



# **Shri Guru Ram Rai University**

(Estd. By Govt. of Uttarakhand, vide Shri Guru Ram Rai University Act No. 03 of 2017)

**Patel Nagar, Dehradun-248 001, Uttarakhand.**

## **SGRR University Students' Discipline and conduct Rules INDEX**

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## CHAPTER I

### RULES AND REGULATIONS

The students including foreign students must be aware of the vision and mission of Shri Guru Ram Rai University. They should be familiar with their Departmental goals. Students should make all efforts to enable their Departments to achieve these goals.

The students shall be thoroughly familiar with the regulations before attending classes. Various aspects of the rules and regulations as per the SGRRU Act-2017 are produced for strict compliance.

These are subject to changes effected by the University from time to time as per the act and statutes of the University.

#### 1. Punctuality and Attendance

- I. Attendance is the physical presence of the student in the class. It is a well observed fact that the students who score good grades are those who attend classes regularly. Therefore, the students must strive to attend all the classes without fail.
- II. A student must maintain an attendance of at least 75% in individual courses. Without the minimum attendance of 75% in any course, students become ineligible to appear in any semester examination in that course.
- III. The students must strive to attend all the classes without fail. However, the minimum attendance requirement of 75% allows a student to use the balance 25% to account for illnesses, permitted assignments such as job interviews, inter- University sports meets, inter-collegiate/inter-University competitions, accidents, unforeseen emergencies etc.
- IV. Students must be punctual for lectures and practical classes and submit assignments, records, homework etc. in time.
- V. Attendance in tests and model examinations is compulsory and leave of absence will be granted only in rare cases (for pressing/valid reasons, such as admission in hospital etc.) that too will be subject to the approval by the competent authority. All such cases shall be brought on note for approval before the exam ensuring the cushion time against the exam.
- VI. Staff members will take attendance for each period at the commencement of the classes. Attendance once recorded will not be corrected later to include that of those students who report late. However, the record on online attendance shall be kept in file in case of online classes/biometric attendance or the attendance in the smart class which shall be duly verified by the class teacher.

#### 2. Leave Rules

- I. Leave submission in an approved format should be submitted for every day/period of absence. Repeatedly failing to submit leave application could result in suspension from classes for the period of time, as decided by the HOD/Dean.
- II. Leave application should be signed/counter signed by parents/guardians/ Hostel Warden. Medical leave application should be accompanied by medical certificates for availing leave. Prior permission must be obtained for availing leave. A fitness and medical certificate should be submitted while rejoining the classes. The provision of penalty in case of fake submission or non-submission of such documents will be in place by the Deans of the schools.
- III. Leave on Medical ground will be accepted only for genuine reasons. HODs (Head of Department) should use their discretion in treating such requests. Once a medical leave application is rejected by the HOD, it will be treated as ordinary leave and will be covered by the previous clause.

- IV. Leave on medical grounds will not be normally permitted during semester exam, class tests and model tests, unless the students are admitted in the hospital or for similar reasons.
- V. It is important that all students are present on the re-opening day as well as on the closing day. Absence will be permitted only for unavoidable reasons. Suitable fine will be believed otherwise as decided by the respective Deans.
- VI. Amount of leave taken shall not exceed the criteria/admissibility as per rule-(II) and (III) as mentioned under head-"Punctuality and Attendance".

### **3. Ragging**

Ragging in any form is strictly forbidden and severe action will be taken against those who indulge in such activities as per the University norms. (Annexure -1)

### **4. Discipline**

- I. Every student is required to maintain discipline and decorum both inside and outside the University campus and not to indulge in any activity that will bring down the reputation of the University.
- II. Any indiscipline act of a student will first be considered by the faculty/Discipline committee of the school/department. He may escalate the issue to Dean/Principal/HOD/in charge of the Department for necessary action. If he is unable to resolve the issue and still the issue demands more serious consideration, the same will be reported to the Proctorial Board.
- III. The Dean/Principal/HOD/in charge will enquire into the charges and recommend suitable action if the charges are substantiated. The Proctorial Board will take appropriate action on the recommendation of the School/Department Discipline committee.
- IV. The Proctorial Board may recommend suspension to the Chief Proctor & Vice Chancellor whose decision will be final. The recommendation of Dean Student Welfare in all such case shall taken into consideration while taking the suitable action by the Competent Authority.
- V. Appeal: The student may appeal to the Vice chancellor through Chief Proctor, University Proctorial Board, but the decision of the Vice Chancellor will be final and binding.
- VI. Without prejudice to the generality of his powers relating to maintenance of discipline, the Vice Chancellor may take action in exercise of his powers according to provision of statutes.

### **5. Dress Code/ Uniform**

Students are required to wear their identity cards (in an easily noticeable way) when they are on the campus and also when they travel using the Shri Guru Ram Rai University transport. Not wearing the identity card will be considered as an act of indiscipline and will be subjected to fine as decided by the Proctorial Board.

In the Lectures/Practical/Library students have to wear their prescribed dress code. No loose garments are permitted in the workshop/laboratories. Students have to wear leather shoes in the workshop/laboratories. In the laboratories, all students have to wear white overcoats. On play-fields, the standard attire can be shorts and vests or jerseys. Footwear used on the field should be securely strapped at the heel. If a student violates the dress code, he/she will be asked to leave the academic session. Visiting students are also expected to observe the dress code of the institution they belong to.

All students should wear presentable dress which is neat, clean and laundered. Students are strictly instructed to adhere to the following dress code while attending the college for Lectures/Practical/Library/Laboratories and formal functions of the Departments/Institution.

#### **Campus Dress Code/Uniform Boys**

Prescribed Dress code i.e; Trousers and Collared shirts or T-shirts, Shoes and Socks.(The color code shall be as per the university norms)

## Girls

Prescribed Dress code/uniform i.e; Trousers and collared Shirts, Shoes and Socks or T-Shirts, Formal Wear: Chudidar, SalwarKameez, Sari, Formal Foot Wear, Hair beyond shoulder length to be tied up.

<b>Prohibited for Boys</b>	<b>Prohibited for Girls</b>
T-Shirts with round collars	Torn jeans& trousers
Torn Jeans & Trousers	Sleeveless tops/ Shirts/ T-Shirts/Revealing deep tops
Ear Rings, Pony-tails, Chappals	Skirts, shorts, folded pants
Shorts/ folded pants Trousers with too many (multiple) pockets	

## Prohibited for both Boys and Girls

Students are not allowed to wear the following attire and footwear in lecture theatres, tutorial rooms, laboratories, workshops, libraries or offices:

1. Short shirts/ tops and low waist trousers exposing body parts.
2. Clothing depicting illegal drugs, alcohol, profane language, racial/ sexual vulgar visage/expressions.

In case of violation of the dress code the student concerned will be asked to leave the class. For repeated violations, strict action leading to suspension from the University will be taken. Visiting students are also expected to observe the dress code.

### Outside the campus

To maintain the good image of the University, students are reminded that they must be properly attired when they are off campus. It is ideal to wear casuals when outside the campus.

## 6. Cell Phones

Ordinary cell phone could be used by the student but not inside the class rooms, examination halls, Laboratory, Library, offices and during silence hour in the hostel.

## 7. Overall Progress

- I. Students should maintain good academic progress on a continuous basis.
- II. Students should maintain satisfactory progress on all fronts.
- III. Corrective actions proposed by the Department to maintain academic excellence should be strictly adhered to by the students.
- IV. Poor performance will also make the students ineligible to appear for Shri Guru Ram Rai University Examinations.

## 8. Hostellers

- I. Students admitted to the University hostel shall abide by the rules and regulations of the hostel as existing at the time of admission and as amended from time to time. (Annexure 2)
- II. A student dismissed from the University shall automatically cease to be a member of the Hostel.

**Any amendment issued by the Shri Guru Ram Rai University will be binding on students.**

## CHAPTER II

### GROUNDS OF DISCIPLINARY PROCEEDINGS

#### Breach of Conduct

1. Conducts that interfere with the operations of the University. Such conducts include but are not limited to disruptions or obstructions of teaching, research, administration, or other SGRRU activities.
2. Violation of any published SGRRU policies, rules or regulations. It is the responsibility of the student to be familiar with all SGRRU policies that refer to appropriate behaviour on campus.
3. Failing to comply with orders or directives of SGRRU officials, University Security Personnel, or any other law enforcement officers acting in the performance of their duties.
4. Instigation of a disturbance in violation of SGRRU policy and/or any local ordinance.
5. Organization or participation in activities which are in violation of SGRRU policy related to demonstrations and/or assemblies.
6. Forgery, alteration, destruction, misuse, or possession of SGRRU documents, including but not limited to University identification cards or records without authorization. Violations include, but are not limited to, forgery of applications for financial aid, admission, course changes or course credit, copying, misuse or alteration of parking permits, alteration or misuse of transcripts, and student identity cardsetc.
7. Unauthorized use of private or University facilities including, but not limited to telephone, internet, computing equipments and accessories and any mode of communication.
8. Possession, duplication, or use of keys to any SGRRU premises without authorization; entry or use of University premises without permission.
9. Misuse of SGRRU computers or computer network.
10. Disorderly conducts including, but not limited to, verbal abuses or inappropriate behavior or any other activities or behavior prohibited by the University authority.
11. Failure to appear and/or report to any SGRRU office in conjunction with any disciplinary matter, at the time specified or to request alternative appointment.
12. All such breaches shall be subjected to penalize/ fine as decided by the Competent Authority.

#### Academic Malpractices

For purposes of filing formal charges, each of the following offenses will normally be considered as an act of academic malpractice:

1. Copying from another student or by any other means during the examination.
2. Assisting an examinee in copying during examination by any means.
3. Possessing / using unauthorized materials or documents.
4. Failing to thoroughly follow instructions related to the preparation and presentation of work submitted for credit, submitting others' work as one's own, or misleading faculty members about the condition under which the work was prepared.
5. Obtaining all or part of a question paper by unfair means and /or distributing to others.
6. Substituting for another student, or permitting any other person to substitute for one, for appearing in the examination.
7. Entering Academic Section or a laboratory, faculty room, office of an academic

Department/Centre, without permission and/or tampering/ changing records/documents in any form.

8. Plagiarism in any form is strictly prohibited.
9. Violation of SGRRU policies causing threat to academic integrity.

## **Hazing**

Hazing, defined as, but not limited to, any act imposed on current or potential members of a group or organization that endangers the mental or physical health or safety of a person, that defaces or destroys public or private property, that is likely to result in humiliation or ridicule, or that is likely to result in interference with academic efforts regardless of the consent of the participants, or any actions or activities prohibited by the SGRRU Authority.

## **Ragging & Sexual Harassment**

1. Ragging in any form is prohibited in the premises of SGRRU campus.
2. Offensive or derogatory comments or which create intimidating circumstances in work or living environments and which represent substantial violations of the rights or opportunities of the victim(s). Such conducts include but are not limited to:
  - i) Conducts that violate the University's policies prohibiting sexual harassment, such as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal/non-verbal or written communications of a sexual nature.
  - ii) The use of phone, email or any other method designed to transmit messages or materials of an explicit sexual nature that are unwanted by the recipient.
3. Physical abuse, including, but not limited to, inflicting or threatening bodily harm upon any person, or acting in a manner which creates a risk of bodily harm to any person.
4. Harassment, abuse, coercion, or threats by means other than the use or threatened use of physical force. These include, but are not limited to, any behavior prohibited by the law.
5. Exposing students to ridicule and contempt and damaging their self-esteem.

## **Prohibited behaviors in and around Residential Facilities**

Entry into restricted areas of the residential facilities is strictly prohibited. These include, but are not limited to:

1. The residence hostel roof, windows, ledges, and walls;
2. Restrooms designated for use by members of the opposite sex (i.e., men in women's restrooms);
3. Another resident's room, suite, or apartment without permission;
4. Dining centers and convenience stores during non-operational hours;
5. Reception and staff office space.

## **Illegal Activities**

1. Gambling for money or other items of value on SGRRU premises; including but not limited to, playing cards or other games of chance or skill for money or other items of value.
2. Use or possession of a controlled substance, narcotic or drug paraphernalia, including but not limited to, any actions or activities deemed prohibited by the University authority /Government of India.
3. Sale, manufacture, or intent to manufacture a controlled substance, narcotic or drug paraphernalia, including but not limited to, any actions or activities prohibited by the University authority/ Government of India.
4. Possession or use of any dangerous or prohibited chemicals without express authorization by an authorized SGRRU official.
5. Possession or use of any explosive device or material, including but not limited to, firecrackers, cherry bombs, bottle rockets, and dynamite without express permission by

- an authorized SGRRU official.
- 6. Possession of firearms or any weapons.
- 7. Any act of bribery or corruption

**Abuse of the University disciplinary system, including but not limited to**

1. Knowing falsification or misrepresentation of information presented to any judicial authority.
2. Interference with a judicial process through coercion, intimidation, threats, or bribery.
3. Failure to promptly obey any mandate of any SGRRU disciplinary authority.
4. Failure to comply with written or oral communications from an authorized SGRRU official to appear for a meeting or hearing as part of the Code and Conduct of Student System.
5. Initiation of a complaint with prior knowledge that the information submitted is false.
6. Influencing or attempting to influence another person to commit an abuse of the Code and Conduct of Student system.

**Cyber Crimes**

Cyber-crime is a serious offence and will be dealt with strictly by the University if the students are found to be involved in such activities. The following activities will be considered as a cybercrime:

1. Harassment via e-mails.
2. Cyber-stalking.
3. Dissemination of obscene material.
4. Defamation.
5. Computer vandalism, unauthorized control/access over computer system, transmitting virus.
6. Indecent exposure
7. Email spoofing
8. Cheating & Fraud
9. Intellectual Property crimes
10. Possession of unauthorized information
11. Cyber terrorism
12. Distribution of pirated software etc.
13. Pornography
14. Sale of illegal articles
15. Online gambling

Defamation through social media or any other media by making derogatory statements against the University or its faculty/staff by any sign, writing, verbal or by any gestures is prohibited.

**Traffic rules**

1. No violation of traffic rules is allowed inside the campus. Students have to wear Helmets, Use seat belts while driving. Three (03) persons on a two wheeler is strictly prohibited. Those Students, who are senior Govt. officials, bring their vehicles inside campus will have to take prior permission from the Chief Administrative Officer/Administrative Officer, SGRRU. Copies of registration, insurance and driving license will be submitted with the Chief Administrative Officer/Administrative Officer, SGRR University before permission is granted. Vehicles will be parked at the designated space.



2. Four- wheelers are not allowed in the campus.

### **Indiscipline in Campus premises**

All students are responsible for conducting themselves in a manner that helps enhance the environment of learning, wherein the rights, dignity, worth and freedom of each member of the campus are respected. A student found responsible for the violation of any clause outlined in this section is subject to disciplinary actions. Proctorial Board may initiate disciplinary proceedings against student(s) suspected of violating the Code of Conduct of the University outlined herein and/or elsewhere within the jurisdiction of the Ordinances and Regulations of the University.

1. Wilful damage, defacement or destruction of any private or University property.
2. Conducts that endanger the health or safety of members of the SGRRU community or other persons.
3. Discriminations against any member of the SGRRU community, or a visitor, through biased or prejudicial behaviors related to the person's race, color, nationality, sex, religion, disability, age or sexual orientation.
4. Creating ill-will or intolerance on religion or communal ground.
5. Failing to discourage/confront illegal activity and/or violation of the Code and Conduct of Student by active/passive participation/presence during the activity
6. Harboring or bringing a pet on SGRRU premises in violation of University policy.
7. Visiting classrooms, library, laboratories, faculty rooms, academic Departments/Centers and administrative Sections, in unacceptable casual dresses.
8. Throwing or hanging objects from windows, removal of screens, or the use of a window as an entrance or exit.
9. Signs other than those used to display University message may not be displayed in window or exterior surfaces of the residence hostel or other locations.
10. Interfering with the rights or safety of one's roommate(s) and/or other students or creating a hostile environment within the residential facilities.
11. Noise or behavior that disturbs other residents in the residential facilities and/or interferes with their ability to study.
12. Using gas grills in any residence hostel facility. Items such as toasters, toaster ovens, hot plates, electric appliances with an open heating element are prohibited in all student rooms.
13. All candles (even those used as decorations) are prohibited and incense, aromatic herbs or the burning of any other substances are prohibited.
14. Storing personal items in public areas of a residential facility.
15. Alterations, additions, and/or unauthorized use of furnishings and fixtures within a residential facility.
16. Playing of sports or activities that present a risk of injury to persons or properties within and around a residential facility.
17. Failure to vacate immediately when a fire alarm sets off.
18. All residence hostels are smoke-free. This includes all student rooms.
19. Drinking Alcohol and use of Drugs are strictly prohibited in all residential facilities.
20. Drunkenness will not be tolerated and students found in a drunken state may face expulsion from hostels.
21. Permitting day students to utilize equipment or services intended for the exclusive use of hostel students is prohibited.
22. Dogs, cats, birds, rodents, reptiles, or other pets are not permitted at or in University residence hostels.
23. Any other act of commission or omission which constitutes indiscipline in the view of

disciplinary authority.

24. SGRRU Housing facilities are not open to anyone other than residents assigned to that facility, SGRRU officials, and guests (as defined below) who have a legitimate reason for being in the building. Residential facilities are special purpose buildings and are not open to the general public. A guest is someone who comes to a residential facility to visit a specific resident or who has been extended an invitation by the University to visit for a specific occasion, special function, tour, or official visit.
  - i. All guests must be escorted by their hosts at all times.
  - ii. The host is responsible for familiarizing the guest with pertinent SGRRU ordinances and regulations and is responsible for the conduct of the guest(s).
  - iii. Members of opposite-sex are not allowed in hostels except with special permission.
  - iv. The University does not condone cohabitation.
  - v. Individuals in violation of these or other SGRRU rules and regulations may be required to leave a residential facility.

### **Permission for leave**

Students will not be allowed to go out of the campus during classes except for medical emergencies with the approval of the respective Dean/Principal/HOD/in charge. After classes, during weekends and holidays, hostellers will take permission from Hostel Warden for outing or nights out. Permission of parents/local guardians will be sought by warden before giving permission for night outs.

### **Criminal Liability**

1. Any violation of any sort of the Indian Penal Code.
2. Attempted or actual theft or possession of private or University property.
3. Violation of status, dignity and honor of students including those belonging to reserved category.

### **Safety systems**

Violation and/or sabotage of safety systems, including but not limited to, the below listed behaviors as well as any other behavior prohibited by the University authority.

- i. Unauthorized use, abuse, or interference with fire protection equipment or other safety equipment which could result in death, injury, or substantial property damage.
- ii. Intentional setting off of fire alarms.
- iii. Bomb threats or similar threats involving dangerous devices or substances.
- iv. Behavior which constitutes a significant fire hazard.
- v. Unauthorized possession or use of any material or substance which constitutes a significant health hazard.

## CHAPTER III

### Composition of Disciplinary Committees

#### Hostel Disciplinary Committee (HDC)

- |   |   |                  |
|---|---|------------------|
| i. Chief Proctor                                  | – | Chairperson      |
| ii. Member Secretary, University Proctorial Board | – | Member           |
| iii. Head of the concerned Department(HOD)        | – | Member           |
| iv. University SC/ST Cell Chairperson             | – | Member           |
| v. Dean Student Welfare(DSW)                      | – | Member           |
| vi. Deputy Registrar                              | – | Member           |
| vii. Warden of concerned hostel                   | – | Member Secretary |

**(In the event of non-availability of female warden, one senior female faculty be opted)**

#### School/Departmental Disciplinary Committee (DDC)

- |   |   |                  |
|---|---|------------------|
| i. Dean/Principal of the concerned School               | – | Chairperson      |
| ii. Dean Student Welfare(DSW)                           |   |                  |
| iii. Head of the concerned Department(HOD)              | – | Member           |
| iv. One Male Faculty of the concerned Department        | – | Member           |
| v. One Female Faculty of the concerned Department       | – | Member           |
| vi. University SC/ST Cell Committee member              | – | Member           |
| vii. University Student Grievance Cell Committee member | – | Member           |
| viii. University Academic Coordinator                   | – | Member           |
| ix. Member Secretary, University Proctorial Board       | – | Member           |
| x. University Proctor Board member of concerned School  | – | Member Secretary |

In addition, the Chairmen of the respective committees may invite any other persons to be associated with the proceedings of a particular case, if their participation is considered necessary in disposing of the matter.

Violation has been broadly divided into three categories based on where or on which context the same were detected.

- i. **Hostel Level:** To deal with disciplinary matters at this level there will be a committee namely, Hostel Disciplinary Committee. Violation of rules related to hostels only shall be referred to this committee the matters and the respective disciplinary actions recommended by committee shall be endorsed by Chairperson, and the same will be referred to Vice Chancellor for approval.
- ii. **Academic Level:** Disciplinary issues related to general conduct of students in the class rooms and laboratories shall be dealt with by the School/Departmental Disciplinary Committee of the concerned School/Department and the respective actions, if any, shall be referred to VC through Chief Proctor for approval. Any other disciplinary issues related to academic matters will be dealt with by University Academic Coordinator and Member Secretary, University Proctorial Board. The matters and respective disciplinary actions recommended by committee will be reported to V.C. through Chief Proctor. If the violations are of serious nature, University Academic Coordinator may refer the matters to Chief Proctor and Member Secretary, University Proctorial Board for further action.
- iii. **University Level:** Violations at the University level include those issues pertaining to the Indian Penal Code (within or outside the campus), those that can affect the SGRRU community at large or those that can affect the property of the University itself. For all such major acts of indiscipline, which may have serious implications on the general body of students, and which may warrant a uniform and more formalized nature of investigation, A committee consisting of the following members under the chairmanship of Chief Proctor shall investigate the allegations and recommend disciplinary actions to the Competent Authority.

1. Chief Proctor - Chairperson
2. Academic Coordinator – Member
3. Chief Administrative officer- Member
4. One member of ST/SC from ST/SC Cell
5. One member (female) from ICC
6. Deputy Registrar - Member Secretary

**Note: - The committee may co-opt other members, if they deem fit, on a case to case basis.**

## CHAPTER IV

### Modalities of Investigation

When the Chairperson of the respective committee receives information regarding alleged violation of any rule or regulation of the Code and Conduct of Student Discipline by the students, the respective Chairperson shall investigate the same.

- i. The Chairperson may summon the student(s) either orally or in writing to appear at a specified date, time, and place in connection with an alleged violation.
- ii. The Chairperson may dispose of a violation as per the merit, may impose administrative sanctions without a hearing on the basis of evidences, or may refer the violation to a formal disciplinary hearing in the Committee.
- iii. Commensurate with the gravity of the offence appropriate punishment like fine, community work, rustication or expulsion from the University may be recommended by the committee.
- iv. The students who fail, without a good cause, to comply with such summons or letter of notice issued by the Chairperson may be charged with a violation of Code and Conduct of Student and may be recommended to the Chief Proctor, University Proctorial Board for placing on disciplinary probation/trial, temporary suspension, or barring against readmission.

### Disciplinary Sanctions

1. Disciplinary sanctions may be imposed after investigation by the appropriate committees. The purpose of imposing sanctions is to promote educational and social development of the student and the SGRRU community, to provide appropriate penalties, and to deter other acts of misconduct which thwarts the aims, purposes, and policies of the institution.
2. No refund of security deposit or credit of tuition fees, or other costs associated with attendance of the University will be made to students when disciplinary sanctions are imposed which result in the student's being deprived of privileges and/or access to services.
3. In the case of serious violations, a notation of the discipline matter will be placed on a student's transcript until it is cleared. In case of dismissal from the University, the record shall be kept permanent for all such scrutiny/ investigations by the other institutions or Govt. Departments.
4. Discipline records are confidential in accordance with laws of the nation. The contents of the student discipline record may not be released to anyone not associated with campus discipline except upon written approval of the student or a court-order.
5. The Chairperson of the respective committee may dispose of a violation by imposing any of the following sanctions without hearing.

#### **Reprimand:**

From the appropriate administrator to the student, on whom the penalty is imposed, placed in the student's permanent discipline record.

#### **Disciplinary probation:**

Written notification that further violations of the Code and Conduct of Student shall result in suspension. The terms of disciplinary probation shall be determined by appropriate authority on case-to- case basis.

**Suspension of privileges:**

Prohibits participation in or attendance at certain events, activities, or class/lab; restricts specific campus student privileges.

- i. Hostel Privileges
- ii. Use of Lab Facilities
- iii. Use of Sports Facilities
- iv. Placement Activity
- v. Club house activities
- vi. Any other facility of the University

**Compensation for damage:**

Adequate compensation to fit the damage. If the compensation is not made, it remains on the student's record as indebtedness to the University, which then renders the student ineligible to register for subsequent semesters.

Cancellation of registration and/or denial of credit may be imposed in cases where the student is found guilty of withholding information relating to the student's admission, transfer credits, academic status, records etc.

**Suspension:**

Course drop, semester drop, rustication for a specified period may be given as punishment, depending on the severity of the offences.

Imposition of monetary fine with a specific amount

**Expulsion:**

Shall be applicable for major offences defined under the Acts and Statutes of SGRR University.

**Appeal Procedures**

A student can appeal to the University Proctorial Board against any punishment imposed upon him/her. He/she should appeal within two weeks' time with proper justification of the appeal.

## CHAPTER V

### PROCTORIAL BOARD RULES

#### **Act And Statute XII of the Statutes & Regulations Section 27 (h) 12.01 (1) of the University**

As per this statutes and regulation, the University has a Central Disciplinary Committee Shall be rechristened as Proctorial Board where administration of student related matters pertaining to all acts of indiscipline and misconduct are delegated to the Chief Proctor. He/She shall be assisted by three additional proctors; One of the members of the Proctorial board shall be a woman and one shall be from SC/ST category.

#### **Norms and Procedures followed during enquiry:**

After receipt of a complaint (directly to the Chief Proctor or forwarded by the Vice Chancellor), it is scrutinized by the Proctorial Board (PB) to ascertain if it pertains to the jurisdiction of Proctorial enquiry. Three members of the Proctorial Board shall constitute the quorum for such enquiry. Proctorial enquiry is an internal enquiry of SGRR University and hence, no other person except the Board members is allowed to be present during hearings. The accused or complainants is not allowed to be represented by a third party. Similarly, he/she cannot have an observer during the process of enquiry. After it is ascertained that an enquiry is required, following procedure/norm is generally followed:

1. The complainant is called for hearing and his/her deposition is recorded.
2. The accused person(s) is/are called for recording his/her statement.
3. Witnesses mentioned by both parties are listed and they are called for recording their depositions.
4. Any evidence, from security staff/University staff or other persons, who were present there and had witnessed the incident, are called and their statements recorded.
5. A cross-examination of the accused and the complainant is conducted, if required or decided by the board.
6. If any material evidence, like audio/video tapes/paper documents etc. is available, the same is examined. The veracity is established from the person who submits these.
7. Finally a comprehensive report is prepared where specific charge against the accused is framed and a show cause notice is issued.
8. The defense given by the accused persons in the show cause notice is studied and examined.
9. Finally, a report is prepared and as per the "Rules of discipline and proper conduct of students of SGRR University," appropriate disciplinary action is recommended. (Rules of discipline and proper conduct of students of SGRR University is given in document).
10. Final report and recommendations are submitted to Vice Chancellor for approval & final decision.
11. Consequently, the award of punishment is conveyed to the student.
12. The punished student has the right to appeal against the punishment to Vice Chancellor who is the empowered authority to deal with appeals.
13. The above mentioned norms and procedures are generally followed. However, the Proctorial Board at its discretion can add additional norms or delete existing ones separately depending on the nature and need of the enquiry.

#### **PREAMBLE**

Whereas by virtue of SGRR University Statutes, the Vice Chancellor has been vested with all the powers relating to discipline and disciplinary action in relation to students and whereas Statute XII and regulation Section 27(h) 12.01(1) empower the University to frame detailed rules of discipline and proper conduct; and now in pursuance of the same the Vice Chancellor has recommended the following rules of discipline and proper conduct among the students of the University.

## **1. SHORT TITLE AND COMMENCEMENT**

- i. These Rules shall be called "SGRR University Students' Discipline and conduct Rules" hereafter referred to as the 'Rules'.
- ii. These Rules shall come into force with effect from the date of notification.

## **2. APPLICATION OF RULES**

- i. These rules are not meant to deny the democratic rights of the students to dissent/air their grievances/protest in a peaceful manner.
- ii. These Rules shall apply to all students of the University (including part-time students) whether admitted prior to the commencement of these Rules or after the commencement of these Rules.
- iii. Any breach of discipline and conduct committed by a student inside or outside the University Campus shall fall under the purview of these Rules.
- iv. Without prejudice to the generality of the power to enforce discipline under Statute XII of the Statutes and regulation Section 27(h) 12.01(1) of the University, the acts mentioned in Rules 3 shall amount to acts of misconduct or indiscipline or both.

## **3. CATEGORIES OF MISCONDUCT AND INDISCIPLINE**

### **CATEGORY-I**

- i. All acts of violence and all forms of coercion which disrupt the normal academic and administrative functioning of the University and/or any act which encourages, abets or leads to disorder and violence on campus.
- ii. Any form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
- iii. Sexual harassment of any kind which shall also include: Unwelcome sexual proposition/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching or leering of parts of the body or persistent offensive or unwelcome sexual jokes and/or comments.

### **CATEGORY-II**

- iv. Committing forgery, tempering with the Identity Card or University records, impersonation, misusing University property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of library or unauthorized possession (without due process of issue) of library books, journals, magazines or any other material.
- v. Any form of protest by blocking university gate(s)/ entrance or exit of any of the academic and/or administrative complexes or disrupting the movements of any member of the University Community.
- vi. Furnishing false certificates or false information in any manner to the University.
- vii. Any act of moral turpitude.
- viii. Eve teasing or disrespectful behavior or any misbehavior with a girl student, woman staff member/visitor.
- ix. Provocation of/inciting communal, caste or regional feeling or creating disharmony among students.
- x. Use of abusive, defamatory, derogatory or intimidatory language against any member of University Community.
- xi. Causing or colluding in the unauthorized entry of any person into the Campus or in the unauthorized occupation of any portion of the University premises, including halls of residences, by any person.
- xii. Unauthorized occupation of the hostel room or unauthorized acquisition and use of University furniture in one's hostel room or elsewhere.
- xiii. Indulging in acts of gambling in the University premises.



- xiv. Consuming or possessing dangerous drugs or other intoxicants in the University premises.
- xv. Damaging or defacing, in any form, or theft of any property of the University or the property of any member of the University Community.
- xvi. Not disclosing one's identity when asked to do so by a faculty member or employee of the University who is authorized to ask for such identity.
- xvii. Improper behavior while on tour or excursion.
- xviii. Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behavior in the Health Centre.
- xix. Blockade or forceful prevention of any normal movement of traffic, violation of security, safety rules notified by the University.
- xx. Any other offence under the law of land.
- xxi. Ragging in any form.
- xxii. Accommodating unauthorized guests or other persons in the halls of residence.
- xxiii. Engaging in any attempt at wrongful confinement of any member of the faculty, staff, student or anyone camping inside the campus.
- xxiv. Any intimidation or insulting behavior towards a student, staff or faculty or any other person.
- xxv. Any other act which may be considered by the V.C. or any other competent authority to be an act of violation of discipline and conduct.

### **PUNISHMENT**

The competent authority may impose any of the following punishments on any student found guilty of any of the acts of indiscipline or misconduct mentioned in Category or Category - II, as the case may be in Rule 3.

### **CATEGORY- I**

- i. Cancellation of admission or withdrawal of degree or denial of registration for a specified period.
- ii. Rustication up to four semester period and/or declaring any part or the entire University Campus out of bounds.
- iii. Expulsion.

### **CATEGORY II**

- i. Admonition/Reprimand.
- ii. Fine up to Rs. 10,000/- or as decided by Competent Authority.
- iii. Recovery of any kind, such as scholarship/fellowship, any dues, cost of damages etc.
- iv. In case of damaging, defacing or theft of any property of the University or the property of any member of the University Community, cost of damaged/defaced/stolen property plus a fine up to an amount of Rs 10,000/- (Rs Ten Thousand only) or as decided by Competent Authority shall be imposed upon the persons(s) found guilty by the Proctorial Board.
- v. Withdrawal of any or all facilities available to a student as per University Rules (such as Scholarship/Fellowship, hostel etc.)
- vi. Stoppage of any or all academic processes.
- vii. Declaring any Halls of Residences, premises, building or the entire University Campus out of bounds to any student.
- viii. Rustication up to two semesters.

## **4. GENERAL**

- i. No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged by a proctorial or any other inquiry after following the normal procedure and providing due opportunity to the student charged for the offence to defend himself/herself.
- iii. In case the Vice Chancellor or any competent authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student, he/she

may order suspension of the student including withdrawal of any or all facilities available to bonafide student pending proctorial or any other inquiry.

- iv. Notwithstanding any punishment mentioned in Rule 4, the Vice Chancellor may keeping in view the gravity/nature of misconduct/act of indiscipline, the manner and the circumstances in which the misconduct/indiscipline has been committed, award a punishment in excess of or less than or other than what has been mentioned thereon for reasons to be recorded.
- v. Proctorial Board, SGRRU as the integral part of SGRRU Examinations as the University Flying Squad shall monitor any type of misconduct or transgression during examinations by students.

## **5. INTERPRETATION**

1. In case any dispute arises with regard to the interpretation of any of these Rules, the matter shall be referred to the Competent Authority, whose decision thereon shall be final.
2. However, for the clarity and decisive conclusion of any incident pertaining to the discipline of students, the rules and time to time amendments from UGC, NMC, MCI, NCTE, ICAR and related Govt. bodies shall be taken into consideration and reference.

**ANNEXURE- I**

**HOSTEL REGISTRATION FORM**

**DATE**

**ROOM NUMBER**

**PHOTO of Student/Parents/Local Guardian**

- NAME :
- COURSE :
- YEAR :
- PERMANENT RES.ADDRESS :
- DATE OF BIRTH :
- BLOOD GROUP :
- ANY DISEASE, YES/NO :
- IF YES DETAILS :
- CONTACT NUMBER :
- SELF :
- PARENT :
- STUDENT'S E-MAIL :
- PARENT 'S E-MAIL :
- HOSTEL FEE RECEIPT NO. & AMOUNT :
- MESS FEE RECEIPT NO. & AMOUNT :
- LOCAL GUARDIAN NAME & ADDRESS :
- CONTACT NUMBER :

I , the undersigned hereby declare that I have read the Hostel Policy of Shri Guru Ram Rai University and I have been also informed about the Anti-Ragging Policy and Prohibitions in the Hostel Premises. I promise to abide by the Rules and Regulations of this organization, amended and enforced from time to time and I am aware that the Hostel/University administration has right to terminate my accommodation in the hostel in case I am found not abiding by the Hostel Policy, involved in Ragging or indulging in any other undesirable act.

**Signature of Student**

**ANTI-RAGGING UNDERTAKING BY STUDENT**

I, the undersigned, Mr./Miss. \_\_\_\_\_ ama student of Shri Guru Ram Rai University, Course \_\_\_\_\_ Year \_\_\_\_\_ hereby understand and agree that Ragging by any form is banned by the Court of Law and I am very well aware of the actions may be taken against me in case I am found guilty of being involved in any activity that is described as the part of ragging. I am also aware that I may be handed over to the Police if found involved in any form of ragging.

I, hereby say that I shall not take part in any form of ragging and I shall accept decision taken by Institute's Authorities in this regards, if found involved and I shall abide by prescribed rules and regulations for the purpose amended and enforced by the Institute from time to time.

Sign.ofStudent: \_\_\_\_\_ CompleteName: \_\_\_\_\_ Date and Time: \_\_\_\_\_.

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**ANTI-RAGGING UNDERTAKING BY PARENT**

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
Mr./Mrs. \_\_\_\_\_ Father/Mother/Guardian of Mr./Miss. \_\_\_\_\_  
\_\_\_\_\_ a student of Shri Guru Ram Rai University hereby declare that \_\_\_ my  
son / daughter / ward studying in your  
University in \_\_\_\_\_ Course \_\_\_\_\_ Year will not indulge

in ragging in any form and other indiscipline act in the premises of Hostel and University as well. I add that he/she will strictly abide by all the rules and regulations of Hostel/University. I also undertake that my ward is not suffering from any disease/illness or any psychological/psychiatric disorder, I am bound to inform for any such physical and mental medical condition to the Authority well in time during the course of studies of my ward. I shall fully accept all the action taken against him in case he is found involved in such activities.

Sign. Of Parent: \_\_\_\_\_ Complete Name: \_\_\_\_\_  
Relation with Student: \_\_\_\_\_ Date and Time: \_\_\_\_\_  
Contact Detail: \_\_\_\_\_

**UNDERTAKING OF THE PARENT/GUARDIAN**

I, Mr./Mrs. \_\_\_\_\_, parent/guardian of Mr./Ms. \_\_\_\_\_  
age \_\_\_\_\_ years, address \_\_\_\_\_

\_\_\_\_\_  
Mr./Ms. \_\_\_\_\_ studying \_\_\_\_\_  
in Shri Guru Ram Rai University, Dehradun, and staying in hostel hereby authorize the University to allow my ward to go anywhere of his/her choice of place with proper prior intimation in writing to the authorities concerned while studying at the University. I undertake full responsibility for all his/her actions whilst he/she goes out of the Hostel / University Campus any time with or without permission of the hostel authorities in writing.

**Signature of the Parent/Guardian**

Date:

Place:

**PERSONAL SECURITY BOND BY A STUDENT ALONGWITH THE PARENT/ GUARDIAN**

KNOW ALL MEN that we Mr./Ms. \_\_\_\_\_(Student), admitted to \_\_\_\_\_programme with Reg. No. \_\_\_\_\_for the academic years in Shri Guru Ram Rai University, Mr./Mrs.------(parent/guardian) bind ourselves jointly and severally to the Shri Guru Ram Rai University, Dehradun, for the prudent behavior of Mr./Ms. \_\_\_\_\_(Students) during his/her studies in Shri Guru Ram Rai University, Dehradun.

AND WHEREAS the said Mr./Ms. \_\_\_\_\_(Student) has been called upon to furnish personal security bond to Shri Guru Ram Rai University, Dehradun indemnifying the University against all loss and/or damage to the property, of the Shri Guru Ram Rai University, that might be caused by reason of any misbehavior and/or malpractice of Mr./Ms. \_\_\_\_\_(Student) during the course of his/her studies as a prudent student.

AND WHEREAS the said Shri Guru Ram Rai University, Dehradun as called upon the said Mrs./Ms. \_\_\_\_\_(Student) and Mr./Mrs. \_\_\_\_\_Parent/Guardian to execute a personal bond with two sureties to that effect.

The student and the parent hereby undertake to indemnify and keep the Shri Guru Ram Rai University indemnified from all and every such loss and/or damage caused to the property of the University from any act of the said student in the course of his/her studies within 15 days of notice of such damage or loss caused and the University shall be at liberty to recover the loss along with 36 % interest per annum if such damage or loss caused is not made good within 15 days thereof.

PROVIDED ALWAYS that this bond shall cease soon after the completion of the studies of the student Mr./Ms. \_\_\_\_\_in this Shri Guru Ram Rai University, Dehradun.

IN WITNESS to the above written bond and to all terms and conditions herein before contained the assigned hereunder this \_\_\_\_\_day of \_\_\_\_\_(month and year).

Signature of the Student

Signature of the Parent/Guardian SURETIES

We the sureties undertake to make good the loss caused to the University by the above student, if they fail to make good the loss caused in time.

1) Name :

Designation / Profession :Address:

2) Name :

Designation / Profession :Address:

## ANNEXURE II

### HOSTEL RULES

These rules are applicable to both Boys & Girls Hostels.

#### I. Admissions

1. The allotment of rooms will be made by the Warden based on the application submitted by the candidate.
2. Admission and continued stay in the hostel depend upon the academic performance, good behavior and conduct of the student.
3. The student should stay in the allotted room for one complete semester/year. Change of rooms in mid-semester is not possible.
4. The hostellers with chronic medical problems will be asked to proceed on leave immediately as personal medical care by parent / guardian will be necessary.
5. If a student is expelled from the University for any Reason he/she should immediately vacate the hostel on the day of expulsion from the University. His / her continuance in the hostel will be treated as unauthorized occupation.
6. The hostellers themselves are **personally responsible to safeguard their belongings**. They are not to keep large amounts of cash or valuables like gold, costly wristwatch etc., in their rooms. They should also take care of their purse, calculators, cell phones, computers and books. In case of theft or loss of any items it should be reported to authorities. The hostellers are advised to keep their rooms, boxes, suitcases, cupboards, etc., securely locked with good quality locks.
7. Continuation of stay of a student in the hostel is subject to the discretion of the administration.

#### II. Hostel Rules & Regulations

1. All movements from and to the hostels should be recorded in the movement register kept with the security guard at the entrance of the hostel and should be properly signed. **Hostel ID (Girls hostel)**: Student should contact the hostel office regarding the hostel ID. In case of lost ID cards, the student should register her case at the office of the Students Welfare and then the duplicate card will be issued after payment of Rs.200/- or as amended time to time by the SGRRU Administration. Parents should not encourage students to go to picnics/tours outside Dehradun.

#### Attendance:

- i. The evening attendance timing is 7.00 pm to 8.00 pm for Girls hostel.
- ii. In the case of Boys hostel all hostellers have to be present in their respective rooms and keep open the rooms between 9:30 pm & 10:00 pm every day to enable the Wardens to take the attendance.
2. The hostellers will be permitted to change their rooms only after Warden's approval.
3. The hostel rooms are subject to inspection by the University / Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, lethal weapons etc., are kept in the room. Possession of any lethal weapons or any instrument / contrivance, which is likely to cause physical harm to others, is strictly prohibited.
4. Perfect silence is to be maintained in the hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc., every student of the hostel should have the civic responsibility that he or she should not be a cause of inconvenience, annoyance or disturbance

toothers.

5. The hostellers should not enter into any unnecessary conversation, quarrel or altercation with the hostel staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden. Use of abusive, vulgar and unparliamentarily language against the hostel/mess staff is strictly forbidden. Any complaint received from staff/faculty towards students will attract serious action.
6. If any hosteller is found indulging in any form of instigation / intimidation / threat to any other hostellers he / she will be asked to vacate the hostel forthwith. In this regard, the decision of the Warden is final and binding on the individual concerned.
7. Smoking is prohibited in the hostel buildings. Gambling in any form such as playing cards (even without money at stake), consumption of alcohol, use of drugs and narcotics and even possession of such things are prohibited. Anyone found indulging in the use of such things will not only be asked to vacate the hostel but also be rusticated from the University.
8. Day scholars are not allowed in the hostel. Hostellers should not encourage entry of day scholars.
9. Motor-bike cars are prohibited for the hostellers.
10. Celebrating birthday parties inside the hostel rooms is strictly prohibited.
11. Collection of donation for any purpose (Religious/ otherwise) is also strictly prohibited.
12. Students are not allowed to use roller skates and other outdoor games inside the hostel to prevent breakages and accidents. Sliding along the hand rails/rest of stairs and fast running/ climbing down should be totally avoided to prevent accidents.
13. When leaving the rooms for attending classes or for vacation, etc., fans, electrical gadgets, lights etc., should be switched off. Glass windows are to be closed securely.
14. Students absenting themselves from regular classes will have to take the permission of the Warden.
15. Hostellers coming to the Hostel after the gate closing hours without prior permission or without valid reason would be fined. Regular late comers will not be allowed to stay in the hostel.
16. Clock alarms should be switched off, when not in use.
17. Water should be carefully used and not wasted.
18. Wrong entry, improper / lack of entry in exit register, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable. In case of any quarrel between or among roommates it should be reported to the Warden for appropriate action.
19. Absentees / Latecomers (without prior permission from the Warden) will be suitably punished.
20. Students coming late / or absent regularly will be expelled from the Hostel. Such students shall not be readmitted under any circumstances.
21. At the time of starting of the semester, no student should lock any room other than the officially allotted room. If the allotted room is a shared accommodation the student should inform the other student in the room or Warden whenever they are going out of the hostel. Students leaving the hostel after the semester or discontinuing their stay should never lock their rooms and cupboards.
22. Students are not allowed to keep any power driven two wheeler vehicles in the hostel.
23. The hostellers are not allowed to keep air coolers, musical instruments, cassette record players, and computers, TV, electric irons or any electrical equipment without written permission of the Warden. Unauthorized possession will lead to confiscation of the goods.



#### **24. Use of Computers:**

- i. Installation of computer systems in the hostel rooms should be done only after getting written permission from the Warden.
  - ii. The usage of computer is for academic purpose only.
  - iii. The University / Hostel authorities will conduct surprise checks periodically and if anyone is found violating the above rule, disciplinary action will be taken against him/her.
25. **Use of cell phones:** Ordinary cell phone could be used by the student but not inside the class rooms, examination halls, Laboratory, Library, offices and during silence hour in the hostel.
26. Students should visit the hostel office only during visiting hours. Students should read the circulars put up at all blocks and be updated with the functioning of the hostel.
27. Students are instructed to attend the General meetings of the hostel. It is mandatory for Members of the Students council who are hostellers and Mess committee members, if any.
28. Violation of any of these rules would result in punitive action and serious violations would be referred to the "**Hostel Disciplinary Committee**". The decision of the committee would however be final.

#### **IV. Guests**

Guests are not permitted to stay in any of the hostels. If the parents wish to stay, then the student / parent may approach the Warden for getting accommodation in the Guest House, subject to availability of room in the Guest House will be provided on a nominal rent. Parents/ Guardian visiting the student should remain in the visiting room of the hostel. Entry into the hostel blocks is not permitted.

#### **V. Mess Timings and Rules**

1. All the students of the hostel should take their food in the allotted mess only.
2. The meal timings are displayed at the entrance of the dining hall. These timings are to be strictly adhered to. It is not obligatory on the part of the kitchen/dining hall staff to serve the meals outside the prescribed timings.
3. The identity card is to be produced at the dining hall, at the time of breakfast, lunch, tea and dinner, failing which service in the dining hall is liable to be refused, for want of identification.
4. Dining hall furniture like chairs, tables, etc., and utensils like tumblers, plates, spoons etc., are not to be taken out of the dining hall. If anyone is found taking these dining hall properties out, he/she will be suitably penalized.
5. The hostel kitchen is strictly "Out of Bounds" for the students/parents/guardians.
6. Sick person will be served mess food in the room, only if the student registers their name with the Warden.
7. The hostellers shall not waste food, electricity & water. Wastage of food is a national loss. If anyone is found indulging in such wastage, he/she will be asked to vacate the hostel, since wastage causes unnecessary and unavoidable expenditure to others.

#### **VI. Damages and Recovery**

1. Rough handling of dining hall furniture, room furniture or any furniture / property or fittings of the hostel is strictly forbidden.
2. The cost of damages will be recovered in the following manner:
  - i. If any individual or group is identified to have caused the damage, double the cost will be recovered from him/her/group.
  - ii. If damage is done in anyone of the rooms and the person(s) is / are not identified

than double the cost will be recovered from the room-mates collectively.

- iii. If a damage is done outside the rooms i.e., in common places like corridors, bathrooms, recreation halls, mess etc., and the person(s) is/ are not identified, then double the cost will be recovered, floor wise or block wise or on the whole, as the case may be. Repetition of damage to the hostel property will result in expulsion from the hostel.

## **VII. Arrangements at the time of Vacation**

1. All hostel students (Boys & Girls) will vacate their rooms before proceeding on summer vacation.
2. A separate cloak room will be made available to keep their belongings while proceeding on vacation. Personal belongings should be placed inside locked suitcases, trunks/boxes and should bear complete details. The items kept inside the room are to be entered in the note book kept by the in-charge of the cloakroom.
3. Students who have kept their belongings in the cloak room should positively report on or one day before the reopening day and move to their respective rooms. Students who come late will not be entertained for any loss of property and will be penalized.
4. In case of final year girl student's parent's approval is necessary [Fax format as given below] before vacating the hostel. In case students who vacate in-between the semester, permission from Dean/Principal of concerned School and parent's approval is mandatory.
5. Students who have vacated should not enter the hostel without prior permission from hostel authorities.
6. Old Students/Project Review students should seek permission to stay in hostel only after informing their Dean/Principal/Warden. The approval will be made to the student who can pay the required rent at the Finance Office and come to the hostel. They should stay only in the rooms provided to them and follow the rules of the hostel during their stay.

## **VIII. HealthCare**

1. Doctor on call is available in the campus.
2. Any hosteller, who is not well, should report to the Warden / Doctor on call for appropriate advice.
3. If the sick person requires medical care by SMI hospital at any time, a form meant for the same should be filled along with the signature of the patient if possible or by the accompanying person and submitted to Warden/ Superintendent/ Additional Superintendent for arranging the ambulance.
4. A sick student should invariably be accompanied by a nurse, while going to SMI hospital.
5. If the situation warrants, admission to an SMI hospital as inpatient, the same is to be reported to the Warden immediately.
6. If any sick hosteller requires special diet, the individual should inform the mess supervisor through the warden concerned for making suitable provisions.

## **IX. Other Facilities**

1. English newspapers and magazines are provided in each hostel. Hostellers are instructed to make best use of them. Magazines could be borrowed against the identity cards for limited period so as to enable widecirculation.
2. Common TV viewing rooms are provided and they are open up to 8:55 pm. (10 pm on Saturday) so as to allow the hostellers to get back to their hostel room before the silencehour starts. The above TV timings would be very strictly observed without exception what so ever. However, during study holidays and exam period TVs shall not be operated.

## **X. Payment of Hostel Dues**

### **1. Caution Deposit**

A sum fixed by the SGRR University management will have to be paid towards Caution Deposit, which will be refunded, when the student vacates the hostel after deducting the dues, if any.

## **2. Establishment Charges**

- a. The Establishment charges will have to be paid for each semester or each year as decided by the SGRR University management.
- b. The amount once collected is not refundable on any account.

## **3. Mess Bills**

- b. The mess charges are payable on semester/yearly basis.
- c. Mess charges can be paid by Bank Drafts, drawn in favor of "SGRR University" payable at Dehradun.

## **4. Rebate on Mess Bills**

Those who are absent from the hostel, for a period not less than seven continuous days alone are eligible for rebate, provided the boarder produces a written authority from the respective Dean/Principal/Warden before proceeding on the assignment which necessitates the absence from the campus and the reduction is calculated using the formula  $(N-3) [(no. \text{ of days leave taken} - 3) * \text{rate per day}]$ . However, Separate rulings can also be framed by the Medical College with regards to Hostel and mess management.

## **XI. Ragging**

Ragging in any form (making unpleasant noise, disorderly conduct, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student, which include teasing, abusing, playing practical jokes on or causing hurt to such students or asking the new student to do any act or to perform such things which such student will not in the ordinary course willingly do) is strictly forbidden.

If anyone is found guilty of ragging he/ she will be expelled and also liable for prosecution under the Prohibition of Ragging Act, 1997 which will result in a minimum punishment with imprisonment for a term which may extend to two years and shall also be liable to a fine of Rs.10,000/- or as decided by the judicial procedure of Indian courts.

## **XII. Special rules for Foreign Students**

All the rules and regulations given above are applicable to the Foreign Students as well. In addition, the following special rules are meant exclusively for foreign students.

1. If any student wants to leave the country on vacation or for any other purpose, the individual will submit a written application at least 15 days prior to the date of departure to the Dean/Principal/Registrar to enable the office to obtain all the required clearances from the authorities concerned.
2. The application should have details such as(i) purpose, (ii) duration of stay outside India, (iii) full contact address with phone number.
3. No student shall leave the town without the written consent as indicated above. Failure will be treated as serious violation of rules and the appropriate authorities will be informed for pursuing further action.

## **XIII. Payment Policies**

1. All Payments related to the University should be paid in the form of Demand Draft/SGRRU website online mode only.
2. Refund of the University Caution Deposit will be made Six months after distribution of Degree.
3. Refund of Hostel Caution Deposit will be made three month after vacating the Hostel Room.

4. Before vacating the Hostel, the students are required to inform the Hostel/Mess authorities well in advance in writing to avoid Excess Mess Billings.

**XVI. Students Leave Permission Letter (To be filled in by Parents)**

1	Student's Name	
2	Student's Reg. No.	
3	Hostel Block Name	
4	Hostel Room No.	
5	Date & Time of Departure	
6	Date & Time of Arrival (only in case of Term End Vacation leave)	
7	Destination City	
8	Parents Name	
9	Mobile Number or Landline Number	
10	Purpose of leave	

<b>Date :</b>	<b>Signature of the Parent</b>
---------------	--------------------------------

**Note :**

- 1) This form should be sent at least 72 hours (3 days) before the departure time mentioned above. Otherwise, outing permission will not be granted.
- 2) For student's safety, students are discouraged to travel in odd hours. So they will not be allowed to leave the hostel or arrive at the hostel between 8.30 pm and 7.00 am

**ANNEXURE III**  
**ACKNOWLEDGEMENT**

All students will study this code of conduct rules and acknowledge it in writing and submit the undertaking to the Deputy Registrar as per format below.

**UNDERTAKING**

I \_\_\_\_\_ son of / daughter of  
Shri \_\_\_\_\_ hereby state that I have read and  
understood the Code of Conduct for Students of Shri Guru Ram Rai University, Dehradun. I promise to  
follow it in letter and spirit. In case of any breach of rules I am liable to disciplinary action as per rules.

Date:

(Signature of Student)

Name of Student.....  
Course.....  
Enrollment No.,.....