

# RULEBOOK

2021



B- School Survey



Education Reckoner



Accredited by  
**NAAC**

National Assessment And Accreditation Council

तमसो मा ज्योतिर्गमय  
**IME**  
Sahibabad (NCR)

estd. 1995

**IME Group  
of Colleges**  
Ghaziabad (INDIA)



**MANAGEMENT**

**COMPUTER SCIENCE & APPLICATION**

**LAW**



## वर दे, वीणावादिनि वर दे।

वर दे, वीणावादिनि वर दे।  
प्रिय स्वतंत्र रव, अमृत मंत्र नव  
भारत में भर दे।

नव गति नव लय ताल छंद नव  
नवल कंठ नव जलद मन्द्र रव  
नव नभ के नव विहग वृंद को,  
नव पर नव स्वर दे।

वर दे, वीणावादिनि वर दे।

काट अंध उर के बंधन स्तर  
बहा जननि ज्योतिर्मय निर्झर  
कलुष भेद तम हर प्रकाश भर  
जगमग जग कर दे।

- महाकवि सूर्यकान्त त्रिपाठी 'निराला'

## A. General

### 1. Admission

#### (Old Students)

- Each student has to be admitted every year, till course is completed.
- Student has to apply to the course l/c with Marksheet, update details of phone, address, Receipt of deposit of academic charges and to fill a small format.
- Admission at college level will be treated as complete only on receipt of Annual Fee every year, before last date of deposit.

### 2. Admission

#### (New Students)

- Available to the candidates having 'online registration with related University.'
- Students from unrecognized Board/University will not be entertained. Age bar : as per affiliating/approving body. SC/ST criteria : as per UP Government.
- All Admissions will be subject to the confirmation finally by the related University.

### 3. Fee

- College academic Charges for full academic year has to be paid **EVERY YEAR** before 15th July. For extension, contact course l/c.
- After that, Academic charges will be accepted with LATE FEE only.

**4. Identity Card, Lib Card** will be issued from Central Library every year as per rule. For academic support, help, guidance, contact course l/c.

### 5. Uniform (Dress)

Casual dress is not allowed within campus. College uniform is mandatory for entry alongwith ID. For details of uniform : Contact course l/c.

### 6. CCTV Surveillance

The whole campus is under the CCTV surveillance. Students must take care.

### 7 Mobile & Smart Phone

The use of Smart phones, I-phones, I-pads is not allowed within the Lecture/Classroom and in academic areas.

### 8 Ragging

As per the order of Hon'ble Supreme Court, Ragging (Mental/Physical) is strictly prohibited and subject to imprisonment.

### 9 Examination(s)

Student has to apply to the university online. Fee will be deposited with University directly. HALF YEARLY Exam will be compulsory for each students of each course in addition to class test, internal assessment, and semester/annual exam.

**9. Advice : See-Website and Notice Board everyday**

- a. In IME, the complaints of Students are resolved directly through **complaint box** as well as through course incharge. **Union/association** of students is not permitted.
- b. Celebration of Fest of joy i.e. Holi, Deepawali, Eid, X-mas etc are permissible in open fields with decency only, Not in academic areas.
- c. Students are advised to use public transport for safe and pollution-free environment. Avoid using own 4 wheeler vehicle as **Parking is not available**.
- d. In case a student is facing any problem such as Ragging, Eve teasing, Black mailing, harassment, he/she immediately must report to the committees/course I/c.
- e. IME will not be responsible for any **financial transaction** by the students with another student / persons.
- f. Guardians are requested to contact regularly the course I/c / college.

**10. DISCIPLINARY**

- a. **Entry to campus is allowed only on proving identity by showing identity card hanging at neck.**  
The students must carry their identity card with them and produce before the authority / security staff while entering the campus "to prove identity".  
In case of loss of identity card, student must report to the nearest Police Station and get F.I.R. Copy. A duplicate will be issued on payment and on furnishing the copy of police report from Central Library on recommendation of the course I/c.
- b. Irregularities, if any, **breach of rules and discipline** are to be brought to the notice of the authorities of IME. All disciplinary actions taken against the concerned student by the authorities will be final and binding on all concerned.
- c. Communications, direct or indirect (Within and Outside the Campus) are to be routed through the IME authorities.

**11. ATTENDANCE AND PUNCTUALITY**

- a. Expected attendance for **qualifying to appear** in semester/yearly examination is 100 percent. Operationally, it should not be below 75 percent. However, it may be condoned by the Principal/Director with or without penalty subject to rules of Approval Body / Related University.
- b. The students are required **to be present** in the lecture-room before scheduled time of the session/period.
- c. The students are not allowed **to leave any lecture-session (in midway)** before the end of the session or any other academic activity without permission.
- d. **Absence for more than fifteen consecutive** days, shall be considered an act of indiscipline and be liable for strict action.
- e. In case of absence from assignments, the students shall undertake additional assignments from the faculty.
- f. **Short of attendance** may affect the marks in internal exam and in practical exams.

## 12. Beware of - Banned Act(s) and Items(s)

Defaulter Student shall face strict and severe punishments(s) which can go upto rustication from college.

- a) Ragging in any form.
- b) Derogatory to women.
- c) Violation of Status, dignity and honour to physically disabled.
- d) Castism, Groupism, Racism, Religionism, Communalism.
- e) Spreading fake news on any platform and on all social media.
- f) Misbehaviour with faculty, staff and with fellow student.
- g) Damage to college property, furniture, electricals, water items etc.
- h) Pasting obscene posters/materials, writing etc. on any property.
- i) Spitting of any type on any property of college.
- j) Assembly(s) or calling outsider(s). friend(s).
- k) Consumption, Possession:- of alcohol, beverage, addictive, drugs, all type of tobacco items, Gutka, Pan etc.
- l) Possession, use, threat to use of fire-arms, other **objects** that causes physical injury.
- m) Gambling in any form.
- n) Personal party(s), celebrations(s) without permission.
- o) Any Act(s) notified from time to time by IME, University, Govt(s).
- p) Violation of 'Model code of conduct' for educational institutions.
- q) Eatables from outside.
- r) Mobiles with camera, bluetooth devices, videography, musical instruments.
- s) Smart and I-phones. (Simple phone on silent mode for emergency on permission is allowed as spl. case).

### FACTS ABOUT IME

- **Foundation Day**  
(15 November, 1995)
- **Inauguration of Campus**  
(22 April, 1996)
- **First Academic Day**  
Management Wing  
(19 August, 1996)
- **Inauguration of IME's**  
Own Building  
(25 July, 1998)
- **First Academic Day**  
IT Wing (1999)  
Commerce Deptt. (2000)  
Education Deptt. (2000)  
Library Deptt. (2000)  
Law Wing (2000)  
Art Wing (2020)
- **Founder's Day (19 September)**

## DON'T DO AT IME

1. Ragging is a crime against humanity and is punishable offence.
2. Do not fail to attend your classes and academic activities.
3. Do not use mobile in the entire IME Campus.
4. Do not come to college without uniform.
5. Do not forget to Carry your Identity card, Library Ticket.
6. Do not wear SLIM-FIT clothes.
7. Do not damage furniture, fixtures, electronic & electrical items, panels, property.
8. Do not rest your foot on the walls, chairs, tables.
9. Do not disclose your Financial sources/OTP.
10. Do not participate in quarreling, fighting.
11. Do not hide any official information from the college authorities.
12. Don't share your personal details, with any person.
13. Do not spread fake news on any platform and on social media.
14. Do not comment/Taunt on faculty, Staff, fellow students.
15. Don't waste precious resources of your parents.
16. Do not consume eatables from out side.
17. Do not waste money of your guardians, your time and resources of college.
18. Do focus on your career.
19. Do help college staff to maintain campus "Clean & Green"

## B. STANDARDS OF ATTIRE (IME Uniform)

We are what we put-on. MNC's organizations, corporate enterprises, courts, security, forces etc. have their own dress code to inculcate the right mind set to be prepared for professional function. At IME 'regular' college uniform is compulsory on all days. In guest lectures, functions, seminars conferences etc.



## **D. May I Help you?**

### **SERVICES FROM ADMINISTRATIVE OFFICE**

Student requiring marks sheet, certificates are advised to contact between 3:00 PM to 4:30 PM, on Saturdays to the Course I/c.

### **COMPLAINT**

In the event of any problem / complaint regarding facilities / Services or conduct of any staff/Faculty, the student can drop the complaint in the complaint Box.

If a student finds that he/she is not properly heard or problem is not solved or is not satisfied with decision of any of the college authority, he/she can appeal to Vice Chairman with facts & figures through VC office.

### **SPORTS**

The Sports Meets are organized regularly, at least once in every semester, to encourage the students to participate in the Games and Sports. The institute has sports facilities for both indoor and outdoor games like Table Tennis, Chess, Carrom, Badminton, Basketball, Volleyball, Cricket etc. Gym facility is also available at IME Campus. For participation and organization of sports events, contact Sports Incharge and your batch I/C.

### **TOUR AND PICNICS**

Tours and picnic are organized by the students themselves through class representative under the guidance of the I/C, once in each semester on cooperative basis in the months of Oct./March.

### **LITERARY AND CULTURAL ACTIVITIES**

Students may register themselves with the Committee for the activity / performance. IMEins organizes literary and cultural activities such as drama, dance & music performance, poetry, essay competition, rangoli, mehendi competition, quiz, food without fire, etc. throughout the year.

### **PRECAUTIONS**

In the event of any emergency such as fire, earthquake or natural calamity, student must cooperate with the college authorities for firefighting operation, relief work, rescue operations for restoration of normalcy and public order in the college premises. On each floor the water point is available to fight the fire.

### **UNDERTAKING AND DECLARATION BY THE STUDENTS**

At the time of admission each student is required to submit an Undertaking and declaration regarding discipline, code of conduct, ragging etc separately. Contact Admission counsellors.

## Fifteen Point Programme for Faculty (Teaching Staff)

1. **Attendance register** of students has to be maintained legibly. Attendance has to be recorded numerically. It has to be completed on daily basis. Name of student will be registered only on proof of fee deposit.
2. **Synopsis** of course has to be prepared and to be dictated to students. A copy has to be submitted to Principal and to VC office.
3. **Session Plan** to be dictated to students for semester/year according to Synopsis.
4. **Methodology** of teaching, to be followed by a teacher, has to be announced to the students in the beginning of the semester/year based on Learning.
5. **Base Book** must be suggested to student as home guide for home work on related course prescribed by the affiliating University.
6. **Suggested Reading** / Reference books to be recommended to the students apart from the Base Book so that they may develop their knowledge & skills on related topics.
7. **Home work register** has to be checked regularly as it is very important for learning process and for internal marketing too.
8. **Calender** for test, assignment, projects, tours, cultural and sport activities to be notified to the students in the beginning of semester / year.
9. **Discipline** to be maintained inside classroom in particular, the students must be in dress and must **NOT** possess phones in hand within classroom. Teacher must not carry their phones within classroom.
10. **Group** of eight to ten students has to be formed and two class representatives, preferably a boy and a girl to be nominated to act as a bridge between faculty and the students in maintaining the discipline and carrying out the activities in each class.
11. System of **Internal marks** to be notified (as per policy) in the beginning of the semester / year.
12. **Course content register** has to be filled on daily basis, legibly and matching with session plan and be open to students, and to be submitted to the Principal and to VC office.
13. **Shortfall of classes** due to leave has to be compensated within the same week by arranging special classes.
14. Teacher is required to ensure that the list of students having less than 75 per cent attendance, is notified and their parents are communicated about the **shortfall** on monthly. Regular communication with parents regarding the progress of the student is a must.
15. **Administrative duties** and examination work (invigilation, paper setting, evaluation) etc. are to be performed without favour and prejudice.

### Practical Exercise

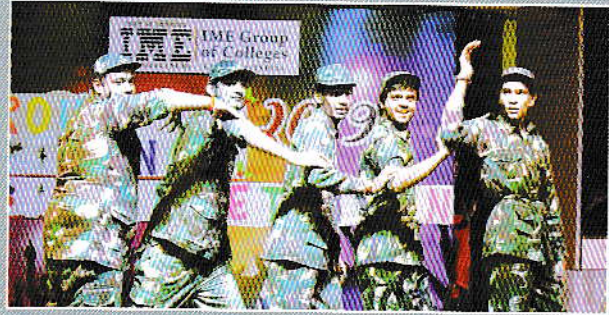
- (a) Guest lecture, debate, moot court & workshop.
- (b) BNB, extempore, Library, lab  
(included in academic timings)
- (c) Sport, games, Music, Cultural activities  
(2.00 pm onwards)



# WINNER V/S LOSERS

<i>The winner is always a part of the "answer"</i>	<b>Winner</b> V/s <b>Losers</b>	<i>The loser is always a part of the "problem."</i>
<i>The winner always has a "solution"</i>	<b>Winner</b> V/s <b>Losers</b>	<i>The loser always has an "excuse."</i>
<i>The winner says "Let me do it for you."</i>	<b>Winner</b> V/s <b>Losers</b>	<i>The loser says "That's not my Job."</i>
<i>The winner sees an "answer in every problem"</i>	<b>Winner</b> V/s <b>Losers</b>	<i>The loser sees a "problem in every answer."</i>
<i>The winner sees a "green near every sand trap."</i>	<b>Winner</b> V/s <b>Losers</b>	<i>The loser sees "sand traps near every green."</i>
<i>The winner says "It may be difficult but it's possible."</i>	<b>Winner</b> V/s <b>Losers</b>	<i>The loser says "It may be possible but it's too difficult."</i>

**BE POSITIVE, THINK POSITIVE**





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'पेड़ लगाओ, पानी बचाओ, जनसंख्या घटाओ, अपनों का भविष्य उज्जवल बनाओ!'

**'आपका विकास आपके भी हाथ'**