



Ignited Minds Society's  
**Mulshi Institute of Business Management**  
**MIBM**

**Rules & Regulations**

1. Library
2. Computer Lab
3. Hostel & Mess

## **LIBRARY RULES & REGULATIONS**

These regulations are designed to make it easy for students to use MIBM library Services. The regulations explain the rights and responsibilities of library users.

By observing the regulations, you can help to ensure smooth operation of the library & resources of the library are fairly shared and available to all the users. When you join the library, you agree to abide by these regulations.

### **I. GENERAL**

- a. Library will remain open for usage by the students round-the-clock, except for certain designated public holidays which will be notified in advance.
- b. Make entry in the library log book as soon as you enter the library.
- c. Only student having college ID cards are allowed inside the library. Students may be asked to produce their ID Cards at any time inside the library.
- d. Each student can borrow not more than two book against a identity card.
- e. The books issued should be returned to the library or re-issued within 7 days from the date of issue. Renewal is at the discretion of the librarian.
- f. Periodicals, Journals, Magazines, Newspapers and Reference Books are to be used in the library only. These are not available for borrowing.
- g. Borrowing privileges may be suspended if library rules and regulations are not followed properly by the borrower.

### **II. BORROWING RULES**

Borrowers of books from library must:

- a. Present the identity card while borrowing books.
- b. Return library materials at the library reception desk.
- c. Present the library materials at the library reception desk for inspection when leaving the library.
- d. Not lend library materials to any another person.
- e. Return or renew library materials on or before the due date.
- f. Be responsible for library material until it has been returned to the library. In case of any damage, the borrower is to pay the cost of the replacement of the material.
- g. Pay overdue charges, if applicable, as stipulated by library rules in Section IV below.
- h. Return all library materials when leaving the local area for an extended period of time and pay all outstanding charges, if applicable, prior to the date of departure.
- I. You are responsible for the care of the books you use. You must not mark or mutilate books or other items in any way. You are liable for the costs of repairing or replacing any items you lose or damage, and any associated administrative costs.

## LIBRARY RULES & REGULATIONS

### I. OVERDUE CHARGES

The library materials must be returned on or before the due date, as outlined above. Failure to do so, will result in overdue charge of Rs.5/- per day per book to be paid by the borrower.

### II. REPLACEMENT CHARGE

In the event of failure by a student to return the book(s) to the library arising out of “loss / damage/ misplacement”, the student will be charged twice the current market price for the replacement of the lost library material plus accrued overdue charges. This is a punitive measure to prevent misuse of library facility.

### III. OTHER RULES

- a. Please maintain silence in the library.
- b. Bags are not to be brought inside the library. Please keep them in the luggage rack outside the library.
- c. **The use of portable computers and mobile devices is permitted in the Library provided that they are quiet in operation.** Users of such equipment may be required to work in specified areas or to stop using a computer if it constitutes a distraction to other readers.
- d. Carrying personal books and reading materials is not permitted inside the library. Only notebook is permitted to carry inside the library.
- e. Please read newspapers in the way they are stapled. Please keep them neatly folded on the table after reading.
- f. Carrying / consumption of food and beverages are not permitted inside the library.
- g. The library is a smoke-free environment.
- h. Please switch off the air conditioners, lights etc. when not required.
- i. Computers in the library are to be used for accessing Digital Library only.
- j. Loitering and gossiping are not permitted inside the library.
- k. Sleeping in the library will be treated as a major misconduct and will invite disciplinary action.
- l. The Library reserves the right to inspect anything brought into the library. Laptops, mobile devices, bags, files, folders, coats and any other items allowed into the library shall be subject to examination on exit.
- m. Library staffs are empowered to stop any activity in the library which they consider prejudicial to the safety, well-being, or security of readers or library staff or to the preservation of the collections.

**Note: Changes to Library Regulations may be made from time to time, subject to the approval of the college authorities. Approved changes come into immediate effect.  
Library staff will not be responsible for any loss of personal belongings from luggage rack.**

## COMPUTER LAB RULES AND REGULATIONS APPLICABLE IN IT LAB AND IT CLASSROOMS

Our goal is to maintain a quiet, clean, and comfortable environment in the computer labs. Therefore, we request all students to follow computer lab rules & regulations, for the convenient and benefit of everyone.

### **I. GENERAL**

- a. Students must make an entry in the log book as soon as entering the IT Lab.
- b. Only student having college ID card are allowed in the Computer Lab. Students may be asked to produce their ID Cards at any point of time inside the Computer Lab.
- c. Carrying/Consumption of food and beverages are not permitted.
- d. Mobile phones MUST be kept in silent mode. Usage of mobile phone is not permitted inside the IT Lab.**
- e. Students should use earphone for audio usage.
- f. The facilities available in the Computer Lab are to be used only for academic purposes.
- g. Following categories of Website content has been banned in IT Lab-
  1. Online Video
  2. Online Music
  3. Online Games
  4. Financial/Banking Sites
  5. Social Media Networks
  6. Pornographic websites
  7. High Risk (Less secure) Sites
  8. Torrents & Content Aggregators

**Noncompliance of the above will result in disciplinary action, including expulsion from the Institute.**

- h. Before leaving the Computer Lab and Classroom, students are requested to shut down the computer, LCD and switch off the power.
- i. Loitering and gossiping are not permitted.

## **I. OTHER RULES**

- a. Students must not try to repair/ remove any parts of the Computer System. In case of any malfunctioning of any of the system, a student should immediately report to the System Administrator.
- b. The students will be held responsible for loss / damage of any of the system parts such as mouse, keyboards, monitors etc.
- c. A student is to deposit his/her ID card while taking any instrument/equipment for any special class. The item(s) must be returned immediately after the session is over. In case the item is not returned after the session, a fine of Rs.200/- per day will be charged. In case of damage or loss of any item, the student is to bear the cost of the replacement of the same.
- d. The students should not install any software/hardware in any of the systems without the permission of the System Administrator.
- e. Considering security over Wireless networks (Wi-Fi) on the college Campus, Students are requested to register their Computers with IT lab in order to use the Internet on their devices.
- f. Students should not install their own Routers/Access points in Hostels as it may interfere or collide with existing IP address networking across the campus. In case of lack of Internet connectivity students are requested to reach out to the IT Support for help and troubleshooting.
- g. Students should not abuse the labs or any equipment. If users have a problem with the equipment or a software application, they should ask the lab assistant for help.
- h. Do not change the configuration of any computer. Do not install screensavers or wallpaper
- I. Lab printers should not be used to print course materials and any other assignment purpose.
- j. Using college equipment for commercial activities or financial gain is not allowed.
- k. Downloading of unauthorized material and copying or transferring copyrighted software is not allowed
- l. Eating and drinking are not allowed in the labs
- m. Do not leave your property unattended
- n. Students should not install any software/hardware or save data in any of the systems without the permission of the system administrator
- o. Violation of any of the above rules will lead to Disciplinary Action and / or payment of fine up to INR 2,000/- depending on the case.

## HOSTEL RULES & REGULATIONS

### Charges

- a. Hostel room rent, associated support services charges and hostel caution deposit are to be paid as mentioned in the Hostel Accommodation Request Form given at the time of admission. These charges are applicable for current academic session only.
- b. Mess charges will be borne by the students separately as decided from time-to-time by Hostel Advisory Committee.
- c. Institute does not take any responsibility for services provided by the mess contractor.
- d. Cooking in the room is not permitted including brewing tea or boiling of milk etc.
- b. Payment of mess charges to be made quarterly in advance to Mess contractor from July to March (i.e. for 3 quarters). For the months of April to June, payment will be made monthly or daily basis. Payment should be made from 25<sup>th</sup> to 30<sup>th</sup> dates of previous month. Defaulters will not be served food from 01<sup>st</sup> date of next month.
- c. If food is not required due to some reason, proper permission for not dining in the mess is to be obtained in writing from Director and the approved letter is to be submitted to the mess contractor for his information & record. In such case an amount of Rs. 800/- per month (till academic year or staying period in hostel) is to be paid to Mess Contractor on account of mess maintenance charges.

### Custody of Rooms

- a. Every student should stay in the accommodation allotted to him/her by the institute. He/she will not be allowed to change the accommodation once allotted. Every student will be supplied with one cot, one wardrobe, one reading table and a chair. Replacement of the tube light / bulb, if necessary, will be at the expense of the occupants.
- b. Every student is to fill in and sign a Hostel Occupancy Form before occupying the hostel.
- c. A student should check the fittings in his/her room at the time of occupation. If there is any deficiency or inadequacy, it should be brought to the notice of the hostel staff. He/she shall be responsible for the fittings and shall see to it that they are in order at the time of handing over charge of the room when he/she leaves the hostel. Damage, if any, has to be paid by the occupants.
- d. Use of electrical appliances, i.e., heaters, hotplates, iron etc. are not permitted in the room. Any tampering of electrical fixtures will be treated as willful damage to the hostel property. Necessary action will be taken as decided by the Hostel Advisory Committee.
- e. A student shall not hand over the keys of his/her room to any other student/person.
- f. A student should not enter the rooms of others in their absence.
- g. Fans and lights must be switched off whenever these are not in use. In case it is noticed that the fans/lights are ON in a locked room, penalty will be imposed.
- h. Cooking is not permitted in the hostel premises.

### **Custody of Common Facilities**

- a. Hostel inmates will be personally and collectively responsible for any loss/damage to the properties and equipment's and other fitting in the common place.
- b. Students are not allowed to remove any property/fixtures from the dining room, common places or the visitor's room to their own rooms.
- c. Students will be personally and collectively responsible for any loss or damage to the hostel furniture or other fitting in all the common facilities and places in the hostel.
- d. In case of damage to any part of the hostel buildings, furniture, or other property of the institute, caused by inmates of the hostel, the loss shall be recovered from the persons identified as responsible for such damage. However, if the persons causing damage cannot be identified, cost of repairing the same as may be assessed, will be recovered equally amongst all the inmates of the hostel or group of inmates of the hostel found responsible for the damage.

### **Safety of the Students**

- a. Students are advised to use mosquito nets at night.
- b. Students are not allowed to keep any pets.
- c. Students are not allowed to keep any kind of weapons in their possession in the hostel.

### **Ragging**

Ragging in any form is strictly prohibited in the institute. Ragging is illegal and a criminal offence under law. For a reported case of ragging, it is mandatory for the college to initiate disciplinary process and also report the same to the Police. Students are to refrain from any kind of ragging. Ragging will be considered as gross indiscipline and may invite immediate expulsion besides legal proceedings.

### **Custody of Own Belongings**

- a. Students must not keep cash and valuables in their rooms. They should lock their rooms properly when they go out.
- b. A student himself/herself is responsible for all of his/her belongings. The institute will not at all be responsible for any loss incurred due to his/her negligence or any other reason whatsoever.
- c. No one should use the belongings of other students without their consent.
- d. A hostel student will be responsible for his/her bicycle/2-wheeler/mobile phone/laptop etc. The hostel administration will not be responsible in case of any loss or damage to such belongings.

### **Timings and Duration of the Hostel**

- a. All students will remain present at the time of Roll Call, the timings of which will be notified from time-to-time.
- b. No hostel student is allowed to remain outside their respective hostel room after 10 p.m.
- c. Students shall not leave the hostel for out of station visits without prior written permission of the Administrative Officer. Absence from hostel without permission will be viewed seriously and would invite serious disciplinary action.
- d. Students are permitted to stay in the hostel during one academic session only and are to vacate their rooms during the vacations unless there is special permission from the institute. The allotment of hostel room is only for one academic session and not for the duration of the full PGDM program.
- e. Students who discontinue their studies in the middle of the session are required to hand over their rooms immediately to the Administrative Officer.
- f. Students vacating the hostel need to obtain No Dues Certificate clearance from the concerned authorities.

### **Inspection of the Rooms**

- a. Hostel Prefects are appointed to supervise and to maintain discipline in the hostel. Every resident should cooperate with them in the discharge of their duties.
- b. The Administrative Executive or a member of the institute, nominated by the President/  
/Director can inspect the room of any student at any time.

### **Visitors**

- a. The institute reserves the right to deny entry into the hostel to visitors if their visit is likely to disturb the peace and order of the hostel/institute. Parents/relatives/guests are not permitted to stay in the hostel.
- b. Visitors are not permitted to stay in the hostels after 7.00 p.m.

### **Guests**

- a. Guests or relatives are not allowed to stay in the hostel.
- b. No students should entertain unauthorized guests or relatives in their rooms.
- c. Employment of a private servant is not allowed in the hostel.

### **Consumption of Alcohol, Smoking, Gutka, Gambling etc.**

Consumption/ storage of drugs, liquor including beer, gutka etc. and smoking are strictly prohibited in the hostels and institute premises. Gambling is also prohibited.

### **Medical Facilities and Responsibility**

Students will be to submit the required medical certificates as and when required by the Institute.

Doctor is available 24 hours in the campus.

Hostel inmates are supposed to take care of their health themselves.

Student suffering from asthma, allergy and infectious/fatal diseases has to disclose it to the hostel authority at time of occupation of the hostel room.

### **General Behaviour and Discipline**

- a. Students will carry their identity card at all time.
- b. Students are expected to display decent behaviour and conduct themselves well.
- c. Institute does not take responsibility of any indecent behaviour and unbecoming conduct inside or outside the institute/hostels.
- d. Hostel is not a hiding place for miscreants. Please give no shelter to unauthorized/unwanted/unknown persons.
- e. Disciplinary action will be taken by the President/Directors against the defaulters.
- f. Institute reserves the right to admit, take disciplinary actions, including cancellations of allotments of accommodations in the hostels for violations of hostel rules.
- g. Any rules started above may be modified or any new rules may be added by the institute at the point of time.
- h. The institute reserves the right of providing hostel facility to students. The above rules will be followed by all residents of the hostels. Violations of any of these rules will make students liable for disciplinary action including expulsion from the hostel/ institute.
- i. In case of any disciplinary actions, the decisions of the Presidents /Director is final and binding.
- j. Admin persons contact no. & email ID regarding any suggestions, complaints for maintenance /repairs & cleanliness of hostel rooms/toilets & electricity /water supply /washing machines /drinking water/food & mess etc.

### **Details of Admin Officers are as follows:**

Mr. Dilip Wagh (Admin and Account Head)- 7720899499

Mr. Sunil Chavan (Admin Team)- 9923810437

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