



Dolphin



(PG) Institute of

Bio Medical &
Natural
Sciences

Affiliated to HNB Garhwal Central University, Srinagar (Uttarakhand)

Recognised by UGC U/S 2(f), IAP Recognised

NAAC Accredited B++ Institute

Hand Book Rules & Regulations for Students

- ◆ Agriculture
- ◆ Agronomy
- ◆ Biotechnology
- ◆ Biochemistry
- ◆ Botany
- ◆ Chemistry
- ◆ Commerce
- ◆ Education
- ◆ Forestry
- ◆ Horticulture
- ◆ Medical Lab Technology
- ◆ Medical Microbiology
- ◆ Microbiology
- ◆ Pharmaceutical Chemistry
- ◆ Physics
- ◆ Physiotherapy
- ◆ Zoology

Campus : Manduwala, Chakrata Road, Dehra Dun- 248 007

+91 9568002232 E-mail: mail@dolphininstitute.in

Website: www.dolphininstitute.in

BANK DETAILS OF DOLPHIN (PG) INSTITUTE

Name of Bank : **PUNJAB NATIONAL BANK**

Account Holder Name : THE PRINCIPAL,
DOLPHIN PG INSTITUTE

Account : **1101002100002121**

Branch : BHAUWALA, DEHRADUN

State : UTTARAKHAND

IFSC Code : **PUNB0110100**

MICR Code : 248024033

SWIFT Code : PUNBINBDPR



Definitions:

1. University means Hemwati Nandan Bahuguna Garhwal Central University, Srinagar, Garhwal, Uttarakhand.
2. Institute means Dolphin (PG) Institute of Biomedical and Natural Sciences, Dehra Dun 248 007.
3. Management means the Governing Body of the Institute.
4. Chairman means Head of the Governing Body of the Institute.
5. OSD means nominee of the Chairman who will represent him in the management of the Institute.
6. Principal means Head of the Institute.
7. Director means Administrator of the Institute.
8. CAO means Chief Administrative Officer of the Institute.
9. Controller of Exams is responsible for the conduct of all examinations of the university.
10. HOD means Head of the Department.
11. Programme Coordinator means Coordinator of a particular Programme.
12. Class Coordinator means Coordinator of a particular class.
13. DSW means Dean Students' Welfare.
14. Chief Proctor means the head of the Proctorial Board to maintain discipline in the campus.
15. IQAC means Internal Quality Assurance Cell.
16. DAC means Disciplinary Action Committee.



General:

1. The students must read the rules and regulations carefully so as to make themselves familiar with them. In case of any clarification, the students should consult the respective class coordinator/HOD/DSW. They should also follow the instructions issued from time to time by the competent authorities. The ignorance of rules and regulations shall not be an excuse for any breach of discipline.
2. Any amendments and/or additions to these “Rules and Regulations” will be notified from time to time.
3. The teaching and examination schedules will be notified separately from time to time.
4. Students are advised, not to use unfair means in university examinations as well as in internal assessments. This will lead to disciplinary action against them as per the norms of the Institute, University/UGC.
5. The DAC may summarily suspend or rusticate a student or a group/batch/class of students who indulge in misbehavior in the form of indiscipline, misconduct, violation of rules and regulations of the Institute.
6. Ragging is strictly prohibited in the campus, hostels, college transport and outside the premises. Those found guilty of ragging will be punished as per UGC Norms.
7. In all matters, the decision of the Principal shall be final and binding.



Part - A

Rules and Regulations: Campus

Admission

1. The following documents are issued to a newly admitted student:
(I) Identity card (ii) Library card (iii) Hand book rules and regulations (iv) Hostel card (for Hostlers) (v) Bus Pass (to those who have opted for institute transport).

2. Fee

- 2.1. Fees once paid is non-refundable.
- 2.2. Schedule for tuition/ hostel/ examination or any other fee:
I Installment – Maximum by 07th June, II Installment - Maximum by 07th December each year. It should be deposited either through CBS cheque/RTGS/Bank draft/ Bank Pay Order in favour of The Principal Dolphin (PG) Institute of Biomedical & Natural Sciences, payable at Dehra Dun. Facility of Online Payment is also available.
- 2.3. No separate intimation/reminder will be sent for depositing the fee. Any delay in depositing fee would attract a penalty.
- 2.4. Students must read rules and regulations carefully so as to fully acquaint themselves with the fee structure, etc.
- 2.5. Project fee of Rs. 7000/- for dissertation of Post Graduate students is to be paid at the time of joining the fourth semester
- 2.6. Where a student has defaulted in payment of fee, all or any of the following facilities shall be withdrawn:
 - (a) Laboratory facility (b) Library facility (c) Hostel facility (d) Theory classes (e) Transport facility (f) To appear in the examination



3. Identity Card

- 3.1. Every student must put on identity card while attending the Institute, failing which he/she will not be allowed to attend the classes/laboratory or use of any other facility.
- 3.2. Authorities can ask for the ID card from a student any time particularly at the time of paying dues, appearing in examination, and issue of the library books.
- 3.3. Loss of ID card should be immediately reported to the office of the Principal. A duplicate permanent ID card will be issued on paying Rs. 100/- only.
- 3.4. ID card must be surrendered at the office of Principal on completion of the course.

4. Daily Schedule

- 4.1 The working hours of the institutes are: 9:30 a.m. to 4:30 p.m. from Monday to Saturday other than the University exams/practical/extra classes which can be held on any day with prior intimation. 2nd Saturday will be a closed holiday every month.
- 4.2 There shall be a lunch break for 1:00 hr between 1.30 p.m. to 2.30 p.m.
- 4.3 The schedule can be changed by the authorities as and when required.

5. Attendance

- 5.1 Attendance in Theory and Practical classes are taken through Biometric Machine. The student must be regular and punctual in the classes.
- 5.2 It is advisable that for academic excellence the student must attend at least 90% of total credit hours. However in any case not less than 75% of total credit hours is mandatory to appear in the University exams. The Principal reserves the right to disqualify/ disallow any student from appearing in the University Exams/Internal Exam/Class Test on having below 75% attendance inclusive of absence on medical grounds.
- 5.3 If the student wants to leave early he/she must take the



permission from the respective class coordinator/ HOD on a gate pass. The student shall be marked absent for the subsequent classes.

- 5.4 Warning shall be issued to a student who remains absent continuously for five days. Rule 6.2 and 6.3 are also applicable.
- 5.5 Any student continuously remaining absent for more than ten days without prior sanctioned leave shall be assumed to have left the institute. Re-registration shall be required if desired to continue in the institute.

6. Leave

- 6.1 No student shall remain absent without seeking prior permission from the Class Coordinator/HOD.
- 6.2 All leaves, including on medical grounds are included in 25% grace in attendance.
- 6.3 Application for leave must be submitted to the concerned Class Coordinator/HOD. Leave cannot be sanctioned on phone but in case of emergency it may be considered by competent authority, which has to be got ratified immediately on resumption from the competent authority.
- 6.4 The HOD/Class Coordinator of the class can deny leave to the applicant if he/she is not satisfied with the genuineness of the reason given for leave. Leave cannot be claimed as a matter of right.
- 6.5 A student not resuming classes after the expiry of the sanctioned leave and absence beyond sanctioned leave shall be treated as unauthorized and action as per prescribed guidelines shall be initiated.
- 6.6 Medical leave application must be accompanied with a medical certificate from a qualified medical practitioner.
- 6.7 No student can leave the institute during working hours without a gate pass, which will be issued by the respective Class Coordinator/HOD.
- 6.8 Gate pass to the whole class under unavoidable circumstances can be issued after lunch break.



6.9 Class Coordinator/HOD can sanction leave during the working hours of the institute only.

7. Library

7.1 All students admitted to the institute are entitled to use the library facility. The Library Card permitting to use the library is inbuilt in the Student's Id Card with bar code.

7.2 Each PG student can have 03 books issued at a time, while UG students will be issued 02 books, which need to be returned as per the schedule.

7.3 The membership of the library stands automatically cancelled on completion of the Programme.

7.4 The library membership of any student whose fee is outstanding shall be suspended till no-dues certificate from accounts department is submitted.

7.5 A textbook shall be issued for a period of 15 days including the date of issue. Fine of Rs. 5/- per day shall be levied for late return.

7.6 The student is responsible for proper upkeep of the book issued to him/her. Any damage or loss of the issued book will impose penalty amounting to 20% over and above the current cost of the book and shall be recovered from the defaulter.

7.7 Students must maintain silence and decorum in the library.

7.8 Books are issued on first come first served basis. However, in special circumstances advance requisition facility may be allowed (if feasible) for one textbook at a time.

7.9 Reference books/journals shall not be issued to students. Students can refer them in reference section only.

8. Class Test and University Examination



- 8.1 A system of continuous evaluation is followed by the faculty from day one of the session regarding the class and laboratory work, extra-curricular activities and discipline.
- 8.2 Sessional/internal exams will be conducted as per schedule. Attendance is compulsory in both the tests. 20% marks are allocated for each sessional test.
- 8.3 In order to pass the University exam the student has to pass separately in theory and practical examination. The pass percentage for each course/degree programme shall be as per the norms and guidelines of the university.
- 8.4 Marks obtained in class tests shall be sent bimonthly to the parents.

9. Code of Conduct

- 9.1 'Respect to the Nation', 'Dedication to the work allotted', 'Devotion to the studies', and 'Discipline and ethics in routine life' are the traits that a student must develop.
- 9.2 Students are expected to devote their full potential and attention towards their professional/technical education. The primary aim of every student should be the fulfillment of the objectives for which he/she has been admitted to the institute.
- 9.3 Institute rules, office orders, status of faculty and staff must not be disregarded.
 - 9.3.1 Any disregard shall lead to appropriate disciplinary action decided by DAC.
 - 9.3.2 However, if the student is again found defaulter the parents will be advised to withdraw the student from the institute or else the name shall be struck off from the rolls of the institute for misconduct.
- 9.4 Students are not permitted to miss their classes at any cost and should not be found loitering in the institute premises, however the free time should be utilized in Library



Playground cafeteria etc.

- 9.5 Students are advised not to use mobile phones in the class rooms, labs & corridors. If found using, the mobile phone shall be confiscated for one week and further disciplinary action may be initiated in extreme cases.
- 9.6 Indecent behaviour by a student in the institute premises/ institute transport/ hostel shall lead to severe disciplinary action.
- 9.7 Proper decorum should be maintained in class rooms/canteen/ play ground/ institute transport.
- 9.8 The students should carry only the reading material relating to their academics/creative activities.
- 9.9 It is mandatory for all students to carry their identity card during college hours.
- 9.10 Students should be in proper college uniform with no hanging ends. They shall follow the dress code, as given below, on all working days.

	Boys	Girls
Winter:	Light grey trouser Sky blue shirt Institute tie Navy Blue Blazer with institute's monogram. and 'V' neck sweater for both boys and girls	Sky blue salwar White kurta Sky blue dupatta
Shoes:	Black	Black
Summer:	Sky blue shirt Light grey trouser Institute tie	Sky blue salwar White kurta Sky blue dupatta
Shoes:	Black	Black

Note:

1. Girl students may opt for pant & shirt instead of salwar and kurta.
2. Lab coat is essential for all the students while working in the laboratory/clinics. Students should follow the laboratory/ hospitals code of conduct and ethics while on training.
3. If a student violates the dress code he/she will not be allowed entry in the institute campus.



- 9.11 Ragging in any form is strictly prohibited within the premises of the institute, all resident hostels, in institute or public transport and in the residential quarters of the students outside the institute premises. Immediate strict disciplinary action will be taken if any student is found involved in act of ragging and may lead to his/her rustication from the institute and matter will be reported to the police for legal action as per law of the land.
- 9.12 Smoking, chewing of betel leaves and gutka, use of drugs, narcotics, liquor etc. are strictly prohibited. Violation of the code shall lead to expulsion from the institute.
- 9.13 Boy students are prohibited to wear any kind of trinkets.
- 9.14 Boy students should have decently trimmed hair.
- 9.15 Students should not enter into any kind of quarrel amongst themselves. There must be cordial and friendly relation amongst the students. Faculty and staff must be given due respect and regards. Junior students must respect their seniors. The students are advised to follow the slogan 'respect thy seniors' and 'courtesy begets courtesy'.
- It is expected from the senior students that they cooperate with juniors and help & guide them.
- 9.16 Students should not damage the institute's property or deface the walls, furniture and fixture etc.
- 9.17 Students are encouraged to participate in extra-curricular activities for their all round development.
- 9.18 Silence is to be maintained in the corridors.
- 9.19 "Silence Zone" has to be maintained at the Reception Lounge and Administrative Block. No waiting, discussions or hanging around is allowed in the above-mentioned areas.

10. Medical Facilities

- 10.1 The Institute has an in house OPD to provide medical



assistance to the students.

- 10.2 Every student is covered under Accidental Medical Insurance. The coverage under this policy is upto maximum Rs. 1 Lac under IPD and Rs. 25,000 under OPD.

11. Driving license

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

12. Visitors

Parents/notified guardians of students can visit the institute in the official hours to meet the concerned faculty/ official or their ward.

13. Electricity

Power supply in the campus is available through Uttarakhand Power Corporation and also supported by a DG set of 87.5 Kva installed which caters to the entire electricity need of the campus. The students are advised to switch off the electricity, fans and other gadgets in the class rooms/corridors as well as in the hostels when not required in order to save energy.

14. Conveyance

- 14.1 Institute provides local conveyance for both hostlers and day scholars (who opt for bus against prescribed charges) for to and fro travel from the Institute at scheduled timings. Once opted, shall not be allowed to withdraw for the whole academic session.



14.2 Students should reach in time at boarding points

15. **Pride and sense of belongingness**

All students must follow the prescribed dress code and feel pride in showing decent behavior, discipline and belongingness towards the Institute. Students are also expected to maintain the decorum of the institute, to be a respected member of the Team Dolphinites, civil society at large and be a worthy citizen of the Nation.

16. **ERP**

The Institute maintains a full-fledged ERP system. The student/ guardian can view online the progress of self/ward. The Student's Id No. is the Login id and 'pass' is the default password for the students and the parents. The ERP can be accessed through Institute's website www.dolphininstitute.in

17. **CCTV**

The campus and hostels are under CCTV Surveillance.



Rules and Regulations: Hostel

1. General

The institute has separate hostels in own buildings both for girls and boys.

All hostlers are required to adhere to the set of rules and regulations. Any breach of rules will lead to disciplinary action against the students.

2. Hostel administration

Hostels are administered by the Director/ Additional Director of the institute. Wardens of respective hostels supervise day to day working of the hostels under the supervision of hostel in charge who in turn assist the Director/ Additional Director.

3. Admission to Hostel

- 3.1 Admission to the hostel is mandatory for 1st year students.
- 3.2 Vacating hostel is not allowed in the middle of an academic session. The hostel fees for the whole academic session is payable by the student, in case of vacating in the middle of the academic session.
- 3.3 Parents must submit the request for vacating the hostel on Rs. 10/- non-judicial stamp paper (format to be collected from Hostel Incharge) duly notarized.
- 3.4 A student must apply for a seat in the hostel at the time of admission along with the admission form. All students allotted hostel accommodation by the Admission Coordinators are required to deposit their hostel fee before allotment of the accommodation in the hostel



4. Dining hall / mess

- 4.1 It is obligatory for the hostlers to have their meals in the dining hall only. Meals are prepared on an average taste. Vegetarian /Non Vegetarian food is served as per the prescribed menu.
- 4.2 All students are advised to maintain proper decorum and mannerism in the dining hall.
- 4.3 There is a provision of a mess committee, which comprises of few students, warden, hostel incharge in each hostel, headed by Additional Director/ Director.
- 4.4 The mess committee has to monitor the menu of each meal as prescribed by the management and any suggestions for addition/ deletion/ improvement shall be discussed and approved by the Director.
- 4.5 Breakfast, lunch, evening tea and dinner is served in the dining hall as per notified time schedule.
- 4.6 Food is not allowed to be taken out of the dining hall except for the student(s) who is/are sick and have to take their meals in bed. Diet for sick hostlers shall be provided as advised by the doctor on request only.
- 4.7 Students should ensure that they take required amount of food to avoid wastage.

5. Leave from hostel

- 5.1 The hostel warden will record the attendance of the students residing in the hostel both in the morning and evening. The physical attendance of the students shall be marked at 10 p.m. by the warden
- 5.1.1 Students may be allowed to go out after obtaining 'Out Pass/ Permission' from the warden. They are also required to record time of departure and arrival in the register maintained for this purpose at the hostel reception counter.



- 5.2 For overnight stay outside hostel, including weekends, prior written approval of the Hostel Incharge, duly recommended by the warden should be obtained at least 24 hours in advance. This shall be accompanied with a written consent through mail/Text Message/ Whatsapp through registered mobile number from the parents.
- 5.3 Girl students can stay out overnight only if their parents/ authorized local guardians personally escort to and fro to the hostel after obtaining the necessary permission from the warden and the respective hostel incharge.
- 5.4 Resident students availing out pass shall return to the hostel latest by 10:00 p.m.
- 5.5 Outing within the city limits shall be allowed on 2nd Saturday & Sundays only and too under the supervision of the warden.
- 5.6 Photographs of the parents/local guardians, along with their address, who will frequently visit the girl's hostel, should be provided to the institute authorities for official record by the parents at the time of admission. This will be affixed in the hostel form of the student. In case of any additional names to be added subsequently photograph of the person along with the undertaking by the parents should be submitted to the competent authority. In case no such information is received the concerned person will not be entertained in the hostel.
- 5.7 Parents must send signed consent by mail to college official mail ID for leave of their wards and permission to leave hostel premises.
- 5.8 Whenever the telephone number of parents/ local guardian is changed it should be intimated in writing to the Warden/Hostel Incharge by the parents.

6. Medical Facilities



- 6.1 Each hostel is equipped with first aid facilities for the benefit of the residing students. However, any student requiring medical treatment may visit OPD in the institute's campus during working hours. The resident students can also avail medical facilities in authorized hospitals/nursing homes at his or her own expenses.
- 6.2 In case of girl students, anyone of the present girls' hostel warden shall accompany the resident student while visiting the authorized hospital/nursing home.
- 6.3 Ambulance services are available in the Institute on payment basis as decided by the Institute's competent authorities.

7. Visitors / Guests

- 7.1 Only the guests who have been mentioned in the hostel admission form shall only be allowed to visit the student during 5.00 p.m. to 8:00 p.m. on any day that too with the permission of hostel warden in the reception area only and shall not be permitted to visit the residential area of the hostel.
- 7.2 Students can entertain their guests only in the authorized area.
- 7.3 Visitors/guests are not allowed to stay overnight in the hostel premises.
- 7.4 Such visiting must enter their names and address in the visitor's register maintained by respective hostels.

8. Damage to hostel property

- 8.1 Students residing in hostel are responsible for any damage/loss of the furniture, fixtures, electric fittings and other items issued to them.
- 8.2 Students are responsible for damage to the hostel/mess



property shall be required to make up for the loss on account of cost of repairs or replacement of the damaged items. In case the defaulter is not identified, collective penalty would be imposed to recover the losses.

9. Conduct rules and regulations

- 9.1 All hostlers are required to follow code of conduct of the hostel and regulations listed as under, to provide a conducive and serene environment for pursuance of higher studies..
- 9.2 Hostlers must note that smoking, use of liquor and/or contraband drugs/narcotics and/ or possession of any of these items is strictly prohibited. Peddling of these items is also prohibited. Anyone found guilty of contravening this regulation will have to face the disciplinary action including expulsion from the hostel with immediate effect and also face the disciplinary action.
- 9.3 Gambling/betting is not permitted in the hostels. Necessary disciplinary action shall be taken against the defaulters.
- 9.4 No one is allowed to exchange his/her room without prior written permission of the hostel incharge. In case permission is granted by the competent authority, the resident students must hand over all inventory/possession of the room to the respective warden.
- 9.5 The hostlers, at the time of vacating their rooms must hand over complete inventory of the room including fixtures etc. to the warden or any other designated authority.
- 9.6 As and when necessary hostel incharge/warden or a designated authority has the right to enter any room or get opened any room in the absence of the resident.
- 9.7 Director/ Additional Director or any authorized person



shall be accompanied by the warden while visiting the girl's hostel.

- 9.8 Ragging in any form including abetment to ragging and even slightest harassment is strictly prohibited. It constitutes an act of gross indiscipline and shall be subjected to appropriate disciplinary action as per the norms of the institute/ UGC/ GOI.**
- 9.9 Hostlers should not keep any valuable items such as cash not exceeding Rs. 500/, jewellery, etc in their rooms. Institute is not responsible for loss of such items. Residents should lock their rooms and respective almirahs before going out.
- 9.10 Hostlers are expected to behave decently for the comfort and convenience of other occupants and proper decorum of the hostel must be maintained.
- 9.11 Hostlers are debarred from having direct interation/altercations with security and support staff (washer man/ electrician/ plumber/ gardner/ carpenter/ mess staff) under all circumstances. In case of any issue, it must be brought to the notice of Head Warden for resolutions and any instructions given by the Head Warden has to be followed. It is expected from the students that they give due respect to the administrative/ supporting staff.
- 9.12 Hanging/loose/naked electric wires are not permitted inside the hostel rooms since they cause electric fires and accidents. In case any such sighting is made it should be immediately reported to the warden.
- 9.13 Hostlers are cautioned from drying clothes in the living/public area. The clothes should not be visible from roadside. Rooftops, back yards and open areas could be used effectively.
- 9.14 Tampering with Notice Boards, removing/fixing any



notice without permission will be dealt seriously.

- 9.15 Two news papers one in English and one in Hindi are provided in each hostel and are kept in the library/ common room. Residents wishing to contribute/ subscribe for additional dailies may do so at his/her own cost.
- 9.16 The TV set, gym equipments any other gadgets/ sports articles kept in the recreation room should be handled very carefully. In case of any damage to any of the above articles, all the hostlers will have to bear the cost of repair/ replacement on sharing basis. The students should leave the recreation room at 10:00 pm sharp.
- 9.17 Hostlers are advised to clear their hostel dues, as per schedule mentioned in the admission handbook.
- 9.19 Hostlers must ensure timely departure of buses from their locations and timely arrival at destination as per timings notified from time to time.
- 9.20 Security guards have specific role to play. They should not be used as private servant/messengers/ayahs. Security staff will always be in uniform while on duty.
- 9.21 Use of electric appliances like room heaters, hot plates, electric kettles and electric rods are not permitted in the hostels. If found, the same will be confiscated and suitable penalty shall be imposed.
- 9.22 Playing of any kind of loud music inside the hostel room is not allowed. For special occasions prior written must be taken from the hostel incharge.
- 9.23 No anti-national/anti-social activity will be allowed in the hostels. No such activity should be posted on any of the social media platforms.
- 9.24 The students are advised to respect each other's religious feelings.



- 9.25 Residents will be involved in the improvement of overall quality of life in the hostels.
- 9.26 Students are free to meet the warden every day in his/her office for resolving their personal problems or any administrative matter affecting their moral, health and conduct in the hostel.
- 9.27 Warden may take appropriate action at his/her own to maintain proper ambience and discipline in the hostel.
- 9.28 Hostlers are directed not to wash their uniforms, other sundry clothes in the washrooms of the hostel, except under emergent conditions.
- 9.29 Washer man services are available in the hostel on payment basis and all students are directed to avail the facility. The washer man will visit the hostel on Tuesday & Friday every week.
- 9.30 No student staying in the hostel is permitted to keep any kind of vehicle.
- 9.31 All students have to follow the guidelines imposed by local police from time to time regarding their movements during odd hours.
- 9.32 No group activity / birthday parties etc. are allowed to be celebrated in hostels after 10:00 pm.
- 9.33 The hostellers cannot leave the hostel at night under any condition. In emergent circumstances they must procure prior permission from the hostel warden. If any student is caught outside the hostel by police, he is responsible for the consequences.
- 9.34 Use of Alcohol/Drugs is prohibited in the hostels, if any student is caught using these, strict action will be taken.
- 9.35 Permission shall not be granted for day outing/over night stay at the referral's student place, any other person except registered local guardian's place as per office records.



- 9.36** In case a student stays outside the hostel overnight without permission, a fine of Rs. 1000/- will be imposed and parents/ guardians will be informed accordingly. A student may be asked to vacate the hostel on repetition of such act.
- 9.37** In case a student vacates the hostel without completing the formalities, a fine of Rs. 5000/- will be imposed and parents/ guardians will be informed accordingly. All necessary formalities related to vacating the hostel have to be mandatorily followed.
- 9.38** All the facilities being provided to the student residing in the hostel like boarding, lodging, transport etc will be withdrawn as soon as the student vacates the hostel. The mess card too has to be surrendered to the authority immediately.

10. Hostel Upkeep

- 10.1 General cleaning of rooms, common areas, toilets, etc will be undertaken by the hostel staff/safai karamcharis.
- 10.2 However, residents have to ensure that their bed linen and items on the table and cupboards are kept clean and properly arranged. Cupboards should be locked when residents are not in their rooms. Lights/fans should be switched off when not in use.
- 10.3 No scribbling/pasting pictures or posters are allowed on the walls of rooms, furniture, fixture, etc.
- 10.4 Residents should not loiter in the corridors after 10.00 p.m.

11. Telephone

- 11.1 Students can use office phone sparingly for making urgent personal calls.
- 11.2 The students are allowed to keep mobile phones in the



hostel. The mobile number must be communicated to the warden.

12. Vacating Hostel:

- 12.1 Vacating hostel is not allowed in the middle of an academic session.
- 12.2 However, in case a student insists on vacating the hostel in the middle of the academic session under emergent conditions the following regulations will apply:-
 - 12.2.1 Parents/ guardians of the concerned student must submit in advance the request for vacating the hostel in the prescribed proforma in the form of an affidavit on the non-judicial stamp paper of Rs. 10/-.
 - 12.2.2 It should also mention the alternate address of the student where he/ she is going to stay afterwards. It is mandatory for the Police verification.
 - 12.2.3 Hostel fee will be payable for the whole academic session and is non-refundable irrespective of the month when the student desires to vacate his/her seat in the hostel.
 - 12.2.4 A no-dues certificate from hostel warden must be attached with the hostel leaving application.
 - 12.2.5 A period of at least one week will be required for granting the permission to vacate the hostel after receipt of all the documents.

Part - C

Revision of Rules

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



Zero Tolerance for Ragging & Sexual Harassment

- The institute has a transparent and zero tolerance policy towards ragging and sexual harassment.
- Ragging is a cognizable offence under the law . (Offence for which the police can arrest the offender without warrant). Ragging in any form is strictly banned in the entire institution, including its departments, constituent units, all its premises (academic, residential, sports, canteen, etc.) whether located within the campus or outside and in all means of transportation of students whether public or private
- The Institute will take strict action against those found guilty of ragging and/or of abetting ragging.
- **What is Ragging? (Any Act Resulting in:)**
 - Mental/physical/sexual Abuse
 - Verbal Abuse
 - Indecent Behaviour
 - Criminal Intimidation/wrongful Restraint
 - Undermining Human Dignity
 - Financial Exploitation/extortion
 - Use of Force
- **A Student Indulging in Ragging can be:**
 - Cancellation of admission.
 - Suspension from attending classes.
 - Withholding/withdrawing Scholarship/Fellowship and other benefits.
 - Debarring from appearing in any test/examination or other evaluation process.
 - Withholding results.
 - Debarring from representing the institution in any

regional, national or international meet, tournament or youth festival etc

- **Collective punishment:** when the persons committing or abetting the crime of ragging are not indentified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on potential ragger.

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

Anti - ragging Committee of the Institute

S.no.	Name	Designation	Contact no.	Email id
1.	Dr. Shailja Pant	Principal	9568004565	principal@dolphininstitute.in
2.	Mr. V.K. Nagpal	Director	9568005081	vk.nagpal@yahoo.com
3.	Dr. Shruti Sharma	IQAC Coordinator	9568004557	coordinatoriqac@dolphininstitute.in
4.	Dr. Ashok Kumar Singh	Chief Proctor	9568004564	dr.ashoksing@gmail.com
5.	Mr. Vipul Garg	Dean, Student Welfare Committee	9568004555	vipulgarg7@rediffmail.com
6.	Mr. Sudhir Bharti	Administrative Officer	9568004552	sdsudhir@yahoo.com

Sexual Harassment

- The institute assiduously follows the Vishakha guidelines as detailed in the Supreme Court judgment.
- An Internal Compliance Committee to address grievance related to sexual harassment is in place.



● Student Support

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

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

DSWC

Various clubs & committee for the all round development of students

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



Undertaking

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

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

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

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

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

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

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

Applicable only if residing in the Hostel:

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

1. Name : _____

2. Class : _____

3. Department : _____

Dated : _____

(Countersign by Class Coordinator) (Signature of the Student)

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