SBS EDUCATION
DEHRADUN

Glorious Two Decades of Holistic & Comprehensive Education
SARDAR BHAGWAN SINGH
POST GRADUATE INSTITUTE
OF BIOMEDICAL SCIENCES
AND RESEARCH

SARDAR BHAGWAN SINGH
INSTITUTE OF TECHNOLOGY
AND SCIENCE

Balawala, Dehradun-248 161, Uttarakhand, India.
Tel: 0135-2686246, Telefax: 0135-2686286.
e-mail: sbsp@gmail.com

Managed by
Gaurav Bharti Shiksha Sansthan, Balawala, Dehradun.

Affiliated to
Uttarakhand Technical University, Dehradun & H.N.B. Garhwal
University, Srinagar,Uttarakhand

Approved by
All India Council for Technical Education, Pharmacy Council
of India & Indian Association of Physiotherapists

Selection & Admission Procedure
- B.Tech
- B.Pharm
- B.Pharm (Lateral Entry)
- All other Under Graduate Courses
- M.Sc. / MPT / M.Pharm Courses

Important Notes

Fee Structure & Scholarships

Application Form

Admission Forms

Affidavits & Bonds

Rules and Regulations
ADMISSION PROCEDURE 2015 -16

The Admission Brochure will acquaint you with relevant and requisite information for admission to various courses offered at SBS Institutions. It contains detailed information pertaining to Admission Process and Fee Structure. Sardar Bhagwan Singh PG Institute of Biomedical Sciences & Research and Sardar Bhagwan Singh Institute of Technology & Science are Sikh Minority Institutions wherein 50% seats are reserved for Sikh students as per policies in vogue. However, admissions are open to students of general and all other categories, irrespective of religion, caste or creed.

ADMISSION COMMITTEE
Admission Committee is constituted of the following:
1. Director Chairman
2. Heads of Departments Members
3. Controller of Examination Member Secretary

1.0 SELECTION PROCEDURE FOR ADMISSION TO ALL UG COURSES

1.1 B.TECH - CIVIL, MECHANICAL, ELECTRICAL, ELECTRONICS & COMMUNICATION, COMPUTER SCIENCE ENGINEERING

Total Number of seats are 60 in each stream, out of which 50% are reserved for Sikh – Minority students. However, students of General and other categories may also apply in the same manner where in they will be placed in the waiting list for seats falling vacant from management and general category to be filled after counseling conducted by Uttarakhand Technical University. Please Refer Para 1.4 for details and Para 3.0 for important dates for procedure of Admission for seats with Uttarakhand Technical University visit www.uktech.ac.in

Separate merit list shall be prepared for JEE mains qualified candidates. Such candidates are exempted from entrance test and shall be awarded scholarships on basis of XIIth %.

Over and above the normal strength, 2 seats are reserved for Migrants of J&K for which students should apply to the Uttarakhand Technical University directly with the copy of the Institute

1.2 B. PHARM

Total number of seats are 100, out of which 50% seats are reserved for Sikh – Minority students and the remaining shall be filled through entrance test conducted by Uttarakhand Technical University. However, students of General and other categories may also apply in the same manner wherein they will be placed in the waiting list for seats falling vacant from Management & General Categories to be filled after counseling conducted by Uttarakhand Technical University. Please Refer Para 1.4 for details and Para 3.0 for important dates. For procedure of admission for seats with Uttarakhand Technical University visit www.uktech.ac.in

Over and above the normal strength, 2 seats are reserved for Migrants of J & K for which students should apply to the Uttarakhand Technical University directly with a copy to the Institute

Additionally, six seats are available under TFW (Tuition Fee Waiver) Scheme of Govt. of India. Candidates desirous should apply to 'Uttarakhand Technical University, Dehradun' for admission under this category. Eligibility for these seats is as follows:

a. Children/Wards of parents whose annual income is less than Rs. 3.00 lakhs per annum from all sources.
b. The Waiver is limited to the tuition fee as approved by the State Level Fees Committee for Self Financing, Government and Government Aided Institutions. All other Fee will have to be paid by the beneficiary.

1.3 LATERAL ENTRY B.PHARM 2nd YEAR

Total 24 seats are available for lateral entry, out of which 12 seats are to be filled through Uttarakhand State Entrance Examination, conducted by Uttarakhand Technical University, Dehradun. The details are available on www.uktech.ac.in. The remaining 12 seats will be filled on the basis of merit to be prepared according to the
following criteria:

(1) Marks obtained in Diploma in Pharmacy (50% of aggregate of qualifying examination, 40% of Entrance Test and 10% of Personal Interview).
(2) Marks of weightage, if applicable will be added to the overall merit. (Refer Para 5.0)
Eligibility: Diploma holders with minimum 50% marks.

1.4 SELECTION PROCEDURE

B.TECH (Refer Para 1.1), B.PHARM (Refer Para 1.2), B.P.T., B.Sc. BIOTECHNOLOGY-CBZ, B.Sc. MEDICAL MICROBIOLOGY, BMLT-PATHOLOGY.
Selection to all courses shall be done on the basis of merit as follows:

A. Merit will be prepared on the basis of marks obtained in PCM/PCB class XII (50%) , Entrance Test (40% ) & Personal Interview (10%). The Entrance cum Scholarship Test will be conducted twice i.e. one each in the months of May & July 2015. Candidates may appear in either of the examinations for Admission & Scholarship. Marks of weightage as Para 5.0 will be added to the merit. All candidates are to apply on prescribed format along with relevant documents as per Para 3.1

B. Counseling will be held category wise as given under, after declaration of merit list.
   (a) Sikh Minority       (b) J & K Migrants    (c) General Category

C. Fast Track Admission: Applicants who have secured 60% and above in qualifying examination of respective course may be offered direct admission under fast track scheme. However, those who wish to avail scholarship will have to appear and qualify the Entrance Test conducted by the Institute. A maximum of 50% seat shall be filled on the basis of merit (60% and above marks in qualifying examination) and personal interview. Applicants unable to secure admission on the basis of merit shall have to appear for entrance test as stated above.

2.0 SELECTION PROCEDURE FOR ADMISSION TO ALL POST-GRADUATE COURSES

Selection to all courses shall be done on the basis of merit as follows:

A. Merit will be prepared on the basis of marks obtained in B.Sc./ B .Pharm / BPT or equivalent (50%) , Entrance Test (40%) and Personal Interview 10% The Entrance cum Scholarship Test will be conducted twice i.e. one each in the months of May & July 2015. Candidates may appear in either of the examinations for Admission & Scholarship. Marks of weightage as Para 5.0 will be added to the merit. All candidates are to apply on prescribed format along with relevant documents as per Para 3.1

B. Counseling will be held category wise as given under after preparation of merit list.
   (i) Sikh Minority       (ii) Ex-students    (iii) General Category

C. Fast Track Admissions : Applicants who have secured 60% and above marks in qualifying examination may apply for admission without Entrance Test. However, if they wish to avail scholarship they will have to appear and qualify the Entrance Test. A maximum of 50% seat shall be filled on the basis of merit (60% and above marks in qualifying examination) and personal interview. Applicants unable to secure admission on the basis of merit shall have to appear for entrance test as stated above.

* GPAT qualified candidates are exempted from Entrance Test.
1.0 IMPORTANT DATES — All courses

A. First Entrance Test

1. Last Date of Receipt of duly filled Application Forms for 1st Entrance Test  
   DATE: 5th June 2015  TIME: 04:00 PM

2. Last Date of Receipt of duly filled Application Forms for 1st Entrance Test with Late Fee (by hand only)  
   DATE: 10th June 2015  TIME: 04:00 PM

3. 1st Entrance Test  
   DATE: 12th June 2015  TIME: 11:00 AM

4. Personal Interview & Counseling  
   DATE: 12th June 2015  TIME: 12:30 PM

5. Declaration of Merit List  
   DATE: 15th June 2015  TIME: 03:00 PM

6. Last Date of Deposition of Balance Fee and Other Documents  
   DATE: 25th June 2015  TIME: 04:00 PM

*In case of non declaration of result of the qualifying examination, provisional admission shall be granted on the basis of Entrance Test and marks secured in pre-final qualifying examination. However, admission and scholarship shall be confirmed only after declaration of result of qualifying examination.

B. Second Entrance Test

1. Last Date of Receipt of duly filled Application Forms for 2nd Entrance Test  
   DATE: 4th July 2015  TIME: 04:00 PM

2. Last Date of Receipt of duly filled Application Forms for 2nd Entrance Test with Late Fee (by hand only)  
   DATE: 8th July 2015  TIME: 04:00 PM

3. 2nd Entrance Test  
   DATE: 11th July 2015  TIME: 11:00 AM

4. Personal Interview & Counseling  
   DATE: 11th July 2015  TIME: 12:30 PM

5. Declaration of Merit List  
   DATE: 13th July 2015  TIME: 03:00 PM

6. Last Date of Deposition of Fee and Other Documents  
   DATE: 18th July 2015  TIME: 04:00 PM

Applicants to note:
Acknowledgement to all applications received shall be sent by email only.

The candidates are required to report at 9:30 AM on the day of Entrance Test to collect their Admit Cards. The candidates will not be allowed to write the examination after start of Entrance Test.

3.1 DOCUMENT CHECK LIST

Please cross check the following:

Documents to be attached with the Entrance cum Scholarship Examination Application Form

1. Attested Copies of mark sheet of the Qualifying Course (10+2 or equivalent, Diploma, B.Sc./ B.P.T./ B. Pharm. or equivalent, whichever applicable). The copies of marksheets may be submitted latest by two days before the Entrance Test.

2. Proof of Date of Birth (High School Certificate)

3. Weightage (s) certificate (if applicable as per Para 5.0).

4. Category certificate i.e. SC/ST/Minority/OBC/Uttarakhand domicile/Migrants of Kashmir / J&K Residents (Reservations are as Para 4.0. Information required for record only).

5. Attendance card

6. Admit card

3.2 COUNSELING AND ADMISSION PROCEDURE

Candidates are advised to enquire about their result telephonically or visit us at www.sbspgi.edu.in/results.
In general, candidates twice the number of seats will be called for counseling. Counseling shall spread over a period of two
days with half the candidates as per merit to appear for counseling on the first day.

- For the convenience of the examinees, a separate enclosure consisting of the Counselor/Faculty will be stationed as a "Help Desk" for disseminating all information regarding Counseling. Presence of all candidates is requested/solicited from the timings mentioned as per Para 3. In addition to it, announcements will be made at regular intervals for up dating the examinees with the status of counseling. The Counseling Committee comprises of Senior Academic Officials of the Institute and course wise segmentation officials will be there for guidance/aid of the examinees.
- Candidates must bring along all original documents for verification (if required).
- Candidates wishing to be placed in the waiting list may opt for the same at the time of counseling. However, refund of fee will be governed by rules in vogue.

3.3 DOCUMENTS TO BE DEPOSITED AT THE TIME OF PERSONAL INTERVIEW & COUNSELING

1. Two sets of attested photocopies of the mark sheets of 10\textsuperscript{th}, 10+2 and Diploma/B.Sc./B.P.T./B.Pharm or equivalent (whichever applicable)
2. Character Certificate in original
3. Migration Certificate in original
4. Transfer Certificate / School Leaving Certificate/ College Leaving Certificate in original
5. Fee Affidavit - (Annexure I)
6. Category certificate i.e. SC/ST/Minority/OBC/Uttarakhand domicile/Migrants of Kashmir/J&K Residents (Reservation are as per Para 4.0. Information required for record only)
7. Demand Draft of Rs 10,000/- (Non-Refundable) towards Admission Fee favoring "Gaurav Bharti Shiksha Sansthan" payable at Dehradun. Candidates who wish to deposit the full annual fee may do so. Admission Fee can also be deposited in cash at the Fee Counter of the Institute and copy of the receipt to be attached.
8. One Time Indemnity Bond on Non Judicial Stamp Paper of Rs.10/- for the entire duration of the course to be submitted -(Annexure-III)
9. Affidavits by candidate & his/her guardian regarding non-involvement in ragging on prescribed format – (Annexure -V and VI).
10. Gap years certificate (if any)
11. Certificate of Immunization of Hepatitis-B & Typhoid
12. Self addressed and stamped (Rs. 5/- each) envelopes - 15 in case of UG Courses & 10 in case of PG Courses

Note: Documents mentioned at Point No. 5, 8, 9, 10 & 11 may be submitted with Balance Fee on/or before the due date as per Para 3.0

4.0 RESERVATION OF SEATS

50% of the seats are reserved for candidates of Sikh Minority Community, inclusive of 5% seats reserved for ex-students in Post Graduate Courses only. 15% of the seats are reserved under management quota for NRI candidates.

In addition, 5% of intake capacity will be reserved under supernumerary quota for Kashmiri Migrant Students

5.0 WEIGHTAGE

Special Weightage of 2 marks in the Merit List will be given to:
(a) Recipient of National Talent Award of N.C.E.R.T.
(b) N.C.C. Cadets who have passed the "B" for Under Graduate Courses and "C" or Equivalent Certificate for Post Graduate Courses.

OR

Students who have been commended in extracurricular activities (i.e. have obtained 1st or 2nd position) at the Inter Zonal or Inter-University or Inter-State or State-Level Youth Festivals organized by the State Govt./University or competitions either individually or as members of a team.

OR
Sportsperson who have won 1st, 2nd or 3rd position at the University/State Level Tournaments organized by State Govt./University in Individual Events or Team Games or have actually participated in the Inter University or National Level Competition.

OR

Holder of Certificate of Merit for N.S.S./M.F.I.P. awarded by the University or State Govt.

(c) Candidates who have passed Metric and Higher Secondary or 10 + 2 Examination from schools situated in rural areas excluding Public/Boarding Schools and are bonafide resident of rural areas. In such cases, a certificate from a competent authority (1st Class Magistrate), to the satisfaction of the Chairperson of the department concerned will be required.

(d) All female candidates.

(e) Wards of olympians.

Note: Not more than 4 marks of weightage shall be granted in any case.

6.0 IMPORTANT NOTES:

6.1 LAST DATE OF ADMISSION FOR ALL COURSES – 15th SEPTEMBER 2015

6.2 APPLICATION FORM

- The candidate may fill only one Application form and can opt for three courses in order of preference.
- Students are advised to keep photocopies of all official documents.
- Incomplete forms will not be entertained
- Students are advised to quote their application form number for any correspondence with the Institute.
- DO NOT SEND THE ADMISSION FORM WITH APPLICATION FORM.
- Refer Para 3.1 for documents to be attached with application form

6.3 MARKSHEETS

- Mark sheets of the qualifying course (10th/10+2/10+2+3 or equivalent) may be deposited before two days of Scheduled Entrance Test Date/declaration of Merit Result, (if result has not been declared at the time of submission of form). For further assistance please contact Admission Help Desk on telephone. Landline No. 0135-2686246, 0135-2685753
- All candidates should retain copies of all the documents deposited, with at least two sets to be kept with the students residing in the hostel.

6.4 ADMIT CARD

Admit Cards can be obtained one day before or on the day of Entrance Test after showing the acknowledgement reference number, from the Admission Help Desk.

6.5 OTHER DOCUMENTS

- Fee Affidavit as per Annexure I as assurance from the Parent / Guardian for timely payment of Course Fee and for good conduct of his/her ward.
- Submission of Affidavit as per Annexure – II for Sikh Minority candidates is mandatory, if applying for reserved seat.
- Submission of indemnity bond as per Annexure – III is mandatory for all candidates, failing which he/she will not be allowed to participate in activities which require out bound travel.
- Affidavits against ragging on prescribed format (UGC/AICTE) refer Annexure-V & VI

6.6 GENERAL

- Connectivity and Transportation: Dehradun is well connected by Air, Rail and Road. Kingfisher, Jet and Air India connect Dehradun to Delhi. Besides Rail Services and Road from all major cities to Dehradun are also
Local transportation: Local buses from Premnagar, Railway Station via Haridwar Road ply regularly to the Institute. Autorikshaws can be hired from ISBT and Railway Station.

Distances:
ISBT: 14 Km (Board local bus to Rispina Bridge, change bus for Institute/Balawala from here).
Railway Station: 12 Km (Board local bus to Institute/Balawala via Haridwar Road).
Airport: 15 Km (Hire Taxi).

Besides, on the day of the Entrance Examination, Parents / Examinees can either report directly at the Institute or avail the facility of transport provided by the Institute from the reception counter set up on the crossing of Miyanwala Chowk. In addition provisions have been made with the Local Buses plying from ISBT and Railway station with Institute's banner to facilitate the examinees. Reception counter is effectively manned that gives the first hand information and arranges passage up to Institute.

- The candidate must himself/herself ensure about his/her eligibility to appear in the entrance examination. If a candidate, who is not eligible to appear in the examination, does so, he/she will not have any claim whatsoever for admission by default.
- Smartly turned out Security personnel are at your back & call for guiding you at the Institute's gate. The Institute's Notice Board displays the Seating arrangement of the Entrance Examinations with the walkways, having detours to guide the examinees. Special enclosures / seating arrangements are made for the Parents / Guardians accompanying the Examinees, apart from the seating capacity of Cafeteria / Scholar's Mess.

7.0 FEE
- The fee deposited at the time of Counseling & Personal Interview is towards Admission Fee.
- Balance fee is to be deposited as per Admission Letter and Important Dates notified for courses.
- Candidates who fail to deposit the fee as per Admission Letter & Important Dates notified for courses shall not be considered for admission.

7.1 CANCELLATION OF ADMISSION
Students not desirous of admissions in the Institute after completing admission process due to any reasons must inform the Institute in writing for cancellation and must obtain cancellation letter for the same.

7.2.1 FEE REFUND RULES
Refer Ordinance D, Rules and Regulations

7.3 TRANSFER OF ADMISSION TO ANOTHER COURSE
(a) During Process of Admission and Before Commencement of Class. The transfer will be allowed on availability of seats in the desired course. A processing fee of Rs. 500/- shall be charged for the same.
(b) After Commencement of the Course. All cases shall be treated as withdrawl and re-admission. Deduction as per procedure of withdrawal shall be applicable.

7.4 SCHOLARSHIPS
a. The Institute awards scholarships to the meritorious students on basis the of Entrance cum Scholarship Test conducted by the Institute. Please refer fee structure for details.
b. The candidate can avail only one scholarship at a time

SBSPGI Management assumes that the students seeking admission are fully aware about the manual guiding their Code of Conduct.
8.0 COURSES OFFERED AND ELIGIBILITY CRITERIA

ENGINEERING  *(Approved by AICTE)*

SCHOOL OF CONSTRUCTION TECHNOLOGY & DESIGN
1) Civil Engineering
   Duration: 4 Yrs.  No.of seats: 60.
   Elig: 10+2 with 50% marks in PCM.
2) Electrical Engineering
   Duration: 4 Yrs.  No.of seats: 60.
   Elig: 10+2 with 50% marks in PCM.

SCHOOL OF MECHANICS
1) Mechanical Engineering
   Duration: 4 Yrs.  No.of seats: 60.
   Elig: 10+2 with 50% marks in PCM.

SCHOOL OF ELECTRONICS & COMPUTER SCIENCE
1) Electronics & Communication Engineering
   Duration: 4 Yrs.  No.of seats: 60.
   Elig: 10+2 with 50% marks in PCM.
2) Computer Science & Engineering
   Duration: 4 Yrs.  No.of seats: 60.
   Elig: 10+2 with 50% marks in PCM.

BIOMEDICAL SCIENCES

SCHOOL OF PHARMACEUTICAL SCIENCES & APPLIED CHEMISTRY
1) M.Pharm  *(Approved by AICTE)*
   Pharmaceutics, No.of seats: 36
   Pharmacognosy, No.of seats: 18
   Pharmacology & Toxicology No.of seats: 18
   Duration: 2 Yrs.
   Elig: B.Pharm with minimum 50% marks & 45% for reserved category.
2) B. Pharm  *(Approved by AICTE & PCI)*
   Duration: 4 Yrs.
   Elig: 10+2 with min.45% marks (40% for SC/ST/OBC). with Physics and Chemistry as compulsory subject and Biology / Mathematics / Biotechnology / Computer Science and English as a subject of study.
3) B. Pharm (Lateral Entry)
   Duration 3 yrs  No. of seats: 24
   Elig: D.Pharm with min. 50% marks in aggregate.
4) M.Sc. Pharmaceutical Chemistry
   Duration: 2 Yrs.
   Elig: B.Sc / B.Pharm with min. 45% marks.
5) M.Sc. Chemistry
   Duration: 2 Yrs.
   No.of seats: 30.

   Elig: B.Sc with min. 45% marks and Chemistry as one of the subjects.

SCHOOL OF LIFE SCIENCES

1) M.Sc. Biotechnology
   Duration: 2 Yrs.
   No.of seats: 35.
   Elig: B.Sc with min. 50% marks in Microbiology / Biotechnology / Biochemistry / Genetics / Industrial Microbiology / Botany / Zoology / Chemistry / Medical Microbiology / B.Sc. M.L.T.
2) M.Sc. Microbiology
   Duration: 2 Yrs.
   No.of seats: 30.
   Elig: B.Sc with min. 45% marks in Microbiology / Biotechnology / Genetics / Industrial Microbiology / Botany / Zoology / Chemistry / Medical Microbiology / B.Sc. M.L.T.
3) M.Sc. Biochemistry
   Duration: 2 Yrs.
   No.of seats: 30.
   Elig: B.Sc or equivalent with minimum 45% marks with Chemistry or Biochemistry as one of the subject.
4) B.Sc. Biotechnology with CBZ
   Duration: 3 Yrs.
   No.of seats: 60
   Elig: 10+2 with minimum 45% marks in PCB.

SCHOOL OF ALLIED HEALTH SCIENCES  *(Approved by Ministry of Health & Family Welfare)*

1) M. Physiotherapy (Neuro, Ortho, Sports)
   Duration: 2 Yrs.
   No.of seats: 10 each.
   Elig: B.P.T with Min. 45% marks.
2) B.Physiotherapy (Approved by IAP)
   Duration: 4 Yrs & 6 months internship.
   No.of seats: 60.
   Elig: 10+2 with min. 50% marks in PCB.
3) B.Sc. Medical Microbiology
   Duration: 3 Yrs.
   No.of seats: 60.
   Elig: 10+2 (PCM/PCB) pass from a recognized board
4) B.Sc. Medical Lab Technology - Pathology
   Duration: 3 Yrs & 6 months internship.
   No.of seats: 60. Elig: 10+2 (PCM/PCB) pass from a recognized board or Diploma in MLT (recog. by state technical board).
RULES AND REGULATIONS

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

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

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

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

4. Attendance of students on the following special occasions is mandatory and the defaulters will be penalized.
   a) Independence Day
   b) Republic Day
   c) Annual Day
   d) Any special function organized by the State/Institute

Maintenance of Discipline

ORDINANCE (A)

1. All powers relating to discipline and disciplinary action are vested in the Director of the Institute.
2. The Director may delegate all or such powers as he deems proper to any of the official of the Institute.
3. Without prejudice to the generality of power to enforce discipline under the ordinance, the following shall amount to acts of gross indiscipline:
   a) Physical Assault or threat to use physical force against any member of the teaching, non-teaching staff or the Institute and against any student within the Institute, Public Transport or surrounding villages of the Institute.
   b) Possession or threat to use of any weapon
   c) Any violation of the provisions of the Civil rights Protection Act 1976.
   d) Violation of the status, dignity and honour of the students belonging to the Scheduled Castes and Scheduled Tribes.
   e) Any practice whether verbal or otherwise derogatory to women.
   f) Any attempt of bribery of the Institute property.
   g) Willful destruction of the Institute property.
   h) Keeping of mobile phones within the Institute premises is banned and if found, the mobile be confiscated and the individual shall be fined for violations of Rules & Regulations.
   i) Creating ill-will or intolerance on religious or communal grounds
   j) Causing disruption in any manner of the academic functioning of the Institute.
   k) Ragging as per Ordinance (B)
4. Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest as may deem to him appropriate, the Director may, in the exercise of his powers aforesaid order or direct:
   a) That any student or students be expelled, or
   b) Any student or students be, for a stated period, rusticated, or
   c) Not allowed to attend a course of study in a department of the Institute for a stated period.
   d) Be fined (to be specified)
   e) Be debarred from giving a departmental examination or University Examination.

5. That the result of the students concerned in the examination or examinations in which he/she appeared be cancelled.
6. The Institute Authorities shall have authority to exercise all such disciplinary powers over students as they may find necessary for proper conduct of the Institute.
7. Without prejudice to the powers of the Director, detailed rules of the discipline and proper conduct in class rooms/laboratories/Institute campus may be supplemented where necessary by Chairman of the Institute or Heads of Departments. Each student shall be expected to study and follow these rules.
8. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Director and other authorities of the Institute who may be vested with the authority to exercise discipline under the rules and regulations that have been framed by the Institute.

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

Director's Order
All students must be informed that upon a statement by the teacher or others engaged in teaching or in the conduct of examinations that in putting threat or use of force, the student(s), and examinee(s) will be suspended for a specified period or expelled by the Institute under ordinance 1(A).

Persons so dealt with will be entitled to a post decisional hearing.

ORDINANCE (B)

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

11. For the purpose of this ordinance, abetment to ragging will also
amount to ragging.

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

ORDINANCE C:
It is compulsory for all students to wear the prescribed uniform while in the
campus.
For Boys: Summer- White Shirt, Grey Pants, Black Shoes and Institute's Tie
(Turban- Navy Blue for Sikh students)
Winter- White Shirt, Steel Grey Pants, Black Shoes, Blazer- Navy Blue with
Institute's Monogram and Institute's Tie (Turban- Navy Blue for Sikh
students)
*Blazer design shall be in uniformity as per approved sample by the
management.
For Girls: Summer- White Salwar Kameez with white Dupatta, Black
Shoe/Black Sandal
Winter- White Salwar Kameez with white Dupatta, Navy Blue Blazer with
Institute's Monogram, Navy blue Pullover, Black Shoe/Black Sandal
White Lab Coat is necessary for all the students working in the Laboratory.
If any student violates the Dress Code:
He/she will not be allowed in the Institute's campus.
He/she may be fined.
His/her library card can be cancelled for a specified period.
Action may be taken against such student(s) as per provisions of Ordinance
(A)

ORDINANCE (D)
Payment of fee
i. For New entrance
Fee and other dues must be paid by the candidate selected for admission by
the date specified. If any candidate fails to pay the fees by the day specified
/ grace period, his/ her selection for admission will automatically stand
cancelled and the vacancies so caused will be filled in from the candidates
next in the order.

ii. For other Students
Fees and other dues must be paid by all the students by the 15th April &
15th November each year, failing which :

a) They will be required to pay fine of Rs. 50/- per day for subsequent 10
days.

b) Thereafter on the eleventh day the name of the defaulting student shall
be struck-off from the rolls of the Institute which shall be revoked only after
payment of readmission fee of Rs. 1000/- (Rs. One thousand only)

c) The University Examination Fee has to be submitted before 30th
December for Annual Examination. The Fee for Supplementary Examination
has to be submitted within 15 days of the declaration of result by the
University, 25th October and 20th February for semester system.

Refund Rules:
1. Refund of the fee will be subject to deduction of Admission Fee.
2. However, if withdrawal is after commencement of classes and during the
continuation of the academic session till 15th September , fee will be
refunded after further deductions.
3. Refund after last date of admission i.e. 15th September shall not be
considered under any circumstances.
4. In case of withdrawal during the course, the student shall have to deposit
entire course fee.

ORDINANCE (E)
Stay in Hostel is M andatory for girls and boys. Local students may be
exempted. Only students staying in the jurisdiction of Mahanagar Nigam
shall be considered as locals, provided they submit their Ration Card/
Electricity Bill/ Telephone Bill. Wards of Govt. Officials have to give their proof
of posting at adaehradun. However, students residing in Rishikesh can be
permitted upon producing an undertaking by the parents/ guardians.

ORDINANCE (F)
Leave from Institute/ Hostel will only be considered in extreme cases and
must be sbnctioned by the HOD/ Competent authority, if any student leaves
the hostel without permission then he will be fined Rs. 200/- per day.

Medical Leave is granted/ approved by the Institute medical board. Medical
Certificate from the Institute M.O. for the same has to be produced. In case
a student falls sick at home during vacation, he/ she should inform the
concerned H. O. D. by means of telephone/ fax/ e-mail and medical
certificate should be submitted to the Institute M.O. within two days of
reporting to the Institute.

ORDINANCE (G) regarding examinations
1. All students who are unable to successfully complete their Annual/
Semester Programmes & wish to Re-register, should fill up the Re-
registration form within a week of declaration of results along with 10% of
the tuition fee.
2. Students who successfully complete their Annual/ Semester programmes
are required to fill up Registration form for next higher class, within a week of
declaration of results.

3. All students are required to collect their mark sheets from the
Examination Department after submitting “No Dues Certificates” from
different departments of the Institute.

4. Students who could not secure 40% marks in Sessional Examinations as
per University regulations shall not be allowed to appear in University
Examinations.

5. All students who do not fulfill the compulsory criteria of 75% attendance
in all subjects shall not be allowed to appear in Sessional and University
Examinations.

Discipline: A system of Black Dots for act of indiscretion has been introduced
in the Institute & Hostel, depending on the severity of indiscretional act, the
student will be awarded 2-4 black dots. A student who has accumulated 4
black dots will be rusticated for a specific period from the Institute. The issue
of character certificate to the students who earned black dots will be at the
discretion of the Principal/ Director.
Distance
Roorkee to Institute (Via Hardwar) - 78 Kms
Roorkee to Institute (Via Chutmalpur) - 80 Kms
Saharanpur to Institute - 80 Kms
Haridwar to Institute - 52 Kms
Paonta Sahib to Institute - 65 Kms

Other Distance
D. Dun (Clock Tower) to Institute - 11 Kms
Airport to Institute - 17 Kms
ISBT to Institute - 15 Kms

Transportation Advice:
Local Transport is available from ISBT, Railway Station & other major stations of the town to the Institute. Institute will display route detours on vintage places to guide the parents to the Institute. Parents are advised to categorically hire auto/taxi/other mode of transport for Sardar Bhagwan Singh PG Institute of Biomedical Sciences & Research, Balawala on Haridwar Road to avoid inconvenience by persons posing.