

HIMT Group of Institutions

8, Institutional Area, Greater Noida – 201310

RULES AND REGULATIONS

To be signed by every student signifying acceptance at the time of admission

1. Applicability

These rules and Regulations shall apply without exception to all students undergoing any educational course at the HIMT of Group Institutions (HIMT).

2. Admissions

Admission procedure: Students shall be admitted to various courses under HIMT's control keeping in mind the eligibility, the norms and the rules prescribed by AICTE/NCTE/BCI/PCI/BTE or any other authority, as the case may be. Students getting admitted through counseling shall finish all formalities relating to admission by the specified date after which the HIMT may not permit any such admission. Remaining seats shall be allotted to students seeking direct admission.

3. Fees

3.1 The tuition and other fees under different heads shall be chargeable as per the decision of the management on the fee structure which decision shall take into account any instructions/directions from the concerned Government and/or any order/judgment of a court of law relevant thereto.

3.2 Ordinary, all fees are payable in advance for a year at the beginning of the academic year of the particular course. The management may, at its discretion in exceptional cases, allow the fees to be paid in two or more installments depending on the merits of each case. Such discretion shall be exercised only by the Director General or the Secretary of this Institute who have been designated as the authorized persons for the purpose.

3.3 Lodging fee for the hostel is payable for one year in advance at the beginning of the academic year. One year's charges shall be payable as minimum charges even if the course does not last for a full year. Mess fee of the hostel is payable every half-year which may be relaxed to payment every quarter (three month at a time) at the discretion of an authorized person.

3.4 Enrolment and University examination fee shall be payable by or before the dates notified by the HIMT. Penalty as prescribed by the University shall be levied for late payments.

3.5 Tuition and other fee paid to HIMT by or on behalf of the students shall in no case, as a matter of policy, be refundable. Hostel charges including mess charges can only be refundable if the students has not at all occupied the hostel room allotted to him/her and has not utilized the mess facility even once. An administrative charge of Rs. 5000.00 shall be levied on such refunds.

3.6 Refundable deposits such as security deposit and book bank deposit may be refunded at the discretion of an authorized persons if the student has not at all attended any class before applying for refund and withdrawing his/her admission and against a receipt specifying that such refund is in full and final settlement of all dues, and no further claims of whatever nature remains, from HIMT. An administrative charge of 10 % shall be levied on such refunds.

3.7 Security deposits and other refundable deposits shall be refunded at the end of the course only after the student has produced to the accountant "No dues" clearances from the hostel, the library, computers, and canteen and from HOD. A date for such refunds shall be notified by the office for the convenience of the students.

4. Identity Card

4.1 All students shall be issued Photo Identity Cards. The Identity Card shall be worn and produced by the student if and when asked for by security or any official of HIMT. Distinctly identifiable Identity Cards of different colors shall be issued to the hostellers and day scholars.

4.2 Reissue of identity Card will be done when lost or mutilated best at a cost at Rs. 200/- in the first event and double the amount every subsequent time.

5. Libraries

5.1 **Working hours:** The library shall remain open from 8:00 AM to 8:00 PM with a lunch break of half an hour between 1:00 PM and 1.30 PM on all working days.

5.2 **Readers Library Cards:** The library card will be issued to each student which shall be kept by the students till they complete the course. On completion the course, the students shall surrender the library cards and obtain a “No dues” certificate from the library. New library cards shall be issued only to new students.

5.3 **Issue of books:** Books shall be issued against library cards for 15 days. Late return of books shall attract a fine of Rs. 15/- per day per book. Student may get the books reissued after 15 days’ period, if not required by any other student.

5.4 **Loss of Library Cards:** The student shall file a written report to the librarian. Reissue a library cards will be done on payment of Rs. 200/-.

5.5 **Conduct inside the libraries:** Silence shall be strictly observed within the library. Newspapers, Magazines and Journals are not allowed to be taken out of the libraries. Before leaving the library every student shall return to the circulation staff all book, magazine and/or journal taken by him/her for consultation. No person should write upon, damage or make any mark on any book, magazine and/or journal belonging to the library. The borrower shall be responsible for any damage done by him/her to the books or other property of the library. The borrower shall pay the fine as decided by the management for any such damage to the book while in his/her possession. Before leaving the circulation the counter, the student shall satisfy himself/herself that the book being returned is in sound physical condition; if not the student shall immediately bring the matter to the notice of the librarian.

5.6 **General Instructions:** Mobile phones are strictly prohibited in the libraries, class rooms and labs. Absolute silence shall be maintained in the libraries in so that no body is disturbed. All personal belongings shall be kept outside the library. Drink or food of any kind is strictly prohibited inside the libraries. Users of the libraries shall maintain strict decorum in all ways.

6. Attendance

Every student should have to attend at least 75% of the classes held every semester. Less attendance is liable the detention of the student from appearing in Examinations, as per University directions.

7. Dress Code

Every student, irrespective of the course he might be admitted, shall abide by the dress code prescribed by HIMT. He shall wear leather shoes of black color.

8. Hostels

8.1 No boy student residing in the campus shall remain outside the campus after 9:00 p.m. in summer and after 8:00 p.m. in winter. No girl student residing in the campus shall remain outside the campus after 6:45 p.m. in summer and after 6:00 p.m. in winter. Summer timing shall be effective from April 1st to October 30th and winter timings shall be effective from November 1st to March 31st.

8.2 Girls student residing in the campus shall not be allowed night-outs more than one time a Month with the parents only. They shall invariably fill up the format giving the necessary information

as provided therein and get it signed by the Warden/Director General/Dean before taking a night-out.

8.3 No student shall be allowed to meet any outsider inside the hostel. Such meetings can only be had in the administrative building.

8.4 No one shall be allowed to stay with a hosteller in the hostel, including parents.

8.5 Any student wanting to go out for the night shall take the prior written permission of the warden/Director General/Dean.

8.6 No celebration of any kind shall be permitted in or outside the hostel without prior written permission of the Warden/ Director General/Dean.

8.7 No utensil/vessel of any kind shall be allowed in the hostel rooms.

8.8 No vehicle of any kind shall be parked in the hostel building by the hostler included faculty members.

8.9 No electronic/electrical appliance/equipment shall be used in the hostel rooms except computer system Non compliance will attract the heavy penalty.

8.10 Hostellers shall switch off the lights when not required.

8.11 Hostellers shall lock their rooms when not in the room.

8.12 Hostellers shall ensure that no noise is made from the room including from the speakers that might disturb others.

8.13 The hostellers shall be individually and personally responsible for the safe keeping of the keys and /or locks of the hostel room, drawers, cupboards, etc. If any key and/or lock is lost/damaged by a student, the cost of replacement thereof shall be recovered from him/her in addition to any fine that may be imposed as may be deemed fit and proper by the management in the facts and circumstances of the particular case.

8.14 Any breach of the aforementioned regulations shall attract a penalty, fine and/or strict disciplinary action.

8.15 Hostellers will not allow day scholar in the hostel in any circumstances.

9. **Grievances**

9.1 Students should settle/resolve their study related issues with their respective teachers / the course coordinator / HOD and only as a last resort they may meet the Director General/Dean/Principal.

9.2 For any administrative issues students should seek the help of the office and in case the grievance is not redressed, they may meet the Director General/Dean/Principal for help.

9.3 In case of group of students wants to represent on some matter before the Director General, the group should select one or two persons as its spokespersons who should only meet the Director General/Dean/Principal for discussing the matter.

10. **Placements**

All students shall furnish to their course coordinators/placement officer photograph of himself/herself and a well written brief profile stating entire qualification declare such as %, year, University etc. for facilitating summer and final placements. This must be done in the second semester for MBA and fourth semester for MCA.

11. **Ragging**

11.1 Ragging is strictly prohibited at HIMT.

11.2 Ragging is not allowed even outside the campus by HIMT's students which will attract strict disciplinary action.

11.3 Any student indulging in ragging shall be awarded be exemplary punishment.

11.4 Anti ragging committees have been formed and any student should contact the members for help.

12. **Damage to property and vandalism**

12.1 Every student should take special care to see that no movable or immovable property of HIMT is damaged by him/her through any willful or unwillful act. This rule is applicable not only to hostellers but also to all students of HIMT.

12.2 Any damage caused by a student shall be got repaired by HIMT at the cost and risk of the student causing such damage.

12.3 Recovery of the cost of repairs from the student for the damage by him/her shall be without prejudice to any other action that may be taken by HIMT in this regard.

12.4 Any student indulging in any kind of vandalism, rioting, creating nuisance and/or obstructing the normal activity at HIMT shall attract strict action by the management which might include pecuniary and/or other punishment as may be deemed fit in the facts and circumstances of the case.

13. **General**

13.1 Students shall not assemble at the administrative building or in front it which might disturb the staff working there. They should only go to the administrative building for specific purpose or when called upon to do so by the Director General/Dean/Principal.

13.2 Students should not as a rule use the phone in the administrative building for their work. If and when any student finds it necessary to do so, he/she shall do so with the permission of the Director General/Dean/Principal.

14. **Modifications**

These Rules and Regulations are subject to change without any notice.

15. **Jurisdiction**

For disputes, if any, arising out of these rules or otherwise, the jurisdiction for settlement shall only be District Gautam Budh Nagar, Uttar Pradesh.

I accept the foregoing Rules and Regulations.

Name of Student

Course to which admitted

Signature

Greater Noida

Date: