

**STUDENT HANDBOOK
2020-21**



National Rail & Transportation Institute
(A Deemed to be University)
National Academy of Indian Railways,
Lalbag, Vadodara - 390 004
Gujarat, India

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PREAMBLE

- This Student Handbook contains information about National Rail & Transportation Institute and the Programme offered by the Institute.
- It also contains a summary of the Rules and Regulations about the academic requirements and personal conduct of the students at the University.
- the handbook carries the important information on registration, curriculum, , attendance norms, discipline, hostel rules and the like.
- It is the responsibility of each student to familiarize herself/himself with the rules and regulations of the Institute.
- The students shall abide by these rules and shall, at all times, conduct in a manner so as to bring credit to the Institute and enhance its prestige in society.
- The Institute reserves a right to amend the rules and regulations mentioned in the Handbook without any prior notice.
- The decision of the Institute shall be final on all matters. The students are advised to contact the Academic Office in case of any query/clarification.
- Purpose of this handbook is to provide general information to the students about the Institute and its Programmes; and this is not a Regulation Book of the Institute. Hence, no claim can be made based on the information given in the book.

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1 OVERVIEW OF NATIONAL RAIL AND TRANSPORTATION INSTITUTE

1.1 Introduction

Realizing the opportunity to bring in transformational change in the transportation sector and contribute to nation-building on a larger scale, the Indian Railways has established India's first university focused on transportation and allied industries.

National Rail and Transportation Institute (NRTI) is a pioneer in the field of transport education in India. It is the first-of-its-kind Institute with a vision to develop a cadre of young graduates who are empowered problem-solvers with an actionable understanding of the transportation ecosystem.

The Institute's path-breaking undergraduate & postgraduate programmes have a unique pedagogical focus on experiential learning and practice and cutting-edge research and innovation through the lens of management and technology.

NRTI aims to offer a transformative learning experience and environment, both on campus under the guidance of its globally renowned faculty and off it with the Indian Railways as the practice hub, to transform graduates into responsible nation-builders.

1.2 Vision

Encompass aspects of higher education research and training in building a world-class institution of excellence.

- Be a top 10 university in India, ranked #1 in its domain and among the top 100 globally.
- Be an institution of demonstrated global excellence in higher education, research and vocational training, especially for rail and transportation.
- Be well-known for making a substantial impact on Indian Railways and the transportation sector through its high-quality graduates and its innovative research.

1.3 Mission

Upgrade and sustain high-quality service and operational excellence in Indian transportation, especially Indian Railways.

- Create a cadre of committed, best-in-class talent that is adept at solving complex problems.
- Build an ecosystem to facilitate best-in-industry career options; upskill and evolve capability to cater to new industry demands.
- Drive R&D efforts to create a knowledge base, and to set and meet international benchmarks and future needs.
- Foster collaboration between public sector, private industry and academia.
- Create a digitally-enabled environment that fosters and promotes the spirit of entrepreneurship among students.

1.4 Values

NRTI upholds the values of academic excellence, nation building, compassion and environmental responsibility.

- Commitment to innovation and academic excellence - challenge the status quo through innovation, curiosity and critical thinking to provide indigenous solutions for Indian problems.
- Dedication to nation building - build a better mobilized India with a sense of purpose, through a multidisciplinary and research-led approach to problem solving, which contributes to economic and social growth.
- Compassion towards all individuals and society - uphold a sense of fairness and equity for all members of society, leading by example and helping others succeed; be committed to self-discovery and purpose.
Responsibility towards the environment - be open to ideas and have empathy towards the environment and the planet, implementing ideas with environmental sustainability in mind.

1.5 Recognition

NRTI is a Deemed to be University vide Notification No. F.9/1/2018 - U .3 (A) of MHRD, GOI, dated July 26, 2018.

1.6 Academic Programmes

The Institute offers the following academic programmes:

UG Programmes

- (i) BBA (Transportation Management)
- (ii) B.Sc. (Transportation Technology)
- (iii) B.Tech (Rail Infrastructure Engineering)
- (iv) B.Tech (Rail System & Communication Engineering)

PG Programmes

- (i) MBA (Supply Chain Management)
- (ii) MBA (Transportation Management)
- (iii) M.Sc (Transport Technology & Policy)
- (iv) M.Sc (Transport Technology & Economics)
- (v) M.Sc (Transport Information System & Analytics)
- (vi) M.Sc (Rail System Engineering & Integration)-International degree programme with University of Birmingham

2 ACADEMIC RULES

2.1 Attendance

2.1.1 It is mandatory for the students to attend all classes. Course-wise attendance records of all students will be maintained and will have a bearing on the grades/promotion.

2.1.2 The Course Coordinator will announce the class policy on attendance with respect to grading etc., at the beginning of the term. This shall be done keeping in

mind the importance of classroom learning in the teaching-learning process. Once the class attendance policy has been made clear to the students registered for the course, the Course Coordinator will implement the same in totality.

2.1.3. A Course Coordinator may choose any one or more of the following as attendance policy.

(i) The Course Coordinator can assign 10% of the total marks to surprise quiz(es).

(ii) If attendance of the student is greater than 90%, result of the best two/three quizzes will be considered, else average of all quizzes will be considered.

(iii) The Course Coordinator can allocate specific marks for participation in discussions in the class on a regular basis.

(iv) If a student's attendance is less than 75%, he/she will be awarded one grade lower than the actual grade that he/she has earned. For example, a student who has got "B" grade but has attendance deficiency (less than 75%) will be awarded "C" grade.

(v) A student cannot get Pass grade for an audit course if his/her attendance is less than 75%. The Course Coordinator can adopt any other attendance policy provided the policy is approved by the competent authority.

(vi) If a student remains absent without sanctioned leave for more than 25% of the classes, then the course instructor may recommend deregistration of the student from the course to the Head of Department or Vice Chancellor. If accepted, the student will not be graded or he/she will receive a W grade for the course.

2.1.4 Other Implications of Attendance Deficiency

- i. If a student's attendance is less than 75% in more than two courses without any valid reason during a Term, he/she is liable to be issued warning and put under academic probation. If this is repeated, the matter is liable to be referred to the Vice Chancellor for action which could even result in expulsion.
- ii. If a student's attendance is less than 75% in any course or CGPA is less than 7.0, then he/she is liable to be barred from holding any position of responsibility in the Class/Hostel/Institute.

2.2 Use of Unfair Means in Examinations

2.2.1 If the student is found to be indulged in unfair means or misconduct during the examination, his/her case shall be dealt as per the "**Regulations relating to Unfair Means and Malpractice/ Misconduct during Examinations**". The extract of the relevant portions of the Regulation is reproduced in below for the information of all concerned.

The use of dishonest or unfair means in the examination includes but is not limited to:

- i) During the examination, if a student is found in possession of any hand-written/printed/photocopy/typed/soft copy of material etc. in/on his/her body or inside the clothes or under any of his/her implements like calculator, compass etc. or in his/her immediate vicinity either reported by the Invigilator or subsequently by the examiner whether used or not used. either used or unused;
- ii) During the examination, if the candidate has changed the allocated seat without permission;
- iii) A student in association with other student(s), attempts copying the answer in any manner which may include the following:
 - the student has copied from the answer book of another student(s);
 - exchanges/borrows/takes written answer book or question paper or material in any form and on any article from other student;
 - assisting another student to copy from the objectionable material in his/her possession or from his/her answer-book;
- iv) If the student gives his/her address/email/phone No. etc. or discloses his/her identity in any manner in the answer-book (which is not permitted);
- v) During the examination, if the student is found to be in possession of unauthorized answer book or part thereof, either blank or written upon or attempts to throw or carry away the answer book or part thereof outside the examination hall or is found to have torn his/her answer book or part thereof, , or of any other student or found to have made corrections in the seat/Roll No. on the answer-book or other writings himself or with the help of the other person(s);
- vi) Student is found to be in possession of mobile or other means of electronic communication inside the examination hall (even in off condition), communicating or trying to communicate, by any means whatsoever, through electronic media or otherwise with any other person in a manner that is indicative of help being sought/given in an examination;
- vii) Getting oneself impersonated by someone in the examination or impersonating another candidate;
- viii) Leaving the examination hall before the expiry of the minimum time to be spent as per rules of the examination or without handing over the answer book to the Invigilator-in-charge.

2.2.2 Inappropriate Conduct in the Examination includes:

2.2.3 If a student disobeys the instructions of the authorized officer of the Institute or blocks the Invigilator from maintaining silence, discipline or misbehaves with the authorized officer of the University etc. in the examination hall before distribution of papers or at the end of the examination or during the examination;

2.2.4 If a student snatches away or takes away or uses answer-book or part thereof or Question paper of other candidate without his/her knowledge during the examination;

2.2.5 The student tries to destroy evidence of malpractice by throwing it away, chewing it, or by any other means;

- 2.2.6 A student is found requesting and using a writer by submitting false/fraudulent evidence;
- 2.2.7 If the student violates the norms of disciplined behaviour or indulges in violent behaviour inside or outside the examination hall by act or acts such as:
- Obstructing the process of examination in any way or instigating other students, or
 - Abusing/assaulting the Invigilator/any other person appointed to conduct the Examination or threatening the staff, or
 - Carrying and/or using offensive tools/weapons for intimidation/causing injuries, or
 - Any other act/acts similar in nature to those mentioned under this category;
- 2.2.8 If the candidate is caught using unfair means in the examination and makes an attempt to influence the authorized person for conduct of examination for seeking his/her favour or brings personal pressure.
- 2.2.9 If the candidate makes an attempt to influence the Invigilator or Officer in Charge for not reporting the case or the examiner concerned for seeking his/her favours either by bribing, hiding, currency notes in the answer books or threatens any of the authorized officers for conduct of examination.
- 2.2.10 No candidate shall make use of any dishonest or unfair means or indulge in disorderly conduct in the examination.
- 2.2.11 In the cases involving misconduct, the student concerned can be expelled from the examination venue with the approval of the Invigilator or an Officer in Charge of the conduct of examination, and the matter describing the incident will be reported to the Registrar.
- 2.2.12 In the cases involving malpractice and use of unfair means, the Invigilator or an Officer in Charge of the conduct of examination shall seize the answer books and all incriminating material/evidence from the candidate, and then obtain a written statement, duly signed by the candidate. Invigilator or Officer in Charge may issue a new answer book and allow the student to continue to write his/her answers for the remaining period of that examination. The Invigilator or an Officer in Charge of the conduct of examination shall forward both the answer books, along with his/her report to the Registrar with all relevant documents on the same day.
- 2.2.13 In case the student refuses to make a written statement explaining his/her conduct, the fact of his/her refusal shall be recorded by the Invigilator or an Officer in Charge of the conduct of examination.
- 2.2.14 Cases adopting unfair means in an examination shall be dealt with by the Registrar or referred to committee on prevention of examination malpractices.
- 2.2.15 A student reported for any of the acts of Unfair Means and Malpractice/Misconduct during examinations may be allowed to appear in subsequent examinations of that term. However, in case the same student is again found guilty of indulging in misconduct or malpractice for the second time during any of the subsequent examinations of that term or in any subsequent term during the programme, he will be expelled from all remaining examinations of that term after taking appropriate action for the second act of misconduct/malpractice and the result of all the examinations of all the courses of the concerned term will be cancelled. The student has to redo all the courses of the respective term as and when offered by the Institute.

- 2.2.16 In case a student is found guilty of indulging in misconduct or malpractice for the third time during any of the subsequent examinations he will be compulsorily expelled from the University.
- 2.2.17 The cases of impersonification, violence or intimidation involving outsiders shall immediately be reported to the Invigilator or the Officer in Charge and action as per the concerned law including filing a police complaint will be taken.
- 2.2.18 The penalty in each case would depend on the circumstances of that case, and examination of all the relevant documents, statements and evidence. The punishment may vary from issuing warning, informing the parents, cancellation of the results of all examinations of the concerned course, cancellation of the results of all the examinations of all the courses of concerned term, expelling from the University, initiate criminal proceeding including filing FIR against the student/person involved in this incident or exonerating him/her from the charges.

2.3 Plagiarism

The Institute observes a policy of zero tolerance for Plagiarism. The word Plagiarism means

- (i) take and use of thoughts, inventions etc. of another person as one's own,
- (ii) pass off the thoughts, work etc. of another person as one's own.

Almost every activity in an academic environment can be a potential target of plagiarism. It includes essays, cases, books, research papers, presentations, project/seminar reports, dissertations, research papers etc. Broadly, any of the following will be considered as plagiarism:

- (i) Reproduction of someone else's work, in part or whole, without permission and presenting it as one's own work.
- (ii) Buying/stealing/copying assignments, experimental results.
- (iii) Reproducing by copying a section of book or an article/report/dissertation without proper citation.
- (iv) Copying figures/charts/graphs/images without acknowledging or claiming it /them as one own.
- (v) Quoting from a source word for word without giving reference.
- (vi) Putting someone else's ideas without proper citation.
- (vii) Paraphrasing
- (viii) Self-plagiarism – reproducing/publishing one's own published work in part or whole without referring to earlier published work.

Notwithstanding anything containing clause (i) to (viii) above, any other activity falling under the ambit of academic dishonesty may also be covered under plagiarism. Any violation of the above rules will be dealt strictly as per the norms of the University.

3.0 ANTI RAGGING REGULATIONS/POLICY

3.1. As per the directions of the Hon'ble Supreme Court and UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions – 2009 ragging has inter-alia been defined as any conduct by any student/students whether by words spoken or written or an

act which has an effect of teasing, treating or handling with rudeness a fresher or any other student or indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or creates fear or apprehension thereof in any fresher or any other student or forcing a student to do an act which has the effect of causing or generating a sense of shame or torment or embarrassment so as to affect the physique or psyche of a fresher or any other student, showing of power, authority or superiority by a student to any fresher or any other student. Collective gathering of students with any form of excuse and interviewing the freshers will also be treated as an act of ragging. Where the persons committing or abetting the act of ragging are not identified, the University shall resort to collective punishment.

3.2. The above said UGC Regulation also provides for punishment to the student found guilty of ragging. These punishments include suspension from attending classes, withholding/ withdrawing scholarship, debarring from appearing in the test/examination, withholding results, cancellation of admission, rustication from the University for certain period and expulsion from the University. Besides, the student found guilty of ragging shall also be liable to face charges under the Indian Penal Law if the nature and gravity of the act is considered to come under the Penal laws.

3.3. Students are warned not to indulge in any act of ragging in the University during their stay at the Institute. Indulgence in any such act(s) shall liable for punishment that may jeopardize their careers also.

3.4 Freshers or any other student(s), whether being victims or witnesses, in any incident of ragging, are encouraged to report such occurrence, and the identity of such informants shall be protected and shall not be subject to any adverse consequence only for the reason for having reported such incidents.

4.0 CODE OF CONDUCT FOR STUDENTS

4.1 Conduct & Discipline

Every student is required to observe discipline and decent behaviour both inside and outside the campus and not to indulge in any activity which will bring down the reputation of the university. The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:

4.1.1 **Ragging:** National Rail and Transportation Institute has a zero tolerance policy towards ragging. Ragging is strictly prohibited inside and outside the Institute campus. Ragging is a criminal and non-bailable offence as per the Indian laws. The Institute strictly follows the guidelines on ragging issued by the Hon'ble Supreme Court of India and University Grants Commission (UGC). For details refer Clause 3.2 mentioned below.

4.1.2 **Sexual Harassment:** NRTI has a zero-tolerance policy against sexual harassment, which is widely condemned as a form of human rights violation, an infringement on life and liberty and a grave form of gender-based discrimination. Sexual harassment of any level is a punishable offence.

4.1.3 Furnishing false information of any kind in the form of application for admission or for award of scholarship etc.

4.1.4 Adoption of unfair means in the examinations.

4.1.5 Displaying lack of courtesy and decorum; resorting to indecent behaviour anywhere within or outside the campus.

4.1.6 Wilfully damaging or stealthily removing any property/belongings of the Institute, or fellow students.

4.1.7 Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs or smoking inside the campus.

4.1.8 In possession of firearms or any other lethal weapon.

4.1.9 Tempering with any fire extinguisher or fire alarm system.

4.1.10 Gambling of any kind in the campus.

4.1.11 Littering in the campus.

4.1.12 Organizing or participating in any group activity inside or outside the campus without prior permission of the Institute Authority.

4.1.13 Mutilation or unauthorized possession of library books.

4.1.14 Resorting to noisy and unseemly behaviour causing disturbance to the fellow students.

4.1.15 Misuse of Internet/e-mail facilities or tempering/hacking of servers anywhere in the Institute.

4.1.16 Absence from the Hostel with information/intimation to the Warden.

Commensurate with the gravity of the offence, the type/degree of punishment may be a "Reprimand", "Fine", "Debarment from Examination", "Rustication for a Specified Period" or even outright expulsion from the Institute.

4.1.17 **Procedure of Disposal of Indiscipline Cases**

- Any act of indiscipline of a student warranting reprimand or fine shall be referred to the Registrar office, which shall have authority to reprimand or impose fine or take any other suitable measure.
- All cases involving ragging shall be referred to Anti-ragging Committee and those involving sexual harassment shall be referred to Internal Complaints Committee. All grievances of the nature defined under UGC (grievance redressal) Regulations 2018, shall be referred to Students' Grievance Redressal Committee.
- Cases of using unfair means in an examination shall be dealt by the committee on prevention of examination malpractices.
- All other major acts of indiscipline which may have serious repercussion on the general body of students, and/or which may warrant a uniform and more formalized nature of investigation shall be handled by the Institute Disciplinary Committee.

- Recommendation of all the committees shall be forwarded to the Vice Chancellor for awarding the punishment.

4.2 **Identity Card**

- NRTI issues Photo Identity (ID) cards to students to verify their identity and to help in accessing various Institute services and facilities. The students are required to carry their Identity Cards during the class hours as well as while moving on the campus. The students must show their Identity Cards when asked by the Institute Officials or Security personnel.
- The ID card is the property of the Institute and as such, it can be confiscated and invalidated upon expiration of their intended use or upon any misuse, forgery, or alteration.
- Any loss of the I'Card has to be reported to the Academic Office at the earliest through a written application giving the reasons for the loss. A duplicate I'card will be issued on payment of the prescribed fee.

4.3 **Dress Code**

Wearing of formal dress is compulsory on all Mondays in the Academic Block i.e. Classes, Library, Reading Room, Faculty Rooms up to 5.00 pm irrespective of whether one has a class or not. A formal dress for the boys is shirt with tie and trousers or formal suit with proper footwear. For girls, the formal dress is Sari / Western Formals (with Jacket) and with proper footwear.

On other days, the students are expected to follow an appropriate and decent dress code with proper footwear. The students must wear formal dress on all special occasions, lectures, Conferences, conclaves, etc.

4.4 **Closing Hours**

The University building, classrooms or other academic facilities are open during working hours on all working days. Once classes have ended and the buildings are secured, the students are not permitted to enter the classroom buildings until they are reopened. Any usage of the classrooms or other facility for a specified purpose shall be allowed only with approval of authorized Institute personnel.

5. **CAMPUS FACILITIES**

5.1 **Hostel Facilities and Rules**

- Students shall reside only in the allotted hostel room only. On arrival he/she will take possession of the room after signing the inventory of the furniture, electrical and other items in the room.
- The Institute reserves the right to allot/change room of the students and no request to change the room shall be entertained from the students.
- Students shall be responsible for all articles of furniture, electrical and other fixtures provided in their rooms. They shall not disfigure or paint walls, doors, windows or

otherwise damage them. In case of any damage, the students shall be held accountable for the same and repair cost shall be borne by them.

- At the end of each academic term or while leaving the Institute, the students shall hand over the charge of his/her room with all furniture and fixtures to the hostel Warden. He/she will be charged the cost of all damages and shortages detected in his/her room.
- Use of any other power appliance such as electric kettle, refrigerator, heating rod/plate, room heater, cooking appliance/equipment etc.) is strictly prohibited.
- Students are advised not to keep any excess cash and/or valuables, such as jewelry, expensive accessories like wrist watches mobile phones etc. Any loss, theft or damage to any of these personal belongings is at their own risk and University will not be responsible for the same.
- The students are not allowed to cook anything inside the hostel using gas/kerosene or other fuel operated equipment/hot plate.
- Hostel rooms are provided with mattresses. The students are to use their own bed sheets/blankets and pillows. Any damage to the items due to misuse or negligence is liable to be charged.
- Students shall conduct themselves with decorum and dignity and shall not create any nuisance or disturbance for other students or members of the campus community
- The hosteller should not enter into any unnecessary conversation, quarrel or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden. Use of abusive, vulgar and un-parliamentary language with anyone is strictly forbidden. Any complaint received in this regard will be taken seriously.
- Students shall not go outside the campus between 9:30 pm and 6.00 am (Night Hours) without written permission from the Warden. Making loud noises, including playing music during the Night Hours is strictly prohibited.
- It is mandatory for the students to seek Warden's permission before going out of station. They shall report to the Warden immediately on return. The Warden may ask for written request from parents and/or their concurrence before granting permission to go outside the campus or out of station.
- If a student is likely to be away from the hostel for one or more nights, he/she must fill an Outstation Form and submit to the Warden at least 48 hours in advance of the trip. It is mandatory for the student to obtain prior permission from their parent(s) before filling the Outstation Form and declare the same in the Outstation Form. The Warden may grant or decline the permission for outstation trip.
- Students shall not invite any unauthorized person to their hostels. They shall deal with only authorized vendors during the prescribed hours and pay them at prescribed rates, if required.
- Boys are prohibited from entering the girl's hostel. Girls can enter the on-campus boy's hostel reception area only, for access to the mess.

- Students shall not keep or entertain local or outside guests in their rooms.
- Students shall not organize any assembly or activity in the hostel without the written permission of the Warden.
- Students shall neither form any hostel society nor issue any publication without the written permission of the Registrar.
- Students may paste posters in the rooms assigned to them, but they should ensure that such pasting does not cause any damage to the property.
- Students shall not display or circulate any notice or put anything on the notice board without written permission from the Warden.
- Students shall not invite any speaker to address a hostel meeting without the written permission of the Warden.
- Students shall not take any newspaper, magazine, TV or games material from the Common Room to their rooms or mishandle/damage them. Any such damage or loss is recoverable from the students as decided by the University.
- Students shall not take mess utensils or food to their hostel rooms.
- Students are expected to cooperate with the Warden and fellow students and obey Warden's instructions on all matters concerning hostel/mess.
- Students are expected to keep their rooms clean and tidy and are supposed to use the dustbins provided to them.
- The Institute shall provide housekeeping facility in the common areas, staircase and washrooms. Cleaning of hostel rooms may be executed in the absence of students as well, so students are advised not to leave their valuables open in the room.
- Any complaint regarding the furniture and fixtures in the rooms/washrooms must be recorded in the complaint register kept in the Warden's office.

5.1.1 Hostel Timings

- Returning to the Campus: 10:30 pm
- Returning to the respective rooms: 11:00 pm
- Students are expected to be in their respective rooms after the prescribed hours i.e. 11.00PM.
- Students are permitted to go outside the campus as per the permissible hostel timings. Students going out will be required to make an entry in the in/out register placed at the main gate.
- The hostel staff is authorized to conduct a roll call to ensure all the students are in their respective rooms after 11:00 pm. Any student not found in the room shall be reported as absent and appropriate action shall be taken against such student. In

addition, surprise checks may also be conducted by the Institute Officials to ensure students' presence after the designated timing (of returning to the rooms).

- Ragging, even in the name of introduction, is strictly prohibited inside or outside the campus and is a cognizable offence. Strict disciplinary action will be taken against those found involved in the menace of ragging. It is the collective responsibility of all the students to immediately bring any such incident to the notice of the Registrar.
- Since NRTI is co-located on the campus of National Academy of Indian Railways, the students must respect the relevant rules of the campus and act in a manner that maintains the dignity of the campus. Specific norms and rules relating to this may be notified from time to time. They should show the due respect and courtesy to the NAIIR officers/staff.
- In case any student is found violating or not abiding by any of the rules, strict disciplinary action shall be taken against the erring student that may even lead to his/her expulsion from the Institute as per the norms (of the Institute).

5.2 **Internet Browsing Access:** Students are not allowed to:

- b. Access Pornography
- c. Create and maintain fake accounts
- d. Download and view pirated content
- e. Faking IP
- f. Piggybacking: Using someone else's credentials

5.3 **Mess**

The Institute has provided mess facility for the students.

- Food will not be served outside the mess except in the case of illness. For such cases, the Mess In-Charge should be informed at least four hours before the meal service time.
- All students must take their meals in the mess during the stipulated hours (as amended from time to time). These hours must be adhered to strictly on all days.
- Students are not allowed to take items of crockery & cutlery from the mess to their rooms.

6.0 **POWER TO MODIFY**

Notwithstanding all that has been stated in the handbook, the Institute has the right to amend/modify any of the guidelines/rules from time to time.

Whenever, a dispute arises regarding interpretation of one or more provisions of these rules, the matter shall be referred to the Vice Chancellor and the interpretation given by the Vice chancellor shall be considered as correct and final.