

L. N. MISHRA INSTITUTE OF ECONOMIC DEVELOPMENT AND SOCIAL CHANGE,  
1, Jawaharlal Nehru Marg, Patna-800001

### DISCIPLINE RULES

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

1. The students are required to attend a minimum of 85 % of the classes for being sent-up for the examination. In extraordinary and compelling circumstances where the attendance is less than 85% on account of (a) prolonged sickness (b) marriage of self (c) death of one of the parents or guardian, the students are, however, allowed to take the examination with attendance even on less than 85% but more than 75% in such cases the students are required to intimate the cause immediately to the Director in writing and get permission first.
2. Attendance in all the programmes as notified by the authority shall be compulsory.
3. Compliance of instructions/orders of the authority/authorities in respect of examination/attendance/placement/summer training special programmes organised etc. shall have to be strictly followed, without fail.
4. The use of unfair means in the examinations is strictly prohibited & punishable.
5. Speaking loudly, gossiping and loitering on the Institute campus are acts of indiscipline. SMOKING is strictly prohibited in the campus.
6. Indecent behaviour with faculty members, staff and others will be treated as misconduct and may result in disciplinary action which shall include expulsion from the Institute.
7. Late coming in the class-room, will be considered as absence from the class. Cases of proxy attendance will be treated as an act of gross misconduct, besides the student indulging in proxy being penalized with absence from the particular class.
8. Any act which causes damage to the assets of the Institute will be considered to be an act of Indiscipline.
9. The library has been fully automated and has got best collection of books while the students are advised to take maximum advantage of the library, they should observe strict discipline. There shall be absolute silence in the library. There is provision for keeping the books and packets for the students at the counter. Timely return of books and payment of dues to the library are essential. Fines are charged on overdue books (Rs. 12/- per day per volume).
10. Students are required to attend the classes or any function in the Institute with the Identity Card to be provided by the Institute.
11. Students are required to park their Cycle/Scooter/Motorcycle (except four wheelers) the vehicle shed only on the parking space on payment of prescribed parking charges. Cars must not be brought inside the campus.
12. Intoxication, smoking and taking of drug shall be treated as misconduct and are therefore strictly prohibited.
13. Chewing and spitting of pan in the class room/library/computer centres or anywhere else in the premises is strictly prohibited and will be considered as an act of indisciplinatory and it will be punishable. As a student is found spitting pan, a fine shall also be imposed individually. If in spite of those instructions, if there be any spitting of pan inside the class room or on the wall thereof or the rooms or otherwise found, collective/individual fines will be imposed on the class as a whole besides the individuals fines as stated.
14. Use of mobile phones in the class room/library/computer centres/auditorium during any function strictly prohibited and is considered to be an act of violation of discipline. Similarly, the students are not supposed to use the mobile phones in the guest lectures and other special occasions.

The students are required to take proper care of their Mobile phones and other valuables. They are advised against leaving them carelessly.

The students who are depositing their valuables in the Library/Enquiry Counters are advised to take particular care of the valuables including mobile phones as it becomes very difficult to trace out the missing cases. The Institute does not undertake any responsibility for the missing things.

15. Grievances are to be brought to the notice of the authorities through proper channel only. The decision of the Director shall be final.
16. Students both Boys and Girls shall strictly follow the prescribed dress code.
17. Ragging in any form will be strictly prohibited. Recently, under the instructions of the Hon'ble Supreme Court of India and through the AICTE special instructions have been issued against Ragging. If found Ragging, the following could be the possible punishments :
  - (i) Cancellation of Admission.
  - (ii) Suspension from attending classes.
  - (iii) Withholding/withdrawing scholarship/fellowship and other benefits.
  - (iv) Debarring from appearing in any test/examination or other evaluation process.
  - (v) Withholding results.
  - (vi) Debarring from representing the institution in any national or international meet, tournament, youth festival etc.
  - (vii) Suspension/expulsion from the hostel, if any.
  - (viii) Rustication from the institution for period varying from 1 to 6 semesters.
  - (ix) Expulsion from the Institution and consequent debarring from admission to any other institution.
  - (x) Fine upto Rs. 25,000.00
  - (xi) In case of Ragging, involving violence, the matter will be referred to a Court of Law through a proper case and in such cases rigorous imprisonment will also be imposed depending upon the existing laws.

In case of Ragging in any form, the students are advised to report the matter immediately to the Director or the Registrar and also the Members of the Disciplinary/Ragging Committee constituted for this purpose.

The students are sincerely advised to follow strictly the disciplinary rules and conduct themselves in such a manner with dignity and self restrain that may raise the prestige of the institution and their own prestige.

It is hoped that Students will strictly follow on instructions and they will do well in studies. The Institute wishes every one a bright and successful career.

**Director**

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

Name :  
Roll No:  
Session :

Signature :  
Course :  
Date:

**AFFIDAVIT BY THE STUDENT**

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

1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes  
 ragging.

2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of  
 the penal and administrative action that is liable to be taken against me in case I am found guilty of or  
 abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

3) I hereby solemnly aver and undertake that :-

a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the  
 Regulations.

b) I will not participate in or abet or propagate through any act of commission or omission that may  
 constituted as ragging under clause 3 of the Regulations.

4) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1  
 of the Regulations, without prejudice to any other criminal action that may be taken against me under any  
 penal law or any law for the time being in force.

5) I hereby declare that I have not been expelled or debarred from admission in any institution in  
 the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging  
 and further affirm that, in case the declaration is found to be untrue I am aware that my admission is liable  
 to be cancelled.

6) Along with the above mentioned points I do hereby declare that :-

a) I will obey the code of conduct of the institute and do not indulge in any kind of  
 indisciplined activity while in and off the institution campus.

b) I will be solely responsible for any kind of accident/mishap caused on account of the above  
 mentioned clause (6.a)

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year

\_\_\_\_\_  
 Signature of deponent

Name :

**VERIFICATION**

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

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

\_\_\_\_\_  
 Signature of deponent

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

**OATH COMMISSIONER**

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

**AFFIDAVIT BY PARENT/GUARDIAN**

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

1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively or being part of a conspiracy to promote ragging.

3) I hereby solemnly aver and undertake that :-

a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

4) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

5) I hereby declared that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy in promote, ragging and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

6) Along with the above mentioned points I do hereby declare that :-

a) My ward will obey the code of conduct of the institute and do not indulge in any kind of indisciplined activity while in and off the institution campus.

b) My ward will be solely responsible for any kind of accident/mishap caused on account of the above mentioned clause (6.a).

Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year

\_\_\_\_\_  
Signature of deponent

Name :

Address:

Telephone/Mobile No:

**VERIFICATION**

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

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

\_\_\_\_\_  
Signature of deponent

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

OATH COMMISSIONER

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

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1, Jawaharlal Nehru Marg, Patna-800 001**

COURSE :  
ROLL NO.:

DECLARATION MADE BY THE PARENT'S / GUARDIAN

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

(Signature of the Parents/Guardian of the student)

*Signature*

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

Permanent Address: .....

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Telephone / Mobile No.....

Email Id .....

Physical Fitness Certificate

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

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

.....P.O.....Distt..... and found

physically and mentally fit for study.

Signature

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

Passport Size  
photograph of the  
student

Signature of the applicant