Annexure-I

L. N. Mishra Institute of Economic Development and Social Change.

1, Nehru Marg, Patna-800001

DISCIPLINE RULES

Students of the Institute are required to follow the points mentioned below for maintenance of discipline in the campus:

1. The students are required to attend a minimum of 85 % of the classes to be sent-up for the examination. In extraordinary and compelling circumstances where the attendance is less than 85% on account of (a) prolonged sickness (b) marriage of self (c) death of one of the parents or guardian, the students shall be allowed to take the examination with attendance less than 85% but more than 75% upon submission of an undertaking, In such a case the students are required to intimate immediately the cause to the Director in writing for permission.
2. Attendance in all the programmes/courses as notified by the authority shall be compulsory.
3. Compliance of instructions/orders of the authority/authorities in respect of discipline/academics/ examination/ attendance/ placement/ summer training/ organised special programmes etc. shall have to be strictly followed without fail.
4. Use of unfair means in the examinations is strictly prohibited & punishable.
5. Speaking loudly, gossiping and loitering in the Institute campus are acts of indiscipline. Chewing of Tobacco & SMOKING is strictly prohibited in the campus.
6. Indecent behaviour with faculty members, staff, students and others will be treated as misconduct and may result in strict disciplinary action which includes expulsion from the Institute.
7. Late coming in the class shall be considered as absence from the class. Cases of proxy attendance will be treated as an act of gross misconduct. Students indulging in proxy attendance shall be penalized with marking absent from the particular class and may also invite disciplinary action against them.
8. Any act which causes damage to the asset/s of the Institute will be considered to be an act of Indiscipline, misconduct and shall invite strict punitive action including individual or collective fine and expulsion.
9. The Institute has state of art library with the best collection of books & journals. Students are advised to take maximum advantage of the library. Every student should observe strict discipline and maintain absolute silence in the library. Students are expected to deposit their bag etc. at the deposit counter before entering the library. Timely return of books and payment of dues to the library are compulsory. Fine/s shall be charged on overdue books as per the library rules.
10. Students are required to attend classes or any function in the Institute with the Identity Card to be provided by the Institute.
11. Limited parking facility for student's two-wheeler is available at their own risk. No car is allowed inside the campus for the students modified bike shall not be allowed inside the campus. Housing inside the campus is strictly prohibited.
12. Intoxicating substance, smoking and taking of drug are illegal & is strictly prohibited. Any student found to be taking such a measure shall be punished for this gross misconduct.
13. Chewing and spitting of "Pan" in the classroom/library/computer centers or anywhere else in the premises is strictly prohibited. Student/s found spitting Pan/tobacco shall be heavily fined and strict disciplinary action shall be taken as well. Apart from the punitive action individually, if spitting of "Pan" is found inside the classroom/passage or on the wall thereof or elsewhere, collective fines too shall be imposed on the class as a whole besides the individual fines as stated above.
14. Use of mobile phone is strictly prohibited in Academic Building, Technical Building Administrative Building including Classrooms, Library, Computer Lab, Auditorium and in passages/corridors. However, students are allowed to use the mobile phone in cafeteria, canteen and outside in the premises with limited restriction. Students found violating the provision may lead to heavy fine and seizure of their mobile phone. Similarly, the students are not supposed to use mobile phones in the guest lectures and other special occasions as

well. It shall be individual responsibility of the students for safe keeping of their Mobile phones and other valuables. However, students are advised not to bring valuables to the Institute. Students depositing their valuables in the Library/Enquiry Counters shall be at their risk and are advised to take particular care of their valuables, including mobile phones. The Institute does not take any responsibility for the missing things.

15. Grievances are to be brought to the notice of the authorities through proper channel only. The decision of the Director shall be final in such matter.
16. Students both Boys and Girls shall strictly follow the prescribed dress code.
17. Ragging in any form is strictly prohibited. Under the instructions of the Hon'ble Supreme Court of India and through the AICTE special instructions have been issued against Ragging. If any student/students are found involved in act of ragging following punishment/s shall be imposed:
    i. Cancellation of Admission.
    ii. Suspension from attending classes.
    iii. Withholding/withdrawing scholarship/fellowship and other benefits.
    iv. Debarring from appearing in any test/examination or other evaluation process.
    v. Withholding results.
    vi. Debarring from representing the institution in any national or international meet, tournament, youth festival etc.
    vii. Suspension/expulsion from the hostel, if any.
    viii. Rustication from the institution for period varying from 1 to 6 semesters. Expulsion from the Institution and consequent debarring from admission to any other institutions.
    ix. Fine up to Rs. 25,000/-
    x. In case of ragging involving violence, the matter will be referred to a Court of Law through a proper case and in such cases rigorous imprisonment will also be imposed depending upon the existing laws.

    In case of Ragging in any form, the students are advised to report the matter immediately to the Director or to the Registrar and to the members of the Disciplinary/Ragging Committee constituted for this purpose. Further as per the directive of AICTE, Anti Ragging Squads have been formed for Academic, Technical and Administrative Building to safeguard students from any such incident.
18. Students shall maintain strict discipline and restraint over social media post, clipping, reels etc.. No student is allowed to post the media clipping, video clipping, posts wearing Institute uniform on any of the social media platform like facebook, instagram, snapchat etc. without approval of the competent authority. It is strictly advised to students not to post objectionable, inappropriate intimidating, violent, offensive, vulgar, hate spreading content/post on social media against any individual / group of individuals/ community/ faith/ colleagues/ senior/ staff etc. Any student violiating this provision, shall be punished strictly including expulsion and lodging of report under IT Act.
19. The students are supposed to follow the disciplinary rules strictly and conduct themselves in such a manner with dignity and self restrain that the prestige of the Institution and their own prestige is maintained.

The Institute wishes everyone a bright and successful career.

Director

I have gone through the discipline rules listed above and do undertake to abide by them.

Name : Signature :

Roll No: Course :

Session : Date:

Annexure – II

AFFIDAVIT BY THE STUDENT

I, .---------- (full name of student with Institute Roll Number)) S/o/,D/o Mr./Mrs./Ms.....having been admitted.....(name of the institution), have received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2) I have also, in particular, perused clause 7 and clause 9,.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
3) I hereby solemnly aver and undertake that :-
   a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
   b) I will not participate in or abet or propagate through any act of commission or omission that may constituted as ragging under clause 3 of the Regulations.
4) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
5) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging and further affirm that, in case the declaration is found to be untrue I am aware that my admission is liable to be cancelled.
6) Along with the above mentioned points I do hereby declare that :-
   a) I will obey the code of conduct of the institute and do not indulge in any kind of indiscipline activity while in and off the institution campus.
   b) I w ill be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

Declared this----------day of----------month of----------year

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Signature of deponent

Name :

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit in false and nothing has been concealed or misstated therein.

Verified at..... (place) on this the .....(day) of..... (month),..... (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the----------(day) of----------(month)----- (year) after reading the contents of this affidavit.

OATH COMMISSIONER

Note: It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming academic session.

Annexure-III

AFFIDAVIT BY PARENT/GUARDIAN

I, Mr./Mrs/Ms. ----------(full name of parent/guardian) father/mother/guardian of, (full name of student with University Roll Number), having been admitted to------ ---------- (name of the institution), have received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
2) I have also, in particular, perused clause 7 and clause 9,.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting raging, actively or passively or being part of a conspiracy to promote ragging.
3) I hereby solemnly aver and undertake that :-
   a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause of the Regulations.
   b) My ward will not participate in or abet or propagate through any act of commission or omission that may constituted as ragging under clause 3 of the Regulations.
4) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
5) I hereby declared that my wad has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy in promote, ragging and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.
6) Along with the above mentioned points I do hereby declare that :-
   a) My ward will obey the code of conduct of the insti tute and do not indulge in any kind of indisciplined activity while in and off the institution campus.
   b) My ward will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

Declared this----------day of----------month of----------year

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Signature of deponent

Name :

Address:

Telephone/Mobile No:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit in false and nothing has been concealed or misstated therein.

Verified at (place) on this the (day) of (month), (year).

Signature of deponent

Solemnly affirmed and signed in my presence on this the----------(day) of----------(month)----- (year) after reading the contents of this affidavit.

OATH COMMISSIONER

Note: It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming academic session.

Annexure- IV

L. N. Mishra Institute of Economic Development & Social Change,
1, Nehru Marg, Patna-800 001

COURSE :
ROLL NO.:

DECLARATION MADE BY THE PARENT'S / GUARDIAN

1) I.....hereby fully endorse the Undertaking given by my ward Mr./Mrs.....and assure that he/she will abide this undertaking during his/her stay at L. N. Mishra Institute of Economic Development and Social Change, Patna.
2) I also make myself liable to pay all outstanding dues and will take full responsibility for his/her behaviour.
3) I take complete financial responsibility of the candidate and assure full payment of all his/her dues in time.
4) I have gone through the Discipline Rule's of the Institute and assure compliance by my ward.
5) In case of violation of any of the rules by my ward, the decision taken by the Institute will be acceptable to us without any objection.
6) I declare that maintenance of the good health of my ward will be our responsibility and I will take care of my ward in case of illness or any other medical cases.

(Signature of the Parents/Guardian of the student)

Signature

Full Name of Mother/Father/Guardian.....

Permanent Address: .....

.....

.....

.....

Telephone / Mobile No. .....

Email Id .....

Annexure - V

Physical Fitness Certificate

I certify that I have personally examined Shri/Smt./Kumari.....

S/o/D/o.....Village.....

P.S.....P.O.....Distt.....

and found physically and mentally fit for study.

Signature
Name, Designation & Address
of the Medical Officer/Practioner
with Registration No. :

Passport Size photograph of the student

Signature of the applicant