance will be provided on the recommendation of DSW up to the maximum limit of Rs 5.00 lakh or actual expenditure on treatment from Govt./CGHS empanelled hospitals at approved rates, whichever is less. The funds in the matter will be appropriated from the Student Endowment Fund/Student Welfare Fund of the Institute. The Director of the Institute will sanction funds in the matter on the proposal submitted by the



DSW based on the recommendation of a Student Welfare Committee (SWC) along with supporting documents of expenditure for treatment duly authenticated by an authorized medical officer. Up to the maximum limit of 75 per cent medical advance can be sanctioned in advance in emergent cases on production of the certificate of the authorized medical officer with regard to circumstances and quantum of expected expenditure on treatment.

Note: Financial assistance to the extent of the maximum amount of Rs. 50,000/- to Rs.1,00,000/-shall be provided from Student Welfare Funds and appropriated from the student's contribution at the time of their admission after due approval from DSW or Director, as the case may be.

3.1.2 Providing of Facilitator Equipment/Vehicles/Instruments to Divyang Students

The Divyang students will be provided with facilitator equipment/ vehicles/ instruments out of the Student Welfare Fund after due approval from DSW or the Director, as the case may be based on the recommendation of the Student Welfare Committee. To ensure the smooth movement of Divyang students, basic amenities in the areas of toilet facilities, rooms/staircases shall be made available in the hostel, mess, classrooms/labs, etc.

3.1.3 Financial Help to the Students of the Weaker Section Who Cannot Pay Prescribed Fees or the Expenditures That are Directly Related to the Continuation of Academic Activities

Financial help in the forms of cash reimbursement to the extent of Student hostel and mess fee may be provided after the due recommendation of the Student Welfare Committee to the students of the weaker section whose parents' annual income is not more than Rs 1.00 Lakh from all sources or their parents and are below the poverty line. The financial help would be provided only when the student is not getting any scholarship from any source.

Note: Other welfare measures not mentioned above can be adopted and implemented by the Dean Student Welfare office as per the recommendations of the Student Welfare Committee as and when required as per the need. The same process will be followed for such measures, as mentioned above i.e., section 3.1.1.

3.2 Student Welfare Committee (SWC)

The standing and ex-officio Student Welfare Committee will have 11 members. The Committee can co-opt appropriate persons as members/invitees depending on the nature of the issue. The Student Welfare Committee will be the apex body directly responsible for all matters pertaining to Students' welfare measures.

3.2.1 Objectives and Functions of the SWC

- To consider and recommend student welfare measures.
- Framing policies and guidelines for student welfare.
- To look into matters pertaining to student welfare & wellness.
- To examine and recommend any matter assigned by the Dean Student Welfare or Director.

3.2.2 Composition of SWC

- | | | |
|---|---|----------|
| 1. Associate Dean (Discipline and Wellness) | - | Convener |
| 2. Associate Dean (Students) | - | Member |
| 3. Associate Dean, UG & PG | - | Member |
| 4. Associate Dean Alumni Affairs | - | Member |



5. Coordinator Wellness	-	Member
6. Coordinator Technical Societies	-	Member
7. Faculty Warden from SC/ST/OBC	-	Member
8. Coordinator, U.G. Scholarship	-	Member
9. Student representative – PhD.	-	Member
10. Student Representative - PG	-	Member
11. Student Representative – 3 rd year UG girl	-	Member
12. Student Representative - 3 rd year UG boy	-	Member

3.2.3 Delegation of Financial Powers for Operationalization of Student Welfare Funds

To manage funds under the head “Student Welfare” collected by the Institute from the students, the Dean of Student Welfare will be the competent authority to approve expenditures up to Rs. 5 Lakh (except provisions mentioned at section 3.1.1.4) and funds above Rs. 5 Lakh shall be approved by the Director. The Director can review the financial powers of DSW as and when deemed fit.

3.3 Wellness Measures

3.3.1 Faculty-Student Mentorship Program

3.3.1.1 Introduction

The Faculty-Student Mentorship Program at MNIT Jaipur is designed to foster a nurturing and supportive environment for students. Rooted in the principles outlined by the National Education Policy (NEP), this program emphasizes holistic student development, personalized learning, and the cultivation of faculty-student relationships. The program aims to bridge the gap between faculty and students, creating a platform for customised guidance, academic support, and overall development. It is a part of our commitment to providing an educational experience beyond traditional classroom learning.

This section outlines the Standard Operating Procedures (SOP) for the wellness activities i.e., Faculty-Student Mentorship Program. It explains the rationale for the program, benefits for mentors and mentees, respective roles and responsibilities, general guidelines, and monitoring and feedback mechanisms. Recognizing the challenges faced in the previous year, some *strategic enhancements* have been proposed. For instance, mentors shall be selected from faculty members who teach courses to students in the relevant academic year, ensuring an understanding of their needs. Further, a dedicated time slot is to be allocated in the timetable for mentorship interactions, underscoring its importance. Feedback and progress tracking shall be integrated through the Enterprise Resource Planning (ERP) system, ensuring accountability and transparency.

This Faculty-Student Mentorship Program endeavours to create a structured framework that enriches our student’s educational journey. The Office hopes for active participation, feedback, and suggestions as we work collectively to empower students and cultivate a thriving academic community, charting a course toward academic excellence at MNIT Jaipur.

3.3.1.2 Benefits

3.3.1.3 Mentors

- **Professional Growth and Fulfillment:** Engaging in mentorship shall provide faculty



members with a platform to hone their mentoring and coaching skills, contributing to their professional development.

- **Enhanced Teaching Effectiveness:** Understanding students' individual needs may enable faculty members to tailor their teaching methods, resulting in improved learning outcomes.
- **Collaboration Opportunities:** The mentorship program may facilitate collaborative projects between faculty mentors and their mentees.

3.3.1.4 Mentees

- **Personalized Guidance:** Having a dedicated mentor shall offer students personalized advice on academic choices, career planning, and personal development.
- **Sense of Belonging:** A strong faculty-student bond shall foster a sense of belonging and connectedness, crucial for a positive campus experience.
- **Professional Development:** Mentees shall benefit from mentorship by gaining insights into other opportunities, internships, and extra-curricular activities.

3.3.1.2 Roles and Responsibilities

3.3.1.2.1 Mentors

- **Maintaining Contact:** Mentors are expected to establish and maintain regular contact with their mentees. This consistent communication helps in building a robust mentor-mentee relationship, foster trust, and ensure that mentees feel supported throughout their academic journey.
- **Guidance and Support:** Mentors shall provide guidance and support to their assigned mentees across various aspects, including academic matters, career decisions, and personal development.
- **Documenting Information:** Mentors shall maintain records of their interactions with mentees, which includes critical information related to academic performance, career aspirations, personal goals, and any challenges faced. Documenting such information enables targeted and personalized support.
- **Filling Feedback Forms:** Mentors shall complete a feedback form as part of the mentorship program. These forms serve as a tool for assessing the progress and effectiveness of the mentorship relationship.
- **Reporting Anomalies to the Office:** Mentors shall report any anomalies or concerns they may observe in their mentees' academic progress, personal well-being, or other relevant areas.
- **Training and Development:** Mentors shall actively participate in training sessions on mentorship organized by the DSW Office. These sessions will be designed to equip mentors with the skills and knowledge required for effective mentoring.

3.3.1.2.2 Mentees

- **Proactive Approach:** Mentees shall take a proactive approach in seeking mentorship,



which includes initiating conversations, sharing concerns, and actively participating in mentorship meetings.

- **Maintaining Contact:** Mentees shall establish and maintain regular contact with their mentors. Maintaining a minimum attendance of 80% is mandatory to ensure active participation and benefits from the mentorship experience.
- **Set Clear Goals:** Mentees shall clear, achievable academic and personal development goals in consultation with their mentors. These goals serve as a roadmap for their educational journey and provide direction for their mentorship discussions.
- **Engage in Continuous Learning:** Mentees are encouraged to seek learning opportunities beyond the classroom in consultation with their mentors, which may include exploring relevant books, articles, workshops, extra-curricular activities etc. to deepen their understanding of their chosen field.
- **Fill Feedback Forms:** Mentees shall complete feedback forms as part of the mentorship program.
- **Show Appreciation:** Mentees are expected to express gratitude and appreciation for the guidance and support provided by their mentors. Recognizing the efforts of mentors fosters a positive mentor-mentee relationship and encourages continued collaboration.

3.3.1.3 General Guidelines

- Both mentors and mentees should communicate with respect, empathy, and understanding, fostering a positive mentorship environment.
- All information shared during mentorship sessions should be treated with utmost confidentiality unless there is a concern for the student's well-being.
- Mentors shall be selected from faculty members who teach courses to students in the relevant academic year, ensuring an understanding of their specific needs.
- A dedicated time slot shall be allocated in the timetable for mentorship interactions, underscoring its importance.
- Mentors shall maintain documentation of all mentorship meetings, including critical discussions, action items, and goals set during the session and submit them to the DSW Office. It is encouraged to have at least one meeting in a month.
- Mentors shall maintain attendance records of mentorship sessions to track mentee participation and ensure regular engagement.
- Mentors and mentees shall fill out forms provided by the DSW Office.
- Mentors and mentees shall ensure the submission of documents to the Office per the deadlines and timelines shared by the Office.

3.3.1.4 Feedback and Monitoring by the Dean Student Welfare Office

- The Office shall collect minutes, attendance records, checklists and feedback forms related to the program from the assigned mentors. The formats in this regard are placed in **Annexure-III** and **Annexure-IV**, and a timeline for submission of these documents will be shared by the Associate Dean Discipline & Wellness/Wellness Coordinator at the beginning of the Academic Year.



- Mentors' and mentees' commitment and contributions may be recognized through certificates and appreciation events.
- Training opportunities for mentors to enhance their mentoring skills and stay updated with industry best practices shall be organized.
- Success stories of mentees who have excelled academically or achieved significant milestones with the mentorship program shall be shared with the MNIT community.
- Student needs to get forwarded all applications from the mentor for any work in the Institute, like leave, scholarships, participation in any competition outside the Institute and seeking any certificate for any benefit.

3.3.1.5 Appointment of Mentors

Every year, at the start of the academic year, Mentors shall be assigned to the newly admitted students from the faculty members by the Dean Student Welfare on the recommendations of the Wellness Coordinator and/ or Associate Dean (Wellness and Discipline). Each student shall have one faculty mentor throughout his or her study period in the Institute.

3.3.2 Wellness Club

3.3.2.1 Objective of the Wellness Club

The Students' Wellness Club at MNIT is a group of dedicated students and faculty members committed to promoting and supporting the mental health of the MNIT community. The objectives of the wellness club are:

- Promoting mental health awareness and reducing stigma around seeking support.
- Providing a safe and supportive community for students to share their experiences and support one another.
- Educating students on self-care practices and stress management techniques to support their mental and physical well-being.
- Organizing and facilitating events and activities that promote physical activity, healthy eating habits, and other wellness practices.
- Creating a welcoming and inclusive environment that celebrates diversity and promotes a sense of belonging.
- Partnering with other local and national organizations to promote holistic health and wellness of the students.
- Advocating for policies and practices that support student well-being and mental health on campus.
- Connecting students with campus resources and support services, including counselling and mental health services.
- Collaborating with faculty and staff to integrate wellness and mental health into the life experience of everyone around the campus.
- Fostering a culture of wellness that encourages students to prioritize their mental and physical health as an integral part of their overall success and happiness, and
- Continuously evaluate and improve the effectiveness of the Club's activities and initiatives to ensure that they align with the needs of MNIT students.



3.3.2.2 Structure and Guidelines

Club Structure/Composition

The Wellness Club operates under a designated Faculty Wellness Coordinator reporting to the Dean Student Welfare through the Associate Dean (Discipline & Wellness). The structure includes student representatives and separate hostel representatives to address the diverse needs of students. The composition of the Student Wellness Club shall be –

- Advisor (01)
- General Secretary (G S) (01)
- Joint Secretary (J S) (02)
- Executive Member (EM) (06)

Faculty Advisors (Wellness)

A team of interested faculty members shall be formed to work with the student team to fulfil the role of the Wellness Club. Faculty members shall be appointed as faculty advisors to the Wellness Club by the Dean Student Welfare based on the recommendation of the Wellness Coordinator/Associate Dean (Discipline & Wellness). Faculty advisors will have the same privileges as the faculty In-charges of the Cultural and Technical Society clubs.

Guidelines for Student Selection

- An open application process is initiated, inviting interested students to apply for Wellness Club positions, followed by proposal submission and interview.
- The Club executive selection panel shall comprise the Wellness Coordinator, faculty-in-charge and existing club GS, assessing candidates based on their commitment and potential contributions.
- A separate selection process is in place for hostel representatives, ensuring comprehensive representation and addressing unique accommodation-related needs.
- The selection process prioritizes inclusivity and equity, providing equal opportunities for all qualified candidates. Emphasis is placed on diversity, actively encouraging applications from students with various backgrounds, interests, and perspectives.
- Selected members undergo orientation sessions by a qualified psychologist and wellness coordinator, providing insights into the club's mission, goals, and associated responsibilities.
- A term limit of one year is implemented, allowing new members to join regularly.
- A periodic review mechanism assesses the performance and commitment of club members.
- Expectations and responsibilities are clearly communicated to all club members, emphasizing active participation and adherence to guidelines.
- A warning system is introduced for club members consistently falling short of expectations, providing constructive feedback and opportunities for improvement.
- In cases of persistent issues related to club members, the Wellness Coordinator/ Associate Dean (Discipline and Wellness) and/or other relevant authorities are involved for consultation and guidance.



- Exit interviews are conducted for members voluntarily leaving the club, gathering feedback and insights for continuous improvement.
- An appeal process allows members an opportunity to present their case if facing removal, ensuring a fair and unbiased assessment.
- The same process for the removal of the club executive shall be adopted as applicable for the Cultural or Technical Society Clubs.

3.4 Scholarships

3.4.1 Government (NSP) and Non-Government Scholarships

- The institute allows students to avail scholarships awarded by Central and State government organizations (such as central sector scholarship schemes, scholarships from state government, etc.) and non-governmental organizations such as private trusts, private companies, etc., provided they do not come into conflict with any ordinance or rules of the institute.
- During the tenure of the scholarship, the scholarship holder shall not ordinarily receive any other scholarship, stipend, financial assistance, remuneration etc., for any work except with the prior permission of the competent authority or as provided in the rules.
- Scholarships are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material facts and/or supply of false information.

3.4.2 Other/Donor Scholarships

The Institute may accept donations from individuals and organizations to set up scholarships according to prescribed procedures if it is felt that they will promote academic activities in the institute and will lead to the general growth of the institute. The norms and conditions for the institution of such scholarships shall require approval from the Competent Authority (Director). Scholarships can be instituted by any person or organization satisfying the following conditions –

- i. Scholarship should be as per the governing structure of the Institute.
- ii. A minimum amount of scholarship shall be Rs. 5.0 lakh per year.
- iii. The Dean SW Office shall operate scholarship as per the Institute's financial rules.
- iv. MOU shall be signed by the Dean, SW, on behalf of the Institute, if it requires.

3.4.3 Assistantships

- Assistantships are given to full-time students (as defined by the Institute PG Regulations) in the M. Tech, and Ph.D. programmes as per norms laid down by the Ministry of Education, Govt. of India. One may refer to Institute PG Regulations or contact the Academic Section for more details.
- Students receiving assistantships from the Institute or any other Government funding agencies are required to perform academic duties as per prevailing rules.
- Institute faculty will be encouraged to float a few fellowships (short-term) through their research or consultancy projects for needy students. Dean SW office will facilitate such initiatives as per the Institute Research and Consultancy rules.



A list of a few scholarships that are currently operational (which may change from time to time) is placed in **Annexure V**. The frequently asked questions related to the scholarship are placed in **Annexure VI**.



4. Management of Hostels & Messes

The Institute is committed to providing students with adequate and appropriate hostel accommodation and mess facilities. For this purpose, it is necessary that hostels and messes, which have to act as a “home away from the home”, provide holistic living to students coming from diverse backgrounds and regions.

The MNIT Mess Council, hereafter referred to as Mess Council, shall be responsible for overall superintendence, direction, and control of all the hostels and messes in the Institute. The appointment and duties of the Mess Council officials for the management of Hostels and Messes are available in **Annexure-VII**. The Council shall be the custodian of all student funds, including mess dues, mess advances and mess caution money. The council's funds shall be kept in a separate Bank Account titled "MNIT Student Mess Account". Expenditure pertaining to this account shall be carried out as per the delegation of financial powers given in **Annexure VIII**.

The summary of receipts and disbursement in the MNIT Mess Fund Account is as follows:

Receipts	Disbursements
(1) Mess dues collected from Students	(1) Payment to suppliers
(2) Service charges are to be collected from students to meet the salary of Mess Council-run Messes.	(2) Payment to hired human resources
(3) Mess advance collected from Students (adjustable)	(3) Wages to mess workers.
(4) Hostel Caution Money (Non-refundable)	(4) Minor maintenance in the mess
	(5) Procurement of minor appliances in the mess
	(6) Other miscellaneous expenses related to hostel/mess upkeep and facilitating students as needed.

The wages of all the mess workers (mess council Messes) are supposed to be paid from the MNIT Student Mess Fund Account, i.e. the ICICI Bank Ac/no. 676805000038 (erstwhile Rajasthan Bank Ltd.) since the inception of the messes in the Institution.

4.1 Constitution of Mess Council

The constitution of the Mess Council is as follows:-

- | | | |
|--|---|-----------------------|
| 1. Director | : | Patron |
| 2. Dean Student Welfare | : | Chairman (Ex-officio) |
| 3. Associate Dean (Mess) | : | Convener |
| 4. Associate Dean (Students) | : | Member |
| 5. Student Mess Committee Secretaries of all Hostels | : | Members |
| 6. Student Hostel Secretaries of all Hostels | : | Members |
| 7. Warden of each hostel | : | Members |
| 8. Two faculty members nominated by Mess Council | : | Members |

4.2 Powers and Functions of Mess Council

The powers and functions of the Mess Council are as follows: -

To approve the budget of each mess and determine the mess fee chargeable from students.

- To decide the salaries and facilities to mess workers. At least 75% of student members



must attend such a meeting.

- To develop a methodology to ensure the smooth working of each mess within the approved budget.
- Formulate a policy for procuring groceries, vegetables and other items from the mess funds, if required.
- To employ mess workers as per the requirement of each mess.
- To ensure healthy and cordial relations among students, mess workers, and other staff of the Institute.
- The Council shall meet at least once in a semester/year. The office of the Dean Student Welfare shall maintain a complete record of Council proceedings.
- To decide on outsourcing any of the services related to the Mess and Hostels.
- To make any policies related to hostels and messes.

4.3 Hostel and Mess Administration

The Hostels and Messes shall function under the overall supervision and administrative control of Dean Student Welfare and assisted by the Associate Dean (Students) and Associate Dean (Mess). There shall be a minimum of one Warden for each hostel for its day-to-day functioning and management. An additional warden may be appointed in hostels with messes or at other places wherever such requirement is felt after due approval from the competent authority (Director). All the Wardens will act under the supervision and directions of the Associate Dean (Students) and Associate Dean (Mess).

The essential personnel manning a hostel shall be (i) Warden for hostel and/or mess, (ii) One Residential Warden (may or may not as per requirement among the PhD Students) (iii) Mess Manager / Supervisor / Assistant, (iii) Hostel Caretaker/ Work Assistant and (iv) Mess workers and (v) Security Guards etc. (some of these may remain outsourced and hired basis and they will remain under the control of Warden/Caretaker). The functions and duties of officials are given in “Annexure VII” of this Manual. In consultation with various student committees, the Wardens will recommend various policies and guidelines, which shall be implemented after due approval from Dean SW. Hostel and mess establishment shall be supported by Hostel Office, a full-time administrative office headed by a Deputy Registrar / Assistant Registrar under which other staff like superintendents, accountants, junior assistants and peons will work to support the day-to-day working of the hostels and messes. At each hostel, a (24x7 preferably) caretaker(s) shall be available to manage the affairs of the boarders and help them to make their stay comfortable under the control of the warden(s).

4.3.1 Wardens / Resident Warden

Each hostel will have one or more faculty Wardens and Research Scholar Resident Wardens (may or may not). The Director will appoint faculty wardens on the recommendations of Dean SW. The Dean SW will appoint resident wardens on the recommendations of the Associate Dean (Students). They will be responsible for the overall management and discipline in the concerned Hostel and Mess and for maintaining the hostel premises, including common rooms. They will advise the Hostel / Mess Committee to discharge their duties efficiently and responsibly.

4.4 Management of Hostels

Dean SW shall decide the policy framework/decisions regarding hostels in consultation with the Associate Dean (Students), Wardens and students' representatives in the form of Student Hostel Committees within the broader policy framework approved by the Mess



Council. These decisions will be implemented by the Associate Dean (Students) and Wardens with the support of the Residential Warden(s) and or Student Hostel Committee. Apart from these Rules, the Associate Dean (Students) can issue further directives in the interest of the smooth functioning of the hostel affairs after due deliberations in the regular meeting of Wardens to be chaired by the Associate Dean (Students) and approved by the Dean Student Welfare.

The student committee of boarders, the “Student Hostel Committee” shall help implement day-to-day activities of the Hostel-related welfare measures in the hostel. The composition of the Student’s Hostel Committee to facilitate the efficient functioning of hostels is as follows: -

- **Hostel Secretary,**
- **Joint Secretary and**
- **Members (minimum 3 in number)**

The duties and responsibilities of the committee mentioned above are outlined in section 4.4.4.4.

4.4.1 Admission to Hostel

As per Statutes, only regular students of the Institute shall be permitted to stay in the hostels. If any regular student wants to reside outside the Institute Hostel, he/she shall seek specific permission of the Dean Student Welfare/Associate Dean (Students). Admission to hostels will be subject to fee and payment, as decided by the competent authorities from time to time.

4.4.2 Allotment of Rooms

The Hostel Allotment Committee shall allot rooms through the Hostel Office as per policy for the allotment of rooms given in **Annexure-IX**. Rooms shall be allotted randomly irrespective of branch, semester and place of domicile. After allotment, a student shall report to the Hostel Caretaker or any other official authorized by the Warden and take possession of the room after signing the inventory of the furniture, electrical and other items. Warden(s) may consider written requests for change of rooms within the hostel and decide the same on the merit of each case and get the ERP system updated.

4.4.3 Withdrawal /Vacation

Any student withdrawing from the hostel shall hand over the possession of the room after paying all the dues and seek a clearance certificate from the Warden concerned. At the end of the even semester each year, a student shall vacate his/her room and hand over the room, including all items on the inventory, to the Hostel Caretaker or any other hostel official authorized by the Warden. This is essential for the annual maintenance of the Hostels. Any student desirous of retaining his/her room during the vacation must seek prior permission from the Associate Dean (Students) with justification duly verified by their departments. Permission to retain hostel rooms during summer vacation is not binding to the hostel management.

4.4.4 Student Hostel Committee

Student hostel committee for every hostel is an integral part of the day-to-day working and cooperative living in the hostel as a home away from home. Highly motivated, balanced, go-getter students are expected to voluntarily be members of Student Hostel Committee. The committee member plans and executes hostel affairs, including but not limited to Hostel Day Celebrations, Best Hostel Competitions etc., under the guidance of hostel Warden(s)/Resident Warden(s).

4.4.4.1 Eligibility and Process of Hostel Committee Formation and Reconstitution.



- Only current hostel residents are eligible to become hostel committee members. This ensures that the committee comprises individuals who are directly connected to the hostel community.
- Candidates who have a satisfactory academic record (CGPA>7). This criterion helps ensure committee members balance their responsibilities effectively without compromising their studies.
- Candidates with good conduct and disciplinary record will be eligible for the hostel committee positions. Maintaining a peaceful and harmonious living environment in the hostel is essential, and committee members play a significant role in promoting and upholding discipline.
- Hostel committee members should possess effective communication skills, teamwork, problem-solving abilities, and the ability to make sound decisions.
- Strong interpersonal skills are crucial for hostel committee members as they often interact with a diverse group of residents, staff, and other stakeholders. These skills help resolve conflicts, address concerns, and foster a sense of community within the hostel.
- Committee members should be able to dedicate sufficient time and effort to fulfil their responsibilities effectively.
- Candidates genuinely interested in hostel affairs, resident welfare, and improving the hostel experience are more likely to be considered for committee positions. Motivation to contribute positively to the hostel community is an essential attribute.

4.4.4.2 Nomination for Hostel Committee Membership

- The hostel warden's or caretaker's office announces an open call for individuals interested in joining the hostel committee as Secretary, Joint Secretary and Members within ten days of the start of the Academic Year.
- The open call for nominations shall be made through Google form circulation via mail, notices on notice boards etc.
- Interested individuals submit their hard copy applications for committee membership to the hostel caretaker office before the due date.
- The application typically includes a personal statement or letter expressing the candidate's motivation, relevant experience, and ideas for improving hostel life with their basic personal information, such as their name, contact details, and hostel room number.

4.4.4.3 Shortlisting & Interview Process

- After the self-nomination phase, the next step is interviewing the shortlisted candidates.
- The selection committee, which may consist of hostel wardens (minimum three wardens of the same hostel or any other hostel, as approved by the Associate Dean Students), reviews the applications and shortlists candidates for the interview.
- Each shortlisted candidate is informed about the interview schedule. The committee of wardens shall interview the candidates in person, focusing on various aspects related to their understanding of hostel issues, their plans for improving hostel life, their ability to work in a team, and their problem-solving skills.
- The interview panel evaluates each candidate's suitability for the committee based on their responses, communication skills, and overall compatibility with the role and responsibilities.

4.4.4.4 Duties and Responsibilities of Student Hostel Committees

- The committee is responsible for safeguarding the welfare and rights of the hostel residents.
- The committee mediate and resolves conflicts or disputes that may arise among the residents.



- The committee ensures that all residents follow the hostel rules and regulations.
- The committee coordinate with the hostel management to address maintenance issues and ensure a clean and safe environment.
- The committee organizes social, sports and cultural events within the hostel to promote community building and a positive living environment like Hostel Days.
- The committee collects feedback and suggestions from residents and presents them to the hostel management for consideration.
- The committee members act as a bridge between the residents and the hostel management, conveying concerns, suggestions, and updates.

4.4.4.5 Termination from Hostel Committee Assignments

- Hostel committees typically have a fixed tenure of one year. The committee's termination occurs when the tenure period expires as specified in the institution's rules and regulations.
- Committee members may choose to resign from their positions before the completion of their tenure due to personal reasons, academic commitments, or other obligations. Their resignation leads to a vacancy in the committee.
- Suppose a committee member engages in misconduct or violates the hostel code of conduct. In that case, they may be removed from the position immediately without any notice period by the Associate Dean (Students) based on the recommendation of the Wardens Committee. Also, appropriate disciplinary action will be taken as per the rules.
- If a committee member consistently fails to fulfil their responsibilities or neglects their duties, it may lead to their termination. This could occur if a member consistently fails to attend meetings, disregards resident concerns, or demonstrates a lack of commitment to their role.

4.5 Management of Messes

The Mess Council shall decide the broader policy framework/decisions regarding messes. Operations of the Messes shall be managed by the Student Mess Committees and Mess Wardens under the supervision of the Associate Dean (Mess) and the overall administrative control of the Dean SW. The Mess Wardens shall manage day-to-day operations of the Messes with the support of the Residential Warden(s) and/or the Student Mess Committees. Every mess will have a Mess Manager/Supervisor/Assistant and will be managed by the Hostel Office. Associate Dean (Mess), in consultation with wardens, may issue necessary directives for the smooth functioning of the messes. Prior approval of DSW is a must for the implementation of these directives.

4.5.1 Mess Committee

Each Hostel Mess will have a Student Mess Committee for each hostel consisting of the following:

- **Mess Secretary**
- **Joint Secretary**
- **Members (minimum three)**

The Warden of a hostel shall invite applications from the hostel inmates for the positions of Secretary, Joint Secretary and Members. A committee of wardens shall process the applications and select the Student Mess Committee through interviews as per the process similar to the procedure outlined in section 4.4.4. The process should be completed within the first two weeks of the odd semester. The tenure of a Mess Committee shall be of one Academic Year. The Wardens shall appraise the Associate Dean (Mess) regarding the unsatisfactory conduct of any Committee office bearer. The Associate Dean (Mess), may warn the concerned person or terminate their membership as per the process outlined in



section 4.4.4.

4.5.1.1 Functions of Student Mess Committee

Student Mess Committee will perform the following functions: -

- To look after the overall working of the Mess.
- To monitor the quality and quantity of raw materials and food and verify the mess bills for payment.
- Finalizing the food menu in consultation with hostel students.
- Maintaining discipline in the Messes and dining halls.
- To assist the Mess warden in the day-to-day functioning of the mess.

With the assistance of the Mess Manager/ Supervisor and under the supervision of Warden or his nominee, the Mess Committee shall carry out all mess-related purchases for the Council Messes. The receipt of provisions will be entered into a stock register by the Mess manager, which shall be verified by any Mess Committee member authorized by the Mess Committee (for the messes run by the Mess Council other than outsourced). The Mess Committee and Mess Attendant will ensure the quality of food and proper delivery of the mess material as per orders. All vouchers will be verified by the Mess Secretary / Mess Committee members. Auditors appointed by the Dean SW will audit all the accounts. All financial transactions will be affected by the Warden and Mess Committee. Associate Dean (Mess) shall coordinate and have general control for smooth running and fairness of all the transactions.

4.5.2 Mess Off /Rebate Rules

- The attendance record of each boarder will be maintained in the attendance register or through biometric attendance.
- Boarders would be allowed to avail mess off as per the policy of Mess Council. Mess off would be permitted during Institute holidays, in case of illness, or when the student is on academic assignment outside the institute.
- The rebate in the mess bill may be given to individual students on request after due approval from the Dean SW in extreme conditions. The Wardens and the Mess Committee of the hostel, keeping in view the income of the family and living standard of the student concerned, shall recommend in this regard.
- Any student's Mess-off will be considered if he/she has received approval from the Warden against prior request for a duration; otherwise, the student will have to pay the full Mess Bill.

Note: In case of difficulties, the mess-off period shall be extended beyond the limits mentioned above only after prior approval of the Associate Dean (Mess).

4.5.3 Deposit of Mess Fee

- All the boarders must deposit the mess fee in advance, as decided by the Mess Council, from time to time at the time of registration in the new semester.
- Mess bill for every month will be displayed on the ERP Portal on or before the 10th of every month by the concerned Mess Assistant.
- Mess Council can modify these rules as per actual requirements from time to time.

4.5.4 Operation of Funds and Purchase Rules

- Payment bills can be signed for the payments from the Mess Account, as mentioned in



Annexure VIII.

- The Mess Fund shall be operated by the Dean (SW)/Associate Dean (Mess)/Wardens of the hostel, as the case may be.
- All expenditures shall be supported by the sanction issued by DSW.
- No amount shall be withdrawn without prior approval of the Competent Authority (Dean SW for the Mess Council).
- The Institute purchase rules (as notified from time to time) and Mess Council policies shall be followed for all purchases.
- All the non-recurring purchases should be affected through Purchase Committees duly constituted by the Competent Authority, including student members.
- The Deputy / Assistant Registrar (Hostel) shall issue supply orders for each non-recurring purchase exceeding Rs.25000/-.

4.5.5 Payments

The Associate Dean (Mess)/Warden, while incurring or authorizing the expenditure out of Hostel Mess Fund (MNIT Students Mess Account), shall observe the established canons of financial propriety inter set:

- Strict economy at every step shall be followed.
- Some vigilance in respect to the expenditure incurred out of the Mess Fund shall be exercised as a person of ordinary prudence would exercise in respect to expenditure incurred from his own pocket.
- The expenditure shall not be more than the occasion demands.
- Authority shall not be exercised in sanctioning expenditure or passing an order that is directly or indirectly to his own advantage.
- Money out of the Mess Fund shall not be utilized for the benefit of a particular person.
- The amount of allowances granted to meet expenditure of a particular type shall be so regulated that the allowances are not on the whole, the source of profit to the recipients.

4.5.6 Write-off Procedure

The Director may sanction write-off of the stores rendered unserviceable in normal working or use, provided the same is first examined and certified by the Mess/Hostel Committee and recommended by the Warden concerned or any other officer so appointed by the Director. Necessary entry to this effect shall be made in the relevant stock register after sanction of the Competent Authority.



5. Student Code of Conduct

Malaviya National Institute of Technology, Jaipur, affirms that the sole purpose of this Institute is to develop high-quality technical personnel with a sound footing on basic engineering principles, technical skills, innovative research capabilities and exemplary professional conduct to lead. Therefore, rules and regulations have been designed to mark the contours of the needed order and discipline meant to serve the said purpose. It is expected that each student shall conduct himself in a manner befitting their association with an Institute of National Importance. They are expected not to indulge in any activity which is likely to diminish the prestige of the Institute.

The Code shall apply to all the students admitted to the Institute for any academic program, activity or event. It is expected from every student that from the date of their admission to the Institute to any academic program/activity/event, he/she should be acquainted with all the provisions of the Code of Conduct and adhere to it. The Code of Conduct will also apply to the external/non-degree students of the other Institutes visiting the MNIT campus.

For all discipline related issues, it shall be the responsibility of every student:

- To read, become familiar with and adhere to this Code and any other amendments brought to this Code from time to time.
- To respect the Institute's rules and conduct themselves in a responsible and dignified manner at all times.
- To report any violations of this Code to the authorities concerned.

5.1 Behavioral Guidelines

Students are expected to behave in an orderly manner on all occasions and to obey such rules/regulations/instructions as are notified by the Institute from time to time. The behaviour of the students has been categorized as under:

5.1.1 Do's

1. Although no official uniform has been prescribed for students by the Institute yet students are enjoined to improve their personal appearance through neatness, simplicity and decency of attire. The Institute which is committed to a learning environment that is safe, conducive to high student achievement and free from unnecessary disruption suggests the following dress code to be followed in the Institute:
 - Clothing that is worn shall be designed in such a manner that it covers all private parts of the body, including midriffs and backs, fits properly and does not expose under-garments.
 - Clothing that is of appropriate length; hemlines no shorter than mid-thigh for shorts and skirts. Clothing that is free of excessive holes, rips, and tears that expose private areas of the body or undergarments.
 - Clothing that is part of an extra-curricular activity that has been approved by the Competent Authority.
 - Clothing, paraphernalia, and jewelry that contain appropriate messages, free of references to sexually suggestive activity, drugs and alcohol, gangs or are obscene and profane, hateful or disruptive to the learning environment.
2. Students shall behave and conduct themselves in the Institute Campus, hostels and



premises in a dignified and courteous manner and show due respect to the authorities, employees and elders. They shall also pay due attention and show courtesy to visitors.

3. Students are required to develop a friendly relationship with fellow students.
4. Students are expected to spend their free time in the library/reading room. They shall not loiter in the verandahs or crowd in front of the offices or on the campus roads. Silence and peace shall be maintained in the classroom as well as on Institute premises.
5. Students must conduct themselves with due decorum in the classes, laboratories, workshops, fieldwork, etc. and move about in an orderly and disciplined manner within and outside the campus. They must handle with great care the laboratory equipments and any instruments and machinery that they have to use in the course of their work.
6. Students shall use only the waste bins for dispensing waste materials within the campus including classrooms, hostels and offices.
7. Students must possess their Identity Cards at all times and produce the same whenever asked for.
8. Students must pay all dues of the Institute on or before the stipulated due dates.
9. All students requiring medical attention are expected to attend the Institute dispensary during the prescribed hours. Emergency cases will be attended to in the hospital at all hours.
10. Cases of illness immediately be reported to the Medical Officer of the Institute dispensary whose advice must be followed. If so advised, the student who is ill must move to the hospital or the segregation ward.
11. If a student is too ill to attend the dispensary, he should notify his illness to the Caretaker/Warden/Associate Dean (Students) in an emergency.
12. Normally a suspended student will have to vacate the Hostel and the campus will be placed out of bounds for him/her. However, the discretion in this regard will rest with the Competent Authority i.e. DSW.
13. As a responsible citizen of the Nation, it is imperative for each student to preserve and protect the environment; keep the surroundings neat and clean; protect and plant trees and avoid the use of plastics.
14. Students shall also maintain their personal hygiene and cleanliness.
15. Student (s) must abide by the law of the Institute/State/Country. They must exhibit their responsibility as a law-abiding citizen. They shall not be associated with any activity, group or organization that is banned by the Institute or Central/ State Government or are damaging the image of the Institute/State/Nation.
16. Student (s) shall not, through act or omission, assist another student, individual or group of students in committing or attempting to commit a violation of this Code of Conduct. Any student who has knowledge of another committing or attempting to commit an act that is in violation of the Code of Conduct must report the same to the appropriate authority of the Institute and must keep herself/himself away from that situation/activity. Intentional failure of reporting such incidences will also made liable to punishment.

5.1.2 Don'ts





1. Groupism of any kind that would disrupt the harmony in the campus is not permitted.
2. Students shall refrain from sitting on parapets, stairs, and footpaths and the students found involved in such activities will be punished as per provisions of this Manual.
3. Students shall refrain from all activities considered as Ragging, which is a criminal offence.
4. Ragging in any form is strictly prohibited and breach of this provision is liable to be punished under various provisions.
5. Possession or consumption of narcotic drugs, tobacco, weed, alcohol, and other intoxicating substances are strictly prohibited on the campus as well as in hostels.
6. Indulging in Anti-Institutional, Anti-National, Anti-Social, Communal, Immoral, or political expressions and activities within the campus premises, including hostel premises by students, are prohibited.
7. Politically motivated actions or/ and other organizations or outfits are not allowed in the campus. Students are strictly prohibited from organizing, attending, or participating in any activity or agitation sponsored/supported by any politically affiliated organizations.
8. Students shall not deface, disfigure, damage or destroy or cause any loss or theft of any manner to public, private or Institute property.
9. Unauthorized entry of outsiders into the campus, as well as hostels, is strictly prohibited. Students shall not bring outsiders to the Institute or hostels without the prior permission of the competent authorities. i.e. Associate Dean (Students)
10. Destruction/Defacing of Institute property is not allowed.
11. Students' health, safety and security are of utmost importance. Students shall abstain from being involved in any activity such as smoking, consumption of alcohol, tobacco, drugs or any harmful substance that could harm their health and academic performance/behaviour.
12. Students are not allowed to keep any firearms, lethal weapons or any object in the campus, forbidden by law or which can cause any kind of harm to anybody.
13. Plying of powered vehicles in the campus by the students is not allowed.
14. No Club or association may be formed in the Institute without the prior permission of the Director. All Clubs or Associations must be confined to co-curricular activities only.
15. No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets, etc. within the campus or hostels. The possession, distribution or exhibition of any items by any means which is obscene is prohibited within the campus.
16. No one shall exhibit any banners, flags, boards, etc. inside the campus, gates, buildings or on the compound walls without prior permission from the competent authority.
17. No student shall collect money either by request or coercion from others within the campus or hostels without prior permission from a competent authority.
18. The Institute is a temple of learning and an exclusive academic zone. Students shall not respond to any call for anti peaceful protest activities and hence, not indulge in the strike, procession or agitation including slogan shouting, dharna, gherao, burning of effigies or indulge in anything that may harm the peaceful and friendly atmosphere of the Institute.
19. Keep under captivity or illegally confine any official.
20. No student shall exert undue influence on fellow students.



21. Rash or negligent driving of vehicles in the Institute premises is prohibited.
22. When the session is on, no student shall enter or leave the classroom without the prior permission of the teacher.
23. Students charged with a criminal offence or under suspension shall not enter the Institute campus without the permission of the competent authority. i.e DSW.
24. The student exhibiting persistently insubordination, mischievous or guilty of fraud and malpractice leading to an unwholesome influence on their fellow students will be punished as per provisions of this Manual.
25. Any conduct that leads to lowering the Institute's esteem is prohibited.
26. Any act of physical or mental pressurization of junior or senior students, individually or in a group, will be considered an act of Ragging. Ragging also includes forcing junior students to meet seniors outside Institute premises or in places where a student has no valid reason to be present, asking irrelevant questions or using abusive language. In case any student or groups of students are found involved in the Ragging activities, they will be punished as per provisions of this Manual as well as any law framed by Govt. of India to control the Ragging activities. Any incident of ragging inside or outside the campus must be reported to the office of Dean Student Welfare. The main activities which are treated as Ragging have been referred in **Annexure-X**.
27. Furnishing false statements of any kind in the form of an application for admission or award of scholarship or prizes etc. will result in punitive action as well as furnishing false statements to the Disciplinary Committee or willfully withholding information relevant to an enquiry.
28. Organizing or participating in any activity that has the potential for dividing fellow students along the lines of religion, caste or creed, sex or any other unhealthy criterion is strictly prohibited.
29. Involvement of students in a brawl or fight with persons outside the Institute, either alone or in a group, is prohibited irrespective of the fact so as to who initiated the conflict.
30. Organizing or participating in any group activity, except purely academic and scientific programs, in or outside the campus without prior permission of the Dean Student Welfare is not permitted.
31. Mutilation or unauthorized possession of library books isn't permissible. It shall result in punitive action along with imposition of monetary fine as decided by the Library section of the Institute.
32. Not obeying traffic rules in campus, not following safety practices or causing potential danger to oneself or other persons in any way are strictly prohibited.
33. Absence from hostels shall not be allowed without prior approval of the Warden concerned.
34. Posts on social media about the Institute, teachers, staff & students are strictly prohibited.
35. Misuse of Institute emails for group posts by any student regarding any matter is not permissible at all.
36. Students are warned against incurring debts or committing irregularities in financial matters. In all such cases, which tend to bring discredit to the Institute, disciplinary action will be taken against the defaulter. The Institute, however, will in no way be responsible for such debts or irregularities.
37. No meeting of the students, other than those organized under the aegis of the various



recognized student activities, shall be called and held without prior permission in writing from the Dean Student Welfare.

38. No theatrical performance, dance or show of any kind shall be allowed either within or outside the Institute by words spoken or written or by sign or visible representation or through the Internet or website or SMS which offends or insults a fellow student or any teacher of the Institute or any employee / Officer of the Institute.
39. Misappropriate, a preferably false claim for financial assistance of any kind, mutilate, disfiguring or otherwise destroying or damaging any property of the Institute including furniture, books, equipments, apparatus, building etc. shall not be permitted.
40. No students shall be permitted to keep/drive motor vehicles (car, motorcycle, scooter etc) for commuting inside the campus during his/her stay at MNIT. However, married students may be allowed to keep and use a motor-driven vehicle with the specific approval of Dean Student Welfare.
41. No private doctor should be consulted by a student on his/her own initiative. If there is a genuine need for consulting an outside doctor, the matter should be reported to the Warden who will take further action in consultation with the Chief Medical Officer of the Institute and the Dean Student Welfare.
42. Students must not engage in any kind of physical, mental, social or sexual harassment.
43. Students must not use a mobile phone or any electronic gadgets inside the classroom (both theory and laboratory). They must not involve in the activities like audio-video recording, capturing pictures and streaming audio or video of any individual, classes, laboratories, workshop, meeting, social gathering or private zones unless having permission from the authority for the same.
44. Students should not invite media inside the Institute premises without prior approval of the competent authority. They must not circulate any information, photographs and audio/video clips of any activity to any kind of media such as print, electronic or social without prior approval of the competent authority of the Institute.

5.2 Jurisdiction of the Code of Conduct

The Institute has the jurisdiction over the conduct and behavior of the students enrolled in the Institute or visiting the Institute for all purposes and shall attract action as deemed appropriate.



6. Discipline Management

6.1 Guidelines for Management of Discipline

6.1.1 General Guidelines for all Students

1. A copy of the Discipline Manual is to be given to each student at the time of admission.
2. The students of the Institute must study the Discipline Manual carefully and also make themselves familiar with the rules, regulations and other instructions issued from time to time. Any amendment and addition to this Manual made will be notified through notices posted on the Institute website.
3. Students must follow all other regulations, instructions and guidelines issued from time to time and/or prescribed for their studies, conduct and other activities issued by the Academic Section or Departments.
4. The plea of ignorance will not be entertained for any breach of the orders in force from time to time.
5. Students shall accept responsibility for their own behavior. Students shall develop and use problem-solving skills to resolve conflicts.
6. Dean Student Welfare will deal with the welfare and discipline of the students. He shall exercise jurisdiction and administer discipline over the rest of the campus including the Hostels except academic affairs.
7. The welfare and discipline of the students are looked after in their respective fields by various committees mentioned in this Manual. The duties and responsibilities of each committee have been defined and notified separately under each head and suitable powers have been given to them for carrying out their responsibilities.
8. The complainant would submit his complaint in writing to the office of Dean Student Welfare in the format as given in **Annexure-XI** which in turn would immediately bring it to the notice of Dean Student Welfare.
9. The respondent shall be informed in writing of the nature and cause of any accusation against him in the format as given in **Annexure-XII** and would be required to submit his statement on the same in writing within a specific period.
10. The respondent shall have the right to examine the evidence presented against him, to ask clarificatory questions through the fact-finding committee and to present evidence on his behalf.
11. In order to understand the gravity of their misdemeanor, respondent would be required to undergo counseling, whose frequency and duration shall be fixed according to the discretion of the Disciplinary Committee.
12. Deadline for the completion of the community service given sanction both for minor and major infractions to a student shall be determined while keeping in consideration the academic schedule and activities of the student.
13. In case of disciplinary action the recommendations of the Disciplinary Committee will be submitted for consideration/approval to the Dean Student Welfare or Director as the case may be.
14. The Deans/HoDs shall have the powers and duty to call the police immediately with the concurrence of the Registrar or Director when there is a threat of law and order situation in the campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to



take place. The Deans/HoD shall in such a case give a detailed report to the Director. The Director/Registrar /Deans/ HoDs can also arrange for a video recording of the entire situation and take requisite actions through authorities concerned.

15. The students joining any academic program of the Institute shall have to give an undertaking to the effect that he/she shall comply with the provisions envisaged in the Code of Conduct in letter and spirit and they shall be bound by the provisions of this Manual.
16. Formats of undertakings are attached as **Annexure XIII** and **Annexure XIV** for various hostels.
17. No order of disciplinary action of minor/major penalty shall be passed without giving an opportunity of hearing to the student/students.
18. For all disciplinary matters related to students, the Director shall be the ultimate authority as provided herein.

6.1.2 General Discipline for Boarders in the Hostels and Messes

In general, the NITs are fully residential Institutes. However, if enough hostel accommodation is not available, the MNIT Jaipur is not responsible to arrange or provide the boarding facility to each and every student. The hostel facility provided to a student stands to withdraw if he/she fails to comply with the rules and regulations of the Institute. The Institute provides separate hostel facilities for boys and girls and may have similar or different conduct rules. In addition to the general Code of Conduct, the hostel residents have to follow the following rules and regulations failing which they are liable to disciplinary action as stated in this Manual or otherwise:

6.1.3 Common Rules for Both Boys and Girls

1. Institute accommodation is not a right but a privilege offered to the students. Institute may withdraw the facility at any time with prior notice as per the need arises due to scarcity of accommodation or otherwise.
2. The objective of the MNIT Jaipur is to have national integration through the interaction of diverse students in terms of native, language and social background and to fulfill this objective, the allotment of the hostel rooms shall be made by the Hostel Allotment Committee accordingly.
3. The allotment and allotment procedure of the rooms in the hostels shall be made by the committee constituted for this purpose and the decision of the committee shall be binding on all the students. The Associate Dean (Students) shall be the convener of the committee.
4. Boarders are not entitled to share/exchange/give their assigned hostel accommodation to any other student.
5. Boarders are strictly prohibited to allow any outsider to enter or stay in the hostel without written permission of respective hostel Warden.
6. Family accommodation may be available only to the married PhD/PDF scholars if available. However, it shall not be provided if the married student stays without family members. Periodical visits of family members may not be considered for family accommodation.
7. Boarders should make their rooms available whenever required for inspection, repair and maintenance and disinfecting/cleaning.



8. The common facilities in the hostels and outside the hostels are the responsibility of the students and therefore, have to utilize judiciously and with care.
9. Boarders shall be responsible for the safe keeping of their own belongings and the Institute's property. The Institute shall not be responsible and liable to compensate for any loss, theft and damage of any personal belongings of the students. However, damage to Institute property shall invite disciplinary actions.
10. Boarders must not enter other hostels without prior approval of the respective hostel Warden.
11. Entry to hostels of the opposite gender is strictly prohibited.
12. Entry to the hostels of junior students is not permitted in general. However, in exigencies the senior student(s) may enter the hostel with prior written permission of the respective Warden/ Associate Dean (Students)/ Dean Student Welfare.
13. Playing loud music or any activity that shall disturb the other students are strictly prohibited within and outside the hostel premises by the students.
14. Boarders should keep their rooms and hostel premises clean.
15. The boarders shall not damage any hostel property.
16. Boarders should switch off lights, fans etc. when not required. For the use of other electric appliances, prior permission of Warden is necessary. They should agree to pay the electrical and water charges as per the Institute policy effective from time to time.
17. The boarders are neither allowed to gamble or to consume intoxicants (narcotics, alcoholic beverages, smoking etc.), nor to have possession of it in the hostel premises.
18. The boarders are not allowed to invite any lady guest in their rooms in the boys' hostel.
19. The boarders are not allowed to accommodate guests in their rooms without written permission of the Hostel Warden.
20. The boarders are not allowed to keep with them any firearms or weapons even if they possess valid license thereof.
21. The boarders are not allowed to keep any pets in the hostel premises.
22. The boarders are not allowed to invite undesirable elements in the hostel premises.
23. The boarders are not allowed individual cooking etc. in the rooms. Messing outside the Hostel is also not allowed.
24. The boarders are not allowed to stay overnight out of their hostels or to go out of the station without prior permission of the Warden concerned.
25. Any act of manhandling, group fighting, intimidation or violence, willful damage to property or drunken behaviour constitutes a serious offence liable to be punished as per provisions of this Manual.
26. The boarders shall refrain from ragging the junior students in any form and violation of it will be treated as gross misconduct.
27. The boarders shall not indulge in any act of theft, immoral acts, misbehavior with hostel/mess staff and spreading of regionalism, communalism and casteism etc.



28. The boarders are expected to live in the hostel as a community and with a full sense of responsibility. They should behave with restraint and decorum and should not act in any fashion which may cause disturbance to anybody. The boarders shall observe 10.00 PM to 6.00 AM as silence hours.
29. Students' mess activities shall be limited to the allotted space only. The mess shall function as a single integrated unit without any division in any groups or subgroups and shall be managed by the student's committee for this purpose under the convenership of the Warden/Associate Dean (Mess). The boarders are not allowed to take any common items or mess property into their rooms except when issuance of the same is allowed by the competent authority outrightly.
30. The boarders are not allowed to play outdoor games other than those allowed by the Warden, in the hostel premises.
31. The boarders are not allowed to convene any meeting in or around the hostel without the permission of Warden.
32. The boarders must abide by any other instructions conveyed by Director, DSW, Associate Dean (Students) and Warden from time to time for the smooth functioning of Hostels.
33. The hostel authorities concerned may visit/inspect the rooms of boarders at any time to ensure proper cleanliness and other discipline-related matters.
34. The boarders have to strictly follow the timing of the hostels for their in and out movement. The boarders shall report back to the hostel before the specified time on daily basis.
35. In case of any emergency, the boarders shall call and report the matter to any Institute employee on duty i.e. Chowkidar / Security Guard/ Hostel Caretaker/ Mess Assistant/ Resident Warden immediately.
36. Boarders shall not keep costly items like jewelry, electronic gadgets etc. They shall buy insurance cover against theft and also keep proper security of their valuables. Hostel authorities shall not be responsible for any theft or damage.
37. The boarder must carry their identity cards with them both inside and outside the Institute premises. Prior permission from the Warden should be sought before leaving the station.

6.1.4 Specific Rules for Girls' Hostel

In addition to general discipline rules, the boarders of Girls Hostel shall also abide by the following rules:

1. Every boarder shall report back in the hostel before hostel timings, as notified by the hostel/Institute authority. While going out of campus, proper entries shall be made in a register.
2. Residents going out of the hostel but within the campus like laboratories and library after the specified hostel times must make proper entries in the IN-CAMPUS register, after seeking permission from the Warden. The entries shall be made with proper details including the contact number of the lab /department.
3. Anyone leaving the station for going home/ other places for a weekend or vacation must make a proper entry in the leave register and seek prior permission from the Hostel Warden/Resident Warden.



4. No guests, including parents are allowed after the prescribed timings of hostel.
5. Workers/electricians etc. can visit the girls' rooms only after making proper entries and with the prior permission of the Warden/Resident Warden.
6. A Guest register has been kept at the reception counter. The Boarder shall ensure that proper entries in the register are made during guest visit.

6.2 Level of Disciplinary Offences

Following levels of disciplinary offences have been identified.

6.2.1 Level – 1

- Indecent posture & behaviour (Indecent dressing in classes/office/department).
- Entry into designated areas (department/labs/offices/library/sports section/hostels/garden) without permission.
- Threatening/Bullying.
- Disobeying Institutional transportation & security rules/putting up unauthorized posters/banners/flex/stickers and any publicity material in the campus.
- Disobeying the office orders.
- Boarders not obeying Hostel Rules like Cooking Food (Veg)/Keeping Pets/Inviting Guests/Staying away from Hostel without Permission/taking common room properties to their room/Play Outdoor Games inside Hostel Premises/Convene meetings without Warden's permission/Keep Costly Items.
- Illegal & unauthorized entry/stay in hostels/ use of slang/abusive language/shouting. Physically abusing fellow students/Senior students/Faculty members/Staff members/visitors.
- Not opting for the proper channel for solution of their grievances. Littering/Not using dustbins for proper disposal of waste.
- Harm/damage to plants/trees.

6.2.2 Level - 2

- Defamation of Institution or individual student, faculty or staff by any means including social media & rumours etc.
- Manhandling with anybody including students, teaching/non-teaching staff, security staff, HR persons, mess employees and alumni, if proven.
- Celebrations in the wrong way on birthdays/farewells, etc. in campus.
- Unauthorized use of MNIT Logo/Name.
- Eve teasing (including physical advances), cyber bullying, mental harassment through social media.
- Breaking locks.
- Assembling mobs
- Misbehavior with staff.
- Corruption/forgery.
- Spreading of rumours & misinterpretation of Institute orders/ruling
- Denial of training/internship
- Producing false and misleading information & documents and hiding of facts.
- Discrimination by way of minority/caste/color/gender/language/region basis.
- Protest/boycott that hampers teaching/research/administration.
- Failure to promptly obey any mandate of any disciplinary authority of the Institute.
- Failure to comply with written or oral communication from authorized Institute official to



appear in a meeting or hearing as part of the Disciplinary proceedings.

- Initiation of a complaint with prior knowledge that the information submitted is false.
- Influence or attempt to influence another person to commit an abuse of the Code of Conduct.
- Damage, defacement or destruction/theft/possession of any private or Institute property.
- Unauthorized use of private or Institute facilities including but not limited to telephone, Internet, computing equipments and accessories and any mode of communication.
- Possession, application or use of keys to any premises without authorization and entry or use of Institute premises without permission.
- Discriminations against any member of the Institute or a visitor through biased or prejudicial behaviours related to the person's face, color, nationality, sex, religion, disability, age or sexual orientation.

6.2.3 Level - 3

- Damage/inappropriate use/theft of Institute property / infrastructure or other property.
- Ragging.
- Possessing Weapons/Arms.
- Use of liquor in hostel and Institute premises.
- Use of weed in hostel and Institute premises.
- Use of banned & illegal products (like bidi/cigarette, hukka, smack, cocaine, tambaku and medical drugs) in hostel & Institute premises.
- Damage/inappropriate use of Institutional property/infrastructure.
- Steel/theft of Institutional property/infrastructure or other's property.
- Repetitive offender.
- Disobeying Gender Sensitization rules.
- Indulging in criminal proceedings in or outside the Institute campus.
- Publicity of Religious material.
- Indulging in anti-Constitutional matters.
- Collecting unauthorized donations & conducting of program.
- Unauthorized use of MNIT Logo/Name/Email address of the group.
- Offensive or derogatory comments or conducts through any medium including social media reflecting gender-bias that create intimidating work or living environments and which represent substantial violations of the rights of the victim(s).
- The use of phone, email, social media or any other method designed to transmit messages or materials of an explicit sexual nature that are unwanted by the recipient.
- Using of Unfair means.
- Indulging in any fight with any fellow students/staff members/any resident/anyone inside the campus and causing injury of any form by any means.

Notes:

- i. Offences categorized as under para 6.2 are liable to be punished as per provisions of para 6.5 and para 6.6 of the Manual. The offences are liable to be punished as per para 6.6 depending upon the gravity of the offences as decided by the competent authority.
- ii. The level of offences may alter commensurate with the recurrence of offence(s) by the accused.
- iii. Above mentioned level of offenses are guidelines and can be interpreted by the respective committies as per the seriousness of the case. The committies can classify any act of indisipline in any of the level as per the case details and nature of act of indisipline.



6.3 Administrative Control for Maintaining Discipline at Hostel and Institute Levels

The Dean Student Welfare is a key personnel who is ultimately responsible for maintaining wellness and discipline of the students. The basic amenities to students such as hostel accommodation, mess facilities and welfare and wellness measures are managed by the office of the Dean Student Welfare. The DSW accomplish his/her duties through various staff deployed in his office as well as through various committees formed at various level under the supervisory control of Wardens (at hostel level) and Associate Deans (inter hostel and inter departmental level) and ultimately at Institute level. The Warden of individual hostel has been authorized to resolve the trifling issues/ grievances arisen in respect of accommodation as well as facilities or any issue relating to students discipline. However, if the matter cannot be resolved after the sincere efforts of the committee of Wardens, the matter can be referred to the further concerned Committees, the formation and function of which are given in succeeding paragraphs:-

On the basis of the nature of acts, the categories of indiscipline are as follows:

- Acts of indiscipline carried out within a hostel (i.e., Hostel cases of indiscipline)
- Acts of indiscipline involving students of different hostels (i.e., Inter-Hostel cases of indiscipline)
- Acts of Indiscipline other than hostels (including the cases at the level of Department, Sports Section, Academic Areas, Computer Centre, etc.)

The above-mentioned cases of indiscipline will be dealt by different committees. The scope, constitution, proceedings etc. of these different committees are given below.

6.3.1 Hostel / Mess Disciplinary Committees

6.3.1.1 Intra Hostel / Mess Disciplinary Committee (HDCs)

A Hostel Disciplinary Committee is a committee formed within a hostel to address disciplinary issues and maintain order and discipline among the residents of a hostel.

Scope and responsibility: This committee shall be responsible for enforcing the rules and regulations specific to the hostel and ensuring that all residents adhere to them. The cases of indiscipline happening within a hostel will be dealt by this committee.

Constitution: The committee will consist of the following members:

- All wardens of the concerned hostel. Coordinating / Senior warden will be the convener of the committee in the case of mega-hostels, however, in case of smaller hostel the committee of wardens will be grouped like
 - H-1, H-2 and H-3-Group-1
 - H-4, H-5 and H-7-Group-2
 - H-6 and H-8 – Group-3.
- Deputy Registrar/ Assistant Registrar of the Hostel Office
- A Student Representative: Secretary of the Mess Committee/Hostel Committee of the concerned hostel, provided he/she himself/herself is not a part of that act of indiscipline.



The above-mentioned committee will take-up the hostel level cases. The decision of this committee shall be implemented after the approval of the minutes of meeting by Associate Dean (Students)/Associate Dean (Mess), as the case may be. Further, the committee may refer any intra-hostel level cases to the Inter-Hostel level committee depending on the severity of the matter. Student can challenge the decision of this committee for further consideration to the Inter-HDC.

6.3.1.2 Inter-Hostel Disciplinary Committee (Inter- HDC)

An Inter-Hostel Disciplinary Committee is a committee formed to address disciplinary issues that arise between students of different hostels/messes within the institution or campus. It serves as a higher-level authority for addressing disciplinary matters that go beyond the scope of Intra-hostel/mess disciplinary committees.

Scope and responsibility: This committee shall be responsible to maintain discipline, resolve conflicts, and ensure a harmonious living environment across different hostels within the institution. Any indiscipline cases wherein the students of different hostels are involved OR the cases forwarded by Intra-Hostel/Mess Disciplinary Committee will be dealt by this committee.

Constitution: The committee will consist of the following members:

- Associate Dean (Students) / Associate Dean (Mess) - Convener
- Wardens of concerned hostels / Mess
- Institute Security Coordinator
- One Warden of any hostel/ any faculty (to be nominated by the Dean Student Welfare at the beginning of each Academic Year)
- Deputy Registrar/ Assistant Registrar of Hostel Office

The above-mentioned committee will take-up the Inter-Hostel level cases of indiscipline. The decision of this committee shall be implemented after the approval of the minutes of meeting by the Dean (SW). Further, the committee may refer any Inter-hostel level cases of Indiscipline to the Institute level disciplinary committee depending on the severity of the matter. The committee can also review decisions/recommendations of Intra Hostel Disciplinary Committee.

6.3.2 Institute Disciplinary Committee (IDC)

Scope and Responsibility: The Institute Disciplinary Committee (IDC) within the Institute is responsible for maintaining discipline and addressing disciplinary issues among students. The primary role of the Institute Disciplinary Committee is to ensure that all students of the institution adhere to the code of conduct and ethical standards set for the students by the Institution. The scope of IDC will include all institutional cases not taken by the Hostel and Inter-Hostel Disciplinary Committees as well as the cases that are referred by Inter-HDC. This committee can also review decisions/recommendations of Inter-HDC.

Constitution: The committee will consist of the following members:

- Associate Dean (Discipline and Wellness)- Convener



- Associate Dean (UG)/ Associate Dean (PG)/Both (whichever the case may be)
- Associate Dean (Students)/ Associate Dean (Mess)
- Associate Dean (International Affairs)
- Respective HoD(s)
- Security Coordinator
- Coordinator (Wellness)
- Coordinator, ICC (Women Cell)
- Coordinator SC/ST Cell
- Deputy Registrar / Assistant Registrar Student Welfare
- 3 Student Representatives (01 UG, 01 PG and 01 Ph.D.) – to be nominated by Dean (SW) at the beginning of each Academic Year.

The decisions of IDC including any penalties/punishments/sanctions etc. will be based on the provisions given in various Sections.

The decision of the IDC will be implemented after due approval of Dean (SW). However, the penalties of academic suspension and/or termination from the Institute will be implemented after the approval of the Director based on the recommendations of Dean (SW).

A temporary/provisional committee or *sub-committee of IDC*, called *Interim Disciplinary Committee (Interim-IDC)*, is also established to address disciplinary matters within the Institute during a transitional period. This committee will function at times when the regular disciplinary committee i.e., IDC is unavailable, unable to convene, or when there is a need for immediate action. The purpose of this sub-committee will be to ensure that disciplinary issues are addressed promptly and effectively as per the provisions of this manual. Typically, this committee would have the same scope and hence, follow a similar process as the IDC, including conducting investigations, collecting evidence, interviewing involved parties, and making decisions on disciplinary actions or sanctions. The constitution of this committee is as follows:

- Associate Dean (Discipline and Wellness)- Convener
- Associate Dean (Students) / Associate Dean (Mess)
- Security Coordinator
- Respective HoD(s) or his nominee

Any student can submit his/her request to review the decisions/recommendations with regard to any actions/sanctions imposed by IDC/ Interim-IDC to Dean (SW) who will review the same. Based on the merit, he/she will either dispose-off the same or resend to the same committee for reviewing.

6.3.3 Students Grievance Committee

Scope and Responsibility: The Students Grievance Committee (SGC) shall be responsible for addressing and resolving grievances or complaints raised by the students. Its purpose is to provide a fair and impartial platform for students to voice their concerns and seek resolutions for issues they encounter within the institution. This committee is also empowered



to consider any review petitions or mercy pleas by any student to review/reconsider the decisions/recommendations with regard to any actions/sanctions against him/her by any of the committees of the Institute (any Deanery/Sections/ Departments, etc.).

Constitution: The committee will consist of the following members:

- Dean (SW) - Chairman
- Dean (Academics)
- Associate Dean (Discipline and Wellness)
- Presiding Officer, ICC (Women cell)
- Coordinator Wellness
- Coordinator, SC/ST Cell

Any review petitions or mercy pleas by the students will be submitted to the Director, through Dean (SW) and based on the merit of the case, the Director may decide either to dispose of or to refer the case to SGC to review/reconsider the decisions/recommendations against him/her. The SGC shall review the case forwarded to it after examination of the documents and details such as evidences, code of conduct for students, rule and regulations (R&R) of the Institute, any medical history, feedback of the concerned department/section/deanery/hostel etc., and/or any other relevant information.

The decisions/recommendations of SGC will be implemented by the respective deanery/ department/ section after the due approval of the Director.

Important Note: Students will only be allowed to submit their review petitions or grievances at an appropriate level, as mentioned above, instead of submitting it to any higher level.

6.3.4 Anti-Ragging Committee (ARC)

In compliance with the Hon'ble Supreme Court of India in the matter of "the University of Kerala v/s Council, Principal's College, Kerala & others" in the Civil Appeal No. 887 of 2009 and in consideration of the determination of Govt. of India and University Grants Commission, UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, the anti-Ragging Committee is formed by the Dean Student Welfare with the approval of the Director with the following purpose:

Objectives:

- To prohibit, prevent and eliminate the scourge of ragging.
- To conduct a transparent and unbiased investigation in any case coming under the definition of ragging as mentioned in **Annexure-X** of this manual.
- To recommend action(s), if any, to the Dean of Student Welfare in all such cases of ragging.

Composition:

The Committee shall consist of the following members:

1. Director (Ex officio Chairman)
2. Dean (SW) (Convener)
3. Dean (Academic Affairs) (Member)



4. Associate Dean (Cultural)	(Member)
5. Associate Dean (Sports)	(Member)
6. Associate Dean (Students)	(Member)
7. Associate Dean (Mess)	(Member)
8. Associate Dean (UG)	(Member)
9. Associate Dean (PG)	(Member)
10. Coordinator, Institute Security	(Member)
11. SDM, Jaipur South	(Member)
12. SHO, Malaviya Nagar, Police Station	(Member)
13. Member of NGO	(Member)
14. Parent of 1 st year student	(Member)
15. 1 st year student Boy Nominee	(Member)
16. 1 st year student Girl Nominee	(Member)
17. 1 st Year Divyang Female student	(Member)
18. 2 nd year Divyang Male student	(Member)
19. 2 nd year Gen. Female student	(Member)

6.3.5 Internal Complaints Committee (ICC)

Internal Complaint Committee for Prevention, Prohibition & Redressal of sexual harassment of Women at the workplace shall be formulated. The Women Cell of MNIT Jaipur was established in August 2011 in accordance with the directives of the Honorable Supreme Court of India to ensure the safety, security and dignity of women at the workplace.

Objectives: Its objectives are:

To create a congenial working environment that is free from sexual harassment or gender-based discrimination for all women employees and students.

- To heighten awareness and sensitivity to this important issue among all concerned.
- To conduct a transparent and unbiased investigation in any cases coming under the definition of sexual harassment as mentioned in **Annexure-XV** of this manual.
- To recommend action(s), if any, to the Director in all such cases of harassment.

Composition:

The committee shall have a minimum of 4 members out of which 1 member shall be a male member. The formation of the committee shall be as under:

- A woman employed at a senior level Officer at the workplace among the employees (Presiding Officer)
- Not less than two members from amongst employees preferably committed to the cause of women or who had experience in social work or have legal knowledge. (Members)



- One member amongst non-government organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment. (Member)

6.3.6 Unfair Means Committee (UMC)

This Committee already exists in Section 18.2 of "Rules and Regulations Manual for Undergraduate Programs (B.Arch./B.Tech.) and Postgraduate Programs (M.Sc., M.Tech, M.Plan, MBA, Ph.D)-2012" of Academic Section of MNIT Jaipur. The Course Coordinator/ Instructor of a course shall have the power to debar a student from the examination in which they have been caught using unfair means. All such cases should be brought to the notice of the Dean Academic along with the supporting evidences. The standard format for reporting the matter regarding the use of Unfair Means is given in **Annexure-XVI**. The purpose of the Committee is as follows:

Objectives:

- To investigate the case of students involved in unfair means and practices during examinations and reported by the examination committee.
- To conduct a transparent and unbiased investigation in each case of unfair means.
- To recommend action(s), if any, to the Senate regarding unfair practices.
- To ensure complete honesty and fairness during the examination.

Composition:

All such cases shall be looked into by a Committee consisting of the following members:

- | | | |
|---|---|----------|
| 1. Dean, Academic | - | Chairman |
| 2. Chairperson SPGB | - | Member |
| 3. Chairperson SUGB | - | Member |
| 4. Head of the concerned Department | - | Member |
| 5. Two Senate nominees (nominated by Chairperson, Senate) | - | Members |

The standard format for reporting the matter regarding the use of unfair means is given in **Annexure-XVI**.

6.4 Disciplinary Proceedings

6.4.1 Procedure for conducting Disciplinary Proceedings

The following steps shall be followed in case of any misconduct or act of indiscipline in the Institute.

6.4.1.1 Reporting of the Incident

- Formal complaints in respect of indiscipline of students shall be submitted to the hostel office, in case of hostel indiscipline OR to the office of Dean Academic affairs, in case of academic misconduct, OR to the office of Dean Student Welfare in cases of harassment of women, anti-ragging and any other miscellaneous nature of act.
- These complaints can be submitted by the faculty members, officers, staff members, students, or other persons not connected with Institute against the student(s) who commits an act of indiscipline.



6.4.1.2 Categorization of Case

The concerned office according to the category will examine the complaint and decide the type of indiscipline.

6.4.1.3 Preliminary Enquiry and Investigation

- The Committee members shall meet after receiving the complaint/ report of misconduct / act. The responsibility lies with the committee to conduct the proceedings, hearing, interaction and investigation as required considering the gravity of the act.
- The Committee on receipt of the complaint has to act promptly and resolve the issue within a reasonable period (as far as possible within 10 days) from the date of receipt of complaint.
- The complainant may be asked to produce evidences/witnesses to substantiate his/her claim.
- The Committee may consider the pieces of evidence received during the proceedings.
- The student is informed in writing of the nature and cause of any accusation against him/her.
- The purpose of a due process of hearing shall be of the Committee to determine root cause of action based on a preponderance of the evidence.
- The hearing is an administrative proceeding/complainant and respondents and or witnesses are obligated to tell the truth as this is an official proceeding.
- The student(s) is required to present himself/herself before the Committee if asked to do so. The date, time and place of hearing would be notified to the student in writing. If any student fails to appear consecutively on two occasions without any logical reasons, the Committee must take action and appropriate decisions to decide the case ex-party.
- A written notice of the due process of hearing is to be delivered to the student and the student's parent/guardian 7 (07) days, except urgent cases, prior to the date of the contemplated hearing. The student/ parents/guardian may be present at the hearing and hear all evidences against him/her.
- The student has the right to examine the evidence presented against him/her, ask clarificatory questions through the Committee and to present evidences on his/her behalf during the process of hearings.
- If the accused admit the charges against him/her, he/she shall be required to execute a written admission or confession of misconduct.

6.4.1.4 Decision and Recommendations

- A statement that, regardless of whether or not the student/parents/guardian is available or not at a scheduled hearing, the Committee may conduct the hearing. At the conclusion of the hearing, or within such greater time as the Committee may determine is reasonable and necessary under the circumstances, the Committee shall prepare its written findings of fact and recommendations.
- The Committee may take a decision based on all information that is made available to the Committee and take disciplinary action in accordance with the corresponding sanctions/penalty.



- The concerned committee must take the necessary decision and implement them after the approval of the Minutes of the Meeting by the Competent Authority.
- In all cases where punishment/penalty has been imposed on a student, a letter shall be sent to the parents/guardian of the student concerned informing them about the same.

6.4.1.5 Appeal Review

- The Committee shall inform the student and the student's parent/guardian and/or attorney of his/her findings of fact and recommendations and shall explain the appeal and review process.
- Aggrieved student(s) have the right to appeal against the penalty/punishment to the Dean Student Welfare (DSW) within ten (10) days of the proper notification of the same.
- The student shall submit to the DSW, in writing, a statement of the reason (s) for the appeal review.
- Based on the merit, the DSW may accept or deny the appeal based on the facts submitted by the student.
- Based on the merit, the DSW shall either dispose of the same or resend it to the same committee for reviewing. The Committee may notify its decision to the DSW within 10 days.
- The DSW may or may not accept the decision of the Committee.

6.4.1.6 Revision

The accused student can submit a review or Mercy Appeal before the Director, once all other options are exhausted. He shall either dispose or condon the penalty or resend it to the same committee for review again. Director may forward the review/mercy plea to the Student Grievance Committee for examination and recommendations. Student have to submit his or her review or mercy plea within a period of ten days of the receipt of the decision of the IDC or any other committee on the ground of one or more of following :

- That he/she has not been given proper opportunity to plead his/her case before the Committee.
- That he/she is of the opinion that the Committee has not taken into consideration the arguments/evidences placed before the Committee.
- That the Committee has neglected the law of the land while delivering the decision.
- That the decision of the Committee is against the Law of Natural Justice.
- That punishment imposed by the Committee is in disproportion to the charge/charges against the accused.
- That the decision/recommendation with regard to any action/sanction against him/her by any of the committees of the institute (any deanery, sections, departments, etc.) needs to be reviewed/reconsidered.

6.4.1.7 Implementation

The concerned office/department/section/deanery shall issue orders and ensure compliance of



the orders by the student concerned. In all cases of minor or major punishment/penalty, a letter shall be sent to the parents/guardian of the student concerned informing them about the same as shown in **Annexure-XVII** format.

Note: The flow chart of hearing for Disciplinary Proceedings is given in Annexure-XX.

If a student is found to be a drug addict or mentally ill and the Institute feels that he/she cannot be corrected for his/her illness while at the Institute campus, the guardian/parents of the student shall withdraw the student from the Institute and get him/her treated for the drug addiction/ or mental illness at some reputed Hospital/Centre. The student will be re- admitted only after a certificate from the Hospital/Centre is produced stating that the student has been cured of drug addiction/ or mental illness.

In case, the guardian/parents of the student, having been directed as above, do not withdraw the student from the Institute, then the student will be rusticated and his/her enrolment will be suspended for a specific period as deemed necessary by the Institute and will only be re- admitted after submission of certificate from the competent medical authority.

6.5 Disciplinary Sanctions

6.5.1 Sanctions in General for all Students

Any student exhibiting prohibited behavior mentioned in this Code of Conduct shall be subjected to the following disciplinary sanctions depending upon the gravity of the misconduct and its recurrence as deemed fit by the different disciplinary committees.

6.5.1.1 Minor Sanctions

- a) Tendering apology
- b) Warning or reprimand
- c) Disciplinary probation
- d) Minor financial penalty
- e) Institutional/ Community service or any development work
- f) Conduct probation for short period of time:- During this period, the student would be prohibited temporarily from participating in or attending certain events, activities and restricted from specific campus student privileges such as :
 - Hostel privilege
 - Sport facilities
 - Club activities
 - Other activities decided by the committee from time to time
- g) Counseling by Internal Complaint Committee/Disciplinary Committee/ Interim Disciplinary Committee
- h) Hostel Probation/Shifting of hostel

6.5.1.2 Intermediate Sanctions

- i) Grade reduction in a course of study (in case of unfair means) or Discipline grade
- j) Weekend restriction/ temporary hostel suspension or any other restrictions
- k) Public apology
- l) Conduct probation for long period of time:- During this period, the student would be prohibited permanently from participating in or attending certain events, activities and restricted from specific campus student privileges such as:



- Hostel privilege
 - Sport facilities
 - Club activities
 - Other activities decided by the committee from time to time
- m) Debarment from medals & prizes linked to academic performance.
- n) Debarment from Examinations in case of unfair means
- o) Restitution
- p) Financial Penalty
- q) Forfeiture
- r) Social work
- s) Registration withheld

6.5.1.3 Major Sanctions

- t) Suspension for one or more semesters
- u) Expulsion from Hostel temporarily/permanently.
- v) Rustication from the Institute for a specified period or permanently.
- w) Conduct probation:- Prohibition from participating in placement program.
- x) Reporting to the local administration for initiating relevant action under civil law.
- y) Deduction of marks: A fine of 5 marks per class of undergraduate students and equivalent. The maximum fine would be limited to 15 marks.

The prescribed procedure will be followed in respect of appeal and review petition to be filed by the students.

6.6 Acts of Indiscipline and Corresponding Sanctions

The Institute authority or relevant committee can employ various types of misconduct and the corresponding sanctions as tabulated below. This serves as a guidance to ensure consistency in decisions made against acts of indiscipline. Nevertheless, the authority or committee retains the discretion to apply penalties, punishments, and corrective measures beyond those specified in the table, as deemed fit. In cases where an offense or act of indiscipline is not explicitly listed, the authority or committee will address it based on their judgment, severity and decision-making processes.

6.6.1 Misconduct dealt by Unfair Means Committee

(Departments/Practical labs/Library/Research labs)

S. No	Misconduct/ Indiscipline	Occurrence & Sanction			
		1 st	2 nd	3 rd	4 th
1	Use of Unfair Means in Examinations	i	i, m	i, t	f, i, v

6.6.2 Misconduct dealt by Institute Disciplinary Committee/Interim Disciplinary or any other Committee

S. No	Misconduct/ Indiscipline	Disciplinary Sanctions at Different Occurrence (but not limited to)			
		1 st	2 nd	3 rd	4 th



1	Unwanted behavior of the student with academic staff/ Disrespect toward any faculty member, or any official of the Institute / Willful failure to comply with the instructions/directions given by persons in authority such as but not limited to officials of the Institute, faculty member, and security personnel who are acting in the performance of their official duty/ Refusal to comply with instructions (either oral or written), summons and/ or notices	a, b	c, r	f, j, k	m, r
2	Entry into departments/ labs/ offices/library without permission.	a, b	C, r	f, j, k	m, r
3	Failure to comply with the deadline given/set to complete the given disciplinary sanction and/or to submit an explanation letter for the commission of any minor offence unless justified.	c	M, r	t	t, w
4	Illegal possession of deadly weapon of any kind and or use of explosives, incendiary devices and/or any armaments.	v, x			
5	Tampering with or misuse of computer applications, software, programs, and other IT systems of the Institute, whether or not for personal advantage / Any willful or negligent act resulting in the computer security breach.	b,c	f/ l, r	m, r, w	u, t
6	Forming, recruiting and/or joining any surreptitious or clandestine organization like fraternities and sororities or other associations formed for illegal, immoral, unethical purposes or those not officially recognized by the Office of Dean Student Welfare or not listed in the official list of organizations.	b	b, e, r	f, r	u,w
7	Illegal possession, use, sale, disposal or distribution of prohibited/controlled drugs or chemicals and or other banned substances but not limited to: LSD, marijuana, heroin or opiates in any form within the premises or immediate vicinity of the Institute (narcotics)	x			
8	Unauthorized possession and/or drinking of alcoholic beverages/ tobacco within the premises of the Institute or entering the campus under the influence of alcohol OR Promoting/producing/selling/ distributing any intoxicating substances such as cigarettes, tobacco, alcohol, weed, etc. inside and outside the campus.	c	f, j, r	m, u, r	t, v



9	Engaging in lewd, obscene, or immoral conduct within the campus.	c	f, l, r	a, k, t	v
10	Engaging in any form of gambling within the premises of the Institute.	c	f, l, r	a, k, t	v
11	All forms of student protest whose distinctive characteristics are physical force, violence, threat and intimidation.	b, k	f, r	u, w	t
12	Posting and/or distributing literature, pamphlets, pictures, news items or any announcement whatsoever without any written permission from office of the Dean Student Welfare.	c	f, m, r	j, m, r	u, w
13	Instigating or leading an illegal strike or similar activities resulting in disruption or stoppage of classes OR Any intentional act such as protest/ boycott/ dharna, etc. that hampers teaching, research, administration, events organized in the Institute and regular functionalities of the Institute.	b, k	L, r	u, w	t, w
14	Unauthorized collection or extraction of money, cheque or other instruments of monetary equivalent from any student, faculty member or employee whether or not in connection with matters pertaining to the Institute.	b	a, k, r	f, l, u	t, w
15	Perjury/lying or giving false statements in any administrative proceedings and/ or presenting false documents to mislead an investigation during the administrative proceedings and furnish false statement to any Departments/ Institute level committee/administration.	b	f, r	f, l	m, w
16	Conviction before any court for a criminal offence involving moral turpitude against persons or property other than through reckless imprudence.	v, x			
17	Abusing fellow student/ senior student/ faculty member/staff/guest/visitors verbally or physically abusing fellow student/ senior student/faculty member/staff/guest/ visitors.	a, f, j	m, u, r	m, u, w	v
18	Meetings, gatherings and processions without prior approval from the competent authority of the Institute.	b	e, m, r	u, w	t
19	Inviting media inside Institute's premises/ Communicating with a media person on behalf of the Institute/ Circulating photographs and audio/video clips of any activity related to the reputation of the Institute to any kind of media such as print, electronic and social media or otherwise	b, c	r, r	m, r, u	u, t, w



	without prior approval of the competent authority of the Institute.				
20	Damaging/defacing/misusing/ Stealing/ unauthorized access to Institute's property and any public/private property other than Institute's property.	d, f, j, r	p, u, r	p, u, t	v, x
21	Verbal scuffles/ Physical scuffles/ Bullying, defamation, inciting to fight, and/or any abusive behaviour inside and outside the campus OR Any acts of threat either physical or by means of any medium of communication including but not limited to: oral, through social media, and using any electronic gadget against any officials, faculty member, employee, student and or any visitor of the Institute OR Any other conduct which threatens, endangers or adversely affects the health or safety of any person inside the Institute.	b,e	f, l, u, r	m, u, t	v, x
22	Possession or use of weapons, explosives and destructive items.	x			
23	Association to any activity/group/ organization that is banned by the Institute or Central/ State Government.	x			
24	Any act of criminal offence that violates the laws.	t/ v/ x			
25	Hazing or the infliction of any physical or mental harm or ordeal on any person which injures, degrades or disgraces or that tends to injure, degrade or disgrace any fellow student or any person in the Institute.	c	f, j, r	u,t	v
26	Non-cooperation with security persons of the Institute such as denial to sign on the register book, denial to show ID card, etc./ Violating traffic rules inside the campus/ Parking vehicle at "NO PARKING" zone	c	f, r	j, m	t, w
27	Hampering cleanliness of campus including classrooms, residential hostels, canteens, playground, road areas and other common places.	c	f, r	j, m	u, w
28	Intentional failure of reporting the act of indiscipline/ withholding information from the enquiry officer to protect fellow students.	b	c	j, r	m, w
29	Public display of Affection (PDA), which offends or tends to offend the sensibilities of the Academic community or inappropriate intimate physical contact including, but not limited to intimate touching, kissing, hugging, lying /leaning on another person,	b, c	f, r	i, r, m	u, t



etc.				
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6.6.3 Misconduct dealt by Anti-Ragging Committee

(Departments/Practical labs/Library/Research labs)

S. No	Misconduct/ Indiscipline	Occurrence & Sanction			
		1 st	2 nd	3 rd	4 th
1	Entering inside the hostel of junior students without the written approval of the Warden.	a, b	j, r	u, r	u, t
2	Any act of Ragging. Act of harassment and/or discrimination on regional, lingual, complexion, gender, caste, race, religion, physical and mental disability of an individual.	u, t	v	x	

6.6.4 Misconduct dealt by Internal Complaint Committee

(Departments/Practical labs/Library/Research labs)

S. No	Misconduct/ Indiscipline	Occurrence & Sanction			
		1 st	2 nd	3 rd	4 th
1	Gender-based sexual harassment committed within Institute premises or online including as but not limited to: catcalling, wolf-whistling, unwanted invitations sexual in nature, misogynistic, transphobic, homophobic and sexist slurs; Persistent uninvited comments or gestures on a person's appearance; relentless requests for personal details; statement of sexual comments and suggestions; groping or making offensive body gestures at someone and other similar lewd actions; any advances whether verbal or physical, that is unwanted and has threatened one's sense of personal space and physical safety. This may include cursing, leering and intrusive gazing, and taunting; Persistent telling of sexual jokes, use of sexual names and stalking.	g, i, r	u, t	v	x

6.6.5 Misconduct dealt by Hostel Committee

(Departments/Practical labs/Library/Research labs)



S. No	Misconduct/ Indiscipline	Occurrence & Sanction			
		1 st	2 nd	3 rd	4 th
1	Exchange/shifting/ Leaving hostel accommodation of hostel room without prior approval.	b	e, f, h	u, r	u
2	Non-cooperation with hostel management/ inspection team.	b	e, f, h	u, r	u
3	Engaging personal attendants inside the Hostel.	b	e, f, h	u, r	u
4	Keeping pets inside the Hostel.	b	e, f, h	u, r	u
5	Keeping prohibited appliances like cooking heater, cooking oven, refrigerator, etc. inside the Hostel.	b	e, f, h	u, r	u
6	Violating In-Out timing of hostel.	b	e, f, h	u, r	u
7	Entering other hostels belonging to the same gender without prior approval of the Warden.	a	b, c	e, f, h	u
8	Allowing non-boarders including day scholars inside the Hostel without prior approval of the Warden.	b	e, f, h	j, r	u
9	Cooking inside the Hostel/room/non-designated places without the written approval of the Warden.	a	b, c, r	e, f, h	u
10	Entering a hostel that belongs to the students of the opposite gender.	f, g, r	u, r	u, t	v
11	Destruction of Hostel/Institute Property	d	d, u, r	d, u, t	d, v
12	Wastage of food in mess, misuse of electricity in the room, wastage of water, keeping bathroom tap open, water purifier, etc.	a, b	e, f, r	l	v

Notes:

- In case of any dispute regarding jurisdiction and adjudication of any disciplinary proceeding to be heard by any specific Committee, the matter shall finally be decided by the DSW or Director in case of ICC and unfair means.
- The level of offence may alter commensurate with the recurrence of the offence and it will be open for the Committee concerned to increase the extent and scope of sanctions/ penalties.

6.7 Grading Mechanism in Discipline Course

Following are the points related to the grading mechanism in the Discipline Course:-

6.7.1 Assignment of grades for Discipline Course

- For B. Tech total 4 credits, one credit for each year.



- For B. Arch total 5 credits, one credit for each year.
- Discipline with course codes ICPx02 (x is 1 for 1st year, 2 for 2nd year, 3 for 3rd year, and 4 for 4th year. Additionally for B.Arch, 5 for 5th year)
- Grades should be awarded every year at the end of each even semester.
- Total three levels for breach of conduct by the student/boarder.
- Each level may have four attempts and corresponding penalties may be imposed other than reduction of grades in Discipline Course.

6.7.2 Formula for the reduction in grades of Discipline Course

Level	Attempts-1	Attempts-2	Attempts-3	Attempts-4
One	-5	-10	-20	-40
Two	-10	-20	-40	-80
Three	-20	-40	-80	-100

6.7.3 Conversion of marks into grades for Discipline Course

Grades	Range of Marks	Grade Category
AA	90-100	Excellent
AB	80 and below 90	
BB	70 and below 80	Very Good
BC	60 and below 70	
CC	50 and below 60	Good
CD	40 and below 50	
DD	30 and below 40	Moderate
F	below 30	



7 Prevention and Prohibition of Ragging

Ragging is any disorderly conduct, whether by words spoken or written, or by an act which has the effect of teasing, treating or handling with rudeness any student, indulging in rowdy or indiscipline activities which cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof to a fresher or a junior student and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the psyche of a fresher or a junior student.

In reality, ragging is a problem of the students and by the students; and therefore the solution to it also lies with the students. Thus, it is imperative on the part of the Institute to aware the Students' conscience to this inhuman practice before more and more innocent students become victims of it.

The acts and indulgences of students which constitute the ragging have been broadly pointed out in **Annexure-X** of this Manual.

Undertaking to be taken both from the fresher students and their parents/guardians

No act of ragging shall be tolerated. The application for admission / enrollment shall have a printed undertaking to be filled up and signed by the applicants to the effect that he/she is aware of the intention/approach towards ragging and punishment to which he or she shall be liable, if found guilty of ragging. A similar undertaking shall be obtained from the parents/guardian of the applicant. Any act of ragging shall not go unnoticed and unpremised. Prohibition, prevention and punishment keeping in view the mandate of the Hon'ble Apex Court as well as instructions issued by the UGC vide its letter no. F.1.16/2007 (CPP-II) dated June 17, 2009 by reiterating ban on ragging of students in Intuition of Higher learning, the students are directed to strictly desist from any kind of ragging. Accordingly the following punishments for participation in /or abetment of ragging are decided keeping in view the seriousness, gravity and occurrence of the misconduct:

1. Cancellation of admission.
2. Suspension from attending the classes.
3. Withholding/ Withdrawing Scholarships/ Fellowship and other benefits.
4. Debarring from appearing in any test/ examination or other evaluation process.
5. Withholding results.
6. Debarring from representing the Institute in any national or International meet, tournament, youth festival, etc.
7. Suspensions, expulsion from the hostels.
8. Rustication from the Institution for period varying from 1 to 4 semesters or equivalent period.
9. Expulsion from the Institution and consequent debarring form admission to any other Institution.
10. Financial Penalty.

All the cases coming into the notice will immediately be dealt with by the Anti-Ragging Committee.



8 CHARACTER CERTIFICATE

The Dean Student Welfare shall issue Character Certificate to all the students. Remarks in the Character Certificate would be entered as per the following:

- Character Certificate with the entry 'EXCELLENT' shall be given to all students who have received average marks above 80 and a **grade AB** or above in the Discipline course during the entire course period.
- Character Certificate with the entry 'VERY GOOD' shall be given to all students who have received average marks above 60 and a **grade BC** or above in the Discipline course during the entire course period.
- Character Certificate with the entry 'GOOD' shall be given to all students who have received average marks above 40 and a **grade CD** or above in the Discipline course during the entire course period.
- Character Certificate with the entry 'MODERATE' shall be given to all students who have received average marks below 40 and a **grade of DD or F** in the Discipline course during the entire course period.

NOTE : Table at the back of certificate

Remarks	Average marks	Grades
EXCELLENT	>80	AB & AA
VERY GOOD	>60	BB & BC
GOOD	>40	CC & CD
MODERATE	<40	DD & F



9 Amendments and Interpretation

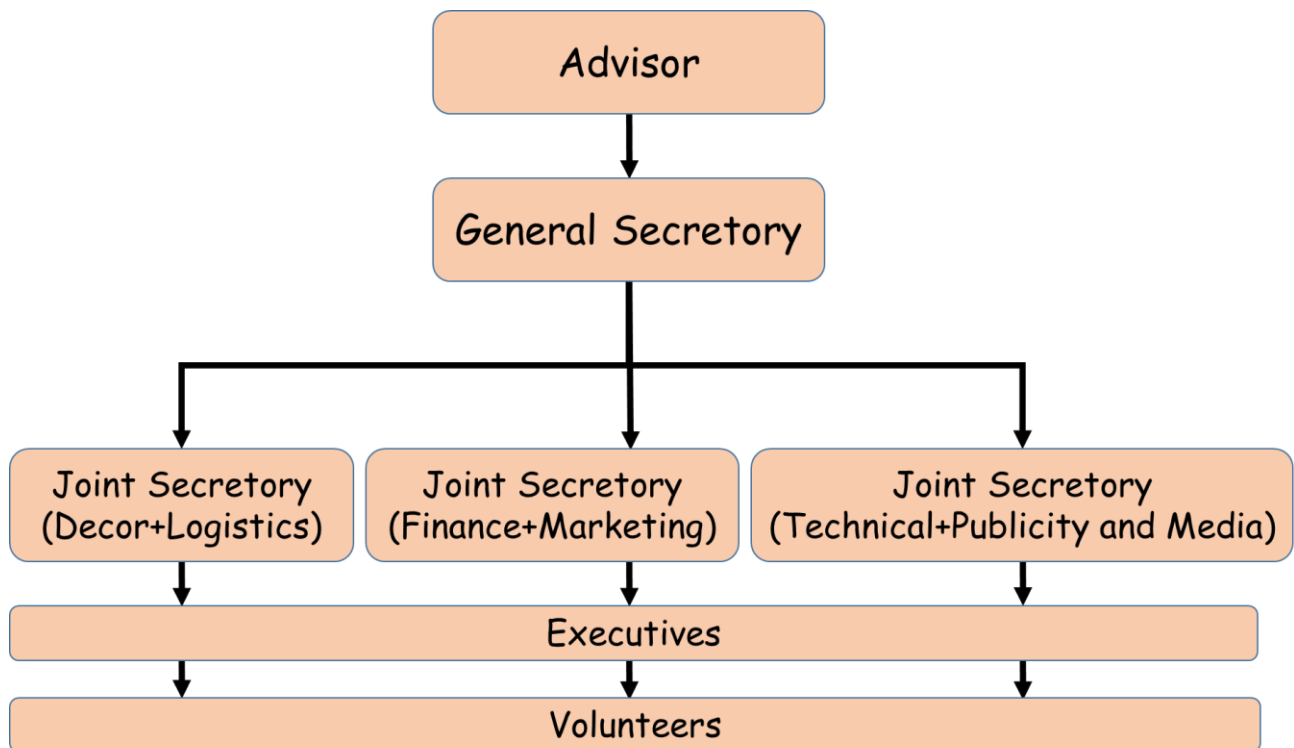
The Institute Director shall be the final authority for interpretation of any provisions of this Manual. Amendments or addendums to the provisions of this Manual may be issued by the Director after approval/ ratification from appropriate body as he may deem fit. In case of exigencies, the Director shall over-rule any of the provisions contained in this Manual being a special case. Upon approval, the rules mentioning Hostel and Mess management shall replace the “Rules for Managing the Hostels and Mess” approved vide Letter No. MNIT/ NITTH /003 dated 06th Aug 2011.



Annexure

ANNEXURE- I:

THE STRUCTURE OF TEAM FOR CULTURAL EVENTS



**ANNEXURE- II:****DETAIL OF VARIOUS CLUBS FORMED IN THE INSTITUTE****Clubs of Cultural Society****1. Classical Music and Dance Club:**

The Club seeks to conduct events to promote Indian Classical Dance and Music, both vocal and Instrumental.

2. Creative Arts Club:

The objective of this Club is to motivate and instil passion towards arts & culture among the students & faculty. A Club dedicated entirely to the field of arts in both traditional and digital forms. It plans to organize events to promote various forms of fine arts, like freehand, sketching and putting up exhibitions of student artists, organizing workshops and competitions.

3. Dance Club:

Dance Club of MNIT Jaipur organizes events to promote various modern forms of dance with the objective of inspiring students to spend good time with themselves by dancing on the beats.

4. Debating Club:

The Club is dedicated to instill confidence in students and to gain broad, multi- faceted knowledge across several disciplines. The Club plans to conduct discussions, extempore speeches, debates to develop oracy & critical thinking skill of students.

5. Drama Club:

The Club conducts various forms of drama events in English and Hindi. It offers a plethora of opportunities for students interested in acting, directing, stage managing, script writing, and designing costumes or setting the set, lights and sound.

6. English Language Activities Club:

The Club presents an opportunity to showcase the creativity of the students through book reviews, Model United Nations conferences, storytelling, creative writing and all their aspects of english literature. The students shall rediscover their literary skills and enhance their personality with the help of their fellow mates.

7. English Press Club:

Under this club, students shall learn essential skills which will help them through their journey of life. Students shall be involved in the process of printing and publishing English newsletter, newspaper, blog that covers college events, college news, fests, recorded radio notes organized in the institute etc.

8. Film Making Club:

Film making provides a different dimension of visualization of the surroundings and an art to compile them in a single frame. Films are ways to demolish any stereotypes and to encourage



a sense of unity across age ranges, social classes & ethnicities. The main objective of the Club is to teach about the principles & stages of film making, cover fests and primary events, animations, sponsor videos & most importantly the after-movies, which help us to relive the moments.

9. **Hindi Language Activities Club:**

Planning events that focus on the origin and development of the Hindi language up to the current day falls under the purview of the Hindi Language Activities Club. This club is incharge for organizing Hindi literature festivals, book reviews, and other related activities.

10. **Hindi Press Club:**

Hindi newsletter, newspaper, blog that covers college events, college news, fests, recorded radio notes organized in the institute, etc. They also shall conduct a variety of diverse events, including contests for writing reports and editorials, among other things.

11. **Music Club:**

The Music Club encourages and provides a platform for the students to participate in a wide range of musical activities, such as singing and playing instruments; however, Indian classical music is not included in this category.

12. **Photography Club:**

This Club encourages students to take part in a variety of events and activities that are related to photography, such as competitions and exhibitions, and use their photography skills to record the many and different activities that take place at the college, hence enhancing their critical thinking skills and urge for exploration.

13. **Poetry Club:**

Give students a platform to develop and hone their poetic skills through engagement with a wide range of events. These activities can range from writing prompts to group discussions.

14. **Think India:**

Think India club in cooperation with the MNIT Jaipur seeks to undertake the following activities:

- Organize interactive group discussions or Sewa activities on campus as well as off campus.
- Organize debates and talks on issues of national and international importance pertaining to social, economic and developmental concern.
- To facilitate guests (real life role model) and to deliver lectures on issues concerning the society at large.
- Organize Fellowship/internship programs with various Sewa organizations.
- Organize flagship Conferences, Workshops and Seminars.
- To encourage participation of the students and faculty members in social cum academic activities which concern today's society.
- To form a Study Circle to discuss the issues among students and faculties on current topics which affect the society as well as to invite any eminent guest speaker.
- Adoption of a village near Institution to spread awareness through organizing medical camp and adopting tree plantation activity.



15. National Service Scheme (NSS)

The overall aim of National Service Scheme is to give an extension dimension to the higher education system and orient the student youth to community service while they are studying in Educational Institution. It is necessary to arouse the social conscience of the students, and to provide them an opportunity to work with the people who are in need of basic necessities of life. This will expose them to the realities of life and bring about a change in their social perception. Various activities can be adult school, coaching for poor and slum students, education of the deprived communities about their rights and the government schemes for their upliftment, distribution of leftover food to the deprived community, creating self-employment for them, encouraging child education, women empowerment, women upliftment, etc. NSS volunteers may work for villages and slums and volunteer to complete 120 hours of regular activities during an Academic Year. A village/ slum may be selected for implementation of NSS Program. Programs like Blood Donation Camps, Swachh Bharat Camps, etc. may be organized.

16. Travel and Heritage Visit Club

Many of us wants to be a wanderer with a dream of exploring the whole world ,to discover the hidden gems of nature and to gain knowledge & facts about the marvel ancient architecture. A Club with a focus on traveling that organizes activities such as hiking, cycling tours, trips, and camps, as well as the discovery and documenting of heritage sites in and around Jaipur and the surrounding areas.

Any other Clubs which can be formed with the prior permission of Associate Dean (Cultural) having cultural mottos mapping with Regional, National or Globalised Cultural activities. The membership and permission for participation in activities to these Cultural Society/Clubs will be open for all students of the Institute having interest and cultural collaboration of the respective Clubs.

Clubs under Science and Technology (S&T) Society

1. Data Science

The major goal of this club is to increase campus awareness of data science. Students that are generally interested in various facets of data mining, predictive modelling, big data, and data visualisation should join this group. Embrace a variety of verticals, including as blockchain, machine learning, and artificial intelligence. Lectures, workshops, conversations, practising through skill-building exercises, and competition preparation are all examples of activities under this club.

2. Computer Science

The emphasis of this club is on instilling an applied computer science culture in students. Combine coding for out-of-the-box solutions, resulting in a comprehensive environment for learning and practising the concept formulation, design, development, and operation of APPS and GAMES. Learning through workshops, lectures, and team participation in hackathons, Capture-The-Flag Competitions (CTFs), and other competitions. Also, if necessary, to assist various deaneries with various tasks.

3. Robotics Club

Attempts to pique the interest of the institute's students in robotics. The club would serve as



an active platform for students to demonstrate and improve their practical machine building skills and knowledge. However, the club offers much more to its members than just technical advancement; from teamwork to cooperation, from perseverance to sincerity, the club teaches you a wide range of interpersonal skills that are essential in everyday life. Create robots for educational purposes. Workshops for learning about machine building, competing in national and international events, or simply for fun.

4. Aeromodelling Club

Aeromodelling is a group for aviation enthusiasts who have a natural desire to fly. Aeromodelling is a work of art in which engineering and creativity combine to create sophisticated flying systems. Because of the enormous scope of creativity and interdisciplinary nature, it allows a person to develop a complete system with people from various departments and specialisations. Activities would include learning through lectures, workshops, and discussions, practising through skill development tasks, and preparing for competitions.

5. Astronomy Club

Desire to spark interest and raise awareness in the fields of astronomy and space research. Great place for those interested in the fundamental questions of the universe, as they are answered through theories of quantum physics and relativity, or for those who simply enjoy looking at the beautiful night sky and heavenly bodies that have captured human imagination for centuries. Club members organise lecture sessions, discussions, and observation sessions (using telescopes), build their own telescopes and rockets, live stream observable astronomical events, and participate in a few competitive events throughout the year.

6. Economics and Finance Club

By giving keynote sessions, and seminars, offering information, and planning various competitions for the students, the club hopes to increase economic and financial understanding and promote finance as a rewarding career option. To take advantage of the opportunities brought about by the rapid growth in this era of digitalization, one needs to possess the necessary domain knowledge and skills. These include the ability to understand basic financial statements as well as capital markets, corporate finance, econometrics, the art of investing, and developing trading ideas. The club would stay active by disseminating educational material via the stock of the month series, a weekly knowledge poster, and the performance report, organising keynote sessions and talk shows for people who are interested in finance and economics but lack prior knowledge, and organising a variety of educational and entertaining competitions.

7. Technical Communication House

The goals of this club are to increase interest in technical communication and to encourage students' professional development in technical communication. The club would organise informational meetings, training sessions, and speakers, as well as Job Site Excursion trips to visit companies and compete in various competitions. The club would publish a science and technology journal for the MNIT student body.

8. Tinkering Lab

Tinkering Lab would be a place where innovative ideas could be transformed into engineering genius. A perfect solution would be provided for a relevant problem statement. With the goal of encouraging innovation, an environment for learning, developing, and intellectualising various scientific ideas can be created through the use of experimentation. Ideas in broad domains, primarily for the benefit of society/environment/institute initiatives, such as Clean



Energy, Water Conservation and Management, Smart Mobility, and Sustainable Development Goals, could be submitted. MNIT Facility/Faculty Lab could provide a platform for developing the best idea.

9. Consultancy Club

A student-run consulting firm wants to benefit local businesses while also giving students access to practical consulting experience that will help them land consulting jobs. To facilitate the conduct of case studies during the many fests conducted on campus. To offer workshops to raise knowledge about a profession in consulting and potential avenues to enter into consulting.

10. Infosec

If you enjoy discovering and exploiting security flaws, InfoSec is the field for you. It is a group of security enthusiasts, newbies, script-kiddies, and ethical hackers. The learning process is being continued through lectures, workshops, and practical learning through some tasks. Can perform well in events such as Microsoft Build the Shield (BTS) and the Deloitte Collegiate Cyber Threat Competition (CCTC).

11. Entrepreneurship

The purpose of the entrepreneurship club is to foster among the students the spirit of entrepreneurship. The club would host a variety of events to foster entrepreneurship among the student body, including workshops, informal sessions (sessions that will be interactive, such as case study sessions, stock market analysis, etc.), site visits where students can spend time with entrepreneurs, CEOs, and founders of large corporations for a day, events like "Startup Bootcamp" and "The First Pitch," online quizzes, and mock interviews.

In addition to the above-mentioned clubs, multiple professional societies and department-level clubs exist which are supported by the Student Welfare Office administratively and are encouraged to function as a platform for students to get connected with useful resources and achieve their aspirations. Any new club is encouraged which not only creates a fulfilling experience for MNIT Jaipur students but also helps them expand their skill sets and provides equal opportunity for all to participate and organize events.



ANNEXURE-III:

MENTEE INFORMATION CHECKLIST BY THE MENTORS

(To be submitted after the 1st meeting)

1. Full Name:
2. Student ID:
3. Contact Number:
4. Alternate Contact Number:
5. Email Address:
6. Alternate Email Address:
7. Address (Current):
8. Address (Permanent):
9. Academic Interests and Goals:
10. Extra-curricular Interests or Hobbies:
11. Strengths and Areas of Improvement:
12. Previous Academic Achievements or Awards (if applicable):
13. Is the mentee proficient in English? (Yes/No)
14. Is the mentee proficient in Hindi? (Yes/No)
15. Does the mentee hail from a remote village/town/metropolis? _____
16. Is the mentee enthusiastic about engineering/academics? (Yes/No/Can't Say)
17. Is the mentee at ease in interacting with others? (Yes/No)
18. Is the mentee able to cope with the academics? (Yes/No/Can't Say)
19. Has the mentee fallen prey to any bad habit? (Yes/No) If yes, explain _____
20. Any Known Medical Conditions or Allergies (if relevant):
21. Attendance in Classes: ____ (Rough Estimate)
22. How well has the mentee settled in the institute? (Well/Settling/Struggling)
23. Communication with Family/Friends: (Regular/Irregular/Can't Say)
24. Other Relevant Information (if any):
25. Minutes (Annexures)

Evaluation Form: Middle of Session

(To be submitted after the mid-term exams)

Student Name and ID:
Experience with Mentee:
Concerns or Challenges:
Comments or Suggestions:

Evaluation Form: End of Session

(To be submitted before the end-term exams)

Student Name and ID:
Experience with Mentee:
Concerns or Challenges:
Comments or Suggestions:



ANNEXURE-IV :

EVALUATION FORM IN THE BEGINNING OF SESSION BY THE MENTEES

Student Name and ID:

Mentor Name:

1. How do you feel about the mentorship program?

- Excited
- Optimistic
- Neutral
- Apprehensive
- Other (please specify): _____

2. What are your expectations from mentorship sessions?

3. Do you have any specific goals or areas of focus for these sessions?

4. Any additional comments.

Evaluation Form: Middle of Session

(To be submitted after the mid-term exams)

Student Name and ID:

Mentor Name:

1. How has your experience in mentorship sessions been so far?

2. Are there any concerns or challenges at this point?

3. Any additional comments?

Evaluation Form: End of Session

(To be submitted before the end-term exams)

Student Name and ID:

Mentor Name:

1. Reflect on your overall experience during the mentorship sessions.

2. Were your expectations met or not? Please elaborate.

3. Any suggestions for improving the mentorship program for future sessions?



ANNEXURE-V:

LIST OF FEW SCHOLARSHIPS PRESENTLY OPERATIONAL (MAY CHANGE TIME TO TIME)

A- Central Government Scholarships				
S. No.	Name of the Scholarship	Eligibility criteria		
		Total Parental Income (Rs)	Academic and Other Eligibility Criteria	Category
1	Central Sector Scholarship of Top Class Education for SC students (Ministry of Social Justice and Empowerment, New Delhi)	< Rs. 8.0 lakhs p.a.	JEE Rank	SC
2	National Fellowship and Scholarship for Higher Education of ST students (CSSS Top Class ST students)	< Rs. 6.0 lakhs p.a.	ST student who secure admission in NIT, the inter-seniority merit based on the percentage marks in JEE Advance	ST
3	Merit-cum-Means Scholarship for Students Belonging to Minority Communities. (Ministry of Minority Affairs, New Delhi)	< Rs. 2.50 lakhs p.a.	Student in the recognized professional degree course or secured > 50% marks at Class XII. Selection strictly on merit basis.	Minority (Muslim, Sikh, Parsi, Buddhist Jain, Christian)
4	Post-matric Scholarship for Students with Disabilities	< Rs. 2.50 lakhs p.a.	Disability should be 40% or above and having a valid certificate under rules specified by competent authority	PwD
5	Scholarships for Top Class Education for students with disabilities.	< Rs.6.0 lakhs p.a.	Disability should be 40% or above and having a valid certificate under rules specified by competent authority	PwD
6	Central Sector scholarship for College and University Students (MoE, Govt. of India)	< Rs. 4.50 lakhs p.a.	1. 80 percentile or above in XII or 10+2. 2. Age 18-25 years	All
7	Prime Minister's Scholarship Scheme For Central Armed Police Forces And Assam Rifles	Not Applicable	1. Ward of deceased CAPF/AR personnel. 2. Wards of deceased State police force personnel martyred in terror and naxalite violence	All
8	Special scholarship for Jammu and Kashmir (Department of higher education, MoE, Govt. of India)	< Rs. 8.00 lakhs p.a.	Student should belong to Jammu and Kashmir and passed 12th from state board of J & K	All



9	SPDC Scholarship	For DASA admitted Students. 1- NRIs/PIOs/OCIs category - below US\$ 5000 2- Category of Children of Indian Workers in ECR countries- below US\$ 3000		All
B- State Government Scholarships				
1	Post Matric scholarship (Rajasthan State)	< Rs. 2.50 lakhs p.a.	Must have passed matriculation or higher secondary or any higher examination by recognized University/Secondary Edu. Board	SC/ST
2	Post Matric Scholarship (Rajasthan State)	< Rs. 1.00 lakh p.a.		OBC-BPL
3	Post Matric scholarship (Other State)	< Rs. 2.50 lakhs p.a.		SC/ST
4	Mukhya Mantri Sarvajan Uchcha Shiksha Chhatravriti Yojana 2014	< Rs. Rs. 5 lakhs p.a.	All Rajasthan bonafied NIT students	All cetaryory except Minorities
5	Mukhyamantri Medhavi Vidyarthi Yojna	< Rs. 6.00 lakhs p.a.	Student from M.P. domicile and passed 12th CBSE & ICSE secured 85% above and 12th Secondary Edu. Board M.P. Secured 75% and above. JEE Mains rank under 1,50,000	All
C- Public Sector Undertaking (PSU)				
1	Engineers India Limited (EIL) Scholarship for SC and ST Undergradute Engineering Students	< Rs. 3 lakhs p.a.	Min. 55% or equivalent CGPA/CPI in aggregate in Class XII/Diploma in Engg.	SC/ST
2	NTPC Scholarship	Not Applicable	Student studying Second year who have passed their Ist year and third semester in one attempt only.	SC / ST / PC
3	Oil & Natural Gas Corporation Scholarship for SC/ST students	< Rs. 1.5 lakhs p.a.	At least 60% marks in 12th class	SC/ST
4	Oil & Natural Gas Corporation Scholarship	Not Applicable	Highest CGPA in Mechanical and Chemical Engineering	All



D- Private Company				
1	OPJEMS	Not Applicable	Top 20 rank holder students based on the rank in JEE for first year and top 20 students based on CGPA for secon, third year and final year students.	All
2	Vesuvius Scholarship (VIL)	< Rs. 2.50 lakhs p.a.	Three Female candidate only. One candidate each from Chemical, Metallurgy and Mechanical. Minimum CGPA- 7.0	All
E- Non-Governmental organization (NGO)				
1	FAEA CII scholarship	Under category BPL	Passed Class XII from a recognized board in India. 1st year under-graduate students.	All
2	Swami Sivananda Memorial Scholarship	< Rs. 2.0 lakhs p.a.	Min. CGPA 7.00 till qualifying examination	All
3	Swami Dayanand Charitable Educational Foundation Merit-cum-Mean Scholarship	< Rs. Rs. 6 lakhs p.a.	Fresh student in NIT min. 65% in Class XII and for renewal >6.5 CGPA required.	All
4	Samsung Star Scholarship	Not Applicable	Should have passed 10th/12th from Jawahar Navodaya Vidhyalaya	All
5	Shraman Foundation Scholarship	< Rs. 2.5 lakhs p.a.	UG student enrolled into any NIT	All
F- Alumni Scholarships				
1	Raj and Sarla Bhargava Scholarship	< Rs. 3.0 lakhs p.a.	Completed III year in Electronics and Communication Engineering	All
2	Prof. S. K. Gupta Gold Medal	Not Applicable	Completed final year of degree program in Mechanical Engineering	All
3	Engineer M.K. Surana Memorial Scholarship	< Rs. 1.00 lakh p.a.	Academic performance and BPL	All



ANNEXURE-VI : FREQUENTLY ASKED QUESTIONS (FAQs) RELATED TO SCHOLARSHIPS

1. What is NSP?
 - National Scholarship Portal (NSP): NSP is a common electronic portal for implementing various Scholarship schemes launched by Union Government, State Government and Union Territories across the country. For details of schemes / guidelines, visit <https://scholarships.gov.in/>
2. How will students know about scholarships?
 - Scholarship Section of the Office of Dean Student Welfare will notify all the students from time to time.
 - NSP Scholarship, students may visit the NSP portal from time to time & apply.
3. When to apply for the scholarships?
 - NSP scholarships - once in a year (kindly refer to the NSP website from time to time for updates).
 - Other Scholarships: once a year, intimated by the Scholarship Section of the Office of Dean Student Welfare.
4. What is the procedure to apply for the scholarships?
 - NSP scholarships - Apply through National Scholarship Portal, please refer to FAQs / Manual & Standard Operating Procedure
 - Other Scholarship - Scholarship Section of the Office of Dean Student Welfare floats the forms/information over Institute email / through Institute website.
5. What are the documents required for applying scholarship?
 - NSP scholarships - For Registration, refer to FAQs / Manual. For applying, refer to the guidelines of the respective scholarship scheme as the documents needed / guidelines may vary from scheme to scheme.
 - Other scholarships - Aadhar Card, Entrance Exam Rank Card, Semester Grade Card, ITR Acknowledgement form of parents/guardian issued by IT Department (For the Academic year 2023-24, ITR Acknowledgement forms of Financial year 2022-23 (Assessment year 2023-24) are to be submitted) etc. are some common documents required. Guidelines may vary and will be informed by the Scholarship Section. In case of salaried employees, Form-16 is accepted. In case of income from other sources, income certificate issued by the designated authority of the respective State/UT is accepted.
6. Can a student avail dual scholarship / financial benefit?
 - Students should avail only a single scholarship / stipend / financial aid, only from a single stakeholder for a given period of time i.e. Students cannot avail multiple scholarships / financial assistance from multiple stakeholders (Govt. / Private / any external agencies) for the same academic year.
7. What is the Grant receiving mechanism?
 - NSP scholarships - Scholarship amount is directly transferred to the student's bank account via DBT mode through PFMS. For a few schemes, the Admission fee component is received at Institute and will be disbursed to students from Institute. The policy may be subject to change from time to time, hence, please refer to the scholarship scheme guidelines for any updates.
 - Other Scholarships - Scholarship amount directly transferred to the student's bank account.
8. Which income will be taken into consideration for award of scholarship Gross income / taxable income?
 - Gross Income



ANNEXURE –VII:

APPOINTMENT AND DUTIES OF OFFICIALS FOR MANAGEMENT OF HOSTELS AND MESSSES

1. Dean Student Welfare

The top most priority of the Institute is to provide a healthy, safe and sound environment to the students in the Campus. The force that works tirelessly to accomplish this mission is led by the Office of the Dean Student Welfare (DSW). Thus, the DSW is mainly liable to provide accommodation and to maintain discipline, welfare and wellness in the Institute. The DSW is the overall coordinating / supervisory authority to the issues of the students / boarders relating to their wellness, welfare, accommodation and mess facilities. These activities shall be carried out by his/her office with the assistance and coordination of other dignitaries as pointed out in succeeding sub-paragraphs. At large the Dean Student Welfare will exercise following duties and responsibilities:

- As defined in Schedule C of the Statues
- Management of Hostels and Messes
- Extra-curricular activities
- Sports
- Ensuring Students Welfare and Wellness
- Coordinating MoE Flagship programs
- Coordinating and Management of Scholarships
- Other duties as assigned by the Director

2. Associate Dean (Students)

A member amongst the senior teaching faculty of the Institute shall be appointed Associate Dean (Students) by the Director of the Institute. He/She shall be the responsible for all Hostels of the Institution. The Associate Dean (Students) should possess experience of having worked as Warden and he/she should be conversant with hostel and mess functioning, having adequate knowledge of accounts, recruitment and hostel administration and above all the hostel spirit.

- Managing Hostel accommodation of Students.
- Reporting to Dean Student Welfare.
- He/She shall periodically check the working, discipline, cleanliness and all other aspects of general administration of all the hostels of the Institution.
- He/She shall provide guidance to Wardens in running the Hostels and Hostel Common room.
- He/She shall assist the DSW to ensure the overall discipline among the boarders.
- All disciplinary action of boarders or reward giving action will be finally decided by Associate Dean (Students). He/She may remit, deduct or enhance any punishment or fine imposed for breach of hostel rules, common room rules or such other rules on reference to him for final decision.
- Any other duty in addition to those mentioned above concerning the Hostel management, which may be deemed fit and may be assigned to him/her by the DSW and the Director.

3. Associate Dean (Mess)

A member amongst the senior teaching faculty of the Institute shall be appointed Associate Dean (Mess) by the Director of the Institute. He will be the responsible for all messes



of the Institute. The Associate Dean (Mess) should possess experience of having worked as Warden and he/she should be conversant with hostel and mess functioning having adequate knowledge of accounts, recruitment and hostel administration and above all the hostel spirit.

- Managing mess facility of students.
- Reporting to Dean Student Welfare.
- He/She shall periodically check the working, discipline, cleanliness and all other aspects of general administration of all the messes of the Institute.
- He/She shall provide guidance to Wardens in running the Hostel Mess.
- He/She shall ensure that messes in hostel are based on co-operative efforts of the students and profit is not its motive. However, any saving that accrues will be spent for maintenance of the hostel and the general welfare of the boarders.
- He/She shall arrange internal auditing of Mess Accounts and decide upon the financial management of the Messes.
- He/She shall help the DSW to ensure the overall discipline amongst boarders in the mess.
- He/She may remit, deduct or enhance any punishment or fine imposed for breach of mess rules or such other rules on reference to him for final decision.
- Any other duties in addition to those mentioned above concerning the mess management, which may be deemed fit and may be assigned to him/her by the Dean SW and the Director.

4. Wardens

Faculty member of the Institute shall be appointed as Wardens the Director based on recommendation of Dean SW.

- Wardens are the local guardians of the students and are responsible for their moral, mental and physical well-being.
- The Warden will look after the general administration of his/her hostel under the guidance of Associate Dean (Students).
- The Warden shall supervise the working of the concerned Mess under the guidance of Associate Dean (Mess) and shall see that rules and procedures are strictly observed in the Hostel Mess.
- He /She shall regularly check the accounts ledger of the Mess concerned and guide the Mess Manager/ Supervisor/ Attendant.
- He/ She shall help audit of his/her Mess Accounts regularly by the Internal Audit team constituted by the Associate Dean (Mess)/DSW.
- He/ She shall supervise the working of the Clubs through Club Secretaries attached to his/her hostel. The Warden of a hostel shall be ex-officio President of the Common room attached to the hostel.
- He /She shall ensure that the leave register of the Hostel/Mess staff is maintained.
- Mess uniforms may be recommended by the Warden to the Mess/Hostel staff having at least two year service.
- He/ She shall see that the Hostel Caretaker maintains an attendance register and student attendance is taken daily. The Warden concerned shall sign the register.
- The Warden is the administrative head for complaints regarding sanitation, water and electricity supply in the hostels.
- Any other duty regarding the Mess and Hostel Management, as deemed fit, may be assigned to the warden by the Associate Dean (Students/Mess)/DSW/Director in addition to the duties mentioned above.

5. Resident Wardens

PhD scholars residing in the hostel can be appointed as Resident Warden by the DSW after the recommendation of the dully constituted committee of Wardens under the supervision of



Associate Dean (Students). The post of resident wardens is to be well advertised to all PhD scholars living in the respective Hostel.

- Resident wardens are to assist the Hostel Warden(s) in day-to-day affairs of Hostel / Mess Management in carrying out the duties of Warden.
- Resident wardens are incentivized through exempting their monthly hostel fees (i.e. currently Rs. 2000 per month) towards the services rendered by them.
- Any other duty regarding the Mess Management and management of hostel, as deemed fit, may be assigned to him/her by the Associate Dean (Students/Mess)/DSW/Director in addition to the duties mentioned above.

6. Mess Manager/Supervisor/Assistant

The Mess Manager/Supervisor/Assistant is an institutional post and these posts shall be filled in by the Institute as per the rules and requirement.

- The Mess Assistant shall report to the respective Warden of the Mess/Hostel.
- He/She shall immediately inform the respective warden for any damage or loss of an item of furniture or fixtures/utensils in the mess, dining hall and common room.
- He/She shall maintain an inventory of furniture and fixtures of mess, common Room, dining hall, etc.
- He/She shall arrange to dust/clean the furniture and fixtures of the mess, common room, dining hall, etc.
- He /She shall arrange to clean the glass panes of mess, common room and dining hall, etc.
- He/She shall maintain coordination between Warden, Mess Warden and other Mess Staff.
- He/She shall maintain purchase and consumption register of eatable items in Mess.
- He/She shall record the attendance and maintain attendance register in the Mess.
- He /She shall be held responsible for any loss of or damage to the furniture, fixtures etc, if not reported by him.
- The Mess Manager/Supervisor/Assistant shall attend to any other duty assigned by the Associate Dean (Students/Mess)/Warden.

7. Hostel Caretaker

Following are the duties and responsibilities of the hostel caretaker:-

- Handing over the possession of the rooms allotted to the students.
- Keeping the keys of the rooms in hostels in his safe custody.
- Ensuring the cleanliness of the rooms and premises of the hostels.
- Rectifying the minor problems of the boarders relating to tube lights, fans and other equipment installed in the rooms and its vicinity.
- Keeping the records of the rooms allotted to the boarders.
- Keeping the records of the fee deposited by the boarders in respect of rooms allotted to them.
- Other functions and activities as allotted by the Wardens.

**ANNEXURE-VIII:****DELEGATION OF FINANCIAL POWERS FOR OPERATIONALIZATION OF MESS ACCOUNT**

To manage the Mess activities of the students, an amount, as decided time to time by the Institute Fee committee, will be collected from each student for each semester. Fee shall be deposited to the Hostel account (Mess Council). Similarly, Rs. 15,000/- (Rs. Fifteen Thousand) or decided time to time by the hostel office of fee committee shall be charged from the fresher students as a one-time fee, out of which Rs. 12,000 is a caution (refundable) money and remaining Rs. 3,000/- as admission fee (non-refundable). Thus the main source of revenue in Mess Account is mess advance, caution money, non-refundable and interest earned on surplus amount stands with the Mess Council. Since the source of the revenue of the Mess Account is the students' contribution, it does not attract the provisions of statutory audit. However, the accounts will be audited by a Certified Chartered Accountant appointed by the Dean SW. The Accounts of receipt and payments as well as the balance sheet proposed, will be submitted to Dean Student Welfare for his approval and displayed on the public domain of the Institute through ERP.

Payment from the mess account shall be made as per the below mentioned signatory power. The Dean Student Welfare shall issue Technical and financial sanctions.

- Payment transactions involving expenditure of more than Rs. 5.00 Lakh will be withdrawn from the Mess Council account jointly by the Deputy Registrar (Hostel) / Associate Dean (Mess) / Associate Dean (Students) and Dean (SW).
- Payment transactions involving more than Rs. 0.5 Lakh and upto Rs. 5.00 Lakh will be withdrawn from the Mess Council account through the joint signature of the Associate Dean (Students) / Associate Dean (Mess) and Deputy Registrar (Hostel).
- Transactions involving payment of expenditure below Rs. 0.5 Lakh will be withdrawn from the Mess Council account either by the Deputy Registrar (Hostel) or Associate Dean (Mess) or by the Associate Dean (Students).
- All the approvals of Mess Council expenditures above 0.25 Lakh will be granted by the Dean (SW) only.
- *All the approvals of Mess Council expenditures upto 0.25 Lakh may be granted by Deputy Registrar (Hostel) / Associate Dean (Students) / Associate Dean (Mess).*



**ANNEXURE-IX:
HOSTEL ALLOTMENT POLICY**

Following shall be the priority for Allotment of accommodation to the students

1. 1st Priority : Differently-abled (Divyang) Persons
2. 2nd Priority : Persons from Out-Side India
3. 3rd Priority : Persons from Out-Side Rajasthan
4. 4th Priority : Persons from Out Side Jaipur

Instructions for Hostel Allotment

5. Eligible and willing students are required to pay Hostel Fees online. Those students who have paid hostel fees are allotted Hostel Room/ Bed randomly in terms of state of domicile, branch and semester and a mail is sent to them.
6. For taking possession after allotment, the student is required to contact respective Hostel Caretaker /Warden along with proof of Email and Original Identity Card.
7. Any allotment done to any student from Jaipur should be treated as cancelled, and the fee shall be refunded.
8. The allotment is liable to be cancelled, if possession is not taken within the time frame.

SCHEDULE FOR TAKING POSSESSION AFTER ALLOTMENT

Type	Period
1. Existing Students	As per Academic Calendar
2. New Admission	As per Student Welcome Guide



ANNEXURE- X: CONSTITUENTS OF RAGGING

Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other junior student.
2. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other junior student.
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other junior student.
4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other/junior student or a fresher.
5. Exploiting the services of a fresher or any other junior student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other junior student by senior students.
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures causing bodily harm or any other danger to health or person.
8. Any act or abuse by spoken words, emails, posts, or public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other junior student.
9. Any act that affects the mental health and self-confidence of a fresher or any other junior student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher.
10. 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.

Note: The above action (s) exercised by a bodily strong student (s) on a weaker senior student (s) will not be included in the ambit of Ragging and action in the matter will be taken under other disciplinary proceedings by the Disciplinary Committee.



ANNEXURE-XI:

FORM FOR REPORTING OF INDISCIPLINE INCIDENT

Name of the alleged perpetrator (s)	Mr./Ms.
	Mr./Ms.
	Mr./Ms.
Date of incident	
Time of incident	
Location	
Type of incident (Please tick the appropriate box)	
Assault – Using force to inflict serious injuries	
Harassment – Physical/Verbal/Sexual	
Robbery	
Classroom disruption – Behaving in a manner that disrupts the educational process	
Menacing – Engaging in an act of coercion or threatening violence, injury or harm	
Reckless endangerment – causing an injury by recklessly engaging	
Criminal mischief – Falsely activating the fire alarm	
Substance abuse	
Others (please specify)	
Disciplinary response	
Anticipation	
Warning	
Fine	
Suspension	
Expulsion	
Others (Please specify)	
Guidance intervention	
Parent outreach	
Peer mediation	
Conflict resolution	
Psychiatric counselling	
Substance abuse counseling	
Legal support	
Briefly describe the incident and any injuries:	
Report compiled by:	



ANNEXURE-XII:

FORMAT OF NOTICE TO STUDENT FOR APPEARING IN DISCIPLINARY MEETING

No:

Date:

From:-
Chairman/Convenor
..... Committee.
MNIT Jaipur

Dear.....

This is to inform you that you are required to attend a disciplinary proceeding meeting on /...../ at/am/pm which is to be held in at this meeting, the question of disciplinary action against you, in accordance with the organization's disciplinary procedure will be considered with regard to :...../

-Sd/-

.....

.....



**ANNEXURE-XIII:
FORMAT 1 OF UNDERTAKING**

1. Every hosteller has to reside in the room allotted to him/her. No mutual change of room is permitted.
2. The hostellers are not permitted to keep guest/outside persons in their room.
3. Consuming alcoholic drinks in the hostel/ mess and coming to the hostel/mess in intoxicated state is strictly prohibited.
4. If any hosteller leaves the head quarter, he/she must inform the concerned caretaker/ warden in writing.
5. Hostellers are advised to reach their respective hostel premises by 10 PM for their own safety, security and wellbeing.
6. Students residing in the hostels are not allowed to keep their personal electrical appliances namely room heaters, electric kettle, electric iron, etc. or any costly belonging in the hostel.
7. Students are prohibited to keep or carry any type of weapon like pistol, sword, bar, knife, gupti, etc. in the hostel premises.
8. Every room of the hostel is provided with required number of cots, fans, regulators, tables, chairs, etc. The students should take over the charge of the room from the caretaker very carefully counting and checking the above and should give a receipt to him. Similarly, at the time of vacating the hostel room, they are advised to hand over the charge of the room together with these items to the caretaker and obtain a receipt. The cost of missing or damaged items will be recovered from the defaulters.
9. Timing of various services in the hostel messes will be notified from time to time. Students absenting from scheduled timings will be deprived of the service.
10. It is compulsory to take food in the mess of the hostel. The bill will be charged for the full academic session.
11. Student willing to keep computer/Laptop/ Printer in their room can do so at their own risk with prior permission of the Warden.
12. Students are not allowed to keep two wheeler and four wheeler in the hostel premises.
13. Students should lock their rooms whenever they leave their room.
14. Students should switch off fan and light when they are not required.
15. Students should behave properly with fellow students, caretakers, hostel staff and wardens.
16. Students should keep their rooms and hostel premises clean.
17. Students are not allowed to keep any pets in the hostel premises.
18. Students must not damage any hostel property.
19. Any act of manhandling, group fighting, intimidation or violence, willful damage to property or drunken behavior constitutes a serious offence.
20. Students must refrain from ragging the junior students in any form and violation of it will be treated as a gross misconduct.
21. Students must not indulge in any act of theft, immoral acts, misbehavior with hostel/ mess staff, spread of regionalism, communalism and casteism etc.
22. Violation of rules of conduct will invite strict disciplinary actions including warnings, fines, and even expulsion from the hostel.



UNDERTAKING

I shall abide the rules/ regulation and if found defaulter. I shall be liable for penalty as decided by the competent Authority.

Parent Signature

Student Signature

Mobile No.....

Student ID.....



**ANNEXURE-XIV:
FORMAT 2 OF UNDERTAKING**

1. Every hosteller has to reside in the room allotted to him/her. No mutual change of room is permitted.
2. The hostellers are not permitted to keep guest/outside in their room.
3. Consuming alcoholic drinks in the hostel/ mess and coming to the hostel/mess in intoxicating-state is strictly prohibited.
4. If any hosteller leaves the head quarter, he/she must inform the concerned caretaker/warden in writing.
5. No hosteller will remain out of hostel after 10 PM without prior written permission of their concerned warden.
6. Students residing in the hostels are not allowed to keep their personal electrical appliances namely room heaters, electric kettle, electric iron etc or any costly belonging in the hostel.
7. Students are prohibited to keep or carry any type of weapon like pistol, sword, bar, knife, gupti, etc. in the hostel premises.
8. Every room of the hostel is provided with required number of cots, fans, regulators, tables, chairs etc. The students should take over the charge of the room from the caretaker very carefully counting and checking the above and should give a receipt to her. Similarly, at the time of vacating the hostel room, they are advised to hand over the charge of the room together with these items to the caretaker and obtain a receipt. The cost of missing or damaged items will be recovered from the defaulters.
9. Timing of various services in the hostel messes will be notified from time to time. Students absenting from scheduled timings will be deprived of the service.
10. It is compulsory to take food in the mess of the hostel. The bill will be charged for the full academic session.
11. Student willing to keep computer/Laptop/ Printer in their room can do so at their own risk with prior permission of the Warden.
12. Students are not allowed to keep two wheeler and four wheeler in the hostel premises.
13. Students should lock their rooms whenever they leave their room.
14. Students should switch off fan and light when they are not required
15. Students should behave properly with fellow students, caretakers, hostel staff and wardens.
16. Students should keep their rooms and hostel premises clean.
17. Students are not allowed to keep any pets in the hostel premises.
18. Students must not damage any hostel property.
19. Any act of manhandling, group fighting, intimidation or violence, willful damage to property or drunken behavior constitutes a serious offence.
20. Students must refrain from ragging the junior students in any form and violation of it will be treated as a gross misconduct.
21. Students must not indulge in any act of theft, immoral acts, misbehavior with hostel/ mess staff, spread of regionalism, communalism and casteism etc.
22. Violation of rules of conduct will invite strict disciplinary actions including warnings, fines, and even expulsion from the hostel.



UNDERTAKING

I shall abide the rules/ regulation and if found defaulter. I shall be liable for penalty as decided by the competent Authority.

Parent Signature

Student Signature

Mobile No.....

Student ID.....



ANNEXURE- XV :
DEFINITION OF SEXUAL HARASSMENT

According to Supreme Court Judgment on Sexual Harassment in the case of Vishakha & Ors vs. State of Rajasthan (August 1997), the behavior that can be considered as sexual harassment has been explicitly and legally defined as follows:

Sexual Harassment includes

1. Physical contact and advances.
2. Demand or request for sexual favours.
3. Sexually coloured remarks.
4. Display of pornography.
5. Any other unwelcome physical, verbal or nonverbal conduct of a sexual nature.
6. Interference with her work creating an intimidating or offensive or hostile workenvironment for her.
7. Humiliating treatment likely to affect her health or safety.
8. Implied or explicit promise or preferential treatment.

The critical factor in sexual harassment is unwelcome behavior. Thus, it is the impact of behavior on the recipient, rather than the intent of the perpetrator which is to be considered.



ANNEXURE-XVI:

FORM FOR REPORTING FOR USE OF UNFAIR MEANS

Note: A separate sheet should be used for each student.

PART – A (To be filled by the invigilator)

- (1) Name of examination:
- (2) Enrolment No. of the student
- (3) Name of the student
- (4) Course code and name in which the candidate is reported to have used or intended to use unfair means
.....
- (5) Day Date Time
- (6) Item(s) (Books/Papers/Electronic Gadget/Any other to be specified) found in possession of the student (to be submitted along with the answer script)
- (7) Comments if any

.....
.....

Date Time (Signature of Invigilator)

PART – B (To be filled by the student after the submission of the answer script at the end of the examination)

- (1) Were the above articles recovered from your possession?
.....
- (2) Did you make use of it?
.....
- (3) Comments, if any
.....
.....

Date Time (Signature of the student)



ANNEXURE-XVII :

FORMAT OF NOTICE TO PARENTS/ GUARDIANS FOR ATTENDING DISCIPLINARY MEETING

No:

Date:

From:-

Chairman/Convenor
.....Committee.
MNIT Jaipur

Dear Shri.....

This is to inform you that you are required to attend a disciplinary meeting on /...../ at..... am/pm which is to be held in..... at this meeting, the question of disciplinary action against your son/daughter/ward in accordance with the organization's disciplinary procedure will be considered with regard to

.....
.....
.....

-Sd/-

.....
.....



ANNEXURE-XVIII:

FORMAT OF LETTER FOR MINOR SANCTION/PENALTY

No:

Date:

From:-

Chairman/Convenor

.....Co
mmittee.

MNIT Jaipur

This is a formal letter of warning, in accordance with the rules and regulations of the Institute regarding your indiscipline. The committee constituted for the purpose met on [DATE] to discuss these issues. The matter regarding “.....”was deliberated at large and it was unanimously decided that

[CLEARLY ITEMIZE THE NATURE OF INDISCIPLINE]

To remedy these serious problems, the competent authority proposes the following sanction:

.....

[LIST STEPS AND DEADLINES, IF APPLICABLE]

The Institute takes your behavior very seriously. Therefore it is your responsibility to make sure that you strictly adhere to the Code of Conduct of the Institute. Subsequent failure to meet these requirements will result in further disciplinary action and penalty including fine, suspension and / or expulsion from the hostel of the Institute.

-Sd/-

.....
.....



ANNEXURE-XIX:

FORMAT OF LETTER FOR MAJOR SANCTION/PENALTY

No.....

Date.....

From:-

Chairman/Convenor

.....Committee.

MNIT Jaipur

Sub:-.....

On the above cited subject it is informed that competent authority has decided to suspend/expel you from the Institute due to your <unacceptable personal conduct> w.e.f.for a period of from the date of issue of this order notification to impose the penalty of

(Relevant Past Occurrences or Active Disciplinary Actions if applicable)

.....

<Note any past conversation with the student regarding this issue, including informal counselling sessions. If there are any other active disciplinary actions, list them with a brief synopsis.>

- 1. On< DATE> you were instructed to (.)
2. On < DATE> you received a Informal Counseling regarding this issue
3. On < DATE > you received a Written Warning for unacceptable personal conduct.(Incidents resulting in this Disciplinary Decision)

<Detail what events occurred, cite relevant policy as needed, i.e., provide the specifics of the event, the student's responsibilities in this event, and how these actions may violate the Institute's policy, fail to meet work expectations, or are otherwise unacceptable.>

iii. <POINT> #1>

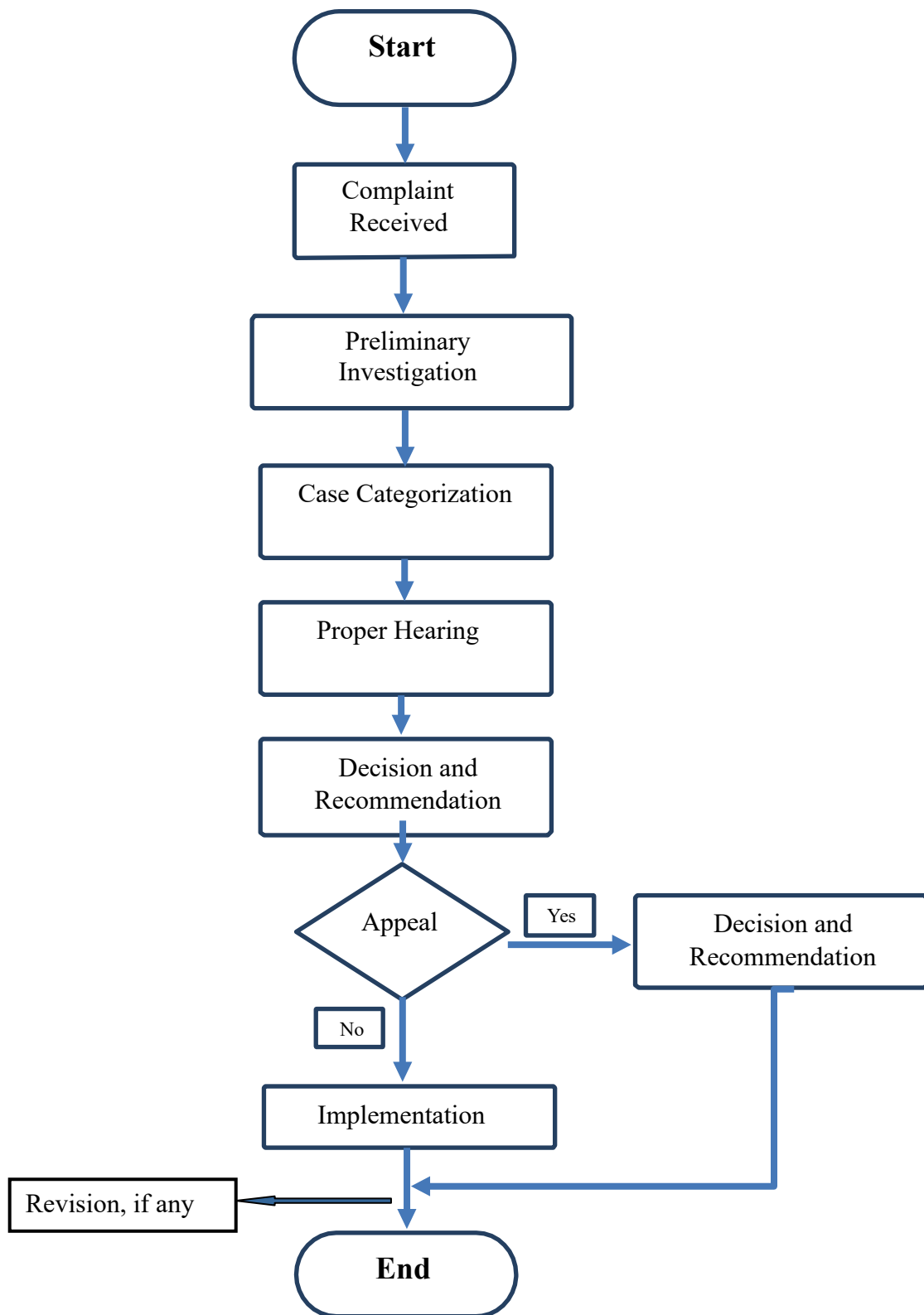
iv. <POINT># 2>

v. <POINT>#3>

Additional Information provided at enquiry meeting.



**ANNEXURE-XX:
FLOW CHART OF HEARING IN DISCIPLINARY MATTER**





Contact Details of Student Welfare Deanery

S. No	Office Bearer	Email ID
01	Dean of Students Welfare	dean.sw@mnit.ac.in
02	Associate Dean (Students)	ad.sw.students@mnit.ac.in
03	Associate Dean (Mess)	ad.sw.mess@mnit.ac.in
04	Associate Dean (Sports)	ad.sports@mnit.ac.in
05	Associate Dean (Cultural)	ad.sw.cultural@mnit.ac.in
06	Associate Dean, Discipline & Wellness	ad.sw.discipline@mnit.ac.in
07	Coordinator (Wellness)	coordinator.wellness@mnit.ac.in
08	Coordinator (Scholarship)	coordinator.scholarship@mnit.ac.in
09	Coordinator (UBA)	coordinator.uba@mnit.ac.in
10	Coordinator (MoE Flagship Programs)	coordinator.moe.flagship@mnit.ac.in
11	Coordinator (Technical Societies)	coordinator.technical.society@mnit.ac.in
12	Coordinator (Indoor Games)	coordinator.sports.indoor@mnit.ac.in
13	Coordinator (Outdoor Games)	coordinator.sports.outdoor@mnit.ac.in
14	Coordinator (Student Magazine)	coordinator.student.magazine@mnit.ac.in
14	Deputy Registrar (Hostels)	hosteloffice@mnit.ac.in
14	Deputy Registrar (Student Welfare)	dr.sw@mnit.ac.in
15	SA&S Officer	office.sports@mnit.ac.in