

# Code Of Conduct



Army Institute Of Law

## MESSAGE FROM THE CHAIRMAN

AIL is a premier institution in the field of legal education. Funded by the AWES, the institute stands on strong foundations that were laid through endless sacrifices of countless men and women of the Indian Army. Dedication, loyalty and discipline are the pillars on which the Army stands. Thus, the management focuses on inculcating the virtue of self discipline, so as to ensure that students at AIL dedicate themselves to the course they are enrolled for and achieve success both in academics and extracurricular activities.

AIL VISION 2020 compels us to be the No. 1 Institute in the field of legal education. This is possible only if students conform to rules, regulations and institutional routines while they toil hard to secure their future. Thus it has become imperative to draw up a document that spells out what the management expects from students both in and off campus. This would, besides aiding the children to understand the need to conform to rules, would bind the management to objectively handle situations without any bias, should such a need arise.

We expect students of AIL to understand, that the society and the country expects a lot from them. As responsible citizens, whom the society has heavily invested in to safeguard the constitution through their legal knowledge, AIL expects its students to adhere to rules and regulations with pride.

I wish each student enrolling at AIL, an academically enriching stay that would lay the foundations for a rewarding career ahead.



**Maj. Gen. J T Chacko**  
MG AOC, HQ Western Command &  
Chairman, Army Institute of Law, Mohali.

## MESSAGE FROM THE PRINCIPAL

Legal education enables the citizens to learn about their rights and duties. It can lay the foundation of a Nation whose citizens love justice, are Law abiding and believe in just and Lawful co-existence for all members of society. Hence, the justification of Legal education for Lawyers is their profession and also for those who wish to be responsible and enlightened citizens of a free Nation. Army Institute of Law, since its inception in 1999, in the course of Aspiring and Achieving, is forever forging ahead to set and achieve higher standards of excellence in the field of Legal education which is also reflected in the AIL VISION 2020. To achieve the set standards all students are required to follow laid down norms for their behavior and conduct. Hence, all students shall make themselves conversant with the AIL Code of Conduct. They shall read, understand and obey these orders. These rules are the basis for their conduct in the Institute. Negligence and Ignorance of the same are unacceptable and violation of these orders will invite remedial actions that may in turn be detrimental to the career ahead.

I, welcome you to the AIL family and hope to instill the virtues of discipline and responsibility during the period of your training



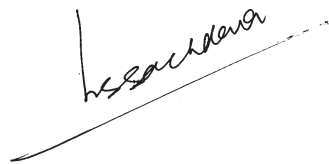
**Dr. Tejinder Kaur**  
Principal,  
Army Institute of Law, Mohali

## MESSAGE FROM THE REGISTRAR

The success of the Institute depends, inter-alia, on an efficient administration that consistently endeavors to coalesce scholastic excellence with prominent virtues of moral uprightness and discipline amongst students. It is an administrator's responsibility to discharge his duties consciously leaving no room for inefficiency, prejudice and ambiguity. All the same, he has to ensure the development of a healthy atmosphere in the Institute where working with synergy to achieve our targets is the ruling mantra.

Keeping these ideas in mind, we, at AIL have formulated the AIL Code of Conduct in order to inculcate values in our students. The students are expected to develop camaraderie and are required to be polite to the academic and supporting staff for we, encourage our students to become men and women of sound character.

Wishing you health and success!!

A handwritten signature in black ink, appearing to read 'Harbinder Singh', is written over a long, thin horizontal line that slopes slightly downwards from left to right.

**Col. Harbinder Singh (Retd.)**  
Registrar,  
Army Institute of Law

# CODE OF CONDUCT

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*Everyman must be accountable for his actions.*

*The fruits of his labour good or bad  
must be his and his own to savour.*

*The good, he can with pride and happiness.*

*The bad, he has the burden to carry*

*For, he is the cause and his is the effects.*

### Notes:

- 1. This code of conduct is operative from 01 Jul 15 and is applicable to all students of AIL.**
- 2. The Management of AIL has the sole right to frame rules, amend, add, delete and promulgate provisions of the code of conduct at any time or as and when the management feels there is a need to do so.**

**SECTION 1**  
**GENERAL INSTRUCTIONS**

- 1.1 Discipline and Impartial Justice is the foundation of any civilized society. As future Lawyers in their respective fields of appreciation, it is incumbent on law students to develop self-discipline of the highest degree. It should, therefore, be the endeavor of every AIL student to observe all rules and regulations as a matter of habit rather than fear of the consequences. They will, at all times, conduct themselves with proper decorum and cultivate correct manners and etiquette. Student of AIL must be aware that violations of the code of conduct shall invite disciplinary actions as stipulated in this document.
- 1.2 In order to make it easy for students and parents to understand what is expected of them at the campus and of it these are enumerated in the succeeding paragraphs.
- 1.3 **Attendance**
- 1.3(a) Minimum 75% attendance is mandatory as per Punjabi University, Patiala rules to appear in semester exams.
- 1.3(b) As per AIL rules, students are required to have a minimum of 85% attendance to avoid payment of fine.
- 1.3(c) Condonation of absence accrued due to medical reasons or absences accrued due to representing AIL at events, will be granted as per Institute rules notified from time to time.
- 1.3(d) The management has the right to deny hostel facilities to students who have been detained in the exams due to lack of attendance in the

previous year.

1.4. **Ragging.** (Refer Paras 4.2 and 4.3)

- 1.4(a) Ragging is strictly forbidden and not acceptable in any form.
- 1.4(b) Any form abusing, harassing, ill-treating, manhandling, bullying or awarding undignified or unauthorized punishments/ tasks to students by any other student is considered as ragging.
- 1.4(c) Strict disciplinary action will be initiated against the offenders as per the directions of the Honorable Supreme Court of India
- 1.4(d) Any student noticing such an event will immediately bring the incident to the notice of the Institute Prefect / Resident Warden / Registrar.
- 1.4(e) Non-reporting of an incident having seen the incident, or known of such an occurrence in the institute or its hostel premises or otherwise, will be considered as abetment of the offence.
- 1.4(f) Victims of ragging shall report the incident to the concerned authorities without any loss of time.
- 1.4(g) All students, student representatives, administrative and faculty members are bound to ensure that this order is implemented in letter and spirit.
- 1.4(h) Students, are expected **NOT** to raise false complaints / allegations of ragging. Such instances if proved shall result in disciplinary action.

- 1.5. **Mobile Phones and Electronic Devices** (Refer Para 4.4)
- 1.5(a) Students are forbidden from using mobile phones during class hours in the classes.
  - 1.5(b) Students are also forbidden from using mobile phones during any functions, lectures, seminars, interviews etc.
  - 1.5(c) In any function, event or programme, when an announcement is made by the conducting individuals or by the authorities requesting students to switch off mobiles, students are expected to do switch off their mobiles.
  - 1.5(d) Carrying of mobile phones or any electronic device that can be misused in examination to the examination hall or attempt to use it during any examination internal or external, is strictly forbidden. Defaulters will face severe disciplinary action. (Refer Para 1.10)
- 1.6. **Place of Duty** (Refer Para 4.5)
- 1.6(a) Place of duty is any place where students are required to be present for prescribed organized classes / PT/ Games / extra-curricular functions and address by Chairman, Principal/Registrar or any staff member.
  - 1.6(b) In the event of a lecture being organized by the AIL and if the student is expected to be there the place is considered as place of duty.
- 1.7. **Wearing of Uniform / Prescribed Dress** (Refer Para 4.6)
- 1.7(a) All students are expected to be dressed properly in accordance with the dress code.
  - 1.7(b) Complete College uniform will be worn by all students on every Tuesday and Thursday as



well as on all formal events/ occasion. College uniform will also be worn during classes on other designated days and other organized academic/ co-curricular activities as per order promulgated from time to time.

1.7(c) All students appearing in internal or external examination will have to be dressed in Institute uniform.

1.8. **Paying Respects and Compliments.**(Refer Para 4.21(a)(i)). Students are expected to pay proper compliments to staff members (Faculty and Administrative) as per custom while meeting them/coming across them within and outside the Institute whether in uniform or otherwise. Similar respect and compliments will be extended to senior students.

1.9. **Lending and Borrowing of Money.** AIL expects students to be self sufficient for money and articles of use. Students should refrain from borrowing/lending money or incurring debts while undergoing training at the Institution. The AIL will advice students against lending or borrowing any articles or items from each other. The student and his parents shall be solely responsible for any outcome / adverse situations arising out of lending or borrowing of money or any article. The AIL has no liability or accountability for the situations resulting from any student borrowing or lending anything from any person organization or institutions.

1.10. **Cheating.**(Refer Para 4.7)

1.10(a) Any student who is guilty of cheating or endeavouring to cheat by taking unauthorized books, pamphlets and papers or by making use of technology in the examination hall or

trying to gain information from fellow students while in the examination hall will render himself liable to disciplinary action as per code of conduct.

- 1.10(b) If an act of cheating is observed /caught during the university examinations, disciplinary action will be initiated as per university norms. If such an act is done during the internal examination or any test organized by ALL, the student shall be liable to be debarred from taking the examination and disciplinary action initiated.

1.11 **Thefts.** (Refer Paras 4.8 & 4.9)

- 1.11(a) Students are responsible for the safe custody of their personal belongings. They will not leave any money or valuables lying about in their room or in the pockets of their dresses.

- 1.11(b) Students joining ALL are advised not to bring any items of jewelry, curios and other fancy or valuable items with them. If students are found to be in possession of such items, these are liable to be confiscated and disposed off at the discretion of the Institution.

- 1.11(c) Any student who is found guilty of stealing or in possession of stolen private or public property will be liable to disciplinary action as per code of conduct.

- 1.11(d) Any student who is found guilty of stealing or in possession of stolen library books or any articles of the institution is liable to disciplinary action as per code of conduct.

1.12. **Liquor and Cigarettes** (Refer Para 4.10)

- 1.12(a) Consumption of alcoholic beverages /

cigarettes within the Institute premises is strictly forbidden.

- 1.12(b) AIL is a **NO SMOKING and NO DRINKING ZONE.**
- 1.12(c) Students are not allowed to be in possession of any wine, spirit, liquor or cigarettes.
- 1.12(d) Students are NOT allowed to be in the institute area under influence of liquor or any such intoxicating or addictive substances.
- 1.12(e) In case student(s) is suspected of having consumed liquor / drugs, the student(s) are liable to be subjected to alcoholic or dope tests.
- 1.12(f) Possession of any such article either willfully, or at the instance of others will invite disciplinary action. Any student found acting as courier/ carrier for such article will attract the same provisions of discipline.
- 1.12(g) The management has the right to carry out surprise /random checks of rooms and/ or possessions of the students at AIL, within the AIL /Hostel premises. An act by student(s) to prevent such a check or resist such a check will result in an adverse inference as to the student was /is in possession of forbidden substances and thus result in disciplinary action against the student(s).
- 1.12(h) The room mate of an individual who refuses to or does not intimate use of cigarettes/ liquor by his/her roommate is considered to have abetted the breach of discipline and is liable to disciplinary action. **(Refer Para 4.21(a)(vii)).**

- 1.13. **Gambling/Betting** (Refer Para 4.11). All forms of gambling/betting are forbidden.
- 1.14. **Drugs** (Refer Paras 4.12 & 4.13)
- 1.14(a) **‘Say no to drugs’** and report to the authorities of any attempt to sell or buy drugs by anyone in the campus or hostel premises.
  - 1.14(b) Possession or consumption of any harmful / intoxicating drugs by students in any form is prohibited. All performance enhancing drugs are also prohibited.
  - 1.14(c) Students are not allowed to be in possession of habit forming prescription drugs without prescription of an authorized medical Practitioner. The management reserves the right to verify the prescription and the drugs used by any student in the campus or in the hostel. Quantities of such prescription drugs held above the prescribed limit will be considered as an offence. **(Refer Para 4.13)**
  - 1.14(d) Students will report any matter of a colleague indulging in the same or forcing others into these activities.
  - 1.14(e) Any breach of this event shall be reported to POLICE and the student handed over to the police immediately with the substance for action as per law.
  - 1.14(f) Institutional action shall be in addition to the civil/ criminal proceedings as envisaged by law of the land.
- 1.15. **Damage to Property.** (Refer Para 4.14). Students are expected to take care of institution’s property. Any damage/ defacement of any property belonging to the

Institution or private individual or the government including library books shall invite disciplinary action.

1.16. **Servants.** (Refer Para 4.15)

1.16(a) Students are not allowed to employ private servants during his/her stay at the Institution.

1.16(b) Hostel Mess workers or other civilian workers employed by the institution will not be dispatched by students on private errands nor will they be employed on any work other than the regular authorized work allotted to them by the Institute.

1.17. **Cleanliness.** (Refer Paras 4.21(a)(ii) & 4.21(a)(v))

1.17(a) Students will ensure that their rooms and surroundings are always well kept and clean.

1.17(b) Periodical check will be carried out without any announcement by Wardens/Registrar.

1.17(c) The occupants of hostel rooms that are not maintained well can be asked to vacate the hostel after having been given one chance to have the rooms tidy and clean and failing to do so having been given reasonable notice.

1.18. **Cars & Bikes.** (Refer Paras 4.21(a)(iii), 4.21(a)(iv) & 4.21(a)(viii))

1.18(a) Hostellers are forbidden to possess or drive any four-wheeler mechanical transport till they reach the 7th semester.

1.18(b) Students are expected to drive vehicles only if they possess valid driving license and other documents of the vehicle. They will, also comply with the safety regulations given in the standing orders or prescribed by the college

authorities from time to time.

- 1.18(c) Students are expected to register their vehicles with AIL and obtain AIL Stickers. They will prominently display AIL Stickers on the front and back of their vehicles for easy identification. Only vehicles with AIL stickers will be allowed in the campus.
- 1.18(d) All students while driving two wheelers, will wear helmet. Pillion riders will also wear helmets.
- 1.18(e) Vehicles will be parked only in designated places.

1.19. **Out of Bounds.** (Refer Para 4.21(a)(vi). The following places will be “Out of Bounds” for students:

- 1.19(a) Officer's bungalows unless invited.
- 1.19(b) Officer's Mess unless permitted on special occasions.
- 1.19(c) All offices unless specifically called.
- 1.19(d) Students mess kitchen (except for mess committee members) and area behind cafeteria counter.
- 1.19(e) Any other place so promulgated in Institute order.

1.20. **Security.** (Refer Para 4.22)

- 1.20(a) All Students will be governed by General Security Order of the Institute.
- 1.20(b) Students are not allowed to let any unauthorized person (s) inside their rooms, classes or stay in the campus. Any undesirable element seen will be reported to the security staff immediately.

- 1.20(c) Students are allowed to entertain visitors only at the Cafeteria and Green Room or any other areas designated.
- 1.20(d) Visiting Hours:
  - 1.20(d) (i) Working day - 4:15 PM to 5:15 PM
  - 1.20(d)(ii) Sundays - 10 AM to 12 AM
  - 1.20(d)(iii) Holidays - 4 PM to 5 PM
- 1.20(e) Visitors are not permitted inside hostels, mess halls etc. No visitor will be permitted beyond the Green room
- 1.20(f) Visitors will be allowed only after recording their full particulars and showing document proving their identity. Wardens will personally establish credentials. If required, parents will be contacted by the Warden before allowing visitors for students.
- 1.20(g) The management has the right to search any person including visitors to the AIL. Such search could be conducted on person, belongings or vehicles.

1.21. **Guest Rooms.** (Refer Para 4.20(n))

- 1.21(a) Two Guest Rooms are available in the Institute. These will be **allotted ONLY to the parents** of students strictly on first come first serve basis on written request of students duly approved by the Registrar.
- 1.21(b) Guest Room will be allotted only for 48 hours in a semester by Registrar even if two or more siblings are students at AIL. Charges for the same will be as notified separately.
- 1.21(c) Parents or Siblings of students will not be

permitted to share a room of the student.

- 1.22. **Fire Order.** (Refer Para 4.21(a)(vii)) Students will make themselves conversant with the Institute fire orders to take appropriate measures in the event of an outbreak of fire. They will participate in fire fighting drills as a part of training when asked to do so. Opening of fire hydrants without specific orders of the Registrar is strictly prohibited except in the case of emergency.
- 1.23. **Collection of Funds** (Refer Para 4.21(a)(xi))
- 1.23(a) Students are NOT permitted to collect funds for any event from their college-mates or any other source/agency.
- 1.23(b) Authorized collections made under the specific orders of the Principal/Registrar which will be promulgated in the Institute orders on a letter of authority given after proper approval of the Principal.
- 1.23(c) A proper record of such collections/ sponsorships and expenditure will be maintained and put-up for perusal of the Principal within 48 hours of conclusion of the event.
- 1.24. **Political Activity.** (Refer Para 4.21(a)(xiii)). Political activity in any form is prohibited within the campus and hostels.
- 1.25. **Organising/Holding Functions.** (Refer Para 4.21(a)(xvi)) Student(s) is /are NOT allowed to organize any function without prior permission from Institute authorities.
- 1.26. **Reporting of Unusual Occurrences** (Refer Para 4.21(a)(xviii)).



- 1.26(a) Any unusual occurrences in the college or hostels will immediately be reported by students to the Institute Prefect, respective Wardens, Registrar or any other staff available.
- 1.26(b) Students are forbidden from entering into altercations/affrays between/amongst themselves, with students of other colleges or other personnel. They will also scrupulously avoid situations which lead to altercations/affrays with anyone.
- 1.27. **Out Living.** It is Mandatory for all students, those who are allotted rooms in hostels, to stay in hostels. Out-living may be permitted only at the discretion of AIL Management.
- 1.28. **Removal from College.** A student may be removed for a semester or more on academic grounds as decided by the Institute authorities. A student may be rusticated for a semester or more by the Institute authorities on disciplinary or administrative grounds. During the period he/she will forfeit all normal dues for that period and will not be allowed to stay in the hostel.
- 1.29. **Leave and Vacation** (Refer Para 4.16 & 4.17)
- 1.29(a) At the end of each semester Dec/Jan and May/Jun every year AIL students will be entitled to 10-12 days winter and 4-6 weeks summer breaks. 4th & 5th year students will be required to undertake summer and winter attachment with law firms.
- 1.29(b) No leave, other than leave on medical grounds, compassionate grounds (illness of close relative) will be granted. Leave to attend marriage of real brothers and sisters may be

granted at the discretion of sanctioning authority i.e. Principal, if the performance of the students is satisfactory.

- 1.29(c) No student will be permitted to leave the Institute without prior permission. Violation of this rule will attract suitable punishment.
- 1.29(d) Students are permitted to go to their respective homes during summer and winter vacations. They will not be permitted to stay in the Institute during vacations.
- 1.29(e) Week-end leave to visit authorized local guardian or parents living out station will be permitted with the approval of the Registrar provided request is made by parents in writing through email/message /fax.

1.30. **Out Pass/Leave Procedures** (Refer Paras 4.16 & 4.17)

- 1.30(a) **Day Out Pass.** This will be allowed in exceptional cases. The procedure for the same is as follows:
  - 1.30(a)(i) Prefect to maintain a register for Pre-Lunch, Post Lunch, Batch wise.
  - 1.30(a)(ii) Students will fill Batch Roll No. Name, Date, Particulars Address/Contact No./Place of visit, purpose Time out-in and sign.
  - 1.30(a)(iii) Prefect will fill classes free and have it signed by the respective Faculty Members.
  - 1.30(a)(iv) **Principal** will sign the out-pass
  - 1.30(a)(v) Wardens will issue out pass as per time.
  - 1.30(a)(vi) Students will deposit this at the gate along with out-pass card and enter their particulars in register.

1.30(a)(vii) Security will return out pass card of those who return on time. Cards of those who are late will be handed over to Registrar. Students will collect these personally from Registrar along with Institute prefect with a letter of apology.

1.30(b) **Evening Out Pass.** Students are allowed to go out daily after classes and within the timings notified from time to time.

1.30(b)(i) Students will endorse the requisite details in the register at the gate.

1.30(b)(ii) Those being picked up by someone or hiring taxi, auto shall ensure that the particulars including vehicle number and the name of the person picking up are filled.

1.30(b)(iii) Deposit out pass card with security guard.

1.30(b)(iv) Security Guard will return cards to those who return within time allotted. The out pass cards of those not returning within stipulated time will be deposited with the Registrar.

**Note:** Students are supposed to return to the college/hostel within stipulated time. Those who fail to do so shall be dealt with as prescribed in this document.

1.30(c) **Week End/Night Out Pass.**

1.30(c)(i) Student wanting to go out week end/ night-out pass shall fill in particulars in the prescribed form and submit it to Warden latest by Wednesday. They shall have to ensure that parents send a written request to the Registrar by fax / email followed by a telephone call. The Registrar is entitled to call up and confirm from the parent to check the veracity of the document.

- 1.30(c)(ii) Wardens after certifying whether parents have accorded permission in writing will hand over the form to Registrar by Thursday/24h before the week end/holiday.
- 1.30(c)(iii) Night / out pass will be issued by the Warden after authorization by the Registrar.
- 1.30(c)(iv) Student will enter particulars at gate, show permission slip & deposit out pass card.
- 1.30(c)(v) Wardens will enter details in register maintained by them & put up for perusal of the Registrar.
- 1.30(c)(vi) Security Guard will return card of those within time and handover out pass to the Registrar of those late. Warden will report all cases of breach of night/weekend out pass rules to the authorities.
- 1.30(d) **Special Leave:** Application by parents and also phone call by them to the authorities is mandatory for medical leave or compassionate leave.
- 1.30(e) **Picnic / Excursions.** Students are not allowed to organize private picnic / excursion without permission. Excursions / picnics will be organised by the Institute in consultation with the students.

## 1.31

### **Local Guardians.**

- 1.31(a) Students are permitted to have only one local guardian.
- 1.31(b) Details of the local guardian with his/ her photo will be submitted at the time of joining the Institute on the prescribed performa. Such

document shall be signed by the parent at the time of admission to the hostel.

1.31(c) Change of local guardian will be accepted only on the request of parent/ guardian in writing.

1.31(d) The guardian will be required to confirm in writing that the student stayed with him for duration of leave.

1.32. **Permanent Address**

1.32(a) The home address given at time of admission will be considered for all considerations and dispatch of official Institute mail.

1.32(b) It is the duty of parents to intimate change of address on occurrence.

1.32(c) No amendment will be done on verbal intimation.

1.33. **Identity Cards. (Refer Para 4.21(a)(xix))**

1.33(a) All students on admission to AIL will be issued with smart/identity cards and out pass cards by Registrar. It is the duty of the student to ensure safe custody of the document. All students will swipe the smart cards while entry/exit in the institute premises.

1.33(b) Identity cards are the property of the Institute and the holders are responsible for safe custody at all times. Loss of I-card will be reported to the Warden in writing immediately by students.

1.33(c) The Registrar will take further action to issue a new identity card.

1.33(d) Making and Keeping duplicate ID card / Out Pass Card is an offence.

1.34. **Mechanism of Redressing Grievances.**

- 1.34(a) Grievances if any should be routed through, Warden, faculty, to the Registrar and Principal. To facilitate the process, complaint boxes have been placed in the messes and in the administrative block.
- 1.34(b) Student can officially meet the Principal or Registrar to air the grievance between 1530 to 1630 hrs on working days.
- 1.34(c) Collective airing of grievances is not appreciated and will not be entertained. Those who have any grievances may individually submit an application or meet the Registrars or Principal and politely put across their grievances. The institute is committed to providing the best possible environment to study and pursue academic interests of the students.

**SECTION 2**  
**HOSTEL RULES**

2.1. **Rights of AIL Management on Matters Relating to Hostel Administration.**

- 2.1(a) AIL Management reserves the right to decide who shall be provided with admission to the hostel. It also reserves the exclusive right to deny admittance to the hostel facilities to any person it thinks should not be allowed.
- 2.1(b) The management has the right to expel any individual already allotted permission to stay. The management reserves the right to decide if such expulsion requires any prior intimation or not.
- 2.1(c) Expulsions from the hostel can be on grounds of indiscipline, non performance in academics, non payment of fees or any grounds so considered by the management.

2.2. **Purpose of Hostel.**

- 2.2(a) Hostel facilities are provided to the students to facilitate their efforts to focus on studies. Campus living should enhance sense of camaraderie amongst students and build professional bonds that would help them to do well in their careers.
- 2.2(b) AIL Management endeavours to upgrade the facilities within the hostel premises from time to time with a view to improve creature comforts and safety of the inmates.
- 2.2(c) **Change of Room Once Allotted.**(Refer Para

4.18(g)). A room once allotted cannot be changed by the student on his/her own. Mutually agreed interchanges or shifting into another room on one's own accord is Not permitted. If a student desires a change of room he/she shall apply in writing to the Registrar and only when such a change is allowed can a student change the room.

2.2(d) In order to ensure efficient management and upkeep of this facility students are expected to adhere to certain rules regulations and norms enumerated in the succeeding paragraphs.

2.3 **Expectations from Hostellers.** Hostel inmates are expected to maintain a high standard of discipline. They are expected to keep their rooms clean, neat and tidy.

2.4 **Pets.** (Refer Para 4.18(f)). Students are not allowed keep pets in the hostel

2.5 **Responsibility of Safety of Personal Belongings.**

2.5(a) ALL or the management is not responsible for any loss or damage to private property. All students are advised to lock up their personal belongings whenever necessary.

2.5(b) ALL management **will NOT compensate** any loss of or damage to property of any individual staying in the hostel.

2.6 **Use of Electrical / Electronic Gadgets.** (Refer Para 4.18(c))

2.6(a) Students are NOT allowed to keep any electronic/electric gadget except laptop and table lamp (**with LED bulbs only**).

2.6(b) Any student found / reported / caught using



any electric or electronic equipment other than laptop and table lamp will face a pecuniary penalty as well confiscation of the item. Item confiscated will not be returned but disposed of by the management.

2.7 **Use of Electricity and Switching off Appliances.**(Refer Para 4.18(b))

2.7(a) Interference of any sort with electric fittings will render the students liable for disciplinary action.

2.7(b) Lights and fans will be switched off when the student leaves the hostel room or when not required in bath rooms. Failure to do so will make them liable for fine

2.8 **Care of Hostel Property.** (Refer Para 4.18(d)) Students are expected to take care of all hostel property. Any damage, de-facing of hostel property, caused by them will invite levy of penalty.

2.9 **Safety of Personal Belongings During Absence.** Property of the student, if kept in the hostel during temporary absence or leave, must be kept under lock. Students are responsible for the safety and security of their belongings. The Institute authorities are not responsible for any loss of property.

2.10 **Limit of Access to Visitors.** (Refer Paras 4.18(h), 4.18(j), 4.18(k) and 4.18(l))

2.10(a) Visitors will be allowed only in the hostel common rooms.

2.10(b) Visitors are not permitted to stay in the hostel premises.

2.10(c) Parents visiting their wards would be permitted

to stay in the guest room **only with the permission of Registrar** subject to availability of the guest room.

2.10(d) Food will not be served in the guest room.

2.10(e) All guests will dine in girls' hostel mess for which a separate table has been provided. However; breakfast may be served in the guest room.

2.11. **Roll Call.**(Refer Para 4.18(a))

2.11(a) Attendance in Roll call is mandatory.

2.11(b) Exemptions from attending roll call will have to be given by Registrar. Such exemptions are allowed only in case of sickness, if so considered by the Warden with the explicit permission of the Registrar.

2.11(c) Attempt to mark presence of a student by another in the roll call will invite serious disciplinary action.

2.11(d) While attending roll call, proper respect and decorum of Wardens office will be maintained.

2.11(e) Roll call will be taken by respective Wardens at 2100 hrs and report submitted to Registrar by 2130 hrs. If there is any discrepancy, it will be immediately reported to the Registrar.

2.12 **Meals in the Rooms.**(Refer Para 4.21(a)(xvii)). Meals will be served only in the dining room except in case of sickness when meals may be served in residential quarter under special permission of the Warden on medical grounds.

2.13. **Visitors to Hostel.** At the time of admission to the hostel every student will hand over a letter to the Warden from

his/her parent or guardian containing the names, the relationship, addresses and contact numbers of friends and relatives with whom he/she allows his/her son/ward to visit or to be visited and spend the weekend.

2.14. **Temporary Absence From Hostel.**

2.14(a) Students proceeding on leave or academic related absence will endorse their full particulars with **signature in the departure registers** with Warden and college gate.

2.14(b) The students when reporting back from such absence shall also endorse their full particulars and **signature in arrival registers kept at the hostel office and college gate.**

2.15. **Reporting of Incidents.**(Refer Para 4.21(a)(xviii))

Students / hostellers are expected to immediately report occurrence of any untoward incident happening in the hostel or to any student will be intimidated to the Resident Warden and Registrar.

2.16. **Day Scholars in Hostel Premises.** (Refer Para 4.18(h)).

2.16(a) Day scholars are NOT allowed in the hostel premises without explicit permission of the Registrar / Warden.

2.16(b) However when the institute organizes any function or event in the hostel, entry may be allowed to day scholars to visit specified locations in the hostel for a specified time period as decided by the management.

2.17. **Frisking/Checking.**(Refer Para 4.22)

2.17(a) The management reserves the right to detail personnel and carry out planned, announced or surprise checks of personal belongings of

the students and hostellers.

- 2.17(b) The check /search can be done on person or belongings or items being carried on person including college /hand bags /purses/ pockets of the dresses etc.
  - 2.17(c) Students may be checked at random at any time of entry/departure by the Authorities assigned for it at the gate, or anywhere in the campus /hostel premises.
  - 2.17(d) Such checks/searches may be carried out, if such a contingency arises or otherwise as part of routine checking to ensure prohibited items are not brought inside the hostel.
- 2.18. **Water.** (Refer Para 4.18(b)). In our quest to conserve water, we expect students to exercise economy while using water. Taps will not be left open under any circumstances. Violation of this rule will invite penalty.
- 2.19 **Common Room.** (Refer Para 4.21(a)(vii)). A common recreation room is provided in each of the hostel.
- 2.19 (a) Care shall be taken to ensure that the property and fittings in this room are looked after by each inmate.
  - 2.19 (b) Magazine / periodicals / news papers should not be taken out from this room.
  - 2.19 (c) TV/ music systems are to be operated by the Prefect or student nominated only. These shall be operated only during specified times.
  - 2.19 (d) Use of common room will be as per the following timings:
    - 2.19 (d)(i) Working days- From 1400 – 2300 hours
    - 2.19 (d)(ii) Holidays and non-working days- 0900- 2300

hours.

- 2.20 **Cafeteria.** (Refer Para 4.20(b), 4.21(a)(vii))
- 2.20 (a) Students' cafeteria will remain open as per timings issued from time to time to cater to the students' requirements of tea / coffee / cold drinks, snacks and meals on payment.
- 2.20 (b) Students are not allowed to enter into arguments / use physical violence with cafeteria contractor or his staff or force their entry when cafeteria is closed. Any such behavior will invite disciplinary action. In case they have any complaints they can bring it to the notice of the Warden / Registrar. (Refer Para 4.20(b))
- 2.21. **Payment of Dues (Fees & Hostel Charges)** (Refer Para 4.23)
- 2.21(a) Students are expected to pay their Fees and Hostel charges or levies in time. Delay in payments is not appreciated.
- 2.21(b) All transactions will preferably be done through Demand Draft/Bank Transaction/E-Shiksha portal at the Institute website. **Transactions in cash will be limited to amounts less than Rs.2500/-.**
- 2.21(c) Any dues not paid will be adjusted against security deposit. This will also be endorsed in the relevant document where considered necessary.
- 2.22. **Absence from Hostel** (Refer Para (4.21(a)(xviii) and 4.24))
- 2.22 (a) Unauthorized absence from hostel is NOT

permitted irrespective of the fact that it may be working day, holiday, weekend etc.

2.22(b) Any student desirous of visiting his local guardian should endorse his name in the register kept in hostel office and security gate at the time of departure as well as return.

2.22(c) Floor Prefects and occupants of neighbouring rooms are expected to report any unauthorized absence of a student, to the Resident Warden/Registrar.

2.22(d) Absence of students will be reported by Warden and confirmed to Registrar, immediately on detection.

2.22(e) **Unauthorized absence will invite expulsion from hostel immediately.**

2.23. **Complaints.** If any student has any complaint against any hostel/mess staff, he/she may report to the Mess Secretary/ Resident Warden immediately. Abusing/manhandling the staff by any student is a punishable offence.

2.24. **Rules for Allotment of Rooms**

2.24(a) ALL management reserves the right to decide on whom to admit to the hostels.

2.24(b) Every year a student is required to apply for admission to hostels.

2.24(c) It is compulsory for first year students to reside in the hostels.

2.24(d) The management is empowered and entitled to lay down norms and standards of behavior/conduct to be adhered to by the hostellers.

- 2.24(e) The decision of the Chairman on matters concerning the hostel is final and binding.
- 2.24(f) Parents of students given admission to the hostel are required to sign an undertaking that their ward will adhere to these norms and any violation of rules shall invite immediate forfeiture of the right to reside in the hostel.
- 2.24(g) Smoking, consumption of alcohol or any other psychotropic substance is strictly prohibited in the hostels. Any involvement therein shall invite immediate suspension /expulsion from the hostel.
- 2.24(h) A student may forfeit his right to stay in hostel incase of involvement in any case of indiscipline and non-payment of fees by the stipulated date.

2.25 **The management has the sole right to frame rules and amend them at any time it so feels regarding any issue.**

**SECTION 3**  
**MESS RULES**

- 3.1. Mess is a place where community dining is the norm. It is essential that diners conformed to certain means and methods of conduct while in the mess and during dining. This will ensure that the area is kept clean, all diners get their meals in adequate quantity and in edible conditions. Thus the rules stipulated in the following paragraphs are expected to be adhered to by all those who utilize the mess.
- 3.2. **Behaviour Expected of Diners.**(Refer Para 4.19)
- 3.2(a) Students will observe proper mess etiquette and familiarize themselves with the correct use of cutlery / crockery and observance of table manners.
- 3.2(b) Students will carry out their conversation in a low voice so as not to disturb other students.
- 3.2(c) They will address the mess staff in a polite manner at all times and will not get involved in any argument with them. If they have any complaints they will enter these in the complaint / suggestion book provided in each mess. On urgent matters the students should approach the respective Mess Secretary / Mess In charge/Warden/Registrar.
- 3.3 **Meal timings will be as under:-**
- 3.3(a) Breakfast - 0800-0900 hrs
- 3.3(b) Lunch- 1300-1400 hrs (on holidays 1300-1430 hrs)
- 3.3(c) Dinner - 2000-2100 hrs
- 3.4 Students are expected to be dressed appropriately while



coming to the mess.

- 3.5 Students other than members of the mess committee or any student so authorized by the mess committee members are not permitted to enter the kitchen/service area.
- 3.6 Meals will not be served in the rooms except on medical grounds.
- 3.7 Cooking utensils/crockery and cutlery shall not be removed from the mess.
- 3.8 No guest will be entertained in the students' mess for any meals.
- 3.9 Mess staff will not be employed by students for their private work.
- 3.10 Each mess will have a mess committee to run the affairs of the mess.
- 3.11 **Mess Committee**
  - 3.11(a) Each mess will be managed by a mess committee nominated by the Institute management to run the daily affairs of the mess.
  - 3.11(b) The mess committee will be comprised of a Mess Secretary and other office bearers as required and decided by the management.
  - 3.11(c) In addition to the daily menu, the office bearers will also be responsible for the smooth functioning and decorum of the mess.
  - 3.11(d) The mess Committee will be responsible to the Institute Prefect through the concerned Hostel Prefects.
  - 3.11(e) They will organise a Mess Meeting once a month and place on record all decisions.

## SECTION 4

### DISCIPLINE

4.1 A number of issues have been highlighted in the preceding sections with the intent of ensuring smooth and efficient functioning of the institute. All students are expected to adhere to the guidelines discussed in the preceding paragraphs. However there would be instances when students violate these guidelines. In such cases suitable actions have to be initiated against the defaulters. Offences/Lapses and violations of the Code of Conduct and associated penalties are listed in the succeeding paragraphs. It must be noted that this institution aims at creating legal professionals. Such individuals must learn to respect law and endeavour to abide by regulations of an organization in which they work.

#### 4.2 Ragging.

4.2(a) Instance of ragging, will be treated as a **Major Offence** and complaint dealt with accordingly. As per the observations of the Supreme Court, ragging in any form is an offence and is punishable by Law.

#### 4.2(b) Penalty

4.2(b)(i) The Institute will adhere to guidelines issued by the Hon'ble Supreme Court from time to time and initiate actions stipulated therein.

4.2(c)(ii) The student guilty of this offence shall also be rusticated/expelled/suspended from the Institution/hostel and shall also be liable to pay a fine up to Rs.15,000/-. Rustication/Expulsion will be as per rules given in Punjabi University Calendar Chapter VIII, Volume II, 2010.

#### 4.3 **False Complaint of an Incident of Ragging.**

4.3(a) In case, a complaint of an instance of ragging, is found to be false/ frivolous the false complaint will be treated as a Major Offence and complainant dealt with accordingly.

#### 4.3(b) **Penalty**

4.3(b)(i) The Institute will adhere to guidelines issued by the Hon'ble Supreme Court from time to time and initiate actions stipulated therein.

4.3(b)(ii) The student making the false complaint shall be expelled from the hostel and shall also be liable to pay a fine up to Rs. 5,000/-

#### 4.4 **Offences Related to Use of Mobile Phones**

4.4(a) Treated as **Minor Offence.**

#### 4.4(b) **Penalty.**

4.4(b)(i) Fine of Rs. 250 will be imposed on 1st occasion of breach.

4.4(b)(ii) A fine of Rs. 500 will be imposed for every subsequent offence relating to use of mobile phones. Repetition of the offence may invite suitable endorsements in Conduct Sheet / Character certificate issued to the student.

#### 4.5 **Offences Related to Absence from Place of Duty**

4.5(a) Treated as a **Minor Offence**

4.5(b) Absence from classes without prior permission will be shown as absence and deducted against attendance.

4.5(c) **Penalty.** Absence from central lectures, functions, seminars etc will invite a fine of Rs. 500/- for each occurrence and fine of Rs. 1000 to be imposed for every subsequent act of

absence.

4.6 **Offences Related to Wearing of Uniform /Prescribed Dress**

4.6(a) Will be treated as **Minor Offence**.

4.6(b) **Penalty**

4.6(b)(i) Fine of Rs. 250 will be imposed on 1st occasion of breach.

4.6(b)(ii) Fine of Rs. 500 will be imposed for every subsequent offence. Repetition of the offence may invite suitable endorsements in Conduct Sheet / Character certificate issued to the student.

4.7 **Offences Related to Cheating in Examinations, Class Tests, Assignments, Projects or Any Other Academic Activities**

4.7(a) This offence will be treated as **Major Offence**.

4.7(b) **Penalty.**

4.7(b)(i) If the student is caught cheating in the university examination, action will be as per university norms.

4.7(b)(ii) If the student is caught cheating in the examination conducted by the institute, the student will be awarded zero marks in that exam and paper cancelled.

4.7(b)(iii) **In both cases, the incident will be indicated in conduct sheet issued.**

4.8 **Offences Related to Thefts, Stealing or Pick Pocketing**

4.8(a) Theft /stealing/ pick pocketing is a **Major Offence**.

4.8(b) **Penalty**

- 4.8(b)(i) A student caught for committing theft, stealing or for pick pocketing shall bear double the cost of the property stolen, which is to be paid to the aggrieved student/person after due investigation/ inquiry by the management..
- 4.8(b)(ii) A student may be suspended for maximum 6 months from the Institute in case of theft of valuable items. A board of enquiry headed by the Registrar shall fix the cost of the stolen items. Any student caught stealing more than once shall have his/her conduct sheet / character certificate endorsed with details of the incident.

4.9 **Offences Related to Theft of Property of The Institute Including Books From The Library**

- 4.9(a) Theft /stealing/ is a **Major Offence**.
- 4.9(b) **Penalty.** The student guilty of this offence shall return the items and be subject to pay a fine of Rs. 1000. In case the item is NOT recoverable the student shall bear double the cost of the stolen item. The cost shall be fixed by the Registrar. The cost shall be equal to the cost of purchasing and placing the new item similar to the item that was stolen by the student. **Any student caught stealing more than once shall have his/her conduct sheet/character certificate endorsed with details of the incident.**

4.10 **Offences Related to Cigarettes and Liquor**

- 4.10(a) **Smoking**
- 4.10(a)(i) AIL being a strictly "No Smoking Zone", smoking of any kind including e-cigarettes is

banned within the college premises. Any student found smoking or in possession of cigarettes, bidi, zarda, pipe, cigar, hookah, etc. shall be considered to have smoked in the campus / hostel.

4.10(a)(ii) Smoking in the campus is a **Major Offence**.

4.10(a)(iii) **Penalty**. The first offence of smoking shall invite a fine of Rs.3000. Subsequent offences will invite the same fine but will also invite five days suspension from classes. **Repeated offences by the same individual will result in suitable endorsement in the character certificate.**

#### 4.10(b) **Consumption of Alcohol**

4.10(b)(i) Consumption of Alcohol in any form is completely banned within the college premises. Any student found consuming alcoholic drinks or being under the influence of alcohol or being in possession of any alcoholic substance/drinks shall be considered to have committed this offence. An individual found to be in possession of empty /partially filled or full bottles/cans of alcoholic drinks in the institution or hostel premises or rooms will be considered to have committed this offence.

4.10(b)(ii) Consumption of alcoholic drinks or found being under the influence of alcohol or in possession of any alcoholic substance/drinks or empty /partially filled /filled, bottles/cans of alcoholic drink is a **Major Offence**.

4.10(b)(iii) **Penalty**

4.10(b)(iii)(aa) A student guilty of this offence shall be liable

to pay a fine of Rs.5,000/- for the first time offense. A student guilty of this offence for a second time shall be fined Rs. 10,000 and will be expelled from the hostel for a minimum of 6 months. Any student subsequently found guilty of this offence will be fined Rs. 15,000/- and will be debarred from applying for the hostel accn through out the course.

4.10(b)(iii)(ab) The student found guilty of this offence stands debarred from applying for hostel accommodation throughout the course of study.

4.10(b)(iii)(ac) Such student shall also forgo the fees that he /she has paid for his/her hostel accommodation.

4.10(b)(iii)(ad) Repeated offences by the same individual will result in suitable endorsement in the character certificate.

4.11 **Offences Related to Gambling.** Any student found guilty of an offence under this head is considered to have committed a **Minor Offence** under violation of good order and general discipline. The student guilty of gambling shall be levied a fine of Rs 1500/ for the first offence and Rs 5000/ for repeated offence. Repeated offences shall at the discretion of the management based on the recommendation of the board of inquiry, **invite appropriate mention in the character certificate/ conduct certificate.**

4.12 **Offences Related to Drugs.**

4.12(a) **Drugs.** Any student found consuming/under the influence of/in possession of any banned substance/ habit forming drug or any other

psychotropic substances including cocaine, pot, weed, marijuana, ecstasy, LSD, Apheem, opium, ganja, bhang etc. shall be considered to have committed the offence of consuming drugs. Consumption of / or being in possession knowingly or unknowingly of any drug or banned substance is a **Major Offence**.

4.12(b) **Penalty.**

4.12(b)(I) Any student caught for drug related offence, if a hosteller will be expelled from the hostel for the entire course. In case he/she is a day scholar, the management may hand over the case to the Police.

4.12(b)(ii) A student guilty of this offence is liable to be fined a sum of Rs 25,000/-

4.12(c)(iii) Subject to discretion of the management, the case may also be handed over to the Police. The offence may invite suitable endorsements in Conduct Sheet / Character certificate issued to the student.

4.13. **Possession of Habit Forming Prescription Drugs or its Use.** Any student found consuming/under the influence of/in possession of any habit forming prescription drug without an authentic and appropriately supporting medical prescription shall be considered to have committed this offence. This will be treated as a **Major Offence**.

4.13(a) **Penalty**

4.13(a)(i) The student shall be liable to pay a fine of Rs. 3000

4.13(a)(ii) The student may also be suspended from classes for a maximum of 15 working days. The offence may invite suitable endorsements



in Conduct Sheet / Character certificate issued to the student.

4.14. **Offences Related to Damage to Property**

4.14(a) Any student guilty of having caused damage to any property belonging to the institution or any private individual is considered to have committed a **Minor Offence** and is liable to make good the loss.

4.14 (b) **Penalty**

4.14(b)(i) The cost recovered will be such that the property is restored to original state by replacement. Discounted costs shall not be applied.

4.14(b)(ii) The student shall have to bear the cost associated with replacement including transportation and labour costs.

4.15. **Offences Related to Servants**

4.15(a) Any student guilty, of employing any individual as servant or found availing of a servant's services within the premises of the institute or hostel, shall be considered to have committed this Minor Offence. A student sending an employee of the institute on a private errand will also be considered to have committed this offence.

4.15(b) **Penalty**. A student found guilty of this offence will have to first relieve the individual so employed. He/she is also liable to be fined a sum of Rs 2500/-

4.16. **Offences Related to Out-Pass.**

4.16(a) **Leaving Institute Premises Without**

### **Requisite Permission.**

4.16(a)(i) Students are required to obtain requisite permission from either the Principal or Registrar before leaving the institute premises during working hours. Those staying in hostels will have to obtain similar permission from the Registrar before leaving the hostel premises. The student shall inform the Warden of the permission accorded before physically leaving the hostel. Breach of this rule will be considered as a **Minor Offence**.

4.16(a)(i) **Penalty.** The student shall be liable to pay a fine of Rs. 1000 for the first offence and 1500/ each for the repeated offence. The student may also be suspended from classes for a maximum of 15 working days at the discretion of the Principal.

### **4.16.(b) Returning Late From Outings Although Having Secured Permission To Go Out.**

4.16(b)(i) Students having obtained permission to go out on out-pass are expected to return within the time limits laid down. Returning late from permitted outings shall be considered as a Minor Offence.

4.16(b)(ii) **Penalty**

4.16(b)(ii)(aa) **First time offence.** Returning late by one hour shall invite a fine of Rs. 250/- and returning late by more than one hour will invite a fine of Rs. 500/-

4.16(b)(ii)(ab) **Second Time Offence;** Returning late by one hour shall invite fine of Rs. 500/- and returning late by more than one hour will invite

a fine of Rs. 1000/-

4.16(b)(ii)(ac) This offence will be treated as **Minor Offence** on the first two occurrences by an individual. The third commission of the offence will be considered as a **Major Offence** and shall invite a fine Rs 5000/-. **Repeated offence by an individual will invite mention of offences in the conduct /character certificate issued by the individual.**

4.17. **Going Out Without Entry Of Details In The Register**

4.17(a) Students having obtained permission to go out on out-pass are expected to make necessary entries in the registers maintained at the gate/ institute /hostels. Leaving the premises without making necessary entries in the documents maintained for the purpose, constitute a **Minor Offence** under this section.

4.17(b) **Penalty**

4.17(b)(i) First time offence shall invite a fine of Rs. 250/- and each subsequent commission by the same individual will invite a fine of Rs 500/- . Students committing this offence more than thrice in a semester shall find appropriate endorsements in their conduct sheet / character certificates.

4.17(b)(ii) This offence will be treated as **Minor Offence** on the first two occurrences by an individual. The third commission of the offence will be considered as a **Major Offence**. Repeated offence by an individual will invite mention of offences in the conduct /character certificate issued by the individual.

4.18. **Offences Related to Hostel**

4.18(a) **Absence From Evening Roll Call**

4.18(a)(i) Students staying in the hostel are expected to be present for each roll call. Absence from the roll call constitutes a **Minor Offence** under this section. Repetition of the offence may invite suitable endorsements in Conduct Sheet / Character certificate issued to the student.

4.18(a)(ii) **Penalty.** A fine of Rs. 500 will be levied for each absence.

4.18(b) **Wastage of Electricity / Water**

4.18(b)(i) Leaving fans/ lights and or other appliances in the Hostel switched- on/ functional on when the student is not in the room shall be considered as wastage of electricity, a Minor Offence.

4.18(b)(ii) Leaving taps open or wasting water, in the hostel, mess or anywhere in the premises of the institution or its property, is an offence under this clause.

4.18(b)(ii) **Penalty.** The student shall be liable to pay a fine of Rs. 250 each time he/she is found guilty of this offence.

4.18(c) **Use of Electrical/ Electronic Items:**

4.18(c)(i) Use of heaters, microwaves, immersion coils or any other appliances other than laptops and table lamps in the hostel room shall constitute violation of this rule and be considered as a Minor Offence.

4.18(c)(ii) **Penalty.** The student found guilty of this offence shall be subject to a fine of Rs. 500 and

the item shall be confiscated and **not returned**. The item will be disposed off, by auction after the session and proceeds deposited to the hostel fund.

4.18(d) **Damage of Items in the Hostel/ Institution**

4.18(d)(i) Students are expected to take care of the inventory of the room and are also expected NOT to cause any damage to the property of the Institute. Causing damage to the property of the institute / Hostel is a **Minor Offence**.

4.18(d)(ii) **Penalty**. Any student found guilty shall have to bear the cost of the item damaged and the cost of reaffixing the item to where it belonged in addition to Rs. 1000 as fine. A board of enquiry headed by the Registrar shall fix the cost of work involved.

4.18(e) **Creating Nuisance in The Hostel**

4.18(e)(i) Students are expected to maintain calm and peace in the hostel rooms and premises. Playing loud music/movies, Inter floor shouting, making loud noise etc constitute nuisance in the hostel, a **Minor Offence**.

4.18(e)(ii) **Penalty**. Any student causing nuisance in the hostel will be subjected to fine of Rs. 250 per head for each instance of commission of the offence.

4.18(f) **Possession of Pet**

4.18(f)(i) Students are Not allowed to keep any pets in the hostel rooms/ premises. Breach of this provision constitutes commission of Minor Offence.

4.18(f)(ii) **Penalty.** The student committing breach of the same will be expelled from the Hostel for a period of one month and charged a fine of 1000/-.

4.18(g) **Change of Hostel Room Without Permission.**

4.18(g)(i) It is mandatory for students to stay in the room allotted to them in the hostel. Students are NOT allowed to change his/ her room without prior permission of the Registrar. Change of rooms on mutually agreed conditions by students are NOT acceptable.

4.18(g)(ii) Any student changing his/ her hostel room without such permission shall be considered to have committed a **Minor Offence** under this clause.

4.18(g)(iii) **Penalty.** Any student committing a breach of this rule shall be subjected to a fine of Rs. 1000 and asked to shift back to the rooms allotted. Refusal to shift back to the room allotted will invite immediate expulsion from the hostel.

4.18(h) **Day Scholar Students Visiting Hostel Room**

4.18(h)(i) Day scholars are prohibited from entering hostel premises including visiting hostel rooms without written permission from the Registrar. Any day scholar found in the hostel premises will be deemed to have committed a **Minor Offence** under this clause.

4.18(h)(ii) **Penalty**

4.18(h)(ii)(aa) Any day scholar visiting the Hostel premises during day time shall be liable to pay a fine of

Rs. 1000.

4.18(h)(ii)(ab) Any day scholar visiting the Hostel premises during Night time shall be liable to pay a fine of Rs. 3000.

4.18(j) **Lady (Girl) Students Visiting Gents (Boys) Hostel Room or Gent Students Visiting Lady's Hostel Room**

4.18(j)(i) Gentlemen student(s) are prohibited from entering lady's hostel premises and lady student(s) are prohibited from entering Gentlemen hostel premises. Any lady student found in the Gentlemen hostel premises or any gentleman student found in the Lady's hostel premises are considered to have breached discipline under this clause. Both, the student being visited and the student visiting will be considered to be guilty. This is treated as a **Major Offence.**

4.18(j)(ii) **Penalty.** Any student guilty of this offence shall be suspended from classes for 5 working days and also levied a fine of Rs. 5000/-. If the student is a hosteller, he/she will be expelled from the hostel for six months.

4.18(k) **Accommodating Day Scholar student or Any Other Person in the Hostel By a Hosteller.**

4.18(k)(i) No student residing in the hostel is permitted to entertain/ accommodate any day scholar student or any other individual in the hostel premises. If the visitor is a day scholar, both the hostler and the day scholar are considered to have committed this offence. Violation of this rule is treated as a Major Offence.

4.18(k)(ii) **Penalty**

4.18(k)(ii)(aa) Any student committing this offence during day time shall be liable to pay a fine of Rs. 1500.

4.18(k)(ii)(ab). Any student committing this offence during Night time shall be liable to pay a fine of Rs. 5000.

4.18(k)(ii)(ac) The visitor incase is a non student, shall be handed over the to the police for trespassing. The student shall also be suspended for 15 working days from classes.

4.18(l) **Parents /Guardians Visiting Hostel Rooms or Other Places in Hostel.**

4.18(l)(i) Parents /Guardians are strictly prohibited from visiting hostel rooms or other places in hostel other than designated places.

4.18(l)(ii) **Penalty. A fine of Rs. 500/- per person visiting the student will be levied on the student for each breach of rule.** Insistence of parents/guardians to visit hostel rooms or other places in the hostel where permission to visit doesn't exist will result in expulsion of the student from the hostel for six months.

4.19. **Offences Related to Mess**

4.19(a) **Visiting Mess Area In Bathroom Slippers.**

4.19(a)(i) Students are forbidden from coming to mess in bathroom slippers. Any student coming to the mess in bathroom slippers will be turned back from the mess. In addition he or she is liable to pay a fine of Rs 250 in the first instance and Rs



350 on every subsequent violation.

4.19(a)(ii) First two occurrences by an individual will be considered as **Minor Offence** and each further occurrence treated a **Major Offence**. Argument with the staff will be dealt with as a separate offence.

4.19(b) **Visiting Mess Area Inappropriately Dressed**

4.19(b)(i) If a student enters the mess in any of the following manner of dress, he/ she is considered to be inappropriately dressed to the mess:

4.19.(b)(i)(aa) Shorts

4.19.(b)(i)(ab) Short/strappy dresses/tops,

4.19.(b)(i)(ac) Ganjees, flimsy see-through dresses.

4.19(b)(ii) **Penalty**, A fine of Rs. 250 shall be levied on the student when the offence is committed for first time. Rs 350 will be charged for each repeated offence. The offence will be treated as a Minor Offence for two occasions and later as a Major Offence.

4.19(c) **Taking Mess Utensils to the Hostel Room Without Prior Approval of The Wardens.** This offence will be treated as **Minor Offence** and the student guilty of taking the utensils/ plates, glasses, forks, spoons etc, will be levied a fine of Rs. 100 per item.

4.19(d) **Day Scholar Student Found Having Dinner Without Prior Permission Of The Warden.** This offence will be treated as a **Minor Offence** and the student found guilty of this offence will be subjected to a fine of Rs. 250.

4.20 **Offences Relating to General Behaviour of Students**

4.20(a) **Verbal Fighting Amongst Students**

4.20(a)(i) Students are expected to maintain discipline and decorum of the Institute. Students shall NOT indulge in verbal fighting/ arguments with other students. They are expected to refrain from, use of foul/abusive language, use of cuss words, loud noise, intimidating and threatening words/ actions etc. Any student committing this offence shall be considered to have committed a **Major Offence**.

4.20(a)(i) **Penalty.**

4.20(a)(i)(aa) Violators of this rule shall be liable to pay a fine of Rs. 3000 each time they are caught doing so or proved to have done so. The students shall also be suspended from classes for 5 working days.

4.20(a)(i)(ab) Repetition of the offence may invite suitable endorsements in Conduct Sheet / Character certificate issued to the student.

4.20(b) **Indulging in Physical Fights, Bringing Body (Bodily) Harm To a Fellow Student , Members of the Management, Faculty, Administrative Staff or Any Another Person**

4.20(b)(i) A physical attack for the purpose of this rule will include hitting, shoving, pushing, slapping, kicking, fisting, punching, strangling etc. **It will also include threatening to do so or attempting to do so.** Any student committing this offence shall be considered to have committed a **Major Offence**.

4.20(b)(ii) **Penalty.**

4.20(b)(ii)(aa) The students shall be liable to pay a fine of Rs. 5000/ for a breach of this clause.

- 4.20(b)(ii)(ab) The student shall also be suspended from classes for 15 working days.
- 4.20(b)(ii)(ac) The management may if required expel the student from the hostel up to 1 year as per the discretion of the Board of enquiry.
- 4.20(b)(ii)(ad) Considering the gravity of situation the student may even be handed over to police.
- 4.20(b)(ii)(ae) **Even one instance of the offence WILL invite suitable endorsements in Conduct Sheet / Character certificate issued to the student..**
- 4.20(c) **Indulging in Any Kind Of Misbehaviour / Misdemeanour With Chairman, Principal, Registrar, Faculty, Warden, Members of the Administrative Staff, or Any Person Other Than Fellow students Within The Campus Premises**
- 4.20(c)(i) Misbehaviour for the purpose of this provision, includes eve-teasing, an act through electronic medium such as vulgar/ obscene messages, e-mails etc.
- 4.20(c)(ii) It also includes vulgar actions, gesticulations or any other acts that may be offensive to the onlookers or other persons.
- 4.20(c)(iii) Any student committing this offence shall be considered to have committed a **Major Offence.**
- 4.20(c)(iv) **Penalty.**
- 4.20(c)(iv)(aa)The student shall be expelled from the Institute for maximum of 6 months and liable to a fine of maximum Rs. 5,000/- depending on

the gravity of the offence as decided by board of inquiry. On repetition of offence for the first time, besides the suspension from the institute for 6 months, a fine of Rs. 10,000/- will be imposed. On further repetition, the case will be processed for Rustication / Expulsion as per rules given in Punjabi University Calendar Chapter VIII, Volume II, 2010. During Rustication / Expulsion from institute the student will not be allowed to appear in any university examination for one academic year / two academic years respectively.

4.20(c)(iv)(ab) If so felt necessary by the management, matter may be reported to the police. **The offence WILL invite suitable endorsements in Conduct Sheet / Character certificate issued to the student.**

4.20(d) Any Reported Misconduct/ Misbehaviour By The Student Representing The Institution For Any Activity

4.20(d)(i) Any student accompanying any contingent representing the Institution must not indulge or involve themselves in any act of misconduct/ misbehavior. Any student committing this offence shall be considered to have committed a **Major Offence**. Repetition of the offence may invite suitable endorsements in Conduct Sheet / Character certificate issued to the student.

4.20(d)(ii) **Penalty**. The student shall be barred from representing the Institution in any activity for a minimum period of one academic session or one calendar year as decided by the

management on recommendations of a board of inquiry. The student shall also be subject to fine of Rs. 5000/-.

4.20(e) **Accompanying Any Contingent For Representing The Institution Without Approval Of The Authorities.** Any student accompanying any contingent for representing the Institution without approval of the authorities will have committed a **Minor Offence**. Such a student shall be barred from representing the Institution in any kind of activity for one academic session or one calendar year. He / she shall also be liable to pay a fine of Rs. 1000.

4.20(f) **Carrying / Being in Possession Of Weapons In The Premises of The Institute / Hostel.**

4.20(f)(i) All weapons whether licensed or not including firearms, swords, or any other sharp edged weapon beyond 5 inches are prohibited.

4.20(f)(ii) Kirpans carried with religious motives are exempt from the definition of weapons for the purpose of this clause.

4.20(f)(iii) Any student committing this offence shall be considered to have committed a **Major Offence**.

4.20(f)(iv) **Penalty**

4.20(f)(iv)(aa) The student shall be liable to pay a fine of up to Rs. 10, 000.

4.20(f)(iv)(ab) The student shall be suspended from classes for 15 working days and the item confiscated and disposed as deemed necessary by the management.

4.20(f)(iv)(ac) The case may also be reported to the Police. **The offence may also invite suitable**

**endorsements in Conduct Sheet /  
Character certificate issued to the student.**

- 4.20(g) **Causing Nuisance Anywhere in the Academic Block.**
- 4.20(g)(i) A student creating nuisance by any means at any time, in the academic block is considered to have committed a **Minor Offence** under this clause.
- 4.20(g)(ii) **Penalty.** Fine of Rs. 500 to be imposed on 1st occasion of breach and an additional fine of Rs. 250 will be imposed for every subsequent offence of similar nature.
- 4.20(h) **Submission of Fake / Forged /False Documents of Any Nature for Any Purpose Including Medical Certificates**
- 4.20(h)(i) Producing fake / forged / false documents for the purpose of attendance, internship certificates etc. is strictly prohibited and the breach of the same will be dealt with as a **Major Offence.**
- 4.20(h)(ii) **Penalty.** A student guilty of this offence shall be fined up to Rs. 5000 and/ or suspended from the classes for 15 Working Days at the discretion of the management based on the recommendation of the board of inquiry. The offence may, if so felt by the management, invite suitable endorsements in Conduct Sheet / Character certificate issued to the student.
- 4.20(j) **Scaling of Walls With The Purpose of Gaining Access or Leaving Premises**
- 4.20(j)(i) Scaling of Walls with the intent or purpose of gaining access to or leaving premises is

prohibited. Students of AIL are expected to gain entry or exit a location only through authorized entrances/exits.

4.20(j)(ii) Any student committing a breach will be considered to have committed a **Major Offence**.

4.20(j)(iii) **Penalty.** Any hosteller committing this offence shall be expelled from the Hostel for a period of one month. In case of a day scholar student, a fine of Rs. 3000/- shall be imposed. Subsequent repetition of offence will invite expulsion from the hostel for a period of six months and a day scholar will be fined Rs. 5,000/-

4.20(k) **Misleading or Giving False Information to The Authorities**

4.20(k)(i) All students are duty bound to provide correct information to the authorities, faculty members, board of enquiries, Wardens or student representatives. Non-reporting of any offence by student representatives will amount to an offence under this clause. Any student committing this offence will be considered to have committed a **Minor Offence**. However repetition of this offence more than twice by an individual will render him/her to have committed a **Major Offence**.

4.20(k)(ii) **Penalty.** Minimum fine of Rs 1000/ will be levied on the defaulter for the first occurrence. Fine of Rs 2500 will be levied on subsequent occasion of default by the same student. The

case may also be handed over to the police if so required.

4.20(l) **Use of Documents of Fellow Students or Any Other Person.**

4.20(l)(i) A student found to be using or have used documents of any other student or any other person to obtain any advantage or for any other purpose when he/ she knows that the document does not belong to him/her own self is considered to have committed this **Major Offence.**

4.20(l)(ii) **Penalty.** Minimum fine of Rs 1000/ will be levied on the defaulter for the first occurrence. Fine of Rs 2500 will be levied on subsequent occasion of default by the same student. The case may also be handed over to the police if so required.

4.20(m) **Receipt of Reports From External Source About Misconduct /Misbehaviour of Student Bringing Disrepute to the The Institution**

4.20(m)(i) In case any information from any external source is received about misconduct/ misbehavior concerning any student that brings disrepute to the Institution, the student is considered to have committed a **Major Offence.**

4.20(m)(ii) **Penalty.** The student can be subjected to pay a Fine up to Rs. 10,000/- subject to the discretion of the Management based on the recommendation of a board of Inquiry

4.20(n) **Offence Related to Guest Rooms.**

4.20(n)(i) Attempt by any student to accommodate any



individual(s) other than own parents by any means is an offence under this clause. Once allotted refusal to vacate the guest room in 48 hours after occupation is also an offence.

- 4.20(n)(ii) **Penalty.** Occupation of a guest room by anybody other than the parents if revealed shall make the student liable to pay a fine of **Rs 5000/**. **In addition he/ she shall be liable to pay Rs 5000/ per day** as demurrage charges. In case the occupants are parents and they do not vacate in 48 hours they will be charged **Rs 3000/ per day** as charges. Day for the purpose of this rule shall start at 12 Noon as in hotels.

#### 4.21 **Offences Relating to Breach of Good Order and General Discipline of the Institute.**

- 4.21(a) Students ought to maintain the discipline and decorum of the Institute whether they are inside or outside. The following activities constitute “Breach of good orders of the Institute”
- 4.21(a)(i) Not Paying Respects /Compliments to Faculty Members.
- 4.21(a)(ii) Littering college premises.
- 4.21(a)(iii) Parking of Cars & Bikes where parking is not allowed.
- 4.21(a)(iv) Getting personal vehicles to the institute without stickers/ tags issued by the Institute.
- 4.21(a)(v) Involving in any act that is detrimental to maintaining Cleanliness in the campus.
- 4.21(a)(vi) Visiting places declared ‘Out of Bounds’ for

students for their safety.

- 4.21(a)(vii) Violation of standing orders, fire orders, security orders or any other orders issued by Principal/Registrar or displayed on notice boards from time to time.
- 4.21(a)(viii) Possession of any mechanical vehicle without driving license or driving without helmet or pillion riding without helmet or rash & negligent driving.
- 4.21(a)(ix) Eve teasing within or outside campus / hosteller.
- 4.21(a)(x) Hooting, shouting, whistling, or creating disturbances in the class, in hostel or during organized functions.
- 4.21(a)(xi) Collection of funds for any purpose unless authorized by Institute authorities.
- 4.21(a)(xii) Joint action by students e.g. combined petition, representation, agitation, strike
- 4.21(a)(xiii) Holding any activity that is political in nature or for /on behalf of a political party.
- 4.21(a)(xiv) Any other act of omission/commission considered as undesirable and not included above.
- 4.21(a)(xv) Socially unacceptable behaviour particularly for boys and in girls regarding their style of dressing public display of affection etc..
- 4.21(a)(xvi) Holding any functions that have not been authorized explicitly in writing by the Registrar.
- 4.21(a)(xvii) Taking meals in the hostel room.
- 4.21(a)(xviii) Not reporting any unusual occurrence/

incidents including altercations, affray, fights and such other events/incidents to the hostel/administrative authorities.

4.21(a)(xix) Loss of identity card issued by the institute due to negligence.

4.21(b) Any student of AIL found doing / having done any of the activities listed at para 4.21(a) is considered to have committed a **Minor Offence** under this clause. However repetition of this offence more than twice by an individual will render him/her to have committed a **Major Offence**.

4.21 (c) **Penalty**

Each of the offence above mentioned, will result in a fine of Rs 500 for the first time committed by a student and repeated offence will invite a fine of Rs 1000/- being levied.

4.22. **Security Related Offences**. Any student involved in any activity that is detrimental to the security or safety of the institution or its property, or aids abets or commits an action, that is directly or indirectly, detrimental to the safety or security of the installation, its inhabitants, occupants or its property is considered to have committed an offence under this section. The offending individual, at the discretion of the management, based on the severity of the event /incident, as recommended by the board of inquiry constituted for the purpose, shall face expulsion, fines, or both or any other such punishments as considered adequate. The decision of the management shall be final and binding.

4.23. **Payment of Dues (Late Fees Fine)**

4.23(a) Non-payment of fees and hostel dues will invite a fine as given below:-

4.23(a)(i)	Up to 7 days	-	Rs 500/-
4.23 (a)(ii)	07 -14 days	-	Rs 1000/-
4.23 (c)(iii)	15-30 days	-	Rs 2500/-
4.23 (c)(iv)	Above 30 days	-	Rs 5000/-
4.23 (c)(iv)	40th day	-	Expulsion

4.24. **Absence from Hostel** Hostellers are expected to be in the hostel after class hours. Unauthorised absence is a major offence. The management reserves the right to levy a fine (or/and) expel the student from the hostel subject to the recommendation of the board of enquiry.

**SECTION 5**  
**IMPORTANT NOTES**

- 5.1. Every violation of the code of conduct by the student shall be reported to the parents of the student.
- 5.2. Students must understand and realize that acts of indiscipline will NOT go unpunished. Endorsement of character in his/her conduct sheet will be true summarized reflection of the individual's conduct in and off campus and will be graded as Exemplary/Good/Fair/Just Satisfactory.. Thus the endorsements will be as per norms given below:-

5.2(a) **In case of Minor Offences**

- 5.2(a)(i) More than three and upto five Minor Offences - "Good"
- 5.2(a)(ii) More than five and upto seven Minor Offences- "Fair"
- 5.2(a)(iii) More than seven and upto ten Minor Offences - "Fair" with Details of Violations endorsed".
- 5.2(a)(iv) More than ten Minor Offences - " Satisfactory" with details of violations endorsed.

5.2(b) **In case of Major Offences**

- 5.2(b) i) One Major Offence – "Good"
- 5.2(b)(ii) Two Major Offences – " Fair"
- 5.2(b)(iii) More than two Major Offences - " Satisfactory" and details of violations endorsed.

**SPECIMEN: CHARACTER CERTIFICATE**

Principal : 0172-5095335  
Registrar : 0172-5063033  
(F) 0172-5039280  
E.mail: info@ail.ac.in

ARMY INSTITUTE OF LAW  
Sector -68,  
Mohali – 160062

AIL/ACA/PF

\_\_\_\_\_20\_\_\_\_\_

**TO WHOM IT MAY CONCERN**

Certified that \_\_\_\_\_ S/o / D/o  
\_\_\_\_\_ was a regular student of B.A., LL.B. 5 year  
course of Army Institute of Law, Mohali (Batch  
\_\_\_\_\_).

His/Her conduct/character\* during the above  
course at this institution was  
\_\_\_\_\_.

(Principal)

Army Institute of Law

\*Details of violations where applicable to be given below

**ATTENDANCE CERTIFICATE**

Principal : 0172-5095335  
Registrar : 0172-5063033  
(F) 0172-5039280  
E.mail: info@ail.ac.in

ARMY INSTITUTE OF LAW  
Sector -68,  
Mohali – 160062

AIL/ACA/PF

\_\_\_\_\_20\_\_

**TO WHOM IT MAY CONCERN**

Certified that \_\_\_\_\_ S/o /  
D/o \_\_\_\_\_ Registration No. \_\_\_\_\_  
was a regular student of B.A., LL.B. 5 year course of Army  
Institute of Law, Mohali (Batch \_\_\_\_\_).

His/Her period of admission in the Institute was July \_\_\_\_\_.  
\_\_\_\_\_ has passed his/her B.A.  
LL.B professional 5 year course under Punjabi University,  
Patiala Roll No. \_\_\_\_\_ in May \_\_\_\_\_.

The detail of the lectures attended by \_\_\_\_\_  
is as under:-

Lectures attended/ percentage of attendance	has passed his/her B.A. LL.B. Professional 5 year course with attendance of 69% or more lectures in all five years.
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His/Her conduct/character\* at the AIL during the above course was \_\_\_\_\_.

(Principal)  
Army Institute of Law

\*Details of violations where applicable to be given below





# ARMY INSTITUTE OF LAW

SECTOR 68, MOHALI

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