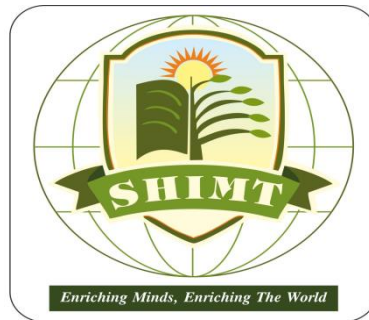
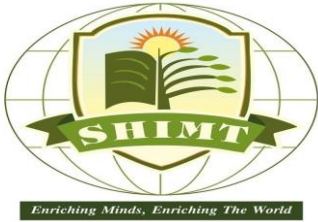


SHIMT

**SHREE HANUMAT INSTITUTE OF MANAGEMENT &
TECHNOLOGY, GORAYA**



STUDENT BIBLE



Shree Hanumat Institute of Management & Technology

Welcome!

Dear New SHIMT student,

Congratulations on your selection to Shree Hanumat Institute of Management and Technology (SHIMT). I am delighted to have this opportunity to welcome you for the Academic session 2019-20. As you are joining our institute, you are embarking on a new journey in your career.

As a SHIMT student, you will join a community of scholars committed to improving the quality of education. You will establish friendship with classmates and faculty that will continue through your life. After graduation, as alumni, you become a member of SHIMT community.

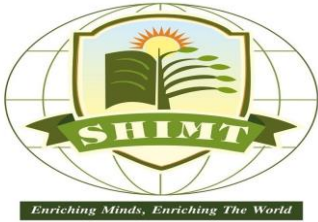
College is a time for navigation -navigating campuses, future career paths, social scenes, and a more independent life. You are about to begin one of the most exciting and crucial times in your life and I, as your mentor, wants to help ensure that it is a safe and encouraging learning experience.

I will be your advisor and guide on this journey. I will guide you through your academic and personal dilemmas. I will help you to resolve problems, if you face any, related to your module, academics or any personal and inter-personal issues. You can seek my advice and guidance on anything from your current course, your strengths and weakness, help you may need, to your future goals and plans. I am here to groom and nurture you.

I want you to know that I am always available to you and would like to encourage you to contact me for any reason; at any time. You can reach me whenever you feel so.

I will be more than happy to help you always!

Your Mentor

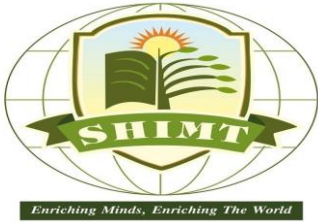


Internal Assessment :-The Internal assessment of the student will be based on the following criteria (As per PTU)

MST's	60%
Home Assignments/Presentations	25%
Attendance	15%

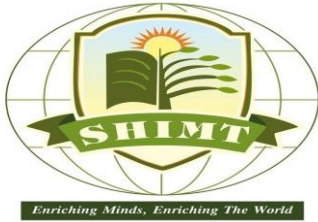
The internal marks for attendance may be allotted as follows:

Upto 75% attendance	NIL
76% to 80%	02
81% to 85%	03
86% to 90%	04
91% to 95%	05
Above 95%	06



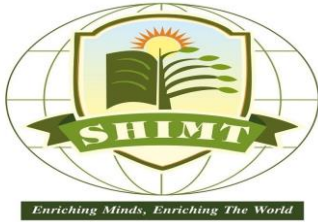
Code of Conduct for College

- Discipline is the prime concern for every one and all are bound to follow the rules and regulations of the college and maintain strict discipline.
- Under disciplinary action, the Director is empowered to fine, suspend or even expel a student from the college in the interest of the institution.
- Students are not allowed to possess or use Mobile Phones inside the classrooms & labs.
- **DURING LAB HOURS BROWSING IS NOT ALLOWED.** Students are not allowed to misuse the internet facility.
- It's a moral duty of every Student to conduct himself / herself in such a way to cause no disturbance to the working of the classes or to fellow students.
- **RAGGING, CONSUMING ALCOHOL AND SMOKING ARE STRICTLY PROHIBITED IN THE HOSTEL AND COLLEGE CAMPUS.**
- Without prior permission from the Director, no function shall be arranged by the students in the hostel or college campus.
- Writing on walls, pillars, bath rooms, furniture or on boards is strictly prohibited.
- Eating snacks / taking lunch inside the class rooms or along corridors is not permitted.
- In case of any damage, if caused to college property the cost will be charged to the student/students responsible for the damage in addition to disciplinary action.
- Before leaving the class rooms, students are advised to switch off fans and lights.
- Furniture in the class rooms should not be moved or displaced.
- While travelling in the bus, no one will be allowed to whistle, hoot, shout or sing aloud and should not litter.
- Students have to take without fail all the necessary items such as admit card, pen, pencil, calculator, scale, rubber, etc., to the test / exam hall.
- Students will have to sit through the entire period scheduled for the internal tests and university examinations.
- In the event of continued poor performance in internal tests and poor class attendance by any student, the Director has the authority to withhold permission for him/her to write the university examinations.
- Leaves if needed must be pre-sanctioned by class incharge and in case a student is absent for 3 days continuously without information, strict action will be taken.



Code of Conduct for Library

- Silence must be observed, in the Library.
- Inside the Library, Personal belongings are not allowed.
- Every student of the college is eligible for membership of the Library.
- Students can utilize the Library from 9:00 A.M. to 4:00 P.M. on working days.
- Before entering, all students should sign the entry register of the Library.
- Books borrowing limit for student is two for 14 days.
- Books are to be handled very carefully. In case, if a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay double the cost of the book as fine.
- Members before leaving the issue counter must satisfy themselves as to whether the books which they intend to borrow are in good condition and any damage should be immediately reported to the Librarian or library staff, failing which the member to whom the book was issued will be held responsible.
- Underline; write in, folding / tearing of pages or defaced books in any way is strictly prohibited.
- The borrowed book should be returned on or before due date, If not, overdue charge of Rs.10 per day for students till one week ; Rs. 50 till two weeks and thereafter a penalty will be decided by the authorities .
- If the due date falls on holiday, return can be done on the following working day without fine.
- Misbehaviour in the library will lead to cancellation of membership and serious disciplinary action.



Code of Conduct for Hostel

Regarding Rooms

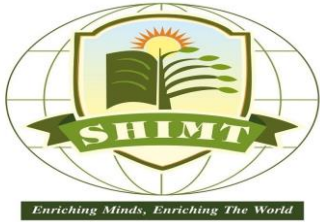
- Rooms allotted to the students at the time of admission are at least for a period of one year.
- Students must occupy rooms specifically allotted to them. They are not allowed to change rooms except with the written permission of the Warden/ Chief Warden.
- Allotment made to a student is subject to cancellation if he/she fails to occupy the room within the prescribed time. Students are liable to forfeit their rooms if they fail to clear all their dues to the hostel by the appointed day and are asked to vacate the hostel.
- The Chief Warden reserves the right to break open rooms in case of any violation of hostel rules, suspected unlawful activities or on a perceived security risk.
- Residents who wish to vacate the hostel must meet Chief Warden for necessary formalities. Permission of the students' parents along with certain documentation is mandatory.

Fixtures

- Students shall NOT bring any extra furniture or other fixtures in the room. All furniture and fixtures in the rooms allotted to students shall be cared for properly.
- Students shall be required to pay the original cost of any item found missing from their room. Students shall also be required to pay the charges of repair to items that are found to have been wilfully damaged or have been damaged on account of misuse or unfair wear and tear.
- Theft of/damage to hostel assets in common areas/corridors shall be recovered from all students of the flank/ wing involved.

Electricity Restrictions

- No electric appliances shall be permitted in the room, failing which the Rector/Campus Administrator will have the right to confiscate the gadget.
- The lights in the bathroom should be used only as and when necessary and shall not be kept on when the bathroom is not used. While leaving the room students should take care to put off the lights and fans without fail. In case of default, a fine will be charged on every such occasion.
- Free electricity quota per month is 150 units for room with Fan, 200 units for room with Cooler and 250 units for room with AC (Occupancy 04 person per room). If prescribed electricity quota is exceeded, the excess amount will be paid by the occupants. This is to prevent misuse of electricity.



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Attendance Register

- Attendance will be taken by the Rector before 10.30 pm every night.
- Boarders have to sign the attendance register every day between 10.00 pm to 10.30 pm. After that the student is not allowed to go out of the hostel. Going out of hostel will lead to fine.
- Night out shall not be allowed without the substantial reason.

Celebration of Festivals and Birthdays

- Student shall take prior permission of the Rector/Campus Administrator for celebrating any festivals and birthdays.
- Birthdays should be held in a common place for one to two hours between 8.00 pm to 10.00 pm.
- There should not be any kind of physical discomfort. No outside guest or interference of any kind will be allowed

Cleanliness

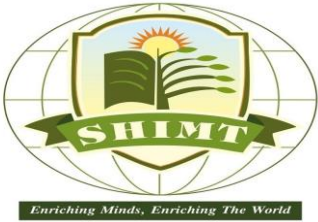
- Students shall keep their room, corridors and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose.

Mess

- Student shall pay full mess fee for one year in advance at the time of admission to the hostel.
- Student must inform their non availability or night out to the Mess Supervisor well in advance.
- Food to be served in the room on depositing Identity card in case of illness.
- Students are requested not to waste food.
- Outsiders are not allowed in the mess. Guests are allowed in mess with prior permission of the Supervisor and charges applicable.
- Outside food/dabbas are strictly not permitted in the hostel
- **Timings for Mess**
Breakfast - 7.30 am to 8.45 am
Lunch - 12.20 pm to 1.45 pm
Dinner - 7.30 pm to 9.30 pm
- These timings shall be strictly followed by the boarders.

Ragging

- Ragging in any form is banned inside and outside the campus.
- Strict action is taken against persons flouting this rule; no leniency is shown.



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- Suspension and/or withdrawal from the hostel/ college is the first action against the offender.

General Instructions

- Students are requested to avoid singing aloud, shouting or making any type of noise which is likely to distract the attention of those who may be studying in their rooms or hostel libraries.
- No Gambling of any kind shall be allowed in the premises of the Hostel.
- The students are advised not to keep large amount of cash or valuables in the room.
- The student is responsible for the safety of his/ her belongings inside the room.
- Cooking in hostel rooms is not permitted.
- All instructions/ notices displayed on notice boards will be deemed to have been read by all residents and excuses for non-compliance of such instructions and notices will not be accepted.
- Residents are advised to look at the notice board every day to acquaint themselves with latest information/orders.