

AN AUTONOMOUS
INSTITUTE

Dolphin (PG) Institute
of Biomedical & Natural
Sciences



HANDBOOK
OF

**Rules &
Regulations**

for Students

**DOLPHIN (PG) INSTITUTE OF BIOMEDICAL & NATURAL SCIENCES,
DEHRADUN**

RULES AND REGULATIONS FOR STUDENTS

Academic Session 2026-27

MANDATORY NOTICE TO STUDENTS AND PARENTS

Students must read these Rules and Regulations carefully so as to make themselves familiar with them. Where any clarification is required, the student should consult the Class Coordinator, the Head of Department or the Dean of Student's Welfare. Students shall also follow the instructions issued from time to time by the competent authorities. Ignorance of these Rules and Regulations shall not be an excuse for any breach of discipline. By signing the undertaking at Annexure C, the student accepts these Rules; by signing Annexure D, the parent or guardian accepts them on behalf of, and jointly with, the student; by signing Annexure E, the student residing in the hostel accepts the rules and regulations of Part III, including those on roll call, out-pass, visitors, prohibited items, and the vacating of the hostel, among other rules and regulations prescribed herein.

This handbook is issued to every student at the time of reporting and is also published on the Institute website and the ERP. It is to be retained by the student for the duration of the programme.

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PART I

PRELIMINARY

1. TITLE, APPLICATION AND COMMENCEMENT

- 1.1** These rules may be cited as the Rules and Regulations for Students of Dolphin (PG) Institute of Biomedical & Natural Sciences, Dehradun, 2026 (hereinafter “these Rules”).
- 1.2** These Rules apply to every student on the rolls of the Institute, in every programme, and govern conduct:
- within the Campus;
 - in the hostels and messes;
 - in Institute transport;
 - at every Institute-authorized activity, visit, tour, internship, clinical posting or competition, whether held within or outside the Campus;
 - on the Institute’s digital systems, and on public or social media in so far as the conduct concerns the Institute, its students or its personnel.
- 1.3** These Rules take effect from the commencement of the academic session 2026–27 and supersede all earlier handbooks, circulars and instructions to the extent of inconsistency. Orders lawfully issued under the superseded rules remain valid.
- 1.4** A copy of these Rules is issued to every student at the time of reporting, and the authoritative current version is published on the Institute’s website and ERP. Every student and parent shall read these Rules in full and shall execute the undertakings at Annexures C, D and E. Where a programme of the Institute is affiliated to a university or regulated by a body other than those named herein, the norms of that university or Regulatory Body shall apply to that programme in addition to these Rules.
- 1.5** Students must obtain clarification of any provision from the Class Coordinator, the Head of Department or the Dean of Students’ Welfare before signing the undertaking. Students shall also comply with instructions issued from time to time by the Competent Authority.

2. DEFINITIONS

- 2.1** In these Rules, unless the context otherwise requires —
- “Academic Session” means the period notified in the academic calendar as constituting one academic year, including examinations.
 - “Anti-Ragging Committee” and “Anti-Ragging Squad” mean the bodies constituted under the UGC Regulations on Curbing the Menace of Ragging, 2009.
 - “CAO” means the Chief Administrative Officer of the Institute.
 - “Campus” means all land, buildings and facilities owned, leased or controlled by the Institute, including academic blocks, laboratories, library, clinics, cafeteria, sports areas, hostels, parking areas and Institute transport.
 - “Chairman” means the Head of the Governing Body of DIBNS.
 - “Chief Proctor” means the Head of the Proctorial Board, responsible for maintaining discipline throughout the Campus.
 - “Class Coordinator” means the member of faculty responsible for maintaining student records and parental communication for a particular class.

- (h) “Competent Authority” means, in relation to any matter, the officer or body empowered under these Rules to decide that matter and, where no officer is specified, the Principal or an officer authorised by the Principal in writing.
- (i) “Controller of Examinations” means the officer responsible for the conduct of all examinations of the Institute.
- (j) “DAC” means the Disciplinary Action Committee constituted under Rule 39.4.
- (k) “Day” means a calendar day, and “working day” means a day on which the Institute is open for administrative work.
- (l) “Day Scholar” means a student who is not allotted hostel accommodation.
- (m) “Director” means the Administrator of the Institute; “Additional Director” means an officer discharging the functions of the Director as assigned.
- (n) “DSW” means the Dean of Students’ Welfare, the operating head of the Dolphin Students’ Welfare Council.
- (o) “HOD” means the Head of Department.
- (p) “Hosteller” means a student to whom hostel accommodation has been allotted; “Hostel In-charge” and “Warden” mean the officers appointed to administer a hostel.
- (q) “ICC” means the Internal Complaints Committee constituted under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015.
- (r) “Institute” and “DIBNS” mean Dolphin (PG) Institute of Biomedical & Natural Sciences, Dehradun – 248007.
- (s) “IQAC” means the Internal Quality Assurance Cell.
- (t) “Management” means the Governing Body of DIBNS.
- (u) “Notice” means any communication displayed on the Institute notice boards or published on the ERP, the Institute website, or sent to the registered e-mail address or mobile number of the student or parent.
- (v) “OSD” means the Officer on Special Duty, being the Chairman’s nominee, responsible for representing the Chairman in the management of DIBNS.
- (w) “Parent” means the father, mother or lawful guardian of the student as recorded in the admission file, and “Local Guardian” means the person nominated in writing by the parent and registered with the Institute.
- (x) “Principal” means the Head of the Institute.
- (y) “Proctorial Board” means the body of faculty members constituted under the Chief Proctor for the maintenance of discipline.
- (z) “Regulatory Body” means the UGC, AICTE, PCI, NCTE, NMC, or any other statutory authority regulating a programme of the Institute.
- (aa) “Student” means a person admitted to and on the rolls of the Institute, and includes a student under suspension.
- (ab) “University” means Hemwati Nandan Bahuguna Garhwal University, a Central University at Srinagar, Uttarakhand, or such other university to which a programme of the Institute is affiliated.
- (ac) “Ward” means the student in relation to the parent or guardian.

3. INTERPRETATION, HIERARCHY AND FINALITY

- 3.1 Where any provision of these Rules is inconsistent with the law in force, or with the statutes, ordinances or regulations of the Institute or University or of a Regulatory Body, the latter shall prevail and these Rules shall be read as modified to that extent.
- 3.2 Words importing one gender include every other gender; words in the singular include the plural. Headings and section titles are for convenience and do not affect construction.
- 3.3 These Rules are drawn up in English. If a translation is issued, the English text shall prevail in case of divergence.
- 3.4 In all matters arising under these Rules the decision of the Principal shall be final and binding within the Institute, subject to the right of appeal under Rule 42 and to any remedy available under the statutes of the University, the regulations of a Regulatory Body, or the law in force.
- 3.5 Ignorance of these Rules shall not be an excuse for any breach of discipline. Non-receipt of an individual intimation shall not be a defence where a Notice has been issued in any of the modes specified in Rule 4.2.
- 3.6 Any matter not expressly provided for in these Rules shall be decided by the Principal, whose decision shall be recorded in writing.

4. AMENDMENT AND NOTIFICATION

- 4.1 These Rules are subject to revision, amendment and addition as and when deemed necessary by the Management, the Office of the Principal or the Office of the Director, and every such change shall be notified.
- 4.2 A Notice shall be treated as duly served on the student and the parent on the expiry of forty-eight hours from its display on the Institute notice boards or its publication on the ERP or website, or from its dispatch to the registered e-mail address or mobile number, whichever is earlier. Students shall check the notice boards and the ERP on every working day.
- 4.3 Teaching schedules, examination schedules and the academic calendar shall be notified separately from time to time.
- 4.4 Each edition of these Rules carries a version number and date of effect. The version published on the Institute website is the governing version; printed copies are for reference.

PART II

ACADEMIC AND ADMINISTRATIVE RULES

5. ADMISSION AND REGISTRATION

- 5.1** On admission, a student is issued:
- an Identity Card;
 - a copy of these Rules and Regulations;
 - a Bus Pass, where transport services have been opted for;
 - ERP login credentials; and
 - the undertakings at Annexures C, D and E for execution and return.
- 5.2** Admission is provisional until the student's eligibility is verified and registration or enrolment is confirmed by the University. Admission obtained on the basis of a false statement, suppression of a material fact, or a forged, altered or fabricated document shall be cancelled, fees shall stand forfeited, and the matter shall be reported to the University and, where an offence is disclosed, to the police.
- 5.3** Every student shall keep the Institute informed of the current residential address, e-mail address and mobile number of the student and of the parent, and shall intimate any change in writing to the Class Coordinator within seven days. Communications sent to the address last recorded shall be deemed to have been received.
- 5.4** Migration, transfer, programme change or withdrawal shall be permitted only in accordance with the norms of the University and the Regulatory Body concerned, and only after clearance of all dues and issue of a No-Dues Certificate.
- 5.5** Original documents deposited with the Institute shall be returned only to the student or the parent against acknowledgement, on completion or discontinuation of the programme and after clearance of dues.

6. FEES AND FINANCIAL OBLIGATIONS

- 6.1** Fees (tuition, hostel, examination or any other fee) shall be deposited according to the following schedule:
- first instalment — on or before 7 June of the respective year;
 - second instalment — on or before 7 December of the respective year.
- 6.2** Fees may be deposited by CBS cheque, RTGS, bank draft or bank pay order drawn in favour of "The Principal, Dolphin (PG) Institute of Biomedical & Natural Sciences", payable at Dehradun. The facility of online payment is also available. Payment shall be made only through the channels notified by the Institute, and a receipt shall be obtained in every case. The Institute shall not recognise any payment made to an individual otherwise than against an official receipt.
- 6.3** No separate intimation or reminder will be sent for the deposit of fees. Students and parents are advised to set bi-annual reminders in accordance with the notified schedule. Delay in deposit of fees shall attract a late fee at the rate specified in Annexure A.
- 6.4** A project fee of ₹ 7,000 for the dissertation in post-graduate programmes is payable at the beginning of the fourth semester.

- 6.5** Fees payable to the University or to a Regulatory Body (enrolment, registration, examination, convocation and similar charges) are in addition to Institute fees and shall be deposited as and when notified.
- 6.6** Requests for cancellation of admission and refund of fees shall be dealt with strictly in accordance with the fee-refund norms of the UGC and of the Regulatory Body concerned, read with the refund policy of the Institute in force on the date of the request; the refund policy is published on the Institute website. Save as provided by those norms, fees once paid are not refundable and are not transferable to another student, programme or session.
- 6.7** Where a student defaults in the payment of any fee due under this Rule, the Institute shall issue a written notice to the student and the parent allowing seven days for payment. On expiry of that period, any or all of the following privileges may be withdrawn until the default is cured: attendance at lectures and practicals; use of the library; hostel residency; transport services; and permission to appear in examinations. Withdrawal of a privilege under this Rule does not excuse any shortfall in attendance arising from it.
- 6.8** A No-Dues Certificate from the Accounts Department is a condition precedent to the issue of a hall ticket, a transfer or migration certificate, a character certificate, marksheets, the degree, and the return of original documents.
- 6.9** Any scholarship, freeship or fee concession is granted subject to the student maintaining the attendance, academic performance and conduct prescribed for it, and may be withdrawn on breach, on the sanction of the Competent Authority.

7. IDENTITY CARD

- 7.1** Every student shall carry the Identity Card at all times while in the Campus and shall produce it on demand by any member of the faculty, administration or security staff, and in particular at the time of depositing dues, appearing for examinations and issue of library books.
- 7.2** A student not carrying the Identity Card may be denied entry to the Campus and shall not be permitted to attend classes or practicals or to use any other institutional facility. Classes so missed shall be marked as absence.
- 7.3** The Identity Card is the property of the Institute and is not transferable. Lending the card to another person, or using the card or biometric credentials of another person, is misconduct under Part V and shall attract disciplinary action.
- 7.4** Loss of the Identity Card shall be reported immediately to the Office of the Director. A duplicate permanent card shall be issued only on payment of ₹ 100.
- 7.5** The Identity Card shall be surrendered at the Office of the Principal on completion, discontinuation or cancellation of the programme, and the No-Dues Certificate shall not be issued until it is surrendered.

8. WORKING HOURS AND ACADEMIC CALENDAR

- 8.1** The working hours of the Institute are 09:30 to 16:30 from Monday to Saturday. The second Saturday of every month is a closed holiday.
- 8.2** There shall be a lunch break of one hour from 13:30 to 14:30.
- 8.3** The schedule may be altered by the Competent Authority as and when required.
- 8.4** Students may be required to attend beyond the notified working hours, and on a holiday, for practicals, remedial and tutorial classes, examinations, project and dissertation work, industrial or field visits, clinical postings, and Institute functions. Such attendance is compulsory unless expressly exempted.

- 8.5** Holidays and vacations shall be observed strictly as per the academic calendar. Students shall not proceed on leave before, or extend leave beyond, the notified dates.

9. ATTENDANCE

- 9.1** Attendance in theory and practical classes is recorded through the biometric system. Every student shall be regular and punctual in all classes.
- 9.2** For academic excellence a student is advised to attend at least 90% of the total credit hours. In every case a minimum of 75% of the total credit hours must be completed to be eligible to appear in the semester-end examinations. The Principal reserves the right to disqualify or disallow a student from appearing in the Semester-End Examination, Internal Examination or Class Test where attendance is below 75%, inclusive of absence on medical grounds. Relaxation of the shortfall, if any, shall be granted only to the extent and in the manner permitted by the University, and cannot be claimed as a matter of right.
- 9.3** Marking or attempting to mark attendance for another student, tampering with the biometric or attendance record, or signing an attendance sheet on behalf of another, is major misconduct. The attendance so recorded shall be cancelled for every student involved and action shall be taken under Part V.
- 9.4** A student deputed in writing by the Competent Authority to represent the Institute in a sporting, cultural, academic, NCC, NSS or Scouts and Guides event, or in an activity certified as Institute duty, shall be treated as present for the period of such duty, subject to prior written sanction and to the limit notified by the Institute. Absence without such prior sanction shall not be regularised afterwards.
- 9.5** A student wishing to leave during college hours shall obtain the permission of the Class Coordinator or HOD and a gate pass. The student shall be marked absent for the classes so missed.
- 9.6** Attendance is published on the ERP each month. A student disputing the record shall represent to the Class Coordinator within seven days of publication, supported by evidence; no dispute shall be entertained thereafter, and in particular not after the declaration of eligibility for the examination.
- 9.7** A written warning shall be issued to a student who remains absent continuously for five days, and the absence shall be intimated to the parent.
- 9.8** Where a student remains absent continuously for more than fifteen days without prior sanctioned leave, a notice shall be issued to the student and the parent at the address last recorded. If no satisfactory explanation is received within seven days of the notice, the student shall be deemed to have left the Institute and the name shall be removed from the rolls. Re-registration, on such terms as the Competent Authority may impose, shall be required if the student desires to continue in the Institute.

10. LEAVE

- 10.1** No student shall remain absent during the working hours of the Institute without the prior permission of the Class Coordinator or HOD.
- 10.2** All leave, including leave on medical grounds, is counted within the 25% permissible absence in the minimum attendance requirement, and no leave carries an exemption from that requirement.
- 10.3** Leave shall ordinarily be applied for in writing and in advance. In an emergency, intimation may be given to the Class Coordinator by the parent by telephone, e-mail or text message, and the leave may be considered by the Competent Authority; the student shall get such leave

ratified in writing within three working days of resuming, failing which the absence shall be treated as unauthorised.

- 10.4** The HOD or Class Coordinator may deny leave where not satisfied of the genuineness of the reason given. Leave cannot be claimed as a matter of right.
- 10.5** Where a student does not resume classes on the expiry of sanctioned leave, the subsequent absence shall be treated as unauthorised and action shall be initiated under these Rules.
- 10.6** An application for medical leave shall be accompanied by a certificate from a registered medical practitioner, stating the period of incapacity. The Institute may verify the certificate, require the student to be examined at the Institute OPD, and refuse leave where the certificate is found not to be genuine. Submission of a false or fabricated medical certificate is major misconduct.
- 10.7** Hospitalisation or illness likely to require absence exceeding seven days shall be intimated by the parent within forty-eight hours, and the student shall produce a fitness certificate before resuming.
- 10.8** A gate pass for a whole class may be issued only after the lunch break and only in unavoidable circumstances, with the written approval of the HOD and the Principal or an officer authorised by the Principal.

11. EXAMINATIONS AND ACADEMIC INTEGRITY

- 11.1** A system of Continuous Internal Evaluation (CIE) is followed by the faculty from the first day of the session in respect of class work, laboratory work, extra-curricular activities and overall conduct.
- 11.2** Internal examinations shall be conducted as per schedule and attendance in them is compulsory. A predetermined percentage of marks from the CIE, as prescribed in the scheme of examination of the University for the programme, shall be added to the semester-end score of the student. Absence from an internal examination without sanctioned leave shall be marked zero, and a re-test shall be permitted only on medical or Institute-duty grounds with the approval of the Controller of Examinations.
- 11.3** To pass the semester-end examination a student must pass separately in the theory and the practical examination. The pass percentage for each course or degree programme shall be as per the norms and guidelines of the Institute, the University and the Regulatory Body.
- 11.4** Eligibility to appear in a semester-end examination is subject to:
 - a. attendance under Rule 9;
 - b. clearance of all dues under Rule 6;
 - c. registration and enrolment with the University; and
 - d. completion and submission of prescribed laboratory records, assignments and project work.
- 11.5** Candidates shall carry the hall ticket and Identity Card to every examination, occupy the allotted seat, and report at the time notified. The following are prohibited in the examination hall: mobile telephones, smart watches and any wearable or wireless device, programmable calculators unless expressly permitted, books, notes, loose paper, and written matter on the person, clothing or furniture. Possession alone, whether used or not, is an offence under this Rule.
- 11.6** Use of unfair defined as per the Academic Ordinance of the Institute is strictly prohibited. A student found to have used unfair means in semester-end examination, an internal assessment or any assessed work shall be dealt with in accordance with the Academic Ordinances of the Institute and the norms of University and the UGC.

- 11.7 In assessed work other than examinations, plagiarism, fabrication or falsification of data, submission of work not one's own, unacknowledged use of generative artificial intelligence tools where their use has not been permitted, and collusion, are equally offences under this Rule. Assessed work may be subjected to similarity checking.
- 11.8 Re-evaluation, revaluation, improvement, back-paper and re-appearance shall be governed by the Academic Ordinances of the Institute.

12. LIBRARY AND LEARNING RESOURCES

- 12.1 Every student admitted to the Institute is entitled to use the Institute library through the bar code built into the Identity Card. Students are also given subscriptions to the National Digital Library of India after finalisation of admission.
- 12.2 Library membership stands automatically cancelled on completion of the programme.
- 12.3 The library membership of a student whose fee is outstanding shall remain suspended until a No-Dues Certificate from the Accounts Department is submitted.
- 12.4 A post-graduate student may be issued three books at any one time and an under-graduate student two books at any one time. Books shall be returned as per the schedule of issue.
- 12.5 A textbook is issued for fifteen days including the date of issue. A fine of ₹ 5 per day shall be levied for late return.
- 12.6 The student is responsible for the proper upkeep of every book issued. Damage to or loss of an issued book shall attract a penalty of 20% over and above the current cost of the book, which shall be recovered from the defaulter.
- 12.7 Students shall maintain silence and decorum in the library. Bags, food and beverages are not permitted in the stack and reading areas. Seats may not be reserved, and mobile telephones shall be kept switched off.
- 12.8 Books are issued on a first-come, first-served basis. In special circumstances an advance requisition may be allowed, where feasible, for one textbook at a time.
- 12.9 Reference books and journals shall not be issued to students and may be used only in the reference section of the library.
- 12.10 Marking, underlining, defacing, tearing or removing pages from library material, and taking any item out of the library without issue, is major misconduct in addition to attracting recovery under Rule 12.6, and may attract permanent withdrawal of library privileges.
- 12.11 Electronic resources, databases and the National Digital Library subscription are for the personal academic use of the student. Sharing of login credentials, systematic or bulk downloading, and any use in breach of the licence or of copyright law, are prohibited and may attract action by the licensor in addition to action under Part V.

13. LABORATORIES, CLINICS AND BIOSAFETY

- 13.1 A lab coat is compulsory for all students during practical work in laboratories and clinics. Closed footwear shall be worn, long hair shall be tied back, and such other personal protective equipment as the faculty or technical staff directs shall be used. Students not so equipped shall not be admitted to the laboratory and shall be marked absent.
- 13.2 No student shall enter a laboratory, clinic, animal house or store in the absence of the faculty member or technical staff in charge, or perform any experiment, or use any equipment, chemical, reagent, culture or specimen, that has not been authorised.
- 13.3 Eating, drinking, chewing, application of cosmetics and storage of food are prohibited in all laboratories and clinical areas.

- 13.4** Equipment, glassware and instruments shall be handled with care. Breakage or damage shall be reported at once and shall be recovered at replacement cost together with 20% thereof, from the individual responsible or, where responsibility cannot be fixed after inquiry, from the batch working in that laboratory at the material time.
- 13.5** Waste shall be segregated and disposed of only in the containers designated for the purpose, in accordance with the Bio-Medical Waste Management Rules and the standing instructions of the department. Nothing shall be discharged into sinks or general waste bins in contravention of those instructions.
- 13.6** Every accident, spillage, injury, cut, burn, needle-stick or exposure, however minor, shall be reported immediately to the faculty or technical staff in charge and entered in the incident register, and first aid shall be taken. Concealment of an incident is misconduct.
- 13.7** No chemical, reagent, culture, specimen, sample, apparatus or animal shall be removed from a laboratory or clinic. Project material may be moved only under written authority.
- 13.8** Project, dissertation and research work shall be carried out only with the prior approval of the guide and, where applicable, of the Institutional Ethics Committee, Institutional Biosafety Committee or Institutional Animal Ethics Committee, and in accordance with the conditions of that approval.
- 13.9** Photography, videography and use of mobile telephones are prohibited in laboratories and clinical areas. Information concerning any patient, subject or donor is confidential and shall not be recorded, disclosed or circulated in any form.
- 13.10** Laboratory records and journals shall be maintained and submitted as prescribed. A student whose records are incomplete may be declared ineligible for the practical examination.
- 13.11** Students shall acquaint themselves with the location of fire extinguishers, eyewash stations, first-aid boxes and emergency exits in every laboratory, and shall participate in safety and evacuation drills.

14. INFORMATION TECHNOLOGY, ERP AND ACCEPTABLE USE

- 14.1** The Institute maintains a full-fledged ERP system through which a student or parent may view the progress of the student. The ERP is accessible through the Institute's website. ERP and network credentials are personal and confidential; sharing them, or accessing the account of another person, is misconduct. Students and parents are responsible for all activity under their credentials.
- 14.2** Institute computers, networks, internet and Wi-Fi are provided for academic and administrative purposes. Their use is logged and may be monitored, and no expectation of privacy attaches to such use.
- 14.3** The following are prohibited on Institute systems and networks: unauthorised access or attempted access to any account, system or data; circumventing security or content controls; installing or distributing pirated software or content; accessing, storing or circulating obscene, defamatory or unlawful material; introducing malware; crypto-mining; unauthorised commercial use; and any act punishable under the Information Technology Act, 2000.
- 14.4** The ERP, the Institute e-mail and the notice boards are the official channels of communication. Students shall check them on every working day and shall respond to official communications within the time stipulated.
- 14.5** No student shall photograph, audio-record, video-record or live-stream any class, examination, meeting, laboratory, clinical session, or any person on the Campus, without the prior written permission of the Competent Authority and, in the case of an individual, that person's consent.

14.6 No student shall:

- a. post or circulate, on any platform, content that is defamatory, obscene, threatening, discriminatory or hateful, or that concerns another student, a member of staff or the Institute and is false or malicious;
- b. use the name, logo, photographs, letterhead or premises of the Institute, or hold out as speaking for the Institute, without written authority;
- c. create or operate any account, page, group or website purporting to represent the Institute or a department; or
- d. circulate internal documents, question papers, examination material, recordings or student data.

14.7 The Institute collects and processes the personal, academic, biometric, medical and disciplinary data of students, and images from surveillance, for academic, administrative, safety, statutory and reporting purposes, and may share such data with the University, Regulatory Bodies, insurers, statutory authorities and, in the case of a minor or in an emergency, with the parent. Data is retained as long as required for those purposes or by law.**15. CODE OF CONDUCT AND GENERAL DISCIPLINE****15.1** Respect for the Nation, dedication to work, devotion to studies, and discipline and ethics in routine life, are traits that every student must develop.**15.2** Students are expected to devote their full potential and attention to their education through academic and extra-curricular activities. The primary aim of every student shall be the fulfilment of the objectives for which the student has been admitted to the Institute.**15.3** The Rules of the Institute, office orders, and the position and authority of the faculty and staff shall not be disregarded. Any disregard shall attract disciplinary action determined by the DAC in accordance with Part V. Where a student is found to be a defaulter more than once, the parents may be advised to withdraw the student from the Institute, failing which the name of the student may be struck off the rolls of the Institute for misconduct, after notice and hearing under Rule 40.**15.4** Students shall not absent themselves from scheduled classes, and shall not loiter in the Institute premises. Silence shall be maintained in the corridors and the administrative block. Free periods should be utilised in the library, the sports areas, the cafeteria and similar facilities.**15.5** Students shall not use mobile telephones in classrooms, laboratories, the library, examination halls or corridors. A device found in use shall be deposited with the Class Coordinator against a written receipt and shall be returned after seven days to the student or the parent; the Institute shall keep it in safe custody but shall not be liable for loss of data. A second or subsequent instance shall be referred to the DAC.**15.6** Proper decorum shall be maintained in classrooms, laboratories, the cafeteria, common grounds, transport and all other Campus areas. Indecent behaviour in any such place shall attract severe disciplinary action. Damage to institutional property shall attract recovery of the cost of repair or replacement together with such penalty as the Competent Authority may impose.**15.7** Students shall carry only reading material related to their academics or to their creative activities and interests. Material that is obscene, or that promotes violence, hatred or unlawful activity, shall not be brought into the Campus.**15.8** Students shall not enter into any quarrel amongst themselves; there must be cordial and amenable coexistence amongst students. Assault, physical or verbal violence, intimidation,

bullying, stalking, cyber-bullying, and the incitement of any of these, are major misconduct and shall additionally be reported to the police where an offence is disclosed.

- 15.9** Without limiting the generality of the foregoing, the following are prohibited in the Campus: forgery or alteration of any Institute record, certificate, signature or receipt; unauthorised collection of money or subscriptions from students; money lending; commercial activity, canvassing, sale or solicitation; unauthorised entry into a restricted area, roof, terrace, store, records room or plant room; tampering with a notice board, biometric device, surveillance camera, fire-fighting equipment, electrical installation or lift; bringing an outsider into the Campus without permission; bringing in a weapon, explosive, firecracker or inflammable material; and bringing in or keeping an animal.
- 15.10** No student shall address the press or electronic media, or issue any statement, on behalf of or concerning the Institute. Requests from the media shall be referred to the Principal.
- 15.11** No procession, demonstration, strike, dharna, gherao or assembly that obstructs teaching, examinations, administration, movement or access to any facility shall be organised or joined. Grievances shall be pursued through the channels in Rule 43.
- 15.12** Every student is under a duty to report to the Class Coordinator, Warden, Chief Proctor or DSW any knowledge of ragging, harassment, substance abuse, self-harm, violence or any other conduct endangering a person or the Campus. A student who reports in good faith shall be protected from retaliation, and the identity of such a student shall be kept confidential so far as practicable. A complaint made knowingly to be false or with malicious intent is itself misconduct; the failure of a complaint to be established is not, by itself, evidence of malice.
- 15.13** Conduct outside the Campus that brings the Institute into disrepute, and any arrest, First Information Report or conviction concerning a student, shall be disclosed to the Principal by the student or the parent forthwith, and may be dealt with under Part V.

16. DRESS CODE AND APPEARANCE

- 16.1** Every student shall adhere to the dress code of the Institute. Male and female students shall be dressed in properly maintained uniforms.
- 16.2** The standard uniform for both male and female students comprises, in summer, a sky-blue shirt bearing the Institute monogram or the Institute T-shirt, light grey trousers, the institutional tie and black shoes; and in winter, in addition, a V-neck sweater with a navy blue blazer bearing the Institute monogram, or the Institute track suit.
- 16.3** Female students may opt for the traditional uniform comprising sky-blue trousers or salwar, white kurta and sky-blue dupatta.
- 16.4** Students shall maintain a decent and neat appearance and attire while attending the Institute.
- 16.5** A first violation of the dress code shall attract a written warning and intimation to the parent. On a repeated violation the student may be denied entry to the Campus or to the class, and shall be marked absent. Habitual violation shall be referred to the DAC.
- 16.6** The uniform and the Identity Card are compulsory on examination days, at Institute functions, and on industrial visits, clinical postings and field work, unless a different dress is notified for the occasion.

17. EVENTS, USE OF PREMISES AND EXTERNAL ENGAGEMENT

- 17.1** No function, festival, competition, celebration, meeting, exhibition, survey, screening or collection shall be organised in the Campus, and no external guest, speaker, performer or sponsor shall be invited, except with the prior written permission of the DSW and the Principal, on the terms and within the timings sanctioned.

- 17.2 No funds, subscriptions, sponsorship or donations shall be solicited or collected in the name of the Institute, a department, a club or a class without prior written sanction; where sanctioned, accounts shall be rendered to the DSW.
- 17.3 Notice boards shall not be tampered with. No notice, poster, banner or handbill shall be affixed, displayed, defaced or removed, and no material shall be distributed in the Campus, without the permission of the Competent Authority.
- 17.4 The premises, name, logo and facilities of the Institute shall not be used for any commercial, political, religious or personal purpose.
- 17.5 Participation in an external competition, conference, tournament or event as a representative of the Institute requires prior written permission; Rule 9.4 governs attendance for such duty. Institute property or equipment issued for an event shall be returned immediately after it in good condition.

18. HEALTH, MEDICAL FACILITIES AND INSURANCE

- 18.1 The Institute is equipped with an in-house OPD to provide medical assistance to students.
- 18.2 Every student is covered under Accidental Medical Insurance. The coverage under the policy is up to a maximum of ₹ 1,00,000 under IPD, ₹ 25,000 under OPD and ₹ 2,00,000 in the case of an unfortunate death. Cover is subject to the terms, conditions and exclusions of the policy in force. Claims shall be lodged through the Institute office within the time and in the manner prescribed by the insurer, and the Institute shall not be liable for a claim rejected or reduced by the insurer.
- 18.3 Every student shall disclose at the time of admission, and thereafter on its arising, any chronic illness, allergy, disability, dietary or medical requirement, and any regular medication. Such information shall be kept confidential and used only for the student's care and safety.
- 18.4 In a medical emergency the Institute may arrange transport and treatment at the nearest suitable facility and shall inform the parent at the earliest. The cost of treatment outside the Institute OPD shall be borne by the student or the parent, subject to insurance. The consent at Annexure D shall be furnished at admission.
- 18.5 Confidential counselling is available through the Institute counsellor and may be availed of directly or through the Class Coordinator, Warden or DSW.
- 18.6 A student may be required to produce a certificate of fitness before resuming classes, practicals, sports or laboratory work after a serious illness, surgery, injury or hospitalisation. A student suffering from a communicable disease shall report the fact and shall comply with the isolation and public health advisories in force.

19. TRANSPORT

- 19.1 The Institute provides local conveyance for hostellers and for day scholars who opt for the bus against the prescribed charges, for travel to and from the Institute at scheduled timings. Once opted for, the facility may not be withdrawn for the whole academic session, and the charges are not refundable.
- 19.2 Students shall reach the boarding point on time. The bus shall not wait beyond the notified departure time, and a student who misses the bus shall make independent arrangements; absence so caused shall not be condoned. Hostellers shall likewise ensure timely boarding for departure and arrival as per the timings notified from time to time.
- 19.3 The bus pass and Identity Card shall be carried and produced on demand. A student shall use only the allotted route and stop; a change requires the written approval of the Transport In-charge.

- 19.4** In Institute transport, students shall remain seated while the vehicle is in motion, shall not board or alight from a moving vehicle, shall not put any part of the body or any object outside the vehicle, shall not obstruct the driver, shall not litter or damage the vehicle, and shall comply with the directions of the Transport In-charge, the escort and the driver.
- 19.5** No student shall direct the driver as to route, speed, halt or timing, or enter into any altercation with the driver, conductor or escort. Complaints shall be made in writing to the Transport In-charge.
- 19.6** Misconduct in Institute transport may attract withdrawal of the transport facility without refund, in addition to action under Part V. Damage shall be recovered under Rule 15.6.
- 19.7** The Institute shall not be liable for delay or disruption of transport caused by traffic, weather, road closure, strike, breakdown or any cause beyond its control.

20. VEHICLES, DRIVING AND PARKING

- 20.1** A student driving a two-wheeler or four-wheeler shall hold a valid driving licence and shall carry the licence, registration certificate, insurance and pollution certificate, and produce them on demand at the gate. A student who is not of the age prescribed by law shall not drive a motor vehicle to or within the Campus.
- 20.2** A student driving a two-wheeler shall wear a helmet; the pillion rider shall also wear a helmet.
- 20.3** Traffic and road safety rules shall be observed sincerely for the safety of oneself and of others. Within the Campus the speed limit is 20 km/h. Rash or negligent driving, stunt riding, racing, triple riding and use of a pressure horn are prohibited and may attract a bar on the entry of the vehicle in addition to action under Part V.
- 20.4** Vehicles shall be parked only in the areas designated for students, and shall be locked. The Institute does not accept liability for the loss of, or damage to, any vehicle or its contents in the Campus.

21. ELECTRICITY, WATER AND CAMPUS UPKEEP

- 21.1** Students are advised to switch off electrical appliances — fans, monitors, lights and other gadgets — in classrooms, corridors and hostels when not required, in order to save energy.
- 21.2** Power supply in the Campus is drawn from the Uttarakhand Power Corporation and is supported by an installed DG set of 87.5 kVA which caters to the entire electricity requirement of the Campus.
- 21.3** No student shall tamper with any electrical fitting, switchboard, distribution board, inverter or generator, or draw power for an unauthorised appliance. Faults and exposed wiring shall be reported at once to the office or the Warden.
- 21.4** Students shall keep the Campus clean, use the dustbins provided, segregate waste, refrain from spitting, littering and graffiti, and conserve water. Defacement of any wall, furniture or fixture shall attract recovery of the cost of restoration.

22. VISITORS

- 22.1** Parents and notified guardians of a student may visit the Institute during official working hours to meet the concerned faculty member, official or their ward.
- 22.2** Visitors shall enter their particulars in the visitors' register at the gate, obtain a visitor pass, and remain in the reception or the area indicated. Teaching, examinations and laboratory work shall not be disturbed; an appointment is advisable.

- 22.3** Persons other than parents and registered guardians may be admitted only with the permission of the Competent Authority. No visitor shall be taken into a classroom, laboratory, clinic or hostel except as provided in Part III.

23. SECURITY, SURVEILLANCE AND SAFETY

- 23.1** The Campus and the hostel premises are under CCTV surveillance at all times, for the safety of persons and property, the maintenance of discipline and the investigation of incidents. Cameras are not installed in washrooms, changing rooms, or the interiors of hostel rooms.
- 23.2** Surveillance recordings are retained for the period notified by the Institute and are accessible only to officers authorised by the Principal. Footage may be furnished to the police, a court, the University or a statutory authority, and shall not otherwise be issued to any student, parent or third party except by order of the Principal or under legal process.
- 23.3** The Institute's grounds are guarded by security personnel on a shift basis, 24×7.
- 23.4** Security staff may verify identity cards and passes, and may inspect bags, parcels and vehicles at the gates. Any personal check of a female student shall be conducted only by a female member of the staff, with due regard to privacy. Students shall cooperate with security staff and shall not obstruct them.
- 23.5** Entry and exit shall be only through the designated gates during the notified hours. Scaling a wall or gate, using an unauthorised exit, or entering or remaining in the Campus outside permitted hours without authority, is misconduct.
- 23.6** Students shall acquaint themselves with fire exits, assembly points and emergency procedures, shall participate in fire and evacuation drills, and shall not obstruct a corridor, staircase or exit or misuse fire-fighting equipment or an alarm.
- 23.7** Personal belongings are brought into the Campus at the student's risk. Articles found shall be deposited at the reception. The Institute is not liable for the loss or theft of money, a device or any personal article.

PART III

HOSTEL RULES AND REGULATIONS

24. GENERAL AND ADMINISTRATION

- 24.1** The Institute has separate buildings for the Girls' and Boys' Hostels. All hostellers are required to adhere to these Rules, and any breach shall attract disciplinary action.
- 24.2** The hostels are administered by the Director or Additional Director. The Wardens of the respective hostels supervise the day-to-day working of the hostels under the supervision of the Hostel In-charge, who in turn assists the Director or Additional Director.
- 24.3** A hostel is an extension of the Campus. Part II applies to hostellers in addition to this Part, and where a provision of this Part is more specific it shall prevail in relation to the hostel.
- 24.4** So far as practicable, first-year students shall be accommodated separately from senior students, in accordance with the UGC Regulations on Curbing the Menace of Ragging, 2009.

25. ALLOTMENT, OCCUPANCY AND HOSTEL DUES

- 25.1** Hostel occupation is mandatory for first-year students whose ordinary residence is outside Dehradun, subject to availability of accommodation and to any exemption granted in writing by the Principal on the application of the parent. Single-occupancy rooms are not available.
- 25.2** A student shall apply for a hostel seat at the time of admission along with the admission form. A student granted hostel accommodation shall deposit the hostel fee before allotment.
- 25.3** Allotment of a room is at the discretion of the Institute and may be varied for administrative or disciplinary reasons. No student shall exchange a room without the prior written permission of the Hostel In-charge; where permission is granted, the students shall hand over the complete inventory of the room to the respective Warden.
- 25.4** Hostellers shall clear their hostel dues as per the schedule notified in the admission handbook, and Rule 6.7 applies to default.
- 25.5** Students residing in a hostel are responsible for any damage to or loss of furniture, fixtures, electrical fittings and other items issued to them, and shall be liable for the cost of repair or replacement. Where, after inquiry, the person responsible cannot be identified, the cost may be recovered proportionately from the occupants of the room, or of the wing or floor in which the property is situated, as the Hostel In-charge may determine by an order recording reasons.
- 25.6** At the time of occupation the student shall sign the room inventory and acknowledge receipt of the keys, mess card and items issued. Keys shall not be duplicated and no lock shall be changed except through the Warden.
- 25.7** No hosteller shall permit any other person, including a student of the Institute or of another hostel, to occupy or stay in the allotted room, or transfer or sub-let a seat.
- 25.8** No student staying in a hostel is permitted to keep a vehicle of any kind.

26. ATTENDANCE, ROLL CALL AND MOVEMENT

- 26.1** The Warden shall record the biometric attendance of hostellers both in the morning and in the evening. Physical attendance shall be marked by the Warden from 22:00 onwards.
- 26.2** A hosteller shall be present in the allotted room at the time of roll call. Absence from roll call without permission shall be reported to the parent forthwith and shall attract the penalty specified in Annexure A, in addition to action under Part V.

- 26.3** Hostellers shall not leave the hostel at night. In an emergency a hosteller may leave only with the prior permission of the Warden, which shall be recorded in the register together with the reason, the time of departure and return, and the intimation given to the parent. A student found outside the hostel without permission shall be liable to the penalty in Annexure A and to action under Part V, and shall bear the consequences of any action taken by the police.
- 26.4** All students shall follow the guidelines imposed by the local police from time to time regarding their movement during odd hours.

27. OUT-PASS, LEAVE AND VISITORS

- 27.1** A hosteller may be allowed out of the hostel after obtaining an Out Pass or permission from the Warden, and shall record the time of departure and of arrival in the register maintained for the purpose at the hostel reception. A resident availing of an out pass shall return to the hostel by 19:30 at the latest.
- 27.2** For an overnight stay outside the hostel, including at a weekend, the prior written approval of the Hostel In-charge, duly recommended by the Warden, shall be obtained at least twenty-four hours in advance, accompanied by the written consent of the parent or guardian sent from the registered mobile number by text message or WhatsApp.
- 27.3** Permission shall not be granted for a day outing or an overnight stay at the residence of any person other than the local guardian registered in the office records, and then only with the permission of the parent conveyed by telephone call and text message.
- 27.4** Outings within the city limits shall be allowed only on the second Saturday and on Sundays. Transport is provided only on Sundays.
- 27.5** Photographs and addresses of the parents and local guardians who will visit a hostel shall be furnished by the parents to the Institute authorities at the time of admission for official record and shall be affixed to the hostel form of the student. Where a name is to be added subsequently, a photograph of that person together with an undertaking of the parents shall be submitted to the Competent Authority. In the absence of such information the person concerned shall not be entertained at the hostel.
- 27.6** Only guests named in the official hostel form shall be allowed to visit a student, between 17:00 and 20:00, with the permission of the Warden, in the reception area alone, and shall not be permitted to enter the residential area. No visitor or guest shall stay overnight in the hostel premises. Every visitor shall enter their name and address in the visitors' register maintained by the hostel.
- 27.7** Where a student stays outside the hostel overnight without permission, a fine of ₹ 5,000 shall be imposed and the parents or guardians shall be informed. On repetition the student may be asked to vacate the hostel.
- 27.8** Whenever the telephone number of a parent or local guardian changes, the parents shall intimate the change in writing to the Warden or Hostel In-charge.
- 27.9** Departure for and return from vacations and long leave shall be recorded with the Warden, together with the travel details and the address at which the student will stay.
- 27.10** While a student is outside the hostel on an out pass, on leave, or in breach of these Rules, the Institute shall not be responsible for the student's safety, conduct or acts.

28. DINING HALL AND MESS

- 28.1** It is obligatory for hostellers to take their meals in the dining hall only. Vegetarian and non-vegetarian food is served as per the prescribed menu. Breakfast, lunch, evening tea and dinner are served in the dining hall as per the notified time schedule.

- 28.2** All students shall maintain proper decorum and manners in the dining hall. Meal timings shall be strictly observed, and no meal shall be served outside the notified timings except on medical advice.
- 28.3** There is a mess committee for each hostel, comprising students, the Warden and the Hostel In-charge, headed by the Director or Additional Director. The mess committee monitors the menu of each meal as prescribed by the Management. Any suggestion for addition, deletion or improvement shall be discussed and approved by the Director.
- 28.4** Food shall not be taken out of the dining hall, except by a student who is sick and has to take meals in bed. A diet for a sick hosteller shall be provided as advised by the doctor, on request only.
- 28.5** Students shall take only the quantity of food required and shall strive to avoid wastage.
- 28.6** Crockery, cutlery and utensils shall not be removed from the dining hall. Cooking in rooms and the ordering of food from outside except during the hours notified are not permitted.
- 28.7** Mess charges are payable for the whole period of residence whether or not meals are taken. No deduction shall be made for meals not taken, except for a period of sanctioned leave and to the extent, if any, permitted by the mess policy in force.

29. ROOM UPKEEP, APPLIANCES, LAUNDRY AND SAFETY

- 29.1** The Hostel In-charge, the Warden or a designated authority may enter any room, or have any room opened in the absence of the resident, under emergent conditions and for the purposes of inspection, safety or the investigation of a breach of these Rules. Cupboards and other locked areas shall be opened only in the presence of the student. The Director, Additional Director or any authorised person shall be accompanied by the Warden while visiting a hostel, and any entry into a room in the Girls' Hostel shall be in the presence of a female member of staff. Every entry in the absence of the resident, and every search, shall be recorded in a register with the reasons, the time and the names of those present, and shall be intimated to the resident.
- 29.2** General cleaning of rooms, common areas and toilets is undertaken by the hostel staff. Residents shall, however, ensure that their bed linen and the items on the table and in the cupboards are kept clean and properly arranged. Cupboards shall be locked when residents are not in their rooms, and lights and fans shall be switched off when not in use.
- 29.3** No scribbling, and no pasting of pictures or posters, is allowed on the walls of rooms, on furniture or on fixtures.
- 29.4** Hostellers shall not wash uniforms and other sundry clothes in the hostel washrooms except in emergent conditions. Clothes shall not be dried in living or public areas and shall not be visible from the roadside; rooftops, back yards and open areas may be used instead.
- 29.5** Laundry services are available in the hostel on a paid basis and all students are directed to avail of the facility. The laundry personnel will visit the hostel on Tuesday and Friday every week.
- 29.6** Hanging, loose or naked electrical wires are not permitted inside hostel rooms, as they can cause electrical fires and accidents. Any such wiring shall be reported immediately to the Warden.
- 29.7** The television set, gymnasium equipment and other gadgets and sports articles kept in the recreation room shall be handled with care. The cost of repair or replacement of any such article that is damaged shall be recovered from the person responsible, or, where that person cannot be identified after inquiry, from the hostellers on a shared basis in accordance with Rule 25.5. The recreation room shall close at 22:00 sharp every day.

- 29.8** The use of electrical appliances such as room heaters, hot plates, induction cook-tops, electric kettles and immersion rods is not permitted in the hostels. Any such appliance found shall be confiscated and a suitable penalty imposed. The full list of prohibited items is at Annexure B.
- 29.9** In addition, the following shall not be brought into or kept in a hostel: alcohol, tobacco in any form, narcotic and psychotropic substances, hookah or shisha apparatus, electronic cigarettes and vaping devices, weapons, explosives, firecrackers, inflammable liquids, high-wattage or unauthorised electrical appliances, and animals and birds. Rule 35 applies to prohibited substances.
- 29.10** Hostellers shall acquaint themselves with the fire exits and assembly points of the hostel, shall participate in evacuation drills, shall not obstruct corridors or staircases, and shall not misuse or tamper with fire-fighting equipment, alarms or emergency lighting.
- 29.11** Hostellers are advised not to keep valuables in their rooms, including cash exceeding ₹ 500 and jewellery. The Institute is not responsible for the loss of such items. Residents shall lock their rooms and cupboards before going out.
- 29.12** Students are allowed to keep mobile telephones in the hostel. The mobile number shall be communicated to the Warden. Students may also use the Warden's telephone/phone for urgent personal calls in case of an emergency.
- 29.13** Two newspapers, one in English and one in Hindi, are provided in each hostel and kept in the library or common room. A resident wishing to subscribe to an additional daily may do so at their own cost.

30. HOSTEL MEDICAL FACILITIES

- 30.1** Each hostel is equipped with first-aid facilities. A student requiring medical treatment may visit the OPD in the Institute Campus during working hours. Resident students may also avail of medical facilities at authorised hospitals or nursing homes at their own expense, accompanied by the Warden on duty.
- 30.2** Ambulance services are available to residents on a paid basis as decided by the competent authorities of the Institute or hostel.
- 30.3** The Warden shall inform the parent at the earliest of any illness or injury of a hosteller requiring treatment outside the hostel, and shall maintain a record of every such case.
- 30.4** Self-medication is discouraged. Prescription medicines shall be kept only against a valid prescription, a copy of which shall be deposited with the Warden. Possession of a prescription drug without a valid prescription, and the sharing of any medicine with another student, are prohibited.

31. HOSTEL CONDUCT

- 31.1** All hostellers are required to follow the code of conduct and the regulations of the hostel set out below, so as to provide an environment conducive to the pursuit of higher studies.
- 31.2** Smoking, and the use or possession of liquor, contraband drugs and narcotics, are strictly prohibited, as is the peddling of any such item. A student found contravening this regulation shall face disciplinary action including expulsion from the hostel with immediate effect, and Rule 35 shall apply.
- 31.3** Gambling and betting, including online betting and games played for money or its equivalent, are not permitted in the hostels. Necessary disciplinary action shall be taken against defaulters.

- 31.4** Ragging in any form, including abetment of ragging, and harassment of any kind, are strictly prohibited. Such conduct constitutes gross indiscipline and shall attract disciplinary action as per the norms of the Institute, the UGC and the Government of India, and Rules 33 and 34 shall apply.
- 31.5** Hostellers are expected to behave decently for the comfort and convenience of other occupants, and the proper decorum of the hostel shall be maintained. Students shall respect one another's religious customs and sentiments.
- 31.6** Hostellers shall not issue instructions to, or enter into any altercation with, the security and support staff, including laundry, electrical, plumbing, gardening, carpentry and mess staff. Any issue shall be brought to the notice of the Head Warden for resolution and the instructions of the Head Warden shall be followed. Students shall give due respect to the administrative and supporting staff.
- 31.7** Security staff have a specific role to perform and shall not be used as personal attendants or messengers. Security staff shall always be in uniform while on duty.
- 31.8** Playing loud music inside a hostel room is not allowed. For a special occasion, prior written permission of the Hostel In-charge shall be obtained.
- 31.9** No anti-national or anti-social activity shall be allowed in the hostels.
- 31.10** Group activities, birthday parties and similar celebrations are not allowed in the hostels after 22:00.
- 31.11** Students are free to meet the Warden every day in the Warden's office for the resolution of personal problems or of any administrative matter affecting their mental or physical health or their conduct in the hostel.
- 31.12** The entry of a male student into the Girls' Hostel, and of a female student into the Boys' Hostel, is strictly prohibited at all times, whether or not invited by a resident. A breach of this Rule is major misconduct.

32. VACATING THE HOSTEL

- 32.1** Vacating the hostel is not allowed in the middle of an academic session.
- 32.2** The hostel fee for the whole academic session is payable and is not refundable. Where, in emergent circumstances, a student must vacate the hostel in the middle of the academic session, the fee for the whole session remains payable irrespective of the month in which the seat is vacated, and the following requirements shall also apply —
 - a. The parents or guardians shall submit the request for vacating the hostel in advance on a duly notarised non-judicial stamp paper of ₹ 10; the format may be collected from the Hostel In-charge.
 - b. The request shall state the new address at which the student will stay thereafter; this is mandatory for police verification.
 - c. A No-Dues Certificate from the hostel Warden shall be attached to the hostel-leaving application.
 - d. At least one week shall be required for the grant of permission to vacate after receipt of all documents.
- 32.3** The above formalities apply also when vacating the hostel at the end of an academic session. Where a student vacates the hostel without completing the formalities, a fine of ₹ 5,000 shall be imposed and the parents or guardians shall be informed. All formalities relating to the vacating of the hostel shall be mandatorily followed.

- 32.4** All facilities provided to a resident student, such as boarding, lodging and transport, shall be withdrawn as soon as the student vacates the hostel. The mess card shall be surrendered to the authority immediately.
- 32.5** At the time of vacating a room, the hosteller shall hand over the complete inventory of the room, including fixtures, to the Warden or other designated authority.
- 32.6** Articles left in a room after the date of vacating may be removed and stored, and after thirty days disposed of, at the student's risk and cost.
- 32.7** Vacating the hostel does not discharge any liability for outstanding dues, fines or damages.

PART IV

PROHIBITED CONDUCT AND STATUTORY POLICIES

33. RAGGING — ZERO TOLERANCE

- 33.1** The Institute has a transparent, zero-tolerance policy towards ragging. Ragging is a cognizable offence, that is, an offence for which the police may arrest the offender without a warrant. The Institute shall take strict action against a person found guilty of ragging or of abetting ragging.
- 33.2** Ragging in any form is strictly prohibited within the premises of the Institute, in all its departments and constituent units, in all its premises whether academic, residential, sporting, the canteen or the hostels, whether located within the Campus or outside, in all means of transportation of students whether public or private, and in the residential quarters of students outside the Institute premises, and includes ragging by electronic, telephonic or online means. Immediate strict disciplinary action shall be taken against a student found involved in any form of ragging, which may lead to rustication from the Institute, and the matter shall be reported to the police for legal action as per the law of the land.
- 33.3** Ragging means any conduct, whether by words spoken or written or by an act, which has the effect of teasing, treating or handling with rudeness any other student; indulging in rowdy or undisciplined activities which cause or are likely to cause annoyance, hardship or psychological harm, or to raise fear or apprehension thereof, in a student; or asking a student to do any act or perform something which such student would not in the ordinary course do, 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.
- 33.4** Ragging includes any act resulting in or comprising —
- Mental, physical, sexual or verbal abuse;
 - Indecent behaviour;
 - Criminal intimidation;
 - Wrongful restraint;
 - Undermining human dignity;
 - Financial exploitation or extortion;
 - Use of force.
- 33.5** A student indulging in any form of ragging may face any one or more of the following —
- Cancellation of admission;
 - Suspension from attending classes and academic privileges;
 - Withholding or withdrawal of scholarship, fellowship and other benefits;
 - Debarment from appearing in any test, examination or other evaluation process;
 - Withholding of results;
 - Debarment from representing the Institute in any regional, national or international meet, tournament or youth festival;
 - Suspension or expulsion from the hostel;
 - Rustication for a period of one to four semesters;
 - Expulsion from the Institute and consequent debarment from admission to any other institution for a specified period;

- Registration of a First Information Report with the police.
- 33.6** Collective punishment: where the students committing or abetting the offence of ragging are not identified, the Institute shall resort to collective punishment as a deterrent, to ensure community pressure on potential raggers.
- 33.7** The Institute has constituted an Anti-Ragging Committee and an Anti-Ragging Squad. The Squad may make surprise inspections of hostels, classrooms, the canteen, transport, washrooms and other places, and shall report to the Anti-Ragging Committee. Every fresher shall attend the anti-ragging orientation held at the beginning of the session.
- 33.8** Every student and every parent shall submit, at the commencement of each academic year, the anti-ragging undertaking or affidavit prescribed by the UGC, through the national anti-ragging portal or in such form as the Institute notifies. Registration for the session is subject to its submission.
- 33.9** A complaint of ragging may be made to the Warden, the Class Coordinator, the HOD, the Chief Proctor, the DSW, the Anti-Ragging Squad or the Principal, or to the National Anti-Ragging Helpline 1800-180-5522 or by e-mail to helpline@antiragging.in. The identity of the complainant and of any witness shall be kept confidential so far as practicable, and no student shall be victimised for making or supporting a complaint. Withdrawal of a complaint, or a settlement between the parties, shall not bar action by the Institute.
- 33.10** A student who witnesses or comes to know of an incident of ragging and fails to report it, and a student who is present without dissociating, shall be liable to action under this Rule.

CENTRAL ANTI RAGGING CELL

In Case of Complaint, Contact:

Name	Designation	Contact No.
Dr. Shailja Pant	Principal	+91 9568004565
Mr. V.K Nagpal	Director (Admin.)	+91 9568005081
Dr. Shruti Sharma	IQAC Coordinator	+91 9568004557
Dr. Ashok Kumar Singh	Chief Proctor	+91 9568004564
Mr. Vipul Garg	DSWC	+91 9568004555
Mr. Sudhir Bharti	Sr. Admin. Officer	+91 9568004552
Mr. Narendra Singh Bisht	Sub Inspector (Police Chowki Jhajra)	+91 9458330724
Mr. Aftab Azmat	Senior Journalist (Amar Ujala)	+91 8392922108
Adv. Maneesh Juyal	Lawyer	+91 9412009787
Col. D.V. Singh	Parent	+91 7455817070
Mr. Ali	Student	+91 8528480986
Ms. Neha Magar	Student	+91 8670948527

National Anti-Ragging Helpline: 1800-180-5522 | helpline@antiragging.in

34. SEXUAL HARASSMENT — ZERO TOLERANCE

- 34.1** The Institute has a zero-tolerance policy towards sexual harassment. Students are strictly prohibited from engaging in sexual harassment of any person — a student, an employee, a visitor or any other person — irrespective of the gender of either, whether within the Campus, in the hostels, in Institute transport, at any Institute activity, or by electronic or online means.
- 34.2** The Institute follows the Vishaka guidelines laid down by the Supreme Court, the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, and the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015. An Internal Complaints Committee to address grievances relating to sexual harassment is in place; its composition and contact details are displayed on the notice boards and published on the Institute website.
- 34.3** A complaint may be made in writing to the ICC, or to the DSW, the Chief Proctor, a Warden or the Principal, who shall forward it to the ICC forthwith. Assistance in reducing a complaint to writing shall be provided on request.
- 34.4** The ICC shall inquire into the complaint in accordance with the Act and the Regulations, and may recommend interim measures during the inquiry, including restraining contact, a change of class or hostel room, or the suspension of the respondent. On the findings of the ICC, the Competent Authority shall impose a penalty under Rule 41, which may extend to rustication or expulsion, and shall report the matter to the police where the conduct discloses an offence. No penalty shall be imposed without an inquiry conducted in accordance with law.
- 34.5** The identity of the complainant, the respondent, the witnesses and the proceedings shall be kept confidential as required by law. No person shall be victimised for making a complaint or for assisting an inquiry. A complaint found to have been made maliciously and knowing it to be false may attract action, but the mere inability to substantiate a complaint shall not attract action.
- 34.6** Students are advised to read the Institute's Anti-Ragging Policy, Anti-Narcotics Policy and Policy on the Prevention of Sexual Harassment, together with the Grievance Redressal Policy and the Information Technology Policy, all of which are available on the Institute website and the ERP.

35. TOBACCO, ALCOHOL AND NARCOTIC SUBSTANCES

- 35.1** Smoking, the consumption of betel leaves and gutka, the use of tobacco in any form, electronic cigarettes and vaping devices, and the use of drugs, narcotics or liquor, are strictly prohibited throughout the Institute premises, the hostels, Institute transport and every Institute activity. Possession, storage, distribution and sale are equally prohibited, as is reporting to the Campus or the hostel under the influence of alcohol or any intoxicant. Violation shall attract action which may extend to expulsion from the Institute. The appropriate authorities shall be notified where a student is found with illegal or illicit material, as per the law of the land.
- 35.2** This Rule is to be read with the Cigarettes and Other Tobacco Products Act, 2003 (which prohibits smoking in a public place and the sale of tobacco products within 100 yards of an educational institution), the Prohibition of Electronic Cigarettes Act, 2019, and the Narcotic Drugs and Psychotropic Substances Act, 1985. The Campus is a tobacco-free campus.
- 35.3** Where there is reasonable ground to suspect that a student is under the influence of, or in possession of, a prohibited substance, the Competent Authority may require the student to be medically examined or screened, after informing the parent. Refusal to comply shall be

treated as an admission of the suspected conduct for the purposes of the disciplinary proceeding.

- 35.4** While possession, distribution and peddling shall ordinarily attract expulsion and the registration of a First Information Report, a first instance of personal consumption may, on the recommendation of the DAC and having regard to the interests of the student, be dealt with by counselling, treatment and an undertaking from the student and the parent, without prejudice to action on repetition.
- 35.5** Every student is under a duty to report to the Warden, the DSW or the Chief Proctor any knowledge of the presence, use or supply of a prohibited substance in the Campus or the hostels. Information so given shall be treated in confidence.

36. EQUAL OPPORTUNITY, NON-DISCRIMINATION AND ACCESSIBILITY

- 36.1** The Institute does not permit discrimination against any student on the ground of caste, tribe, race, religion, creed, language, region, place of birth, sex, gender identity, sexual orientation, disability, marital status, socio-economic status or any similar ground, in admission, teaching, assessment, the allotment of hostel accommodation, or access to any facility.
- 36.2** A casteist, communal, racist, sexist or other discriminatory remark, slur, gesture or act, and the exclusion or humiliation of a student on any such ground, is major misconduct, and where an offence under the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989 or any other law is disclosed, the matter shall be reported to the police.
- 36.3** A student aggrieved by discrimination may complain to the Equal Opportunity Cell, the SC/ST Cell, the DSW or the Principal, and Rule 43 shall apply. No student shall be victimised for making such a complaint.
- 36.4** A student with a benchmark disability within the meaning of the Rights of Persons with Disabilities Act, 2016 is entitled to reasonable accommodation, including accessible seating, extra time, a scribe or reader and assistive devices, to the extent permitted by the norms of the University and the Regulatory Body. A request, supported by a disability certificate, shall be made to the Class Coordinator at the time of admission or as soon as the need arises.

37. UNLAWFUL AND DISRUPTIVE ACTIVITY

- 37.1** No student shall engage in any unlawful, anti-national or anti-social activity, or in any activity prohibited by the law in force, whether within or outside the Campus.
- 37.2** The possession or use of a weapon, firearm, explosive, firecracker or inflammable material in the Campus or the hostels is prohibited and shall be reported to the police.
- 37.3** Extortion, coercion, criminal intimidation, wrongful restraint or confinement, theft, trespass, and the forgery or falsification of any record, signature, certificate or receipt, are major misconduct and shall be reported to the police where an offence is disclosed.
- 37.4** Every student and parent shall cooperate with any lawful investigation or inquiry by the Institute, the University, a Regulatory Body or the police.

PART V

DISCIPLINE, PENALTIES AND GRIEVANCE REDRESSAL

38. CLASSIFICATION OF MISCONDUCT

- 38.1** Minor misconduct includes: absence without leave; unpunctuality; violation of the dress code; failure to carry the Identity Card; use of a mobile telephone in a prohibited place; indiscipline in class, the library, the cafeteria or transport; minor damage to property; and any other breach of these Rules not classified as major.
- 38.2** Major misconduct includes: ragging and its abetment; sexual harassment; use of unfair means and academic dishonesty; proxy attendance and tampering with records; possession, use or supply of a prohibited substance; assault, violence, intimidation, bullying and cyber-bullying; theft, forgery and misappropriation; discrimination and hate speech; unauthorised entry into the hostel of the opposite gender; damage to property of substantial value; breach of laboratory safety endangering a person; conduct constituting an offence; and repeated or persistent minor misconduct.
- 38.3** Repeated minor misconduct after a written warning may be treated as major misconduct.

39. DISCIPLINARY AUTHORITIES

- 39.1** The faculty member in charge, the Class Coordinator and the HOD may deal with minor misconduct by counselling, a written warning and intimation to the parent, and may recommend further action.
- 39.2** The Chief Proctor and the Proctorial Board are responsible for the maintenance of discipline in the Campus and may conduct a preliminary inquiry into any incident.
- 39.3** The Warden and the Hostel In-charge exercise the powers under Part III in relation to the hostels.
- 39.4** The Disciplinary Action Committee (DAC) is constituted by the Principal and shall comprise a Chairperson nominated by the Principal, the DSW, the Chief Proctor, the HOD of the department concerned, the Warden or Hostel In-charge where a hosteller is involved, at least one senior faculty member and at least one woman member. The DAC may, after following the procedure in Rule 40, suspend, rusticate or expel a student, or a group, batch or class of students, who indulge in misbehaviour in the form of indiscipline, misconduct or violation of the Rules and Regulations of the Institute, or impose any other penalty under Rule 41.
- 39.5** The Principal is the final disciplinary authority within the Institute, may act on his or her own motion in any matter, and may refer any matter to the DAC or to the Management.
- 39.6** Matters of ragging and of sexual harassment shall be dealt with by the Anti-Ragging Committee and the ICC respectively, in accordance with the statutes and regulations governing them; this Part is supplementary to and does not derogate from those procedures.

40. DISCIPLINARY PROCEDURE

- 40.1** Proceedings may be initiated on a written complaint, on a report of a member of the staff or of the Proctorial Board or Anti-Ragging Squad, or on the motion of the Principal. A preliminary inquiry may be held to ascertain whether there is a case to answer.
- 40.2** Where a case to answer is found, the student shall be served with a written notice stating the allegations and the Rules said to have been breached, and shall be given not less than seven days to submit a written explanation. A copy shall be sent to the parent.

- 40.3** The student shall be given an opportunity to be heard in person before the DAC and to produce evidence and witnesses. The parent may be present. The student shall not be represented by a legal practitioner. Where the student fails to reply or to appear without sufficient cause, the matter may be decided on the material available.
- 40.4** Pending inquiry, the Principal may suspend a student from attending classes, from the hostel or from the Campus, where it is necessary for the safety of a person, the preservation of evidence or the maintenance of order. Reasons shall be recorded in writing, the parent shall be informed, and the suspension shall not ordinarily exceed thirty days at a time.
- 40.5** The inquiry shall ordinarily be completed within thirty working days of the notice. The decision shall be communicated to the student and the parent by a written order stating the penalty and the reasons, and a copy shall be placed on the student's record.
- 40.6** Where the same conduct is the subject of proceedings before the police or a court, the Institute may proceed with, or stay, its own proceedings; the pendency of a criminal case is not a bar to disciplinary action.

41. PENALTIES

- 41.1** Any one or more of the following penalties may be imposed, having regard to the gravity of the misconduct, the record of the student and any mitigating circumstance —
- Oral or written warning;
 - Written censure with intimation to the parent;
 - Fine, as specified in Annexure A or as determined by the DAC;
 - Recovery of the cost of loss or damage caused;
 - Community or campus service;
 - Withdrawal of a facility such as the library, transport, laboratory access beyond class hours, or participation in an event;
 - Debarment from representing the Institute;
 - Cancellation of an examination, an answer book or a paper, or debarment from an examination, in accordance with Rule 11;
 - Withholding of results, certificates or a testimonial, to the extent permitted by the norms of the University;
 - Suspension from the Institute for a specified period;
 - Expulsion from the hostel;
 - Rustication for one or more semesters;
 - Expulsion from the Institute and removal of the name from the rolls;
 - Report to the police.
- 41.2** A penalty shall be proportionate to the misconduct. Recovery of loss or damage may be imposed in addition to any other penalty. Every penalty shall be recorded in the student's file, and a penalty of suspension, rustication or expulsion shall be reflected in the conduct certificate.
- 41.3** Where a student has been found a defaulter more than once, the parents may be advised to withdraw the student from the Institute, failing which the name of the student may be struck off the rolls for misconduct.

42. APPEAL AND REVIEW

- 42.1** A student aggrieved by an order of a disciplinary authority other than the Principal may appeal to the Principal within fifteen days of receipt of the order.
- 42.2** A student aggrieved by an order of the Principal or of the DAC imposing suspension, rustication or expulsion may appeal to the Chairman, through the OSD, within fifteen days of receipt of the order. The appellate authority may confirm, reduce, enhance or set aside the penalty, or remit the matter for fresh inquiry.
- 42.3** The authority that passed an order may review it on the discovery of a new and material fact.
- 42.4** A penalty is not suspended by the filing of an appeal unless the appellate authority so directs. The decision in appeal is final within the Institute and does not affect any remedy available under the statutes of the University, the regulations of a Regulatory Body, or the law.

43. GRIEVANCE REDRESSAL

- 43.1** The Institute has constituted a Student Grievance Redressal Committee in accordance with the UGC (Redressal of Grievances of Students) Regulations. Its composition and contact details are displayed on the notice boards and published on the Institute website and the ERP.
- 43.2** A grievance shall ordinarily be raised in the following order: the Class Coordinator; the HOD; the DSW or, for a hostel matter, the Hostel In-charge; the Student Grievance Redressal Committee; the Principal. A grievance concerning ragging, sexual harassment or discrimination may be taken directly to the body specified in Part IV.
- 43.3** A grievance may be submitted in writing, through the ERP or the online grievance form, or in the suggestion boxes provided. Every grievance shall be acknowledged, and shall ordinarily be disposed of within fifteen working days, with the decision communicated in writing.
- 43.4** No student shall be victimised for raising a grievance. An anonymous grievance may be acted upon at the discretion of the Competent Authority.

44. STUDENT SUPPORT AND DEVELOPMENT

- 44.1** Students are provided with multiple interfaces for their development and for the resolution of issues —
- Mentor–Mentee System;
 - Training and Placement Cell;
 - Dolphin Students' Welfare Council;
 - Remedial Classes;
 - Grievance Redressal Cell;
 - Anti-Ragging Cell and Anti-Ragging Squad;
 - Internal Complaints Committee;
 - Counsellor for well-being;
 - Bharat Scouts and Guides;
 - Youth Red Cross;
 - National Service Scheme (NSS);
 - National Cadet Corps (NCC).
- 44.2** The following clubs function for the all-round development of students —
- Drama and Theatre Club;
 - Music Club;

- Dance Club;
 - Photography Club;
 - Environment Club;
 - Sports Committee;
 - Book Club;
 - Cooking Club;
 - Fashion Club;
 - Painting and Sketching Club;
 - Crafts Club.
- 44.3** Every student is assigned a mentor from among the faculty. Students shall meet their mentor as scheduled, and may approach the mentor on any academic or personal matter; discussions with the mentor and with the counsellor are confidential, save where disclosure is necessary to prevent harm.

PART VI

GENERAL PROVISIONS

45. ALTERNATE MODE OF INSTRUCTION AND FORCE MAJEURE

- 45.1** Where, on account of a public health measure, an order of a competent authority, a natural calamity, civil disturbance or any other cause beyond the control of the Institute, teaching cannot be conducted in person, the Institute may deliver teaching and assessment in an online or blended mode. These Rules apply to such teaching so far as they can be made applicable.
- 45.2** In an online class a student shall join with the Institute-issued credentials, remain identifiable, observe classroom decorum, and shall not record, capture, screenshot or circulate any part of a class or its material. Attendance in an online class counts towards the requirement in Rule 9.
- 45.3** Fees remain payable notwithstanding a change in the mode of delivery. The Institute shall not be liable for any loss arising from an event beyond its control.

46. LIABILITY AND INDEMNITY

- 46.1** The Institute is not liable for the loss or theft of money, jewellery, an electronic device, a vehicle or any other personal property of a student, in the Campus, the hostels or Institute transport.
- 46.2** A student who causes loss or damage to the property of the Institute or of another person, or who incurs a liability by reason of a breach of these Rules, shall be liable for it, and it may be recovered from the student or the parent.
- 46.3** Participation in sports, laboratory work, industrial visits, field work, tours, adventure activities and events organised or permitted by the Institute is voluntary except where it forms part of the curriculum, and is subject to the written consent of the parent where required. The Institute shall not be liable for an injury or loss arising from a student's failure to follow instructions or safety directions.

47. SAVINGS, SEVERABILITY AND UNDERTAKINGS

- 47.1** The Rules of the Institute and of the hostels are subject to revision and shall be revised as and when deemed necessary by the Office of the Principal or the Office of the Director.
- 47.2** If any provision of these Rules is held to be invalid or unenforceable, that provision shall be severed and the remaining provisions shall continue in force.
- 47.3** Nothing in these Rules derogates from any provision of the statutes, ordinances or regulations of the University, of a Regulatory Body, or of the law in force.
- 47.4** Every student shall submit the undertaking at Annexure C and Annexure E (if the student is residing in the hostel), and every parent the undertaking and consent at Annexure D, duly signed, to the Class Coordinator at the time of reporting. Registration for the session may be withheld until they are received. The undertakings shall be renewed at the commencement of each academic year, together with the anti-ragging undertaking under Rule 33.8.

ANNEXURE A

SCHEDULE OF CHARGES, FINES AND RECOVERIES

This Annexure consolidates every monetary charge referred to in these Rules, so that no charge is levied that is not published. Amounts shown as “to be notified” must be fixed by the Management before issue of the handbook.

Item	Amount	Rule
Duplicate Identity Card	₹ 100	7.4
Library — late return of a book	₹ 5 per day per book	12.5
Library — damage to or loss of a book	Current cost of the book + 20%	12.6
Laboratory — breakage or damage	Replacement cost + 20%	13.4
Project fee — PG dissertation (fourth semester)	₹ 7,000	6.4
Late fee on delayed payment of fees	To be notified by the Management	6.3
Hostel — overnight stay outside without permission	₹ 5,000	27.7
Hostel — vacating without completing formalities	₹ 5,000	32.3
Hostel — absence from roll call without permission	To be notified by the Management	26.2
Hostel — found outside the hostel at night without permission	To be notified by the Management	26.3
Hostel — prohibited electrical appliance	Confiscation, and penalty as notified	29.8
Damage to Institute, hostel or mess property	Cost of repair or replacement, and penalty as imposed	15.6, 25.5, 29.7
Notarised application for vacating the hostel	Non-judicial stamp paper of ₹ 10	32.2(a)
Fines imposed by the DAC in a disciplinary proceeding	As determined by the DAC, recorded in the order	41.1

All fines and recoveries are payable at the Accounts Department against an official receipt. Non-payment is a default within the meaning of Rule 6.7.

ANNEXURE B

PROHIBITED ITEMS

The following shall not be brought into, kept or used in the Campus, the hostels or Institute transport. This list is illustrative and not exhaustive.

- Alcohol, and tobacco in any form, including cigarettes, bidis, gutka, khaini and pan masala.
- Electronic cigarettes, vaping devices, hookah or shisha apparatus and their refills.
- Narcotic drugs and psychotropic substances, and prescription drugs held without a valid prescription.
- Weapons of any kind, including knives beyond ordinary utility, firearms, air guns and imitation firearms.
- Explosives, firecrackers, inflammable liquids and gas cylinders.
- Room heaters, hot plates, induction cook-tops, electric kettles, immersion rods and any other unauthorised or high-wattage electrical appliance.
- Animals and birds.
- Playing cards and other gambling apparatus used for betting or stakes.
- Obscene material, and material that promotes violence, hatred or unlawful activity.
- Any device used to record or transmit in a place where recording is prohibited under Rule 14.5 or Rule 13.9.

A prohibited item found in the possession of a student shall be confiscated, and shall be dealt with under Part V and, where the law so requires, handed over to the police.



UNDERTAKING

Date: __/__/____

By Student

I, the undersigned student of the Institute, declare and undertake as follows:

1. I have received a copy of the Handbook of Rules and Regulations for Students, and have read and understood them in full. I have had the opportunity to seek clarification of any provision.
2. I shall abide by these rules and regulations, and by every instruction, office order and notice issued under them, throughout my studentship at the Institute.
3. I have understood the requirement of punctuality and of attendance, being a minimum of 75% separately in both theory and in practical classes, as per the norms of HNB Garhwal Central University, Srinagar Garhwal, and of the Institute.
4. I shall be responsible for any shortfall in my attendance and for the consequences of it, including ineligibility to appear in the semester-end examination.
5. I have received and understood the information regarding the Institute's zero tolerance policy for ragging and I understand that ragging is a cognizable offence and that I am under duty to report it. I have also received & understood the Institute's policies on prevention of sexual harassment and narcotic substances.
6. I understand and accept the provisions on the use of information technology, social media and recording in Rule 14, and on academic integrity in Rule 11 mentioned in the Handbook of Rules and Regulations for Students.
7. I understand that fees are payable as per the notified schedule and that refunds are governed only by the applicable refund norms.
8. I accept that any breach of these Rules may attract disciplinary action under Part V of the Handbook of Rules & Regulations for Students, up to and including expulsion, after due notice and hearing.

I am signing this undertaking out of my own free will, after having fully understood its contents and implications.

Name of Student	Mobile Number
Enrollment/Roll No.	E-mail ID
Program	
Department	

(Signature of the Student)

(Countersignature of Class Coordinator)

Note: the signed hard copy of this undertaking must be submitted to the Class Coordinator at the time of reporting.

ANNEXURE D



UNDERTAKING

Date: __/__/__

By Guardian

I, the parent/lawful guardian of _____ (student's name), admitted to the Institute in _____ (program's name), declare and undertake as follows:

1. I have received and read the Handbook of Rules and Regulations for Students sent to my ward, and I accept them on behalf of, and jointly with, my ward.
2. I shall ensure that my ward attends the Institute regularly and punctually, maintains the prescribed attendance, and complies with these rules.
3. I understand that fees are payable as per the notified schedule without separate reminder, that delay attracts a late fee, and that refunds are governed only by the applicable refund norms.
4. I understand and accept the provisions on discipline, on the deemed service of a Notice, and on disciplinary action, appeal and grievance redressal in Parts I and V of the Handbook of Rules and Regulations for Students.
5. I have read the policies on ragging, sexual harassment and narcotic substances, and I shall ensure that my ward submits the anti-ragging undertaking prescribed by the UGC each academic year.
6. I shall keep the Institute informed of my current address, mobile number and e-mail, and of any change in the local guardian, and I accept that communication sent to the particulars last recorded is deemed received.
7. I accept liability for any loss or damage caused by my ward to the property of the Institute, the hostel or any other person.
8. I understand that the Institute is not responsible for the personal property of my ward, or for the safety or conduct of my ward while outside the campus other than at an Institutional activity.
9. Emergency medical consent: in the event of an accident, illness or medical emergency, and where I cannot be contacted in time, I authorise the Institute to arrange such medical examination, first aid, transport and treatment as a registered medical practitioner considers necessary, at the nearest suitable facility, and I undertake to bear the cost of it subject to insurance.
10. I have disclosed in the admission file every chronic illness, allergy, disability, dietary requirement and regular medication of my ward.

I am signing this undertaking out of my own free will, after having fully understood its contents and implications.

Name of the Guardian	Mobile Number
Relationship to Student	E-mail ID
Address	

(Signature of the Parent or Guardian)

ANNEXURE E

HOSTEL UNDERTAKING

Date: __/__/__

I, _____ (student's name), ward of _____ (guardian's name) enrolled in _____ program and a resident of Dolphin (PG) Institute's _____ Hostel in room number _____, do hereby declare and undertake as follows:

1. I have received a copy of the Handbook of Rules and Regulations for Students, and have read and understood them in full. I have had the opportunity to seek clarification of any provision.
2. I shall abide by these rules and regulations, and by every instruction, office order, and notice issued under them, throughout my studentship and residency at the Institute/Hostel.
3. I have received and understood the information regarding the Institute's zero tolerance policy for ragging and I understand that ragging is a cognizable offence and that I am under duty to report it. I have also received & understood the Institute's policies on prevention of sexual harassment and narcotic substances.
4. I understand and accept the provisions on the use of information technology, social media and recording in Rule 14, and on academic integrity in Rule 11 mentioned in the Handbook of Rules & Regulations for Students.
5. I understand that fees are payable as per the notified schedule and that refunds are governed only by the applicable refund norms.
6. I accept that any breach of these rules may attract disciplinary action under Part V of the Handbook of Rules & Regulations for Students, up to and including expulsion, after due notice and hearing.
7. I am a resident of Dolphin (PG) Institute's girls/boys hostel and shall abide by the rules and regulations for resident students in Part III, including those on roll call, out-pass, visitors, prohibited items and the vacating of the hostel.

I, _____ (guardian's name), parent/spouse/guardian of _____, do hereby declare and undertake as follows:

I shall allow my ward to travel out of hostel during prescribed timings at my own risk whenever he/she is permitted for outings/ leave to go home. I take full responsibility for any untoward incidents and/or unfortunate accidents that may happen to him/her outside hostel/institutional premises.

We are signing this undertaking out of our own free will, after having fully understood its contents and implications.

Signature of Student:

Full Name:

Signature of Parent:

Full Name:

Signature of Local Guardian/Ref.:

Full Name:

Countersignature of

Accounts Dept.:

Hostel In-charge

Add. Director Admin:

Note: the signed hard copy of this undertaking must be submitted to the Hostel In-Charge at the time of reporting.