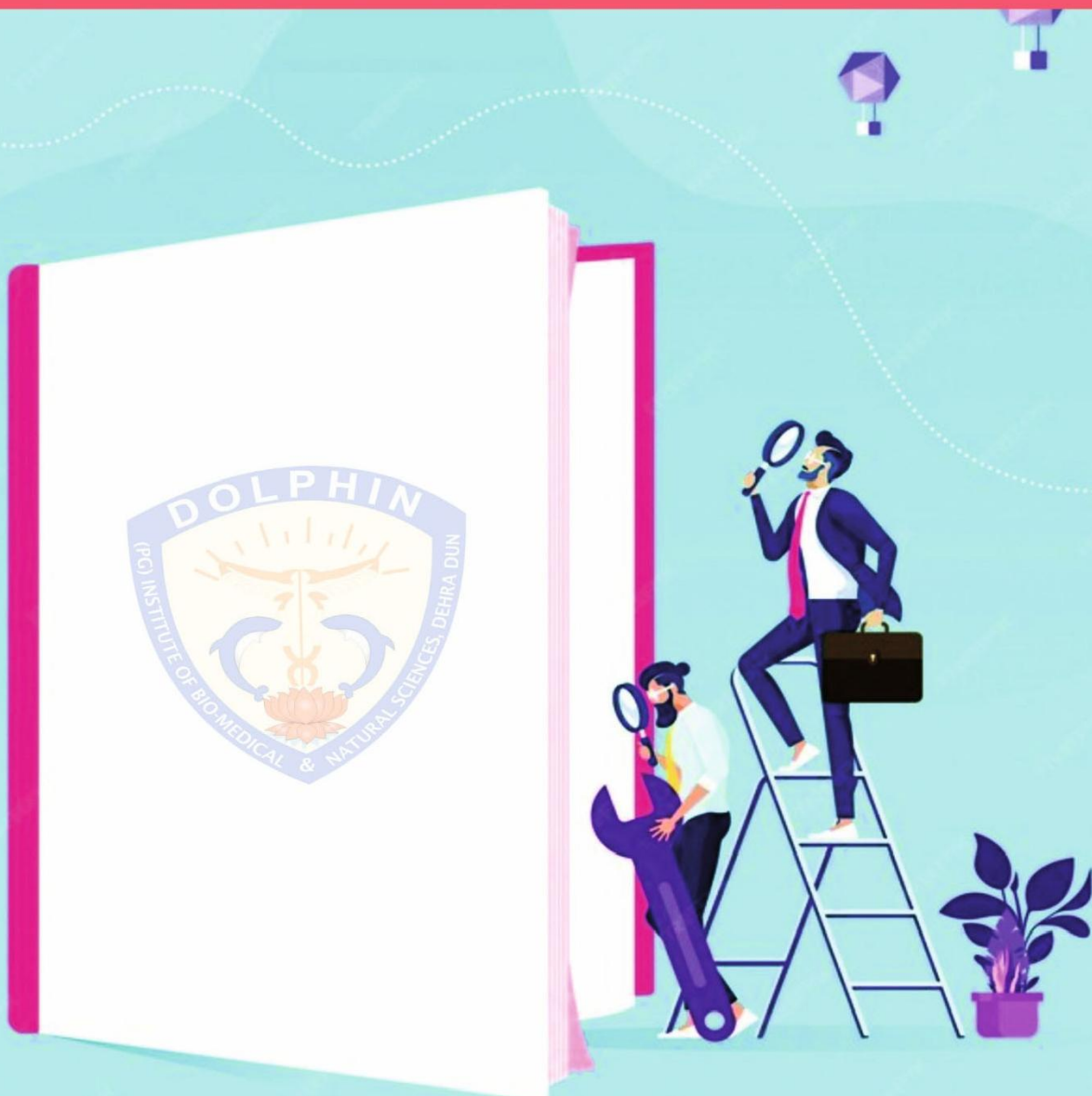


Dolphin (PG) Institute
of Biomedical & Natural Sciences
An Autonomous Institute

Handbook Rules & Regulations for Students



THE STUDENTS MUST READ THE RULES AND REGULATIONS CAREFULLY SO AS TO MAKE THEMSELVES FAMILIAR WITH THEM. IN CASE OF ANY CLARIFICATION, THE STUDENTS SHOULD CONSULT THE RESPECTIVE CLASS COORDINATOR/HOD/DSW. THEY SHOULD ALSO FOLLOW THE INSTRUCTIONS ISSUED FROM TIME TO TIME BY THE COMPETENT AUTHORITIES. THE IGNORANCE OF RULES AND REGULATIONS SHALL NOT BE AN EXCUSE FOR ANY BREACH OF DISCIPLINE.

Name of Bank: HDFC

Account Holder Name: THE PRINC, DOLPHIN (PG) INSTITUTE

Account Number: 50200099755100

Branch: Hathibarkala, New Cantt Road,

Dehradun. UTTARAKHAND

IFSC Code: HDFC0007074

PAN No. : AAATD4622P

TERMS USED IN DOCUMENT

1. 'University' implies Hemwati Nandan Bahuguna Garhwal University – A Central University located at Srinagar, Uttarakhand.
2. 'Institute' and 'DIBNS' imply Dolphin (PG) Institute of Biomedical & Natural Sciences, Dehradun - 248007.
3. 'Management' refers to the Governing Body of DIBNS.
4. Chairman refers to Head of the Governing Body of DIBNS.
5. OSD refers to Chairman's Nominee; responsible for representing the chairman in the management of DIBNS.
6. Principal refers to Head of the Institute.
7. Director refers to Administrator of the Institute.
8. CAO is short for Chief Administrative Officer of the institute.
9. IQAC is short for Internal Quality Assurance Cell.
10. DAC is short for Disciplinary Action Committee.
11. HOD is short for Head of Department.
12. Controller of Exams is responsible for the conduct of all examinations of the institute.
13. Class Coordinator is responsible for maintaining student records and parental communication for a particular class.
14. DSW is short for Dean of Students' Welfare; the operating head of Dolphin Students Welfare Council.
15. Chief Proctor is the Head of Proctorial Board; responsible for maintaining discipline throughout campus.

Please note:

1. Amendments and/or additions to this document will be notified from time to time.
2. The teaching and examination schedules will be notified separately from time to time.
3. Students must not to use unfair means in either semester end examinations, or internal assessments. This will lead to disciplinary action against them as per the norms of the Institute, University, and UGC.
4. The DAC may summarily suspend or rusticate a student or a group/batch/class of students who indulge in misbehavior in the form of indiscipline, misconduct, violation of rules and regulations of the Institute.
5. Ragging is strictly prohibited in the campus, hostels, college transport, and outside college premises. Those found guilty of ragging will be punished as per UGC norms and Law of the Land.
6. In all matters, the decision of the Principal shall be final and binding.

PART A

GENERAL RULES AND REGULATIONS

1. ADMISSION

- 1.1. The following documents are issued to a newly admitted student: Identity card, Rules & Regulations Handbook, Bus Pass (if transport services taken).

2. FEES

- 2.1. Fee once paid is non-refundable. Any refunds in fees paid will be reviewed according to the refund policy of the institute and in accordance with UGC guidelines.
- 2.2. Schedule for deposition of tuition/hostel/examination or any other fee is as follows:
 - 2.2.1. First Installment – Maximum by 07th June of respective year.
 - 2.2.2. Second Installment – Maximum by 07th December of respective year.
- 2.3. Fees should be deposited either through CBS Cheque, RTGS, Bank draft, or Bank Pay Order in favour of The Principal, Dolphin (PG) Institute of Biomedical & Natural Sciences, payable at Dehradun. Students can also avail the facility of online payment.
- 2.4. No separate intimation/reminder will be sent for deposition of the fees. Students and guardians are advised to set bi-annual reminders as per the specified schedule. Any delay in deposition of fees will attract a penalty in form of 'Late Fee Fine'.
- 2.5. Project fee of Rs. 7000/- for dissertation in Post Graduate programmes is to be paid at the start of fourth semester.
- 2.6. If a student defaults in any rules specified under section (2.) PART A; any or all of the following privileges will be withdrawn: Practicals & Lectures Attendance, Library Usage, Hostel Residency, Transportation Services, and Appearing in Examinations.

3. IDENTITY CARD

- 3.1. Every student must carry their identity card while in campus. Failing to do so will result in him/her not being allowed to attend classes and practicals or use of any other institutional facility.
- 3.2. Authorities can ask for the ID card of a student at any time. Particularly at the time of depositing dues, presenting for examinations, and issuing of any library books.
- 3.3. Loss of ID card should be immediately reported to the Office of the Director. A new permanent ID card will only be issued after payment of Rs. 100/-.
- 3.4. ID card must be surrendered at the Office of the Principal on completion of the course.

4. DAILY SCHEDULE

- 4.1. The working hours of the institutes are between 9:30 am to 4:30 pm from Monday to Saturday. 2nd Saturday will be a closed holiday every month.
- 4.2. There shall be a lunch break of 1 hr between 1.30 pm to 2.30 pm.
- 4.3. The schedule can be altered by the authorities as and when required.

5. ATTENDANCE

- 5.1. Attendance in theory and practical classes are taken through Biometric Machine. The student must be regular and punctual for all classes.
- 5.2. It is advisable that for academic excellence students must partake in at least 90% of total credit hours. However, in any case minimum 75% of total credit hours must be completed to appear in semester-end exams. The Principal reserves the right to disqualify/disallow any student from appearing in the Semester-End Exams/Internal Exam/Class Test if the student has below 75% attendance inclusive of absence on medical grounds.
- 5.3. If the student wants to leave during college hours, he/she must take permission from the respective class coordinator/HOD and obtain a gate pass. The student shall be marked absent for the subsequent classes he/she misses.
- 5.4. Warning shall be issued to a student who remains absent continuously for five days.
- 5.5. Any student continuously remaining absent for more than ten days without prior sanctioned leave shall be assumed to have left the institute. Re-registration shall be required if he/she desires to continue in the institute.

6. LEAVE

- 6.1. No student shall remain absent without seeking prior permission from the Class Coordinator/HOD during the working hours of the institute.
- 6.2. All leaves, including leaves on medical grounds, are included in 25% grace in minimum attendance quota.
- 6.3. Leave cannot be sanctioned digitally, but in cases of emergency it may be considered by competent authority. Students have to get such leaves ratified immediately on resumption from the competent authority.
- 6.4. The HOD/Class Coordinator of the class can deny leave to the applicant if he/she is not satisfied with the genuineness of the reason given for leave. Leave cannot be claimed as a matter of right.
- 6.5. If student does not resume classes after the expiry of sanctioned leave, his/her subsequent absences shall be treated as unauthorized and action as per prescribed guidelines shall be initiated.
- 6.6. Medical Leave Application must be accompanied with a medical certificate from a qualified medical practitioner.
- 6.7. Gate pass to the whole class can be issued after lunch break only under unavoidable circumstances.

7. LIBRARY

- 7.1. All students admitted to the institute are entitled to use the institute's library through the bar code in-built in his/her ID card. The students shall also get subscriptions to NLIST-INFLIBNET free of charge after finalization of admission.
- 7.2. Membership for the college library stands automatically cancelled on completion of the programme.
- 7.3. The library membership of any student whose fee is outstanding shall be suspended till no-dues certificate from accounts department is submitted.

- 7.4. A PG student will be issued only 3 books at any given time and UG students will be issued only 2 books at any given time. Students need to return books issued to them as per schedule.
- 7.5. A textbook shall be issued for a period of 15 days including the date of issue. Fine of Rs. 5/- per day shall be levied for late return.
- 7.6. The student is responsible for proper upkeep of the book issued to him/her. Any damage or loss of the issued book will impose a penalty amounting to 20% over and above the current cost of the book and shall be recovered from the defaulter.
- 7.7. Students must maintain silence and decorum in the library.
- 7.8. Books are issued on first come first served basis. However, in special circumstances advance requisition facility may be allowed (if feasible) for one textbook at a time.
- 7.9. Reference books/journals shall not be issued to students. Students can only use them in reference section of the library.

8. EXAMINATIONS

- 8.1. A system of continuous internal evaluations (CIE) is followed by the faculty from day one of the session regarding the class work, laboratory work, extra-curricular activities, and overall conduct.
- 8.2. Internal Exams will be conducted as per schedule. Attendance is compulsory in the tests. A predetermined percentage of marks from CIEs will be added to the semester-end score of the student.
- 8.3. In order to pass the semester-end exams the student has to pass separately in theory and practical examination. The pass percentage for each course/degree programme shall be as per the norms and guidelines of the institute and regulatory bodies.
- 8.4. Marks obtained in class tests shall be sent bimonthly to the parents.

9. CODE OF CONDUCT

- 9.1. 'Respect to the Nation', 'Dedication to Work', 'Devotion to Studies', along with 'Discipline and Ethics in Routine Life' are traits that a student must develop.
- 9.2. Students are expected to devote their full potential and attention towards their education through academic and extracurricular activities. The primary aim of every student should be the fulfillment of the objectives for which he/she has been admitted to the institute.
- 9.3. Institute rules, office orders, status of faculty and staff must not be disregarded.
 - 9.3.1. Any disregard shall lead to appropriate disciplinary action decided by DAC.
 - 9.3.2. If the student is found as a defaulter more than once, the parents will be advised to withdraw the student from the institute or else the student's name shall be struck off from the rolls of the institute for misconduct.
 - 9.4. Students are not permitted to bunk their classes and should not be found loitering in the institute premises. Silence must be maintained in corridors and administrative block. Free time allotted to students should be utilized through usage of library, sports zones, cafeteria, etc.
 - 9.5. Students are not allowed to use mobile phones in the classrooms, labs, & corridors. If found, the mobile phone shall be confiscated for one week and further disciplinary action may be initiated in extreme cases.

- 9.6. Proper decorum should be maintained in class rooms, labs, cafeteria, common grounds, transport, etc. Indecent behavior by a student within any aforementioned spaces shall lead to severe disciplinary action. Damage to institutional property will attract fines to recover the losses of replacement or repairs.
- 9.7. Students should only carry reading material related to their academics/creative activities or interests.
- 9.8. Students must adhere to the institute's dress code/uniform when attending college as detailed below –
 - 9.8.1. Male and female students must be dressed in properly maintained uniforms.
 - 9.8.2. Standard uniform code for both male and female students includes sky blue shirt bearing institute's monogram, light grey trousers, V-neck sweater with navy blue blazer bearing institute's monogram, institutional tie, and black formal shoes.
 - 9.8.3. Female students can opt for traditional uniform composed of sky blue salwar, white kurta, and sky blue dupatta.
 - 9.8.4. Lab Coat is essential for all students during practical work in labs/clinics.
 - 9.8.5. Students must maintain decent & neat appearance and attire while attending college.
 - 9.8.6. Any violations of the dress code will result in the student not being allowed entry in the institute's campus.
- 9.9. Students should not enter into any kind of quarrel amongst themselves. There must be cordial and amenable coexistence amongst the students.

10. RAGGING, NARCOTICS, & SEXUAL HARASSMENT FREE CAMPUS

- 10.1. Ragging in any form is strictly prohibited within the premises of the institute, all resident hostels, in institutional or public transport, and in the residential quarters of the students outside the institute premises. Immediate strict disciplinary action will be taken if any student is found involved in any form of ragging and may lead to his/her rustication from the institute and matter will be reported to the police for legal action as per the Law of the Land.
- 10.2. Smoking, consumption of betel leaves, gutka, and use of drugs or narcotics or liquor, etc. are strictly prohibited actions throughout the institutional premises. Violation of this code shall lead to expulsion from the institute. Appropriate authorities will be notified if students are found with illegal/illicit materials as per the Law of the Land.
- 10.3. Students are strictly prohibited from partaking in any form of sexual harassment of another student, no matter their gender, under any circumstance. Any person found guilty of such actions will be rusticated from the college immediately, and appropriate authorities will be notified as per the Law of the Land.
- 10.4. Students are advised to read the institute's Anti-Ragging Policy, Anti-Narcotic Policy, and Anti-Sexual Harassment Policy.

11. MEDICAL FACILITIES

- 11.1. The Institute is equipped with an in-house OPD to provide medical assistance to the students.
- 11.2. Every student is covered under Accidental Medical Insurance. The coverage under this policy is up to maximum Rs. 1 Lac under IPD and Rs. 25,000 under OPD.

12. DRIVING LICENSE

- 12.1. All students driving two wheelers/four wheelers must possess a valid driving license.
- 12.2. Students driving two-wheeler should wear helmets. Pillion rider is also supposed to wear helmet.
- 12.3. Traffic and road safety rules must be observed sincerely for the safety of self and others.

13. VISITORS

- 13.1. Parents/notified guardians of students can visit the institute during the official working hours to meet the concerned faculty, official, or their ward.

14. ELECTRICITY

- 14.1. The students are advised to switch off the electrical appliances, for example fans, monitors, lights and other gadgets in the class rooms, corridors, as well as in the hostels, etc. when not required in order to save energy.
- 14.2. Power supply in the campus is available through Uttarakhand Power Corporation and also supported by a DG set of 87.5 kva installed which caters to the entire electricity need of the campus.

15. CONVEYANCE

- 15.1. Institute provides local conveyance for both hostlers and day scholars (who opt for bus against prescribed charges) for to and fro travel from the Institute at scheduled timings. Once opted, shall not be allowed to withdraw for the whole academic session.
- 15.2. Students should reach in time at boarding points.

16. ERP

- 16.1. The Institute maintains a full-fledged ERP system. The student/guardian can view online the progress of self/ward. The student's ID Number is the login id and 'pass' is the default password for the students and the parents. The ERP can be accessed through Institute's website.

17. CCTV & SECURITY

- 17.1. The campus and hostel premises are under CCTV Surveillance at all times.
- 17.2. The institute's grounds are guarded by security personnel 24x7 with a shift-based system.

PART B

HOSTEL RULES AND REGULATIONS

1. GENERAL

- 1.1. The institute has separate buildings for both Girl's and Boy's Hostels. All hostlers are required to adhere to the set of rules and regulations. Any breach of rules will lead to disciplinary action against the students.
- 1.2. Hostels are administered by the Director/Additional Director of the institute. Wardens of respective hostels supervise day to day working of the hostels under the supervision of Hostel In-charge, who in turn assists the Director/Additional Director.
- 1.3. Hostel occupation is mandatory for 1st year students. Single occupancy rooms are not available in the hostels.
- 1.4. A student must apply for a seat in the hostel at the time of admission along with the admission form. All students granted hostel accommodations are required to deposit their hostel fee before allotment of the accommodation in the hostel.
- 1.5. Students residing in hostel are responsible for any damage/loss of the furniture, fixtures, electric fittings and other items issued to them. Students responsible for damage to the hostel/mess property shall be liable to make up for the loss on account of its repairs or replacement. In case the defaulter is not identified, collective penalty would be imposed to recover the losses.
- 1.6. The hostel warden will record the biometric attendance of the students residing in the hostel both in the morning and evening. The physical attendance of the students shall be marked at 10 pm onwards by the warden.
- 1.7. Whenever the telephone number of parents/local guardian is changed it should be intimated in writing to the Warden/Hostel In-charge by the parents.
- 1.8. Hostlers are advised to clear their hostel dues, as per schedule mentioned in the admission handbook.
- 1.9. Hostlers must ensure timely departure of buses from their locations and timely arrival at destination as per timings notified from time to time.
- 1.10. Hostlers are advised not to keep any valuable items such as cash exceeding Rs. 500, jewellery, etc. in their rooms. Institute is not responsible for loss of such items. Residents should lock their rooms and respective cupboards before going out.
- 1.11. No one is allowed to exchange his/her room without prior written permission of the Hostel In-charge. In case permission is granted by the competent authority, the resident students must hand over all inventory/possession of the room to the respective warden.
- 1.12. No student staying in the hostel is permitted to keep any kind of vehicle.
- 1.13. The students are allowed to keep mobile phones in the hostel. The mobile number must be communicated to the warden. Students can also use office phone for making urgent personal calls.

- 1.14. Two newspapers one in English and one in Hindi are provided in each hostel and are kept in the library/ common room. Residents wishing to contribute/ subscribe for additional dailies may do so at his/her own cost.

2. LEAVES AND VISITORS

- 2.1. Students may be allowed to go out after obtaining 'Out Pass/Permission' from the warden. They are also required to record time of departure and arrival in the register maintained for this purpose at the hostel reception counter. Resident students availing out pass shall return to the hostel latest by 10:00 p.m.
- 2.2. For overnight stay outside hostel, including weekends, prior written approval of the Hostel In-charge, duly recommended by the warden should be obtained at least 24 hours in advance. This shall be accompanied with a written consent through Text Message/WhatsApp through registered mobile number from the parents/guardians.
- 2.3. Outing within the city limits shall be allowed only on 2nd Saturday & Sundays under the supervision of the warden.
- 2.4. Photographs of the parents/local guardians, along with their address, who will frequently visit the girl's hostel, should be provided to the institute authorities for official record by the parents at the time of admission. This will be affixed in the hostel form of the student. In case of any additional names to be added subsequently photograph of the person along with the undertaking by the parents should be submitted to the competent authority. In case no such information is received the concerned person will not be entertained in the hostel.
- 2.5. Only the guests who have been mentioned in the official hostel forms shall be allowed to visit the student during 5.00 p.m. to 8:00 p.m. on any day, with permission of the hostel warden in the reception area alone and shall not be permitted to visit the residential area of the hostel. Visitors/guests are not allowed to stay overnight in the hostel premises. Visitors must enter their names and address in the visitor's register maintained by respective hostels.
- 2.6. In case a student stays outside the hostel overnight without permission a fine of Rs. 1000/- will be imposed and parents/guardians will be informed accordingly. A student may be asked to vacate the hostel on repetition of such act.
- 2.7. Permission shall not be granted for day outing/overnight stay at the referral's/other's place except at registered local guardian's address as per office records, with permission of the parents via phone call and text.
- 2.8. The hostellers cannot leave the hostel at night under any condition. In emergent circumstances they must procure prior permission from the hostel warden. If any student is caught outside the hostel by police, he/she is responsible for the consequences.

3. DINING HALL

- 3.1. It is obligatory for the hostlers to have their meals in the dining hall only. Vegetarian/Non Vegetarian food is served as per the prescribed menu. Breakfast, lunch, evening tea, and dinner is served in the dining hall as per notified time schedule.
- 3.2. All students are advised to maintain proper decorum and mannerism in the dining hall.

- 3.3. There is a provision of a mess committee, which comprises of few students, warden, and Hostel In-charge of each hostel that is headed by Director/Additional Director. The mess committee has to monitor the menu of each meal as prescribed by the management. Any suggestions for addition/deletion/improvement shall be discussed and approved by the Director.
- 3.4. Food is not allowed to be taken out of the dining hall except for the students who are sick and have to take their meals in bed. Diet for sick hostlers shall be provided as advised by the doctor on request only.
- 3.5. Students should ensure that they take required amount of food and strive to avoid wastage.

4. VACATING HOSTEL

- 4.1. Vacating hostel is not allowed in the middle of an academic session.
- 4.2. The hostel fee for the whole academic session is payable & non-refundable in case emergent conditions emerge and the student must vacate hostel in the middle of the academic session irrespective of the month when the student desires to vacate his/her seat in the hostel. The following regulations will also be applied :-
 - 4.2.1. Parents/guardians must submit the request for vacating the hostel in advance on a duly notarized Rs. 10/- non-judicial stamp paper. Format can be collected from Hostel In-charge.
 - 4.2.2. It should also mention the new address of the student where he/she is going to stay afterwards. It is mandatory for the Police verification.
 - 4.2.3. A no-dues certificate from hostel warden must be attached with the hostel leaving application.
 - 4.2.4. A period of at least one week will be required for granting the permission to vacate the hostel after receiving of all the documents.
- 4.3. Above mentioned formalities can also apply when vacating hostel at end of academic session. In case a student vacates the hostel without completing the formalities, a fine of Rs. 5000/- will be imposed and parents/guardians will be informed accordingly. All necessary formalities related to vacating the hostel have to be mandatorily followed.
- 4.4. All the facilities being provided to the student residing in the hostel like boarding, lodging, transport, etc. will be withdrawn as soon as the student vacates the hostel. The mess card too has to be surrendered to the authority immediately.
- 4.5. The hostlers, at the time of vacating their rooms must hand over complete inventory of the room including fixtures etc. to the warden or any other designated authority.

5. HOSTEL UPKEEP & LAUNDRY

- 5.1. As and when necessary Hostel In-charge/Warden or a designated authority has the right to enter any room or get any room opened in the absence of the resident, under emergent conditions. Cupboards and other locked areas of the rooms will only be opened in the presence of the student. Director/Additional Director or any authorized person shall be accompanied by the warden while visiting the hostels.
- 5.2. General cleaning of rooms, common areas, toilets, etc will be undertaken by the hostel staff/safai karamcharis. However, residents have to ensure that their bed linen and items on the

table and cupboards are kept clean and properly arranged. Cupboards should be locked when residents are not in their rooms. Lights/fans should be switched off when not in use.

- 5.3. No scribbling/pasting pictures or posters are allowed on the walls of rooms, furniture, fixture, etc.
- 5.4. Hostlers are directed not to wash their uniforms & other sundry clothes in the hostel's washrooms, except under emergent conditions. Hostlers are cautioned from drying clothes in the living/public area. The clothes should not be visible from roadside. Rooftops, back yards and open areas could be used instead.
- 5.5. Laundry services are available in the hostel on paid basis and all students are directed to avail the facility. The washer man will visit the hostel on Tuesday & Friday every week.
- 5.6. Hanging/loose/naked electric wires are not permitted inside the hostel rooms since they can cause electric fires and accidents. In case any such sighting is made it should be immediately reported to the warden.
- 5.7. The TV set, gym equipments any other gadgets/sports articles kept in the recreation room should be handled very carefully. In case of any damage to any of the above articles, all the hostlers will have to bear the cost of repair/replacement on shared basis. The recreation room will be closed at 10:00 pm sharp, everyday.
- 5.8. Use of electric appliances like room heaters, hot plates, inductions, electric kettles, and electric rods are not permitted in the hostels. If found, the same will be confiscated and suitable penalty shall be imposed.

6. MEDICAL FACILITIES

- 6.1. Each hostel is equipped with first aid facilities for residing students' benefit. However, any student requiring medical treatment may visit OPD in the institute's campus during working hours. The resident students can also avail medical facilities in authorized hospitals/nursing homes at their own expenses, accompanied by their respective hostel's warden on duty.
- 6.2. Ambulance services are available for residents on paid basis as decided by the Institute's/Hostel's competent authorities.

7. CONDUCT

- 7.1. All hostlers are required to follow code of conduct and regulations of the hostel listed as under, to provide a conducive environment for pursuance of higher studies.
- 7.2. Hostlers must note that smoking, use and/or possession of liquor, contraband drugs, and narcotics is strictly prohibited. Peddling of these items is also strictly prohibited. Anyone found guilty of contravening this regulation will have to face the disciplinary action including expulsion from the hostel effective immediately.
- 7.3. Gambling/betting is not permitted in the hostels. Necessary disciplinary action shall be taken against the defaulters.
- 7.4. Ragging in any form including abetment to ragging and any form of harassment is strictly prohibited. It constitutes an act of gross indiscipline and shall be subjected to appropriate disciplinary action as per the norms of the Institute/ UGC/ GOI.

- 7.5. Hostlers are expected to behave decently for the comfort and convenience of other occupants and proper decorum of the hostel must be maintained. The students are advised to respect each other's religious customs and sentiments.
- 7.6. Hostlers under any circumstance are debarred from having direct interaction/altercations with security and support staff, including washer man, electrician, plumber, gardener, carpenter, mess staff. In case of any issue, it must be brought to the notice of Head Warden for resolutions and any instructions given by the Head Warden has to be followed. It is expected from the students that they give due respect to the administrative/supporting staff.
- 7.7. Security staff have specific role to play. They should not be used as private servant/messengers/ayahs. Security staff will always be in uniform while on duty.
- 7.8. Tampering with Notice Boards, removing/fixing any notice without permission is prohibited.
- 7.9. Playing any kind of loud music inside the hostel room is not allowed. For special occasions prior written permission must be taken from the Hostel In-charge.
- 7.10.No anti-national/anti-social activity will be allowed in the hostels.
- 7.11.All students have to follow the guidelines imposed by local police from time to time regarding their movements during odd hours.
- 7.12.Group activities, birthday parties, etc. are not allowed to be celebrated in hostels after 10:00 pm.
- 7.13.Students are free to meet the warden every day in his/her office for resolving their personal problems or any administrative matter affecting their mental or physical health and conduct in the hostel.

PART C

REVISIONS OF RULES AND REGULATIONS

The rules of the Institute and Hostels are subject to revision and shall be revised as and when deemed necessary by the Principal Office/Director Office.

ZERO TOLERANCE FOR RAGGING & SEXUAL HARASSMENT

The institute has a transparent and zero tolerance policy towards ragging and sexual harassment.

Sexual Harassment Free Campus – The institute assiduously follows the Vishakha guidelines as detailed in the Supreme Court judgment. An Internal Compliance Committee to address grievances related to sexual harassment is in place.

Ragging is a cognizable offence under the law, i.e. an offence for which the police can arrest the offender without warrant. Ragging in any form is strictly banned in the entire institution, including its departments, constituent units, all its premises (academic, residential, sports, canteen, hostels, etc.) whether located within the campus or outside and in all means of transportation of students whether public or private.

The Institute will take strict action against those found guilty of ragging and/or of abetting ragging.

What is Ragging?

Definition of Ragging – Any conduct whether by words spoken or written or by an act which has the effects of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship, or psychological harm or to raise fear or apprehension thereof in a student, or asking students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a student.

Ragging is any act resulting in or comprising of –

- Mental/Physical/Sexual/Verbal Abuse
- Indecent Behavior
- Criminal Intimidation
- Wrongful Restraint
- Undermining Human Dignity
- Financial Exploitation/Extortion
- Use of Force

A student indulging in any form of ragging can face –

- Cancellation of admission.

- Suspension from attending classes
- Withholding/withdrawing Scholarship/Fellowship and other benefits
- Debarring from appearing in any test/examination or other evaluation process
- Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament and youth festival

Collective punishment – when the student(s) committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on potential ragger.

CENTRAL ANTI RAGGING CELL

In Case of Complaint, Contact

Name	Designation	Contact No.
Dr. Shailja Pant	Principal	9568004565
Mr. V.K. Nagpal	Director (Admin)	9568005081
Dr. Shruti Sharma	IQAC Coordinator	9568004557
Dr. Ashok Kumar Singh	Chief Proctor	9568004564
Mr. Vipul Garg	DSWC	9568004555
Mr. Sudhir Bharti	Sr. Admin. Officer	9568004552
Mr. Narender Singh Bisht	Sub Inspector Police Chowki Jhajra	9458330724
Mr. Aftab Azmat	Senior Journalist Amar Ujala	8392922108
Adv. Maneesh Juyal	Lawyer	9412009787

Student Support

Students are provided with multiple interfaces for their development and issue resolution:

- Mentor Mentee System
- Capacity building and Skill development Cell
- Training and Placement Cell
- Dolphin Students Welfare Council
- Remedial Classes
- Grievance Redressal Cell
- Anti Ragging Cell and Anti Ragging Squad
- Internal Complaints Committee

DSWC

Various clubs & committee for the all round development of students

- Eco Club
- Cultural Committee
- Photography Club
- Energy Conservation Club
- Sport Committee
- Literary Club
- Bharat Scouts & Guides
- Youth Red Cross
- NSS
- NCC

Undertaking

Dolphin(PG)Institute of Biomedical & Natural Sciences, Dehradun

Undertaking furnished by individual student regarding maintenance of punctuality in attendance.

I have clearly understood the need for maintaining punctuality in attendance (which is minimum of 75% both in practical & theory classes) as per H.N.B. Garhwal Central University, Srinagar Garhwal norms.

I shall be responsible for any shortfall in my attendance and consequences thereof.

I have carefully gone through the 'Rules and Regulations' of the Institute, a copy of which has been mailed to me.

I shall abide by such rules during my studentship at the institute.

I have received a printed leaflet containing all the information regarding Dolphin Institute's policy towards Zero Tolerance For Ragging.

Applicable only if residing in the Hostel:

I am a hosteller and shall abide by the rules and regulations for resident students.

1. Name: _____
2. Class: _____
3. Department: _____ Dated: _____

(Countersign by Class Coordinator)

(Signature of the Student)

NOTE: Please submit the hardcopy of the undertaking duly signed to the Class Coordinator.