

RULES FOR THE STUDENTS OF ARMY INSTITUTE OF TECHNOLOGY

"RAGGING IS STRICTLY PROHIBITED"

GENERAL RULES FOR CONDUCT

1. Rules for conduct of AIT students are to be read in conjunction with **UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions 2009, Maharashtra Prohibition of Ragging Act 1999, and University of Pune Ordinance 0.157** on the subject of "Maintenance of Discipline and Good conduct by Students". Extract of these are attached as Appendices A, B and C respectively. Full Regulations/Act is available at AIT website <http://aitpune.edu.in>.

2. AIT is a unique institution, meant exclusively for the children of Army Personnel both serving and retired. Though, it is a private engineering college, its ethos is more or less akin to army establishments. Every effort must be made to preserve this uniqueness, which sets it apart from many engineering colleges in our country. The onus of ensuring that the image of the Institution is kept not only untarnished, but ever shining at all times rests solely on the young shoulders of all AITians.

3. These Rules have been framed with the purpose of guiding AITians, their parents/guardians and visitors on what they should expect from AIT and what AIT expects from them in return, thereby ensuring a healthy, good and clean environment for studies as well as personality development of the students.

4. It is expected that **no student will ever indulge in any form of behavior/unbecoming conduct inside or outside the campus that can harm the reputation of AIT.**

AIT Dress Code

5. Students are representative of the college both during and after college hours. An individual's personal appearance and actions are related to the impressions that he/she makes upon people outside of the organization. These impressions are closely tied to the advancement and developing reputation of the college. Students should maintain an image of professionalism and confidence. In college hours boys/girls are expected to dress in a professional manner.

Weekdays (Mondays-Thursdays)

6. The key to dressing successfully in business casual attire is exercising good judgment and being neat and professional in appearance. Clothing should be clean, pressed or wrinkle free and without holes or frayed areas. Clothing should not be tight fitting, sheer, unusually bold or ornate.

7. All girls and boys should wear proper uniform with tie. ***FE girl students should be dressed in salwar suits with dupatta till their uniform gets ready. FE boy students will be dressed in trousers with shirts tucked in, black belt and black leather shoes. Shirt will have full sleeves. Cuffs / sleeves of the shirts will not be rolled up.***

8. Dress code to be followed by the students during college hours is given in paragraphs 9 and 10 below.

9. **AIT Uniform.** The AIT uniform for students is as under:-

- (a) Shirt – light blue colour with full sleeves. Cuffs / sleeves of the shirts will not be rolled up.
- (b) Trouser – grey colour.
- (c) Black coloured belt (preferably of leather).
- (d) Neck tie – maroon colour with AIT emblem/logo.
- (e) Shoes – black brogue/oxford with black/grey socks.
- (f) Blazer – navy blue (in winter and for formal functions).
- (g) T shirt white with grey stripes and AIT black/grey socks (for sports activities).
- (h) Navy blue colour overall combination (Boiler suit) with AIT emblem/logo (for workshop classes).
- (j) Turban – maroon colour (for Sikh students only).

Note: Trouser, shirt, blazer, tie, T shirt and overall combination will be provided by institute on payment. Black coloured belt, black shoes, black/grey socks and turban (for male Sikh students) will be brought/procured by the students. Students other than First Year will give demand for uniform items to Central Stores, AIT, before 20 Jun every year and will be present for taking measurements during admission of First Year students”.

10. (a) **General Dress Code.** Students are expected to wear AIT **Uniform on all Mondays and Thursdays.** In addition to these days, uniform will be worn for all College functions and on the days of VIP visits. Besides these, uniform will also be worn when specifically directed to do so by the AIT Authorities.

(b) **Dress Code for Classes.** On days other than ‘Uniform days’, students will be dressed properly and in a dignified manner. For workshop classes students should wear Overall Combination with black shoes. Wearing of pajamas, round neck T shirts and chappals or sandals in the Academic Block is strictly prohibited. Girls are expected to be dressed in dignified and modest manner.

(c) **Dress Inside Hostels.** Students will be appropriately attired while moving inside their hostels and in places of central facilities like Gym, Dining

Hall, Recreation Room, etc. Since hostel accommodation will be visited frequently by maintenance staff and cable/computer mechanics during day hours, students are advised to remain dressed up appropriately while moving within their respective hostels. The maintenance staff and cable/internet operators are allowed to visit Girls Hostel between 0900hrs to 1730hrs after obtaining prior permission of Joint Director. Hostel inmates are advised to dress up in such manner so as to **avoid causing embarrassment to fellow students/hostel staff and casual visitors** to the hostel.

(d) **Dress code while In-campus (Outside the Hostel).** Within the AIT campus all students must be dressed up in a decent manner and they are not permitted to wear dresses like pajamas, night suit/dresses, chappals etc. outside their respective hostels. This code applies to the shopping complex, common facilities/rooms, cafeterias, messes, ATM Counters etc. also.

(e) **Dress for Sports Fields/Gym.** Students are expected to be attired in sports wear/track suits while indulging in outdoor games activities and while having workouts in the gym.

(f) **Dress Outside the Campus.**

(i) All students will be dressed responsibly and appropriately when moving out AIT Campus.

(ii) When girl students are taking part in any formal function involving performing arts, the dresses of the participants for the dances, will be approved by the Warden.

Compliance

11. It is very important to maintain our standard of dress in the college. When one individual student wears something that is inappropriate, it sends a message to others that the dress guidelines are not important. Therefore it is responsibility of each student to strictly follow the dress code rules laid out for them. Anyone found violating the rules are subject to disciplinary action.

Inter - Relationships

12. The relationship between two AITians is expected to be based on **friendship and mutual respect.**

(a) **Student - Staff Relationship.** AIT believes in the traditional '**Guru Shishya**' relationship. The role of AIT Faculty is that of 'Friend, Philosopher and Guide'. It is incumbent on the part of students to uphold these and any

transgression beyond the set norms and limit will invite severest of penal action.

(i) **Visiting Staff Quarters.** Students are not expected to visit residential quarters of staff members unless it is for unavoidable/emergent nature of work or when they have been called/invited by the staff member concerned.

(ii) **Staff - Student Social Get - togethers.** All Institutional/Social get-togethers of the staff members and students will require prior approval of the Management.

(b) **Relationship between Senior and Fresher/Junior Students.** The relationship between senior and junior students should be that of an **elder and younger**. The senior student's role towards a junior student will be that of an elder in a family. Senior students must not, however, assume the role of ombudsmen/ policemen/law maker by trying to reform or punish the juniors. They are, as such, expected to play the role of mentors and help their juniors settle down in the new environment. Under no circumstances will the junior students be made to run errands for the senior students or to do any of their personal home work.

Conduct Inside AIT Campus and Hostels

13. AIT presently do not have adequate accommodation for all students. **Allotment of accommodation is carried out by a Board of Officers, with academic performance and attendance in classes as the prime criteria. Following guidelines will be followed for allotment of hostel accommodation:-**

(a) First year students will not be allowed to stay outside the campus.

(b) Students with poor discipline record will not be considered for Hostel accommodation.

(c) Students will be allotted accommodation based on aggregate marks / CGPA up to SEM – I and class attendance of SEM – II.

(d) In case of shortage of accommodation, BE and TE students with lower academic merit / class attendance, will not be allotted hostel room.

(e) Students from SE to BE and ME volunteering to stay outside the

hostels, will apply specifically for the same, indicating details of address of planned stay.

14. Prohibited Acts. The following acts are prohibited:-

- (a) Playing in the corridors.
- (b) Partying inside room. Year-wise reading / common rooms have been constructed on the respective hostel terraces where organised celebrations can be conducted with prior permission.
- (c) Playing loud music so as to disturb others. Possession of external speakers of any kind are not permitted within the hostel premises.
- (d) Parking of vehicles anywhere other than parking area.
- (e) Having meals inside the hostel rooms unless medically advised.
- (f) Smoking, chewing of tobacco/pan and spitting in the Campus/hostel area.
- (g) Drinking/Consumption/storage of alcohol.
- (h) Gambling of any nature and kind.
- (j) Borrowing or lending money.
- (k) Visits by members of opposite sex to the hostel rooms.
- (l) Keeping of firearms/weapons of any kind.
- (m) Canvassing for funds/donation for any cause without express sanction of the Director, AIT.
- (n) Fixing of nails on walls to hang wall pieces.
- (o) Pasting of posters/ slogans/ graffiti on walls/ fixtures.
- (p) Use of electrical appliances like hot plates, gas stoves, irons and heating rods.
- (q) Cooking in hostel rooms.
- (r) Keeping personal TVs.
- (s) Allowing/permitting anyone other than a bonafide AIT hostel student to stay in the rooms allotted/vacant rooms of the hostel and failure to report such occupation on coming to know of it will constitute an offence.
- (t) Burning of any material inside and outside the hostel or in any AIT building that is likely to result in a serious fire hazard/ accident.
- (u) Possession of two/four wheelers (except those who have been permitted specifically) and riding of two wheelers without a crash helmet including riding pillion without a crash helmet.
- (v) All such acts that have been banned/ prohibited/ constituting an offence/ violation of good order and student discipline by various acts and orders enacted by the AIT, University of Pune, Govt of Maharashtra and Govt of India.

(w) Any anti-social/political/criminal/undesirable activity.
(x) Using of criminal force on anyone within the Campus.
(y) Tasking junior students for tasks/ acts which they may not perform in normal course.
(z) Causing damage to/ destruction of property of fellow students/ AIT staff.
(aa) Using disrespectful/ unparliamentarily language either directly or through phone or other electronic medium like internet, etc.
(ab) Eve teasing or causing any type of mental or physical harassment to girl students.
(ac) Non clearance of dues of caterers or any shopkeeper in AIT complex.
(ad) Cheating the caterer, cafeteria or any establishment in AIT complex.
(ae) Indulging in physical fights.
(af) Keeping of pets in hostels or in AIT complex.
(ag) Keeping large sums of cash and valuables in the rooms.
(ah) Inviting / allowing any person other than an inmate of the hostel (including day scholars or friends) to visit the hostel/ room, without specific permission of the concerned warden.

Allotment / Vacation of Rooms

15. Accommodation in the boys/girls hostels is allotted to students not as a matter of right but as per the policies framed by Army HQ (AWES). A student will stay only in the room / accommodation allotted to him. A student **can be expelled from the hostel by giving a notice of 48 hrs** and without assigning any reason for the action/expulsion. Students expelled on grounds of indiscipline will forfeit hostel fees paid by them.

16. **Policy and Procedure for Allotment of Rooms.** The policy for allotment of rooms will be decided by the Management, and may be changed to cater for unforeseen cases/ circumstances. Allotments of rooms made by the Rector / Warden will be strictly adhered to.

17. **Change of Rooms Allotted.** A student may apply for a change of room, giving reasons/justification thereof. No student will change his room, even by mutual consent, without the written approval of the Rector/Warden.

18. **Payment of Hostel and Mess Fees.** No student is permitted to stay in a hostel room without having paid the hostel and mess fees in full and obtaining an allotment order from the Rector/Warden.

19. (a) **Hostel Accommodation for Year-down/Drop-out Students.** Drop-out/Year-down students who have not taken regular or provisional admission will not be permitted to stay in hostels.

(b) **Stay by Un-authorized Persons.** No student is allowed to share his room with anyone who is not an authorised occupant of the room, as allotted by AIT Management.

20. **Allotment of Guest Rooms.** Parents/relatives of hostellers are not permitted to stay in the hostels without prior approval of the Management. **Students desirous of availing College Guest Room facility may do so by applying in writing and paying rental charges of one day at least 48 hrs in advance.** Rooms so allotted but not occupied by the specified date will stand cancelled and the advance paid will be forfeited. Guest rooms are allotted to the parents/ brothers and sisters of the hostel inmates only. Day scholars are not permitted to stay in the College Guest rooms.

21. **Vacation of Rooms by Students.**

(a) **On Term End.** On termination of year end term, students staying in hostel are required to vacate their respective rooms and handover the room to hostel attendants. They will be allotted room later before commencement of next term.

(b) **BE Students.** BE students will have to vacate their rooms not later than 15 days after their last exam of B.E.

Note. Once a hostel room is allotted to a student/occupied by a student, he/ she will **not be allowed to surrender the room so allotted and no refund will be effected during that academic year.** However, students vacating hostel accommodation due to their leaving AIT to pursue studies somewhere else/due to their joining IMA/OTA/NDA/due to their being year down will be governed by the refund rules of the College.

Care of Hostel Assets/Property

22. **Room Inventory.** All furniture and fixtures in the rooms allotted to students must be cared for properly. Students will be required to pay double the original cost of any item found missing from their room. Students will also be required to pay twice the charges of repair to items that are found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.

23. **Interchange of Furniture/Fixtures.** Students are prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities will be expelled from the hostel.

24. **Assets in Common Areas/Corridors.** Theft/damage to hostel assets in common areas/corridors will be recovered from all the students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.

Economy in Consumption of Water and Electricity

25. Water and electricity are always in short supply and there is a requirement of making concerted effort to save both. All students are expected to exercise control over use of water as often it is purchased from non MES sources at an exorbitant rate. Students are advised to switch off electricity in their accommodation and class rooms when there is no need for lights and fans. Deliberate wastage of water and electricity will invite penalty.

Campus in-time

26. "The Campus in-time for all students is 10:00pm on all days. The main Gate of AIT will be closed for students at 10.00pm. every day. There is no provision for late night arrival. Students desirous of staying out beyond 10:00pm should seek leave of absence from the Joint Director well in advance. Disciplinary action will be initiated against those violating these provisions. Students found missing from the hostel will be dealt with as a case of indiscipline. All students will be inside the respective hostels by 10:30pm. Hostel gates will be closed by 10:30pm. Attendance registers/biometric registration will be carried out by the students by 11:00pm every night".

27. **Permission for Late Night.** No student is allowed to come late to Campus/ hostel. Students desirous of staying out late night (beyond the stipulated timings) are well advised to obtain an application from their respective parents seeking permission for leave of absence. No leave of absence will be granted without such application.

28. **Entry in Bio-metric System in Boys Hostels.** All boys staying in boys hostels are required to punch in their attendance in the bio-metric systems installed in both NBH 1 and OBH. The punching in time is between 10.00 pm and 11.30 pm every day. Failure to punch in by any student will be dealt with as a case of indiscipline. In the newly commissioned NBH 2, all inmates must sign in the attendance register every night between 9.00 pm and 11.00 pm

29. **Gate In/Out Pass.** All students whether staying in Hostel or day scholar will be in possession of gate In/Out Pass. Student in required to deposit this pass with security at gate while going out of AIT and collect it when coming IN. Student will not be permitted to leave AIT gate unless this IN/OUT Pass is deposited with the security. The passes will be available in the respective department. In case of loss of pass once issued, new pass will be issued on deposited of Rs. 100/- as fine in AIT Main Account.

Out-pass/Night out Permission/ Leave of Absence

30. **Out-Pass/Night Out Permission.** Students may apply for out-pass/Night Out-Pass for staying with their parents/relatives/local guardians for a maximum duration of three nights at

31. **Leave of Absence.** Application for leave of absence will be submitted to respective HOD at-least 72 hrs in advance. Leave is granted subject to the condition that the onus of securing mandatory attendance in the semester rests with the students concerned.

32. **Preparatory Leave.** Students are permitted to proceed on leave during their Preparatory Leave. The modalities for obtaining permission will be same as availing Leave of Absence except that in this case the application will be routed through respective wardens.

33. **Refund of Hostel and Messing Charges.** Students are **not entitled to any refund of their hostel, messing and laundry charges** for the duration of their leave of absence/out-pass/preparatoryleave.

Instructions for Visitors

34. Students are allowed to meet visitors within AIT. However it will be ensured that such meetings are held in the reception rooms or cafeterias.

35. Visitors must be requested not to enter the hostels, since this leads to intrusion into the privacy of other hostellers.

36. Under no circumstances will visitors of the opposite sex visit either hostel i.e. men/boys will NOT enter the girls hostel and women/girls will NOT enter the boys hostel.

37. **Timings of Visit.** Visitors including Day scholars must leave the Campus latest by 7.30 pm and not to enter Campus before 6.30 am. For visiting timings beyond 07.30 pm, specific permission of Joint Director will have to be taken.

38. **Excursions And Picnic Trips.** All excursions and educational trips are to be coordinated by the Faculty/ Warden concerned. Student desirous of proceeding on excursion/ picnic must contact their warden/ Faculty well in advance and obtain prior permission of the Director, through Faculty In-charge/Warden giving details of the Tour Operator and contact telephone numbers of the Tour Operator, name of driver, etc at least 72 hrs before the date/time of departure.

Instructions Regarding Private Vehicles

39. Students are not permitted to keep two or four wheelers while studying in the College as hostellers. However, fourth year students can keep two wheelers with prior permission of the Joint Director. For obtaining permission of the Joint Director, the student must submit an undertaking in the form of an affidavit duly signed by his/her parent and abide by the rules and regulations of the College. All private vehicles must have valid registration papers and the students must be able to establish their ownership of the vehicles. In all cases the authority letters from the actual owners must be shown to AIT Management where the vehicle is not in the name of the student. Private vehicles kept without ownership authority and valid registration papers will be confiscated by AIT and handed over to the civil police. Driving a two-wheeler or riding pillion, without a helmet both inside and outside the Campus is not allowed and violation of this rule will invite severe punitive action against the defaulter. Details of procedure for obtaining permission of the Joint Director can be obtained from respective wardens/ Rector.

Use of Academic Block Beyond College Timings

40. The labs and the classrooms in the Academic Block are out of bounds for the students beyond the college timings, unless specifically permitted in writing by either the HOD/Principal or Joint Director.

41. Students are, however allowed entry into the Reception Foyer to enable them to use the ATM and MI Room.

42. The terraces of the academic block & hostels are out of bounds to all students after sunset.

Medical Aid

43. College provides 24hrs medical assistance through College MI Room. The Nursing Assistant is available on Campus and can be contacted over phone to (internal No – 3182) seek medical assistance after office hours. Under no circumstances the students will visit the Nursing Assistant at his residence. Nursing Assistant will not visit hostels to attend sick reports unless under emergency/ exceptional circumstances with the prior permission of Joint Director.

44. **Routine Sick Report.** The routine sick report will be seen by RMO Training Battalion No - II. An ambulance will be provided for the conveyance of routine sick report which will be accompanied by the Nursing Assistant. Students wanting to report sick or seek specialist medical assistance must report to College MI Room by 8:15 am daily. The ambulance will leave the College at 8:30 am and any one wishing to report sick after that will make own arrangements to go to medical officer/ MH. Vehicle will not be provided to go to Command Hospital as a matter of

routine. Students must make their own arrangements for regular check up with Military Hospital, Kirkee or Command Hospital, Pune.

45. **Special Sick Report.** Students falling seriously ill or those who have been seriously injured will be sent to MH Kirkee as special sick report cases in the AIT ambulance/vehicle. However in circumstances when AIT vehicle cannot be detailed in an emergency, students must report to MH Kirkee using hired transport or any private conveyance available. AIT will not pay for hiring of such transport. No student will get admitted to MH without knowledge of the management.

46. **Accident Cases.** In case of accident that may occur outside AIT campus, the casualty must be taken to nearest hospital (could be civil or military) by the fastest available means by fellow students who may be accompanying the student. Report of such incidences must invariably be given to Joint Director on phone at the earliest.

Note. Students are advised to keep the address and telephone numbers of Joint Director, NOK and Parents in their wallets/purse with a caption “**PLEASE INFORM INCASE OF EMERGENCY**” written on top. Also it would be prudent to feed telephone numbers with easily identifiable relationships like 'Dad', 'Mom', 'Brother' 'sister' etc on own mobile. **Conduct of Students on Special Occasions**

47. **Centrally Organised Lectures/Seminars**

- (a) Students will wear AIT uniform.
- (b) All students must be seated 10 minutes before the commencement of the event/function.
- (c) Students should not cause disturbance by talking amongst themselves/clapping during the proceedings of seminars/lectures.
- (d) No student must leave the venue before the dignitaries leave.
- (e) Attendance of those nominated to attend is compulsory.
- (f) Failure to attend will amount to violation of good order and conduct and thus be dealt with appropriately by the Management.

48. **Conduct Outside AIT Campus.** AIT by virtue of its natural association with Indian Army has acquired a positive image and an enviable reputation amongst the local population and other engineering colleges of Pune. It is therefore the duty of all AITians to conduct themselves in a manner that does not damage the reputation

of both Indian Army and AIT. This is particularly applicable to their conduct in town, RSI, CME, NDA and AFMC premises and even while traveling on trains. An AITian must be discernible from others in a crowd through his good conduct, pleasing manners and a dignified. Remember, the College boasts of '**Excellent demeanor Discipline and Impeccable Conduct**' as one of the virtues/USPs of AITians during their Campus Placement.

49. **Intra- College Functions.** Healthy competition must be encouraged and be visible. Remarks and comments made in poor taste must be totally avoided. Disorderly and unbecoming behaviour during Intra College (i.e. Inter Branch) functions and competitions will be dealt with severe punishment.

Discipline Aspects

50. **Ragging.**

(a) In a professional institute of AIT's standing, ragging has no place at all. With the promulgation of Maharashtra Prohibition of Ragging Act 1999, **ragging is considered a serious offence punishable with 2 yrs in jail and a fine of Rs. 10,000/-**. It must be understood that ragging is invariably a sign not only of poor upbringing but also of an inferiority complex. If the students are facing any type of problems, they could drop their grievances in the Complaint Box placed in the Warden's office and in the Administrative Block. Complaints could also be lodged with the security staff, Asst Warden or Hostel Attendant for immediate action.

(b) **Any Other Act of Indiscipline.** Punishments from fines to rustication/expulsion from College/University may be awarded by Principal/Director to students involved in cases of indiscipline and misconduct in AIT campus/ hostels or outside.

51. Students Disciplinary Committee. Notice on acts of student indiscipline will be forwarded as early as possible but not later than 24 hours by Rector/HOD to the Director preferably by tele-call followed by written report. The matter will be considered by the Students Disciplinary Committee and their recommendation will be submitted to the Director within next 24 hours. The composition of Students Disciplinary Committee is as follows:-

- (a) Principal for Academic Block offences/Joint Director for Hostel offences.
- (b) Senior most HOD
- (c) Senior most Asst Prof
- (d) Students GS - Boys
- (e) Student GS - Girls

52. Anti Ragging Squad. Anti Ragging Squad is composed as under:-

- (a) Chairperson - Asst Prof
- (b) Members
 - 1. Asst Prof
 - 2. Rector
 - 3. Warden, GH

53. Anti Ragging Committee. Anti ragging Committee is composed as under:-

- (a) Principal
- (b) Member NGO
- (c) Member Media
- (d) Rep Civil Administration
- (e) Rep Police Authorities
- (f) 2 x Rep Teaching Faculty
- (g) Rep of Parents
- (h) Rector , BH & Rep of Non Teaching Staff
- (j) Warden GH & rep of Parents
- (k) 2 x Warden & Rep of Non Teaching Staff
- (l) GS Boys
- (m) GS Girls
- (n) 2 x FE students

Instructions for Utilising Sports Facilities and Gymnasium

54. AIT has several good sports facilities and health equipment on the campus. It is the duty of all AITians to ensure that these are not misused or used in a manner that renders them unserviceable. The following is required to be kept in mind in this regard:

- (a) Keeping the doors of the squash court locked when the court is not in use.
- (b) Putting off the lights in the squash court, basket-ball court, indoor badminton court and the gymnasium when these facilities are not being utilized by those who use them the last that day.
- (c) Keeping all weights and systems in the gymnasium at the appropriate places (e.g. do not keep 'weights' etc. on the seats and cushions).
- (d) Not to use the tennis and volleyball courts immediately after a heavy downpour/ rain.

Complaint Procedure

- 55. Any student who wishes to submit any complaint against the working of any system/facility on the AIT Campus or against any AIT employee/persons working on contract with AIT must do so in writing through the Hostel Warden/Head of Dept.
- 56. Complaints regarding matters concerning academics must be addressed to the Principal and must be routed through the Head of the Department.
- 57. Complaints/suggestions concerning the working of any sports facility/club/co-curricular activity must be addressed to the Principal through the Chairman of the Committee set up to oversee such activities.
- 58. Complaints/suggestions regarding hostels or messes should be routed through the Wardens to the Joint Director.
- 59. Students are prohibited from directly approaching the Director or Chairman or Patron with complaints without first seeking redress from the authorities mentioned above.
- 60. **Channel for Correspondence.** The following channels of correspondence will be strictly adhered to: -

Subject Matter to be approached

- (a) Dept/Academic Matters - Respective HOD
- (b) Hostel/Mess Matters - Respective Warden /Rector Boys Hostel
- (c) Library Matters - Library Asst/OIC Library
- (d) Sports and Cultural - Respective Committee Activities
In-charge/Principal
- (e) Placement Activities - Placement Officer
- (f) Academic Matters - Principal including Students
Performance.
- (g) Admission/Migration/ - Jt Director/Principal/
Change of Branch/Fees/Registrar
Adm matters

61. **Students Grievance Cell.** All student grievances will be considered by Students Grievance Cell and its recommendations will be submitted to the Director. The Grievance Cell is composed as under:-

- (a) Chairperson - Principal
- (b) Members - (i) HOD ASGE
(ii) Registrar

62. The Hostel Warden or any other authority designated by the Director/Principal shall have the powers to completely search the rooms & belongings of the students at any time.

63. These regulations could be used as guidelines for other issues not covered under any other rules and regulations. The decision of Warden with regard to interpretation of the rules or any other matter not specifically mentioned shall be final. The management has absolute discretion and reserves the right to modify any of the rules as and when necessary.

64. Any suggestion for improvement of facilities in the AIT or for the betterment of AITians must be dropped in the Suggestion Box placed in the Administrative Block and in front of the Director's office or emailed to the following Id: **director@aitpune.edu.in**

65. **Black Dot System.** To create healthy and disciplined atmosphere in the AIT following points will be considered for recording a black dot against the student's profile:-

- (a) Caught in malpractice in the university / class exams.
- (b) Getting assignment done by juniors / copying from the others assignments.
- (c) Involved in destructive activity of the institute property or belongings.
- (d) Harassment of other students.
- (e) Not attending a compulsory central function in Gen BC Joshi Hall or Raman Theatre or elsewhere ordered by the college authorities.
- (f) Misbehavior with AIT staff.
- (g) Misconduct with AIT guest.
- (h) Promoting unethical activity / practices in AIT campus.
- (j) Held for consuming liquor / drug either on or off the campus.
- (k) Promoting / bringing any drug inside AIT campus.
- (l) Involvement of theft / stealing any item.
- (m) Not obeying the orders of higher authorities inspite of repeated instructions /warning.
- (n) Forming a group based on caste, creed, region and parents positions / designation.
- (o) Forging signatures or documents.
- (p) Involved in cyber crime.
- (q) Use of the social media for wrong propagation of about AIT/Faculty/Staff/authorities/ students.
- (r) Spreading rumors in campus.
- (s) Involve in unbecoming group activity, which in against the rules of Institute.
- (t) Carrying out any illegal activity in AIT campus or outside.

Besides whatever punishment is imposed for a specific act of indiscipline mentioned above a black dot will be placed on student's record. A student with 3 dots against his profile will not be allowed to appear for the campus Interview irrespective of his/her academic merit.

**UGC REGULATIONS ON CURBING THE MENACE OF
RAGGING IN HIGHER EDUCATION INSTITUTIONS, 2009
(Under Section 26(1)(g) of the University Grants
Commission Act, 1956)**

Clause 3

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

a) 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 student.

b) Indulging in rowdy or indisciplined 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 student;

c) 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 student;

d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

g) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

h) any act or abuse by spoken words, emails, post, 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 student;

j) any act that affects the mental health and self-confidence of a fresher or any other student. With or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

6. Measures for prohibition of ragging at the institution level:-

6.1 An institution shall take the following steps in regard to admission or registration of students; namely,

(a) Every public declaration of intent by any institution, in any electronic, audio-visual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.

(b) The brochure of admission/instruction booklet or the prospectus, whether in print or electronic format, shall prominently print these Regulations in full.

(c) Provided further that the telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the Institution, faculty members, members of the Anti- Ragging Committees and Anti Ragging Squads, District and Sub Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.

(c) Where an institution is affiliated to a University and publishes a brochure of admission/instruction booklet or a prospectus, the affiliating university shall ensure that the affiliated institution shall comply with the provisions of clause (a) and clause (b) of Regulation 6.1 of these Regulations.

(d) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the

prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that he/she has not been expelled and/or debarred by any institution and further aver that he/she would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of such student.

(e) The application form for admission, enrolment or registration shall contain an affidavit, mandatorily in English and in Hindi and/or in one of the regional languages known to the parents/guardians of the applicant, as provided in the English language in Annexure I to these Regulations, to be filled up and signed by the parents/guardians of the applicant to the effect that he/she has read and understood the provisions of these Regulations as well as the provisions of any other law for the time being in force, and is aware of the prohibition of ragging and the punishments prescribed, both under penal laws as well as under these Regulations and also affirm to the effect that his/her ward has not been expelled and/or debarred by any institution and further aver that his/her ward would not indulge, actively or passively, in the act or abet the act of ragging and if found guilty of ragging and/or abetting ragging, his/her ward is liable to be proceeded against under these Regulations or under any penal law or any other law for the time being in force and such action would include but is not limited to debarment or expulsion of his/her ward.

(f) The application for admission shall be accompanied by a document in the form of, or annexed to, the School Leaving Certificate / Transfer Certificate / Migration Certificate / Character Certificate reporting on the inter-personal/social behavioural pattern of the applicant, to be issued by the school or institution last attended by the applicant, so that the institution can thereafter keep watch on the applicant, if admitted, whose behavior has been commented in such document.

(g) A student seeking admission to a hostel forming part of the institution, or seeking to reside in any temporary premises not forming part of the institution, including a private commercially managed lodge or hostel, shall have to submit additional affidavits countersigned by his / her parents / guardians in the form prescribed in Annexure I and Annexure II to these Regulations respectively along with his/her application.

6.2 An institution shall, on admission or enrolment or registration of students, take the following steps, namely;

(a) The institution shall, on the arrival of senior students after the first week or after the second week, as the case may be, schedule orientation programmes as follows, namely; (i) joint sensitization programme and counseling of both freshers and senior students by a professional counselor, referred to in clause (o) of Regulation 6.1 of these Regulations; (ii) joint orientation programme of freshers and seniors to be addressed by the Head of the institution and the anti-ragging committee; (iii) organization on a large scale of cultural, sports and other activities to provide a platform for the freshers and seniors to interact in the presence of faculty members; (iv) in the hostel, the warden should address all students; and may request two junior colleagues from the college faculty to assist the warden by becoming resident tutors for a temporary duration, (v) as far as possible faculty members should dine with the hostel residents in their respective hostels to instill a feeling of confidence among the freshers.

(b) Freshers or any other student(s), whether being victims, or witnesses, in any incident of ragging, shall be 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.

(c) It shall be the responsibility of the member of the faculty assigned to the group of freshers, to coordinate with the wardens of the hostels and to make surprise visits to the rooms in such hostels, where a member or members of the group are lodged; and such member of faculty shall maintain a diary of his/her interaction with the freshers under his/her charge.

Clause 7

7. Action to be taken by the Head of the institution.- On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely,

- i. Abetment to ragging.
- ii. Criminal conspiracy to rag.
- iii. Unlawful assembly and rioting while ragging.
- iv. Public nuisance created during ragging.
- v. Violation of decency and morals through ragging.
- vi. Injury to body, causing hurt or grievous hurt.
- vii. Wrongful restraint.
- viii. Wrongful confinement.
- ix. Use of criminal force.
- x. Assault as well as sexual offences or unnatural offences.
- xi. Extortion.
- xii. Criminal trespass.
- xiii. Offences against property.
- xiv. Criminal intimidation.
- xv. Attempts to commit any or all of the above mentioned offences against the victim(s).
- xvi. Threat to commit any or all of the above mentioned offences against the victim(s).
- xvii. Physical or psychological humiliation.
- xviii. All other offences following from the definition of "Ragging".

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the Nodal officer of the affiliating University, if the institution is an affiliated institution.

Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

Clause 9.1

9. Administrative action in the event of ragging.-

9.1 The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under: -

a) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

- (i) Suspension from attending classes and academic privileges.
- (ii) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- (iii) Debarring from appearing in any test/ examination or other evaluation process.
- (iv) Withholding results.
- (v) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- (vi) Suspension/ expulsion from the hostel.
- (vii) Cancellation of admission.
- (viii) Rustication from the institution for period ranging from one to four semesters.
- (ix) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

c) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

- (i) in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
- (ii) in case of an order of a University, to its Chancellor.
- (iii) in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

**EXTRACT OF MAHARASHTRA PROHIBITION OF
RAGGING ACT, 1991
MAHARASHTRA ACT NO XXXIII OF 1999
“AN ACT TO PROHIBIT RAGGING IN EDUCATIONAL
INSTITUTIONS IN THE STATE OF MAHARASHTRA”**

1. Short title and commencement. This Act may be called the Maharashtra Prohibition of Ragging Act, 1999.

2. Definitions. In this Act, unless the context otherwise requires:

(a) “educational institution” means and includes a college, or other institution by whatever name called, carrying on the activity or imparting education therein (either exclusively or among other activities); and includes an orphanage or a boarding home or hostel or a tutorial institution or any other premises attached thereto

(b) “head of the educational institution” means the Vice-Chancellor of the University, Dean of Medical Faculty, Director of the Institution or the Principal, Headmaster or the person responsible for the management of the educational institution;

(c) “ragging” means display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes

(i) teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or

(ii) asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do.

3. Prohibition of Ragging. Ragging within or outside of any educational institution is prohibited.

4. Penalty for Ragging. Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution, shall, on

conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

5. Dismissal of Student. Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

6. Suspension of Student.

(i) Whenever any student or as the case may be, the parent or guardian, or a teacher of an educational institution complains in writing, of ragging to the head of the educational institution, the head of that educational institution shall, without prejudice

to the foregoing provisions, within seven days of the receipt of the complaint, enquire

into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action.

(ii) Where, on enquiry by the head of the educational institution, it is proved that there is no substance, prima facie, in the complaint received under sub-section (1), he shall intimate the fact, in writing to the complainant.

(iii) The decision of the head of the educational institution that the student has indulged in ragging under sub-section (1), shall be final.

7. Deemed Abetment. If the head of the educational institution fails or neglects to take action in the manner specified in section 6 when a complaint of ragging is made, such person shall be deemed to have abetted the offence of ragging and shall, on conviction, be punished as provided for in section 4.

**EXTRACT OF UNIVERSITY OF PUNE ORDINANCE: 0.157
MAINTENANCE OF DISCIPLINE AND GOOD CONDUCT
BY STUDENTS**

(Under Section 87 and Section 39 (III) of the
Poona University Act, 1994)

1. Every student, during term of the course, shall be under disciplinary jurisdiction of the Competent Authority which shall take appropriate action, in case of indiscipline misconduct on part of the student. College identity card must always be carried by the student, failing which action will be taken against him/her.

The Ordinance came in to force wef 20 May 1988.

2. **Definitions.** In this Ordinance unless the context otherwise requires,

(i) 'Student means and includes a person who is enrolled as such by the University, Affiliated College or Recognized Institutions for receiving instructions and or qualifying for any degree or diploma or certificates of the University.

Note: This includes External Students also.

(ii) 'Institution' means and includes University / Affiliated College / Recognized Institutions, as the case may inclusive of Campus, Hostel, Play-grounds, Laboratory, Libraries, Gymnasium thereof.

(iii) 'Competent Authority' for the purposes of the ordinance means and includes Head of the Teaching Department of the University, Principal of the Affiliated College; Head of the Recognised Institution, for the concerned students as such other persons, vested with the authority by Vice-Chancellor for external students.

Provided in respect of misconduct regarding University Examination, Executive Council shall only be Competent Authority.

3. Obligations of the Students. Every student, shall all times,

- (a) Conduct himself properly and maintain proper decorum
- (b) Observe strict discipline both within the campus of the Institution, Hostel and also outside, in Buses, Trains or at public places, or at Picnic on Educational Trips arranged by the Institution or at Playgrounds.
- (c) Ensure that no act of his consciously or unconsciously brings the Institution or any establishment or authority connected with it into disrepute.
- (d) Shall not lodge any complaint or make any representation regarding any matter connected with Institution to press or other outside institution/agency etc. without forwarding the same through the Head of the concerned Institution.

4. Any act of a student which is contrary to the provisions of clause (3) shall constitute misconduct and/or indiscipline, which terms shall mean and include, among others, any one or more of the acts jointly or severally, mentioned , hereinafter namely:

- (a) Any act that directly or indirectly causes or attempts to cause disturbance in the lawful functioning of the Institution.
- (b) Habitual un-punctuality in attending lectures, practicals, tutorials and other courses as may be prescribed.
- (c) Repeated absence from lectures, tutorials, practicals and other courses as prescribed.
- (d) Occupation of any building such as, hostel room, residential quarter or such other accommodation in the premises owned or hired by the Institution, without prior permission from the competent Authority.
- (e) Permitting or conniving with any person not authority to occupy any hostel room, residential quarter or any accommodation or any part thereof of the Institution.
- (f) Obstruction to any student or group of students in his their legitimate activities as such, whether in the class room, laboratories, fields, playgrounds,

gymnasium or places of social and cultural activity within the campus of the Institution.

(g) Possessing or using any fire arms, lethal weapons explosive or dangerous or corrosive substance on the premises of the Institution.

(h) Possessing or consuming any poisonous or stupefying drugs or intoxicant in any form in the Institution.

(i) Ragging, bullying or harassing any student in institution or outside thereof.

(j) Indulging in any act as would cause annoyance, embracement to any other student or member of the authority of the Institution, to staff member or any member of the family of the staff.

(k) Indulging in any act of violence, assault intimidation or threatening in the Institution or hostels or outside thereof.

(l) Destroying or attempting to destroy or tamper with any official record or document of the Institution.

(m) Instigating violence or participating in any violent demonstrations or violent agitation or violent strike in the Institution.

(n) Gambling in any form in the Institution.

(o) Refusal to appear to give evidence before Enquiry Officer appointed by the Competent Authority with respect to a charge against him.

5. The Competent Authority may impose any one or more of the following punishment/s on the students found guilty or misconduct, indiscipline, in proportion thereof:

(a) Warning/Censure/Reprimand

(b) Fine not exceeding Rs 300/-

(c) Cancellation of the scholarship/award/prize/medal, awarded to the student by the concerned Institution, with prospective effect.

(d) Expulsion from the concerned Institution.

(e) Debarring from admission to a course or courses of study in the concerned Institution. Debarring from appearing for examination or examinations, conducted by the Institution concerned, for a specific period, not exceeding five years.

(f) Cancellation of the result of the student concerned in the examination of the concerned Institution, in which he has appeared.

(g) Rustication from the Institution for the period not exceeding five years.

DO's AND DONT's FOR AIT HOSTELLERS

DO's

- 1) Strictly adhere to laid down rules and regulations.
- 2) Do carry an identity proof whenever you go out of AIT Campus.
- 3) Respect your Fellow Students, Seniors, Hostel Staff and Mess Staff.
- 4) Keep your room clean, tidy and ventilate it regularly. Help AIT maintain cleanliness within the Hostel and Campus.
- 5) Adhere to mess timings and adhere to Mess Dress Norms.
- 6) Report movement of any unknown/suspicious person in the Hostel and Campus.
- 7) Switch off your room lights and fans when not needed or when you are out of your room even for a short while. Help AIT save electricity.
- 8) Close the taps and avoid wastage of water. Report if any tap is leaking.
- 9) Consume water only from earmarked water source.
- 10) Enter your particulars at the Main Gate before leaving and entering Campus.
- 11) Return to your room before 10 pm every day unless permitted to be out of Hostel. Seek prior permission for all leave of absence from hostel, well in time.

- 12) Inform the Warden and College incase of change of address / contact details of Parents / NOK / Local Guardians.
- 13) Beware of snakes within Campus; do not move out at night in slippers.
- 14) Avoid water fronts, beaches, hill tops etc especially during rainy seasons.
- 15) Report any misconduct/indiscipline on the part of any one in the hostel and also report any undesirable activity within the Hostel/Campus.
- 16) Take care of hostel properties and assets. Report any loss or damage to AIT propertyin the Hostel/Room.
- 17) Whenever a complaint is forwarded against any fellow student or staff of AIT, ensure that the data given in the complaint are factual and accurate.

DON'Ts

- 1) Do not leave Hostel without taking prior permission of the Warden/Joint Director.
- 2) Do not indulge in ragging in any manner including remaining a mute witness to an act of ragging by others
- 3) Do not ride two wheeler (when permitted) without helmet both inside and outside AIT Campus. (Rule applicable to both rider and pillion).
- 4) Do not hand over keys of your two wheeler to another student, who has not been permitted to drive within AIT Campus.
- 5) Do not consume liquor.
- 6) Do not smoke or consume stupefying drugs.
- 7) Do not damage property of others, including AIT.
- 8) Do not move around/sit in areas that are dark, secluded and bushy.
- 9) Do not litter Hostel/Rooms and Campus.
- 10) Do not wear chappals when going out of your hostel.
- 11) Do not argue with the security staff/hostel staff when they point out difficulty in your dues or when you are checked.
- 12) Do not cause disturbance to others by playing loud music/ shouting or playing basket ball/cricket etc inside the hostel.
- 13) Avoid exaggeration when a complaint is made against a fellow student/staff of AIT.
- 14) Do not divulge your ATM Pin Number to another student/friend.
- 15) Do not leave your personal belongings including cash, cards or laptop unattended even for a minute.

Anti Ragging Helpline of AIT

AIT Exchange - (020) 27157534 / (020) 27157612

S/No	Name	Appointment	Office (Extn)	Residence (Extn)	Mobile
1.	Brig Abhay A Bhat (Retd)	Director	2101	2102	9967032089
2	Col KE Vijayan (Retd)	Joint Director	2103	2104	8275879337
3	Prof (Dr) BP Patil	Principal	2020	-	9689907475
4	Prof (Dr) SM Sansgiri (HoD Mechanical)	Chief Rector	2160	-	9881399777
5	Mr KS Pillai	Warden, OBH (BE)	4251	4260	9405021813
6	Mr AK Singh	Warden, OBH (TE)	4250	-	9472186331
7	Mr BS Bora	Warden, OBH (SE)	4255	-	8390102651
8	Mr Vadiraj V	Warden, OBH (FE) Warden	4254	-	7875449903
9	Mrs Kiran Khosla	Warden, Girls Hostel	4258	4259	9421668369

