



**HIMGIRI ZEE UNIVERSITY**  
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## CHAPTER I

### RULES AND REGULATIONS

The students must be aware of the vision and mission of Himgiri Zee University. They should be familiar with their Departmental goals. Students should take all efforts to enable their Departments to achieve these goals.

The students shall be thoroughly familiar with the regulations before attending classes. Some important aspects of the rules and regulations based on the present regulations are reproduced here for strict compliance. These are subject to changes effected by the University from time to time.

#### **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 the end 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 should be punctual for lecture 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.)
- vi. Staff members will take attendance for each period at the commencement of the class. Attendance once recorded will not be corrected later to include that of those students who report late.

## **2. Leave Rules**

- i. Leave letter in an approved format should be submitted for every day/period of absence. Repeatedly failing to submit leave letter could result in suspension from classes for a period of time, as decided by the HOD.
- ii. Leave letters should be signed/counter signed by parents/guardians/ Hostel Warden. Medical leave letters 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.
- iii. Leave on Medical ground will be accepted only for genuine reasons. HoDs 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 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 reopening day as well as on the closing day. Absence will be permitted only for unavoidable reasons. Suitable fine will be levied otherwise.

## **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 indisciplinary act of a student will first be considered by the faculty of the department. He may escalate the issue to HoD /incharge of the Department for necessary action if he is unable to resolve the issue. If still the issue demands more serious consideration, the same will be reported to the Proctorial Board.

- iii. The HoD/incharge 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 HoD/incharge.
- iv. The Proctorial Board may suspend a student pending inquiry depending upon the prima facie evidence.
- v. Appeal: The student may appeal to the Registrar, whose decision will then be final and binding.

## **5. Dress Code**

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 Himgiri Zee University transport. Not wearing the identity card will be considered as an act of indiscipline.

### **Laboratory Dress code**

No loose garments are permitted in the workshop/laboratories. Gentlemen and Lady Students have to wear leather shoes in the workshops. In the workshops, the uniform for a Lady Student is grey overcoat and for Gentleman student it is grey trousers and grey shirts. In Physics and Chemistry laboratories all students have to wear white overcoats. On play-fields, the standard attire is 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. 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/Practicals/Library/Laboratories and formal functions of the Departments/Institution.

### **Campus Dress Code**

#### **Boys**

Trousers and Collared shirts or T-shirts, Shoes and Socks.

#### **Girls**

Formal Wear: Chudidar, Salwar Kameez, Sari, Trousers and collared Shirts or T-Shirts, 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
Chappals	Skirts, shorts, folded pants
Shorts/ folded pants	
Pony tails	
Ear Rings	
Trousers with too many (multiple) pockets	

### **Prohibited for both Boys and Girls**

You 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 suggestions.

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, you are reminded that you must be properly attired when you 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 Himgiri Zee University Examinations.

## **8. Hostellers**

- i. Students admitted to the Institute 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 Institute shall automatically cease to be a member of the Hostel.

*Any amendment issued by the Himgiri Zee University will be binding on students.*

## CHAPTER II

### FOUNDATIONS 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 HZU activities.
2. Violation of any published HZU policies, rules, or regulations. It is the responsibility of the student to be familiar with all HZU policies that refer to appropriate behaviour on campus.
3. Failing to comply with orders or directives of HZU 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 HZU policy and/or any local ordinance.
5. Organization or participation in activities which are in violation of HZU policy related to demonstrations and/or assemblies.
6. Forgery, alteration, destruction, misuse, or possession of HZU 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 identification cards etc.
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 HZU premises without authorization; entry or use of University premises without permission.
9. Misuse of HZU computers or computer network.
10. Disorderly conducts including, but not limited to, verbal abuses or inappropriate



behaviour or any other activities or behaviour prohibited by the University authority.

11. Failure to appear and/or report to any HZU office in conjunction with any disciplinary matter, at the time specified or to request alternative appointment.

### **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 oneself, for appearing in the examination.
7. Entering in to 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 HZU 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 HZU authority.

## **Ragging & Sexual Harassment**

1. Ragging in any form is prohibited in the premises of HZU Dehradun campus.
2. Offensive or derogatory comments or conducts reflecting gender-bias which create intimidating 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 favours, and other unwelcome 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 behaviour prohibited by the law.

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

Entry into restricted areas of the residential facilities is strictly prohibited. These areas 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 centres 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 HZU 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 HZU 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 HZU official.
6. Possession of firearms or any weapons.

**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 HZU disciplinary authority.
4. Failure to comply with written or oral communications from an authorized HZU 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 cyber crime:

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**

No violation of traffic rules is allowed inside the campus. Students have to wear Helmets, Use seat belts while driving. 3 persons on a two wheeler is strictly prohibited. Students who bring their vehicles inside campus will have to take prior permission from the competent authority. Copies of registration, insurance and driving license will be submitted with the University before permission is granted. Vehicles will be parked at the designated space.

### **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. Damage, defacement, or destruction of any private or University property.
2. Conducts that endanger the health or safety of members of the HZU community or other persons.
3. Discriminations against any member of the HZU 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. Failing to discourage/confront illegal activity and/or violation of the Code and Conduct of Student by active/passive participation/presence during the activity
5. Harboring or bringing a pet on HZU premises in violation of University policy.
6. Visiting classrooms, library, laboratories, faculty rooms, academic Departments/Centres and administrative Sections, in unacceptable casual dresses.
7. Throwing or hanging objects from windows, removal of screens, or the use of a window as an entrance or exit.
8. 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.
9. Interfering with the rights or safety of one's roommate(s) and/or other students or creating a hostile environment within the residential facilities.
10. Noise or behaviour that disrupts other residents in the residential facilities and/or interferes with their ability to study.
11. 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.
12. All candles (even those used as decorations) are prohibited and incense, aromatic herbs or the burning of any other substances are prohibited.
13. Storing personal items in public areas of a residential facility.
14. Alterations, additions, and/or unauthorized use of furnishings and fixtures within a residential facility.
15. Playing of sports or activities that present a risk of injury to persons or properties within and around a residential facility.
16. Failure to vacate immediately when a fire alarm sets off.
17. All residence hostels are smoke-free. This includes all student rooms.
18. Drinking Alcohol and use of Drug are strictly prohibited in all residential facilities.

Drunkenness will not be tolerated and students found in a drunken state may face expulsion from hostels.

19. Permitting day students to utilize equipment or services intended for the exclusive use of hostel students is prohibited.
20. Dogs, cats, birds, rodents, reptiles, or other pets are not permitted at or in University residence hostels.
21. HZU Housing facilities are not open to anyone other than residents assigned to that facility, HZU 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 HZU rules 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 HZU 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 HoD/incharge. After classes, during weekends and holidays, hostellers will take permission from Hostel Warden for outing or night 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.

## **Safety systems**

1. Violation and/or sabotage of safety systems, including but not limited to, the below listed behaviours as well as any other behaviour prohibited by the University authority.
  - i. Unauthorized use, abuse, or interference with fire protection equipment or other safety equipments 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. Behaviour 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 - one for each Hostel (HDC)

- i. Hostel Superintendent -Chairman
- ii. Deputy Registrar -Member
- iii. Warden of concerned hostel -Member Secretary

Departmental Disciplinary Committee (DDC)

- i Head (HOD) of the concerned Department – Chairman
- ii. One faculty member of Department – Member Secretary

University Academic Disciplinary Committee (UADC)

- i Dean of Academics -Chairman
- ii One faculty member -Member
- iii. Director Campus Administration - Member
- iv. Registrar/Dy. Registrar -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 Chairman, and the same will be referred to Director Campus Administration 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 Departmental Disciplinary Committee of the concerned Department and the respective actions, if any, shall be referred to Director Campus Administration for approval. Any other disciplinary issues related to academic matters will be dealt with by Dean Academics. The matters and respective disciplinary actions recommended by committee will be reported to Director Campus Administration. If the violations are of serious nature, Dean Academics may refer the matters to Director Campus Administration 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 HZU 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, Dean Academics will investigate the allegations and recommend disciplinary actions, to be ratified by the Director Campus Administration. The committee may co-opt other members, if they deem fit, on a case to case basis.

## CHAPTER IV

### **Modalities of Investigation**

When the Chairman 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 Chairman shall investigate the same.

- i. The Chairman 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 Chairman may dispose of a violation as being unfounded, may impose administrative sanctions without a hearing, or may refer the violation to a formal disciplinary hearing in the respective Committee.
- iii. Commensurate with the gravity of the offence appropriate punishment like fine, community work, rustication or expulsion from the University may be recommended.
- iv. The students who fail, without a good cause, to comply with such summons or letter of notice issued by the Chairman may be charged with a violation of Code and Conduct of Student and may be recommended to the Director Campus Administration for placing on disciplinary probation, 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 HZU 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 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 is permanent.
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 initiating administrator may dispose of a violation by imposing any of the following sanctions without a 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 may 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) 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.

**Expulsion:** may be used for major offences.

### **Appeal Procedures**

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

## **Annexure 2 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 behaviour and conduct of the student.
3. The student should stay in the allotted room for one complete semester. Change of rooms in mid-semester is not possible.
4. The hostellers with chronic medical problems will be asked to proceed 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 unauthorised 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/-.Parents

should not encourage students to go to picnics/tours outside Dehradun.

**Attendance:**

- i. The 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 (except Saturday for Boys Hostel) 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 inconvenience, annoyance or disturbance to others.
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 be taken action seriously.
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's 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. Celebrating birthday parties inside the hostel rooms is strictly prohibited.
10. Collection of donation for any purpose (Religious/ otherwise) is also strictly prohibited.
11. Students are not allowed to play skating rollers 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.
12. 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.
13. Students absenting themselves from regular classes will have to take the permission of the Warden.
14. 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.
15. Clock alarms should be switched off, when not in use.
16. Water should be carefully used and not wasted.
17. 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 room mates it should be reported to the Warden for appropriate action.
18. Absentees / Latecomers (without prior permission from the Warden) will be suitably punished.
19. Students coming late / or absent regularly will be expelled from the Hostel. Such students shall not be readmitted under any circumstances.
20. 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.

21. Students are not allowed to keep any power driven two wheeler vehicles in the hostel.

22. 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. Unauthorised possession will lead to confiscation of the goods.

**23. 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.

24. **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.

25. 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.

26. 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.

27. Violation of any of these rules would result in punitive action and serious violations would be referred to the "**Students 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 Public Relations Officer 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 then 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 cloak room.
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 programme manager and parents 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 Program Manager. 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. Health Care**

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 outside 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 outside hospital.
5. If the situation warrants, admission to an outside 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 requested to make best use of them. Magazines could be borrowed against the identity cards for limited period so as to enable wide circulation.
2. Common TV viewing rooms are provided and they are open upto 8:55 pm. (11:25 pm on Saturday) so as to allow the hostellers to get back to their hostel room before the silence

hour 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 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 management.

b. The amount once collected is not refundable on any account.

### **3. Mess Bills**

a. The mess charges are payable on semester basis. b. Mess charges can be paid by Bank Drafts/cash, drawn in favour of "M/s Bukhara Caterers" 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 Programme Manager (for PGs) and Proctor (for UGs) before proceeding on the assignment which necessitates the absence from the campus. And the reduction is calculated using the formula  $(N-3) [(no. \text{ of days leave taken} - 3) * \text{rate per day}]$

## **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/-

## **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 atleast 15 days prior to the date of departure to the 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 out side 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**

- i. All Payments related to the University should be paid in the form of Demand Draft only.
- ii. Refund of the University Caution Deposit will be made three month after distribution of Degree.
- iii. Refund of Hostel Caution Deposit will be made three month after vacating the Hostel Room.
- iv. Before vacating the Hostel, the students are required to inform the Hostel / Mess authorities well in advance in writing to avoid Excess Mess Billings.

## XV. 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><i>Signature of the Parent</i></b>
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### **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 8.30pm and 7.00am

## **HOSTEL REGISTRATION FORM**

**DATE**

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

**ROOM NUMBER**

- NAME
- COURSE
- YEAR
- PERMANENT RES. ADDRESS
- DATE OF BIRTH
- BLOOD GROUP
- 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 Himgiri Zee 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.

**SIGN. OF STUDENT**

**ANTI-RAGGING UNDERTAKING BY STUDENT**

I, the undersigned

Mr./Miss. \_\_\_\_\_ a student  
of Himgiri Zee 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. Of Student : \_\_\_\_\_

Complete Name : \_\_\_\_\_

Date and Time : \_\_\_\_\_

-----  
**ANTI-RAGGING UNDERTAKING BY PARENT**

I, the undersigned Mr./Mrs. \_\_\_\_\_  
Father / Mother / Guardian of Mr./Miss. \_\_\_\_\_ a  
student of Himgiri Zee 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 indisciplinary activities in the premises of Hostel and University as  
well. I, further add that he/she will strictly abide by all the rules and regulations of Hostel  
/University. 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 Himgiri Zee 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 Himgiri Zee University, Mr./Mrs.------(parent/guardian) bind ourselves jointly and severally to the Himgiri Zee University, Dehradun, for the prudent behavior of Mr./Ms. ------(Students) during his/her studies in Himgiri Zee University, Dehradun.

AND WHEREAS the said Mr./Ms. ------(Student) has been called upon to furnish personal security bond to Himgiri Zee University, Dehradun indemnifying the University against all loss and/or damage to the property, of the Himgiri Zee 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 Himgiri Zee 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 Himgiri Zee 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 Himgiri Zee 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)

1) Signature of the Student

2) 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.

I

Name :

Designation / Profession :

Address :

Name :

Designation / Profession :

Address :

### **Annexure 3**

#### **Acknowledgement**

All students will study this code of conduct rules and acknowledge it in writing and submit the undertaking to the 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 Himgiri Zee 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,.....