

RULES AND REGULATIONS

Notwithstanding anything contained in any other bulletin of information, the provisions of this section shall prevail and shall be binding on all concerned. All students shall be presumed to have read and understood the contents of this section. No plea shall be entertained by a student that he/she did not read this bulletin or that he/she relied upon any other bulletin, etc. issued or published by the University.

1. On Admission to the Course of study, every student submits himself/herself to disciplinary jurisdiction of the management of the University. The VC and other Officers of the University who may be vested with the authority to exercise discipline under Uttaranchal State Universities Act and Ordinance, Rules and Regulations that have been or will be framed by the University

2. Candidates have to fulfill the minimum attendance requirements as given in the Ordinance for each course. No student will be absent himself/herself from any of the lectures without leave having been obtained previously from the Incharge of the centre and that too for substantial/compassionate cause, and if he/she is irregular in attendance, or fails to show progress or is not diligent in studies, his/her name is liable to be struck off from the rolls of the University. In the case of a candidate who joined late owing to late declaration of results or who sought admission provisionally till declaration of the lower examination, the lectures etc. shall be counted from 10 days after the declaration of the result or the date of his joining, whichever is earlier.

3. If a student fails to attend his/her classes continuously for four days from the date of commencement of the classes (date of marking of attendance) his/her admission will stand cancelled

4. Attendance of students on the following special occasions is mandatory and the defaulters will be penalized.

- a) Independence Day
- b) Republic Day
- c) Annual Day
- d) Any special function organized by the State/University

MAINTENANCE OF DISCIPLINE

ORDINANCE A:

1. All powers relating to discipline and disciplinary action are vested in the Vice - Chancellor of the University.

2. The Vice-Chancellor may delegate all or such powers as he/she deems proper to any of the official of the University.

3. Without prejudice to the generality of power to enforce discipline under the ordinance, the following shall amount to acts of gross indiscipline:

- a) Physical Assault or threat to use physical force against any member of the teaching, non-teaching staff of the University and against any student within the campus, Public Transport or surrounding villages of the University.
- b) Possession or threat to use of any weapon
- c) Any violation of the provisions of the Civil Rights Protection Act 1976.
- d) Violation of the status, dignity and honour of the students belonging to the Scheduled Castes and Scheduled Tribes.
- e) Any practice whether verbal or otherwise derogatory to women.

- f) Any attempt of bribery of the University's staff.
 - g) Willful destruction of the University's property.
 - h) Keeping of mobile phones within the University's academics premises is banned and if found, the mobile be confiscated and the individual shall be fined for violations of Rules & Regulations.
 - i) Creating ill-will or intolerance on religious or communal grounds.
 - j) Causing disruption in any manner of the academic functioning of the University.
 - K) Ragging as per Ordinance (B)
4. Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest as may deem to him appropriate, the Vice-Chancellor may, in the exercise of his/her powers aforesaid order or direct:
- a) That any student or students be expelled, or
 - b) Any student or students be, for a stated period, rusticated, or
 - c) Not allowed to attend a course of study in a department of the University for a stated period.
 - d) Be fined(to be specified)
 - e) Be debarred from giving a departmental examination or University Examination.
 - f) That the result of the students concerned in the examination or examinations in which he/she appeared be cancelled.
5. The University's Authorities shall have authority to exercise all such disciplinary powers over students as they may find necessary for proper conduct of the University.
6. Without prejudice to the powers of the Vice - chancellor, detailed rules of the discipline and proper conduct in class rooms/laboratories/ University campus may be supplemented where necessary by Vice - chancellor of the University or Heads of Departments. Each student shall be expected to study and follow these rules.
7. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Vice - chancellor and other authorities of the University who may be vested with the authority to exercise discipline under the rules and regulations that have been framed by the University.

NOTE: Parents/Guardians are advised not to encourage their ward to remain absent without substantial/compassionate reasons during the academic session. Medical leave will be granted strictly only as per the University's Medical Leave Rule for the students.

Vice-Chancellor's Order

All students must be informed that upon a statement by the teacher or others engaged in teaching or in the conduct of examinations that in putting threat or use of force, the student(s), and examinee (s) will be suspended for a specified period or expelled by the University under ordinance 1(A). Persons so dealt with will be entitled to a post decision hearing.

ORDINANCE B:

1. Ragging in any form is strictly prohibited, within premises of the University/Public Transport/surrounding village of the University.
2. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this ordinance.
3. Ragging for the purposes of this ordinance, ordinarily means any act, conduct or practice by which dominant power or status or senior students is brought to bear on students freshly enrolled or students who are in any way considered junior or inferior by the other students and includes individual or collective acts or practices which:
 - a) Involve physical assault or threat or use of physical force.
 - b) Violate the status, dignity and honour of female students.
 - c) Violate the status, dignity and honour of students 'belonging to the Scheduled Castes and Scheduled Tribes.
 - d) Expose students to ridicule and contempt and affect their self-esteem.
 - e) Entail verbal abuse and aggression, indecent gestures and obscene behavior.
4. The Head of Department and other authorities of the University shall take immediate action on any information of the occurrence of ragging.
5. Notwithstanding anything in Clause (4) above, The Head of Department or any other staff member may also enquire into any incident of ragging and make a report to the Vice-Chancellor of the identity of those who have engaged in ragging and the nature of the incident. The concerned students will be given liberty to explain and if his explanation is not found satisfactory the authority would expel him from the Institutions.
6. The Head of the department or any other staff member may also submit an initial report establishing the identity of the perpetrators of ragging and the nature of the ragging incident to the Vice-Chancellor.
7. If the Head of Department or Administrative Officer or Vice - Chancellor is satisfied that for some reason, to be recorded in writing, it is not reasonably practical to hold such an enquiry, he/she may so advise the Vice - Chancellor accordingly.
8. When the Vice - chancellor is satisfied that it is not expedient to hold such enquiry, his decision shall be final.
9. On the receipt of a report under(5) or (6), a determination by the relevant authority under clause(7) disclosing the occurrences of ragging incidents describe in clause 3(a),(b) and(c), the Vice - chancellor shall direct or order rustication of student(s) for a specific number of years.
10. The Vice - Chancellor may, in other cases of ragging, order or direct that any student or students be expelled or be not for a stated period, admitted to a course of study in the University. Departmental Examination for one or more years or that the result of the student or students concerned in the examination in which they appeared, be cancelled.
11. For the purpose of this ordinance, abetment to ragging will also

amount to ragging.

12. All authorities including faculty members of the University shall be obligated to carry out instructions/directions issued under this ordinance and to give aid and assistance to the Vice - chancellor to achieve the effective implementation of the ordinances.

ORDINANCE C:

UNIFORM

It is compulsory for all students to wear the prescribed uniform while in the campus.

- **For Boys: Summer-** White Shirt, Grey Pants, Black Shoes and University's Tie (Turban- Navy Blue for Sikh students)
Winter- White Shirt, Steel Grey Pants, Black Shoes, Blazer- Navy Blue with University's Monogram and University's Tie (Turban- Navy Blue for Sikh students)
*Blazer design shall be in uniformity as per approved sample by the management.
- **For Girls:** Summer- White Salwar Kameez with white Dupatta, Black Shoes/Black Sandals
Winter- White Salwar Kameez with White Dupatta or White Shirt and Steel Grey Trouser, Navy Blue Blazer with University's Monogram, Navy blue Pullover, Black Shoes/Black Sandals
- White Lab Coat is necessary for all the students working in the Laboratory.

Wearing of identity card issued by the University is mandatory.

If any student violates the Dress Code:

He/she will not be allowed to enter in the University's campus.

He/she may be fined.

His/her library card can be cancelled for a specified period.

Action may be taken against such student(s) as per provisions of Ordinance (A)

ORDINANCE D:

Payment of Fee.

i. For New Entrants

Fee and other dues must be paid by the candidate selected for admission by the date specified. If any candidate fails to pay the fees by the day specified / grace period, his/ her selection for admission will automatically stand cancelled and the vacancies so caused will be filled in from the candidates next in the order.

ii. For other Students

Fees and other dues must be paid by all the students by 30th June & 31st December each year, failing which :

- a) They will be required to pay fee enhanced by Rs. 1000/- up to 15 day and by Rs. 5000/- thereafter till 30 days.
- b) After 30 days, the name of the defaulting student shall be struck-off from the rolls of the University which shall be revoked only after payment of readmission fee of Rs. 5000/- (Rs. Five thousand only)

Refund Rules:

1. Refund of the fee will be subject to deduction of Admission Fee.
2. However, if withdrawal is after commencement of classes and during the continuation of the academic session till 15th September, fee will be refunded after further deductions to be decided by a committee.
3. Refund after last date of admission i.e. 15th September shall not be considered under any circumstances.
4. In case of withdrawal during the course, the student shall have to deposit entire course fee.
5. Admissions under extraordinary circumstances may also be held beyond the scheduled last date of admission, refund rules in these cases or otherwise shall be considered as per rules in vogue.
5. All refund cases shall be processed after 15th Nov.

ORDINANCE E:

Stay in Hostels is mandatory for outstation girls & boys. Local students may be exempted. Students staying in the jurisdiction of Mahanagar Nigam shall be considered as locals, provided they submit their Ration Card/Electricity Bill/Telephone Bill as proof of residence. Wards of Govt. Officials have to give their proof of posting at Dehradun. However, students residing in Rishikesh can be permitted upon producing an undertaking by parents/guardians.

ORDINANCE F:**Examinations**

1. All students who are unable to successfully complete their Annual/ Semester Programmes & wish to Re-register, should fill up the Re-registration form within a week of declaration of results along with 10% of the tuition fee.
2. Students who successfully complete their Annual/ Semester programmes are required to fill up Registration form for next higher class, within a week of declaration of results.
3. All students are required to collect their mark sheets from the Examination Department after submitting "No Dues Certificates" from different departments of the University.
4. Students who could not appear in Sessional examinations as per University regulations shall not be allowed to appear in University Examinations.
5. All students who do not fulfill the compulsory criteria of 80% attendance in all subjects shall not be allowed to appear in Sessional and University Examinations.

Discipline: A system of Black Dots for act of indiscipline has been introduced in the University Campus & Hostel, depending on the severity of in disciplinary act, the student will be awarded 2-4 black dots. A student who has accumulated 4 black dots will be rusticated for a specific period from the University. The issue of character certificate to the students who earned black dots will be at the discretion of the Vice Chancellor .

We have read and understood the Rules, Regulations and Ordinances as above and solemnly affirm to abide by the same.

Name & Signature of the Student

Name & Signature of the Parent

**AFFIDAVIT ON NON JUDICIAL STAMP PAPER OF RS. 10/-
(TO BE NOTARISED)**

I, _____ S/o/W/o _____ Resident of

Father/Guardian of _____ do hereby take oath and solemnly affirm as under :

1. That the deponent's son/daughter _____ has been granted admission in _____ year _____ in Sardar Bhagwan Singh University Balawala, Dehradun.

2. That the deponent undertakes to pay the balance course/semester fee in the following manner:

- (i) Rs _____ on 31st Dec
- (ii) Rs _____ on 30th June
- (iii) Rs _____ on 31st Dec.
- (iv) Rs _____ on 30th June.
- (v) Rs _____ on 31st Dec.
- (vi) Rs _____ on 30th June.
- (vii) Rs _____ on 31st Dec.

3. That the deponent and his / her son/daughter shall lose all claims on the seat and his/her name will stand removed from the University's record if any fee installments is not paid in time.

4. That if the fee is not paid by due date, enhanced fee as per ordinance D (ii) shall be charged.

5. That the deponent is responsible for the good conduct and behavior of his/her ward. Deponent Verified this

_____ day of _____ at _____.

Deponent

*To be produced at the time of admission along with the fees prescribed.

AFFIDAVIT IN CASE OF CANDIDATE BELONGING TO SIKH COMMUNITY

"I _____ S/o or D/o _____ R/o belong to Sikh community, practice the Sikh faith, believe in ten Sikh Gurus and Guru Granth Sahib only, and have the word Singh / Kaur with my name and that I do not owe allegiance to another sect or religion."

Signature of Applicant

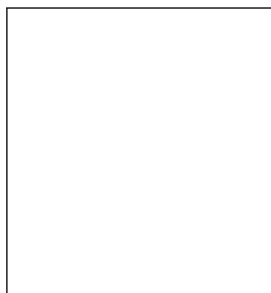
**INDEMNITY BOND on NON JUDICIAL STAMP PAPER OF RS. 10/-
(TO BE NOTARISED)**

Executed in favor of Sardar Bhagwan University Balawala, Dehradun.

In Connection of my Son / Daughter / Ward Mr / Ms. _____
student of _____ of your University opting voluntarily to participate in Excursion / Tours at
the behest of Self to be conducted from time to time (during the entire Academic Course) by the University,
including travel by Road/ Train/ Air for the said purpose.

I undertake and agree that neither I nor my Executor or Administrator will make any claim against SBS
UNIVERSITY or any person thereof in case of any Accident/ Injury / Fatal Injury which my Son / Daughter /
Ward may suffer during or in connection with the said activity or journey by Rail / Road/ Air.

In case of emergency, if any Medical Expenses are borne by SBS UNIVERSITY, the same shall be
reimbursed by me.



Passport Size Photo of Ward

Name & Signature of the Parent

Signature of the Ward

Address:

Date :

Witness: Name _____

Date:

Signature

Date

Affidavit by the Student

1. I _____
(Full name of student with admission/registration/enrolment number)

S/o D/o Mr/Mrs./Ms. _____

Admitted to _____
(Name of the institution)

Have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations" carefully read and fully understood the provisions contained in the said regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4. I hereby solemnly aver and undertake that

a. I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5. I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

6. I hereby declare that I have not been expelled or debarred from admission in any institution in the Country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Name _____

Signature of Deponent

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ on this the _____ of _____,
(place) (day) (month) (year)

Signature of Deponent

Solemnly affirmed and signed in my presence of this the _____ of _____,
(day) (month) (year)

Oath Commissioner

Affidavit by the Parent/Guardian

1. I, Mr./Mrs./Ms. _____ (full name of parent / guardian) father/mother/guardian of, _____
(full name of student with admission registration/enrolment number) having been admitted to _____, have received a copy of the UGC Regulations of Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.
2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes Ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
 - a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
 - b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year

Name _____

Signature of Deponent

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at _____ on this the _____ of _____, _____
(place) (day) (month) (year)

Signature of Deponent

Solemnly affirmed and signed in my presence of this the _____ of _____, _____ after reading the contents of this affidavit.
(day) (month) (year)

Oath Commissioner