

# STUDENT REGULATIONS MANUAL

## Sitapur Shiksha Sansthan

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### 1. Short Title, Scope and Commencement

1.1 This document shall be called the Student Regulations Manual of Sitapur Shiksha Sansthan.

1.2 This Manual shall apply to all students admitted to, enrolled in, registered with, provisionally admitted to, or otherwise permitted to participate in any academic programme, training activity, campus facility, institutional service, co-curricular activity, examination process, residential facility, transport service, library, laboratory, digital platform or any other institutional arrangement conducted, administered or controlled by Sitapur Shiksha Sansthan.

1.3 This Manual shall come into force from the date approved by the Management and shall remain in force until amended, modified, superseded or withdrawn.

1.4 This Manual is intended to provide a common institutional framework for student administration, conduct, discipline, academic order and campus governance.

1.5 In the event of any inconsistency between this Manual and any applicable law, binding government direction, or mandatory requirement of the regulating authority, examining body or affiliating body, the latter shall prevail to the extent of such inconsistency.

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### 2. Governing Principle

2.1 This Manual is intended to operate as a common student administration framework for Sitapur Shiksha Sansthan and its campuses, departments, sections, centres, facilities and institutional units.

2.2 The institution may issue office orders, circulars, notices, handbooks, advisories, standard operating procedures, discipline instructions, examination directions, hostel rules, transport rules, safety instructions and such other administrative directions as may be necessary for implementation of this Manual.

2.3 Any facility, privilege, concession, support, waiver, benefit or relaxation extended to a student shall remain subject to continued good conduct, academic compliance, institutional discipline and such terms as may be prescribed.

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### 3. Objects of the Manual

The objects of this Manual are:

- 3.1 to maintain discipline, order, safety and institutional decorum;
  - 3.2 to provide broad norms governing student conduct, academic participation, examinations, use of facilities and campus behavior;
  - 3.3 to support compliance with applicable norms of the regulating authority, examining body and affiliating body;
  - 3.4 to facilitate orderly administration of student-related matters; and
  - 3.5 to protect the academic environment, institutional reputation and welfare of the student community.
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### 4. Definitions

Unless the context otherwise requires:

- 4.1 Institution means Sitapur Shiksha Sansthan and includes its campuses, departments, centres, classrooms, offices, libraries, laboratories, hostels, transport systems, sports areas, digital platforms and all other facilities or activities under its control.
  - 4.2 Student means any person who has applied for admission, been admitted, enrolled, registered, readmitted, provisionally admitted or otherwise permitted to attend, participate in or avail any programme, activity, examination or facility of the institution.
  - 4.3 Management means the Governing Body, Sponsoring Body, Society, Trust, Board, Committee or any authority authorized to administer the institution.
  - 4.4 Competent Authority means any officer, authority, committee, head, functionary or body authorized by the institution or the Management to exercise powers or discharge functions under this Manual.
  - 4.5 Campus includes any physical or digital space connected with the institution, including classrooms, laboratories, libraries, hostels, transport vehicles, field locations, online platforms and official communication systems.
  - 4.6 Misconduct means any act, omission, behavior or activity inconsistent with discipline, academic integrity, institutional order, lawful directions or the reputation, safety and functioning of the institution.
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## 5. Admission, Enrollment and Continuation

5.1 Admission shall be subject to eligibility, merit, seat availability, applicable norms, verification of records, fee compliance and such other conditions as may be prescribed from time to time.

5.2 Admission may be granted on a provisional basis wherever any document, eligibility determination, verification, approval or compliance remains pending.

5.3 If at any stage any declaration, statement, certificate, record or information furnished by a student is found to be false, incomplete, misleading or unsupported, the institution may suspend, cancel or withdraw admission or take such other action as may be considered appropriate.

5.4 Continuation of enrollment shall be subject to academic performance, attendance, fee compliance, conduct and compliance with institutional requirements.

5.5 No student shall claim continuation, promotion, examination permission, certification, scholarship processing, hostel facility, transport facility or any institutional concession except in accordance with applicable rules, norms and approved institutional procedure.

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## 6. Student Identity, Records and Communication

6.1 Every student shall furnish correct and complete personal, academic, address, contact, parent or guardian and such other particulars as may be required by the institution.

6.2 Any change in address, mobile number, email, parent or guardian details or any other material record shall be promptly intimated in the prescribed manner.

6.3 The institution may maintain student records in physical, digital or hybrid form and such records may be relied upon for academic and administrative purposes.

6.4 Every student shall carry and produce the identity card or any other approved institutional identification whenever required.

6.5 Notices displayed on notice boards, circulated through official communication channels, communicated by email, ERP, portal, website, student groups authorized by the institution or any other approved mode shall be treated as sufficient notice.

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## 7. General Discipline and Conduct

7.1 Every student shall maintain discipline, orderly conduct, civility and proper decorum within the campus and in all institution-connected activities.

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7.2 Every student shall comply with lawful directions issued by the Management, Principal, Head of Institution, Head of Department, faculty members, wardens, examination authorities, transport authorities, discipline authorities and other authorized personnel.

7.3 Students shall conduct themselves in a manner consistent with the dignity, reputation, safety and orderly functioning of the institution.

7.4 Any act of insubordination, disorderly conduct, obstruction, intimidation, threat, abuse, violence, nuisance, damage, defacement, trespass, unauthorized assembly, disturbance or conduct prejudicial to institutional interest may attract disciplinary action.

7.5 Students shall not engage in any activity that interferes with teaching, practical work, examinations, administration, safety, transport, hostel discipline or any scheduled institutional function.

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## 8. Academic Discipline and Classroom Conduct

8.1 Students shall attend lectures, tutorials, practicals, demonstrations, workshops, training, seminars, clinical postings, fieldwork, mentoring sessions, assessments and such other academic activities as may be prescribed.

8.2 Students shall maintain punctuality, discipline and proper conduct in classrooms, laboratories, libraries and all academic settings.

8.3 Students shall complete assignments, records, journals, project work, submissions, presentations and other academic requirements within the prescribed time.

8.4 Mobile phones, recording devices, headphones or any other disruptive device may be restricted or prohibited during classes, practicals, laboratories, examinations or institutional activities except where specifically permitted.

8.5 Any behavior inconsistent with academic seriousness, classroom discipline or the teaching-learning process may be dealt with in accordance with this Manual and other applicable directions.

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## 9. Attendance and Academic Eligibility

9.1 Every student shall maintain attendance as prescribed by the institution and/or as required by the regulating authority, examining body, affiliating body or government norms, as applicable.

9.2 Attendance shall be computed in the manner prescribed from time to time for theory, practical, training, fieldwork, sessional or other academic components.

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9.3 Shortage of attendance may result in warning, undertaking, parent intimation, withholding of academic privileges, ineligibility for examination or such other consequence as may be permissible under the applicable norms.

9.4 Condonation, relaxation or consideration in attendance matters, where permissible, shall be subject to documentary proof, prescribed procedure, institutional discretion and applicable limits.

9.5 Students shall remain responsible for monitoring their own attendance status and academic eligibility.

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## 10. Examinations and Assessment

10.1 Students shall comply with all instructions relating to internal assessment, class tests, practical examinations, viva voce, project evaluation, semester examinations, supplementary examinations, improvement examinations and such other assessment processes as may apply.

10.2 A student shall not be permitted to appear in any examination unless found eligible in terms of attendance, academic compliance, fee status and such other conditions as may be prescribed.

10.3 Any malpractice, unfair means, impersonation, possession or use of unauthorized material, copying, aiding or abetting cheating, tampering with records, misconduct in the examination hall or violation of examination instructions shall invite strict action.

10.4 The institution may withhold, cancel, revise or report examination results in accordance with applicable rules where malpractice, ineligibility, error or procedural defect is established.

10.5 Students shall comply with all directions issued by the examination cell, invigilators, supervisors and other authorized officials.

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## 11. Fees, Dues and Financial Compliance

11.1 Students shall pay tuition fee, examination fee, hostel fee, transport fee, caution money, fines, charges and all other dues within the prescribed time.

11.2 Delayed payment may attract such consequences as may be permissible under the applicable norms, including late fee, temporary withholding of services, restriction of access to institutional facilities or deferment of administrative processing.

11.3 Refund, adjustment, concession, scholarship handling, financial aid, waiver and related matters, if any, shall be governed by applicable policy and law.

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11.4 No student shall ordinarily be entitled to institutional clearance, certificate, document or service unless dues are cleared, subject to applicable law and approved procedure.

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## 12. Women Safety, Dignity and Internal Complaints Mechanism

12.1 The institution shall endeavor to provide a safe, secure and respectful environment for all students, including women students, within the campus and in institution-connected activities.

12.2 Any complaint relating to sexual harassment, gender-based misconduct, stalking, intimidation, humiliation, inappropriate behavior, retaliation or conduct affecting the dignity or safety of any student shall be dealt with through the appropriate mechanism constituted by the institution in accordance with applicable law and institutional policy.

12.3 Students shall cooperate with the Internal Complaints Committee or any other authorized committee, authority or mechanism dealing with such matters.

12.4 Pending inquiry, the institution may take such interim, protective or preventive measures as may be considered necessary in the interest of safety, dignity, confidentiality and institutional order.

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## 13. Use of Campus, Property and Facilities

13.1 Students shall use classrooms, laboratories, libraries, hostels, sports facilities, furniture, books, instruments, equipment, vehicles, software, networks and all institutional property carefully and responsibly.

13.2 Damage, loss, misuse, unauthorized use or negligent handling of institutional property may result in recovery, restriction of facility access, disciplinary action or such other measure as may be considered appropriate.

13.3 Access to specific facilities may be subject to separate rules, schedules, eligibility conditions, supervision and safety requirements.

13.4 Students shall not enter restricted areas, offices, stores, server rooms, control rooms, record rooms, staff areas or any regulated space without authorization.

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## 14. Library, Laboratory and Digital Resource Administration

14.1 Students shall comply with all rules relating to the library, laboratory, workshop, computer centre, internet, ERP, email and digital systems of the institution.

14.2 Books, instruments, tools, devices, uniforms, materials or any other items issued by the institution shall be returned in proper condition within the prescribed time.

14.3 Students shall not install unauthorized software, misuse credentials, access prohibited content, compromise network security, interfere with institutional systems or use institutional digital resources for unlawful, harmful or non-academic purposes.

14.4 Safety instructions and operating procedures in laboratories, workshops, studios, clinics, field visits and skill-based environments shall be strictly followed.

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## 15. Dress, Appearance and Decorum

15.1 Students shall maintain neatness, decency and propriety in dress, appearance and personal conduct in accordance with institutional expectations.

15.2 The institution may prescribe uniform, formal dress, apron, laboratory coat, safety gear, ID display or such other requirements for specified courses, activities, visits, placements, practical sessions or facilities.

15.3 Students shall not wear, display or carry anything that is obscene, offensive, unsafe, disruptive or inconsistent with institutional decorum.

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## 16. Anti-Ragging, Harassment and Safety

16.1 Ragging in any form is strictly prohibited.

16.2 Any act amounting to ragging, bullying, intimidation, humiliation, coercion, harassment, exclusion, physical abuse, verbal abuse, online abuse or other prohibited conduct shall invite strict action in accordance with applicable law and institutional policy.

16.3 Sexual harassment, gender-based misconduct, stalking, discrimination, retaliation or any conduct threatening the dignity or safety of any person is prohibited.

16.4 Students shall cooperate with anti-ragging committees, internal committees, discipline committees, grievance bodies, wardens, mentors and other authorized mechanisms.

16.5 The institution may take interim, preventive or protective measures pending inquiry wherever considered necessary.

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## 17. Hostel, Transport and Student Support Services

17.1 Hostel accommodation, transport facility, canteen, counseling support, scholarship assistance, medical support or any other support service, if provided, shall remain subject to separate rules, availability, capacity and institutional policy.

17.2 Allotment, continuation, withdrawal, timing, route allocation, boarding points, visitor access, curfew, usage conditions and discipline relating to such services shall be as prescribed from time to time.

17.3 Misconduct in hostel, transport or any support facility may result in suspension or withdrawal of such facility in addition to any other disciplinary action.

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## 18. Student Activities, Events and Representation

18.1 Students may participate in academic, cultural, sports, social, extension, club, representative or institutional activities only in accordance with applicable rules and institutional permission requirements.

18.2 No meeting, campaign, event, poster display, collection, representation, publication, procession, organized activity or public address shall be conducted without permission wherever such permission is required.

18.3 Use of the institution's name, logo, premises, photographs, communication platforms or letterhead for any external or public purpose without authorization is prohibited.

18.4 Participation in approved student activities shall remain subject to academic discipline and institutional decorum.

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## 19. Social Media, Publications and Public Conduct

19.1 Students shall not publish, post, circulate or transmit any content in any form that is defamatory, abusive, misleading, threatening, obscene, confidential, unlawful or damaging to the institution or any member of its community.

19.2 No student shall make any unauthorized public statement or representation on behalf of the institution.

19.3 Online conduct connected with the institution may, where appropriate, be dealt with on the same basis as offline conduct.

## 20. Leave, Absence and Permission

20.1 Leave, absence, outing permission, medical absence, emergency absence, late permission or any other absence-related matter shall be regulated by such process as the institution may prescribe.

20.2 Grant of leave or permission shall not by itself excuse a student from academic consequences, attendance shortage, missed assessment or any other requirement unless specifically permitted.

20.3 Students may be required to submit application, supporting documents, medical proof, parent or guardian intimation or such other material as may be prescribed.

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## 21. Counseling, Mentoring and Parent Interaction

21.1 The institution may require students to meet mentors, class coordinators, counselors, heads of department, discipline authorities or other designated officers.

21.2 The institution may communicate with parent(s), guardian(s) or sponsors in matters relating to attendance, conduct, academic progress, safety, health, fee dues or any other student-related concern.

21.3 Such interaction shall not limit the institution's authority to enforce its rules and maintain discipline.

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## 22. Misconduct and Disciplinary Measures

22.1 Without prejudice to the generality of these rules, the following may amount to misconduct:

- a. breach of discipline;
- b. disobedience of lawful instructions;
- c. attendance fraud or impersonation;
- d. examination malpractice;
- e. ragging or harassment;
- f. violence, threat or intimidation;

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- g. damage to property;
- h. possession or use of prohibited substances or items;
- i. theft, dishonesty or forgery;
- j. disruption of academic or administrative functioning;
- k. misuse of records, facilities or institutional systems;
- l. conduct prejudicial to institutional safety, order or reputation.

22.2 Disciplinary action may include warning, undertaking, apology, counseling, parent intimation, fine, restitution, restriction from facilities, suspension from class or activity, withholding of privileges, hostel or transport withdrawal, debarring from examination where permissible, suspension, rustication, expulsion, cancellation of admission or any other action permissible under the applicable norms.

22.3 The nature of action shall depend on the gravity, recurrence, impact, evidence, institutional interest and applicable rules.

22.4 The institution may take immediate interim measures in urgent cases involving safety, order, examination integrity or serious misconduct.

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## 23. Grievance Redressal

23.1 Students may submit grievances, complaints or representations in the manner prescribed by the institution.

23.2 Grievances relating to academics, examinations, facilities, fee matters, discipline, conduct, behavior, discrimination, harassment or administration may be dealt with through designated authorities or committees.

23.3 Anonymous, frivolous, malicious or abusive complaints may be dealt with in accordance with institutional policy.

23.4 Submission of a grievance shall not permit indiscipline, non-compliance or disruption of institutional functioning.

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## 24. Certificates, Records and Completion Formalities

24.1 Issue of identity card, bonafide certificate, character certificate, transfer certificate, migration, result, mark sheet, recommendation, internship letter, no-dues clearance,

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completion record or any other document shall be subject to applicable procedure and clearance.

24.2 The institution may withhold or defer issuance of documents to the extent permissible under applicable law in cases involving dues, damage, pending inquiry, record deficiency or other valid institutional reasons.

24.3 Students shall verify the correctness of their records and promptly report discrepancies.

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## 25. Safety, Health and Emergency Compliance

25.1 Students shall comply with all safety instructions, emergency directions, evacuation protocols, health advisories and security requirements issued by the institution.

25.2 Students shall not bring or use any prohibited article, hazardous item, weapon, intoxicant, contraband or any other restricted material in campus or institutional facilities.

25.3 The institution may take such preventive, corrective or regulatory measures as may be required in the interest of safety, health and public order.

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## 26. Interpretation, Amendment and Administrative Control

26.1 The interpretation of this Manual shall vest in the Management or the Competent Authority, whose decision shall ordinarily be final, subject to applicable law.

26.2 The institution may amend, supplement, withdraw, relax or revise any provision of this Manual by notification, circular, office order, handbook update, policy direction or approved resolution.

26.3 The institution may frame separate operational rules, instructions or standard procedures for hostels, transport, libraries, laboratories, digital systems, examinations, training, placements, internships, safety, discipline or any other matter.

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## 27. Saving, Interpretation and Residuary Powers

27.1 This Manual is intended to operate as the common student administration framework of Sitapur Shiksha Sansthan and its units, offices and establishments.

27.2 If any provision of this Manual is found inconsistent with any applicable law, statutory requirement, binding government direction or order of a competent authority, such provision shall stand read down or modified only to the minimum extent necessary, and the remaining provisions shall continue to remain valid and operative.



27.3 Any matter not expressly provided for in this Manual, or any doubt relating to interpretation, implementation or application, shall be decided by the Management or the Competent Authority, whose decision shall ordinarily be final, subject to applicable law.

27.4 The Management reserves the right to issue clarifications, administrative instructions, office orders, policy directions or amendments from time to time for effective implementation of this Manual.

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