

SHAIL GROUP OF INSTITUTIONS

STUDENT MANUAL

PREAMBLE

Shail Group of Institution (SGI) is committed to providing an environment that promotes and values academic learning; institutional and personal integrity; and justice and equality. The institute considers all its students as its partners in the responsibility of creating and maintaining that environment.

Each student at Shail Group agrees to be governed by the Code of Student Conduct. The Institute through the Office of Student Conduct maintains the responsibility to impose sanctions for any behavior that violates the Code of Student Conduct.

All students/institutes at SGI have access to the Code of Student Conduct Copies of the Code of Student Conduct are available in the Student Section, and the Library. In addition, this document is available on line at the following address: <http://www.indoreinstitute.com>.

Students/organizations are expected to respect and abide by the code of conduct both on and off campus. As members of an academic community, students are held accountable to the Institute's Code of Conduct.

DEFINITIONS:

A. Student:

1. The term "student" for the purposes of this Code, means an individual for whom the University maintains student records and who:
 - a) Is enrolled in or registered with an academic program of the University;
 - b) Has completed the immediately preceding term and is eligible for reenrollment, including the recess periods between academic terms; or
 - c) Is on an approved educational leave or other approved leave status, or is on filing-fee status.
2. The Code also applies to:
 - a) Applicants who become students, for offenses committed as part of the application process;

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- b) Applicants who become students, for offenses committed on campus and/or while participating in University-related events or activities that take place following a student's submittal of the application through his or her official enrollment; or
- c) Former students for offenses committed while a student.

All students must follow the rules and regulations listed in the Student Code of Conduct booklet. The basic purpose of the Student Code of Conduct is to help establish and maintain a safe and orderly environment, which must prevail if learning is to take place.

Student Code of Conduct rules are the same for all the students in the campus. These rules apply to any student whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the campus.

Students' Attendance:

- a) Students are expected to have a minimum of 75% attendance in each semester as per laid down norms of RGPV.
- b) Defaulters may be debarred from appearing in semester examination.
- c) Leave notes from parents/guardians and where needed, medical certificates are to be given to the coordinator to explain the absence of a student from class.
- d) The students should be punctual in attending their classes and functions.

GENERAL CODE OF CONDUCT:

1. Canteen facilities are available only to the staff, students and visiting dignitaries of the Institute.
2. Dress Code: Students must come to Institute in the prescribed uniform as given in the prescribed manner and on days permitted without uniform suitably clad, that is, in dress appropriate to an educational institution in India. Shorts, miniskirts and short tops are not allowed.
3. Cleanliness is encouraged at all times and in all places. Students may eat only in the canteen. Littering on the premises is objectionable. Writing and drawing on walls and desks is prohibited. Students will be penalized if found doing so.

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4. Smoking, consumption of alcohol and drugs is totally prohibited in the campus.
5. Ragging is strictly prohibited.
6. Students may not entertain their visitors/relatives on the campus without prior permission.
7. The identity card must always be carried.
8. Students are responsible for their personal belongings.
9. Every student of the institute should consider themselves as a custodian of the institute and must conduct themselves both inside and outside with a decorum and dignity that is worthy of their institution.
10. Every student should protect the institutes' property. Students defacing the desks or walls with pencil, chalk, knife & marks etc. will be liable to disciplinary action.
11. The students should not leave the institute till their classes are over.
13. The students should utilize their off periods by reading books, magazines and newspapers etc. available in the library.
14. Students should be respectful and obedient to their teachers and the office staff and carry out their instructions faithfully.
15. Courtesy costs nothing but pays rich dividends in the long run. The students are expected to be courteous and polite in dealing with the clerical staff, fellow students, with the Transport Staff on buses and with visitors in the Institute.
16. Students should use the dustbins and co-operate in keeping the campus, classrooms, lawns, laboratory neat and clean.
17. Students should not tamper with fan regulators and switch boards or else the entire section will be penalized if the switch board/ electrical appliances are found broken. They must switch off the fans and lights before leaving the classrooms.
18. Students using two wheelers/four wheelers must park their vehicles in the parking area.

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21. Students are not allowed to shout on the campus. They should talk softly while they are in the Institute.
22. Writing and sticking papers on institution walls or on desks is strictly prohibited.
24. Students using vehicles must possess a valid driving license.
25. Students are prohibited to sit on institution railings.
26. Every student shall abide by the Rules laid down by the institution and shall be responsible for maintaining the discipline of the institution. It is expected that every student will maintain dignity and decorum expected from the student.
27. Every student shall be provided with an identity card and he/she has to wear it while on campus and shall produce the same at the time of borrowing library books, to obtain no due certificate and in the Examination Hall or at any time as and when required.
28. Every student shall regularly attend the classes conducted by the institution in accordance with the time-table announced by the Principal of the institution from time to time. Late comers will not be allowed to enter the class. Loitering in the corridors will not be allowed. Attendance will be taken at the commencement of class every period and reviewed monthly.
29. Regular classes should not be disturbed for practicing cultural, sports or other activities. Picnics, tours and any such other activities should be organized under the supervision of faculty in-charge.
30. No student shall apply or obtain or avail any benefit or concession or scholarship or privilege as a student of the Institute without the express written prior permission of the Principal.
31. Every student shall pay the prescribed fee and other dues due to the institution on or before the last date fixed by the Principal/ Management.
32. No student shall use any property and the facility or service available in the institute for any purpose other than for legitimate purposes and with the permission of the Principal.
33. Every student shall hold or make use of the properties and the facilities available in the institution in trust and not misuse or abuse of the same.
34. No student shall act in a manner so as to destroy, damage or otherwise harm the properties and the facilities available in the Institute.

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35. The management reserves the right to expel any student for reasons of habitual disturbance in the class and repeated disobedience of instructions of the faculties or the Principal.
36. Every student is bound and governed by the code of conduct specified supra and any/every student who violates the code of conduct is liable to be removed or rusticated from the Institute by the Principal.

GRIEVANCE REDRESSAL COMMITTEE:

The Institute has constituted a "GRIEVANCE REDRESSAL COMMITTEE" to offer suggestions to the Management/Director/Principal in all the matters connected with the staff and students' welfare such as examinations, Institute timings, transport, canteen facilities, ragging.

The committee members will meet at least once in a month to sort-out any problem that may arise from time to time. However, the committee has no time limit to conduct any meeting during emergency situations raised in ragging or any other situations. The committee members will cooperate to the Management/Director in the day to day administration for the smooth running of the Institute and the committee will work as a nodal agency for the staff and students' welfare.

Grievances & Redressal Committee:

S.No.	Name of The Faculty Members	Designation	Responsibility
1.	Brig. Chattopadhyay	Head SDP	Cordinator
2.	Dr.K.K.Gupta	Dean, Mechanical Engineering	Member
3.	Dr. Shilpa Tripathi	Dean, Chemical Engineering	Member
4.	Dr. Ashish Bansal	Dean, Information Technology	Member
5.	Dr.Rajeev Vishwakama	Dean, Computer Science & Engineering	Member
6.	Mr. Gajendra Dubey	Asst. Registrar	Member
7.	Mr. Rajesh Tiwari	Counselor (SDP)	Member
8.	Dr. Nitin Goyal	Dean, Civil Engineering	Member
9.	Dr. Keshav Patidar	Dean, Electronics & Communication Engineering	Member
10.	Dr. Sourabh Jain	Dean, Engineering Science & Humanities	Member

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SAY NO TO RAGGING:

Ragging is neither a means of familiarization, nor an introduction with fresher's, but a form of Psychopathic behavior. Ragging is a violation of Human Rights. Ragging is a heinous crime, heavily punishable under law. Ragging may **spoil your career** forever.

"RAGGING" MEANS THE FOLLOWING:

Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

Ragging is banned by Supreme Court of India. In order to prevent such kind of activity in campus, an anti-ragging committee has been formed and brought into operation even before the start of 1st year classes by the Director/Principal. Ragging is strictly banned in **all the Institutes under the umbrella of Shail Group** If anybody is found indulging in such kind of activities, strict action will be taken.

Following acts with fresher's shall amount to ragging.

1. Forcing to address seniors as 'Sir'.
2. Forcing to perform mass drills.
3. Forcing to copy class notes for the seniors.
4. Forcing to serve various errands.
5. Forcing to do menial jobs for the seniors.
6. Forcing to ask/answer vulgar questions.
7. Forcing to look at pornographic pictures to shock the fresher's out of their innocence.
8. Forcing to drink alcohol, scalding tea, smoking, etc.
9. Forcing to do acts which can lead to physical injury/mental torture or death.
10. Forcing to do acts with sexual overtones, including homosexual acts.

PUNISHABLE INGREDIENTS OF RAGGING:--

- Abetment to ragging ;
- Criminal conspiracy to rag ;

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- Unlawful assembly and rioting while ragging ;
- Public nuisance created during ragging ;
- Violation of decency and morals through ragging ;
- Injury to body, causing hurt or grievous hurt ;
- Wrongful restraint ;
- Wrongful confinement ;
- Use of criminal force ;
- Assault as well as sexual offences or unnatural offences ;
- Extortion ;
- Criminal trespass ;
- Offences against property ;
- Criminal intimidation ;

PUNISHMENTS:

(a) At the institution level: –

Depending upon the nature and gravity of the offence as established by the Anti –Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or combination of the following:

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

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

Discipline/Anti Ragging Committee:-

S.No.	Name of The Faculty Members	Designation	Responsibility
1.	Dr. K.K.Gupta	Dean, Mechanical Engineering	Coordinator
2.	Dr. Shilpa Tripathi	Dean, Chemical Engineering	Coordinator
2.	Dr.Parimeeta Chanchani	Principal (IIST –II)	Member
3.	Dr. Nitin Goyal	Dean, Civil Engineering	Member
4.	Dr. Rajeev Vishwakarma	Dean Computer Science & Engineering	Member
5.	Dr.Keshav Patidar	Dean, Electronics & Communication Engineering	Member
6.	Dr.Ashish Bansal	Dean, Information Technology	Member
7.	Dr. Saurabh Jain	Dean, Engineering Science & Humanities	Member
8.	Mr. Anand Mahajan	HOD, Mechanical Engineering (IIST-I)	Member
9.	Mr. O.P.Singh	HOD ,Mechanical Engineering(IIST-II)	Member
10.	Mr. Sudhir Patel	Asst. Professor (Master of Computer Application)	Member
11.	Mr.K.P.Tiwari	Asst. Professor, Mechanical Engineering	Member
12.	Mr. Utkash Jain	Asst. Professor, Civil Engineering	Member
13.	Mrs. Neha Gupta	HOD, Information Technology	Member
14.	Mr. Shravan Namdev	Asst. Professor, Electronics & Communication Engineering	Member
15.	Mr.Anand Mantri	Asst. Professor, Electronics & Communication Engineering	Member
16.	Mr.Anil Agrawal	Asst. Professor, Engineering Science & Humanities	Member
17.	Ms. Namrata Kaushal	Asst. Professor, Engineering Science & Humanities	Member
18.	Mrs. Nagma Sulatana	Sports Officer	Member

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19.	Mr. Sukhdev Bamoriya	Sports Officer	Member
20.	Mr. Hemant Thakur	Boys Hostel	Member
21.	Mrs. Sarika Divekar	Girls Hostel	Member
22.	Mr.Prakash Choudhary	Asst. Professor & Executive to Director	Member

Sexual Harassment and Redressal Committee

S.No.	Name of The Faculty Members	Designation	Responsibility
1.	Dr. Shilpa Tripathi	Dean, Chemical Engineering	Cordinator
2.	Dr.Parimeeta Chanchani	Principal (IIST-II)	Member
3.	Ms. Neha Gupta	HOD, Information Technology	Member
4.	Ms. Kriti Vishwakarma	Admin Manger, Admin Office	Member
5.	Mrs.Namrata Kaushal	Asst. Professor, Engineering Science & Humanities	Member
6.	Psychologist		