Telephone : 0135-2685753, 0135-2686246
Telefax : 0135-2686286

Email : sbspgi@gmail.com, admissionsbspgi@gmail.com
Admission Helpline - 180030001991 (Toll Free No)
The Admission Brochure will acquaint you with relevant and requisite information to various courses in the Institute. It contains all the detailed information pertaining to the Mode of Application, Fee Structure, Admission process and Ordinances. Information required by an incoming student is elaborated in the Admission Brochure.

Sardar Bhagwan Singh PG Institute of Biomedical Sciences and Research is a Sikh minority Institute wherein seats are reserved for Sikh students as per the 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 as following:

1. Director Chairman
2. Head of the Department Member
3. Controller of Examination Member Secretary

SELECTION & ADMISSION PROCEDURE

1.0 B. Pharm

Total numbers of seats are 100, out of which 50% of the seats are filled by the Institute and remaining 50% seats are filled by Uttarakhand Technical University. Please refer Para 1.2 for details and Para 1.3 for important dates and 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 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. Candidate should apply to ‘Uttarakhand Technical University, Dehradun’ for admission under this category. Eligibility for these seats is as below:

a. Children/Wards of parents whose annual income is less than Rs. 3.00 lakhs from all sources shall only be eligible for seats under this scheme.

b. The Waiver is limited to the tuition fee as approved by the State Level Fee Committee for Self-Financing, Government and Government Aided Institutions. All other Fee except tuition fees will have to be paid by the beneficiary.

1.1 B. Pharm Lateral Entry

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 are filled on the basis of merit prepared on the following criteria:

(1) Marks obtained in Diploma Pharmacy.
(2) A maximum of four marks as per weightage will be added to the overall Merit.

Eligibility: Diploma holders with minimum 50% marks.

Important Dates – refer Para 1.3.

1.2 SELECTION PROCEDURE FOR ADMISSION TO ALL UNDERGRADUATE COURSES

B. Pharm (refer Para 1.0), B. Pharm (Lateral Entry),(Refer Para1.1) B.P.T., B.Sc. Biotechnology-CBZ, B.Sc. Medical Microbiology, B.Sc. Medical Lab Technology.

Merit will be prepared on the basis of Marks obtained in PCM/PCB in class XII and Diploma for B.Pharm lateral entry. Marks of weightage as per Para 4.0 will be added to the merit. All candidates are to apply on prescribed format along with Documents as per Para 1.4
Counseling will be held category wise as given under, after declaration of merit list.
(a) Sikh Minority  (b) J & K Migrants  (c) J & K Residents  (d) General Category

Fast Track Admission: Applicants who have secured 65% and above in qualifying exams of respective course may be offered direct admission under fast track scheme on first come first served basis. Not more than 50% seats shall be filled under this scheme.

1.3 IMPORTANT DATES

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Last Date of Receipt of Application Forms</td>
<td>Friday</td>
<td>20th Jun 14</td>
</tr>
<tr>
<td>2. Last Date of Receipt of Applications for Scholarship seats</td>
<td>Friday</td>
<td>20th Jun 14</td>
</tr>
<tr>
<td>3. Declaration of Merit List (First)</td>
<td>Tuesday</td>
<td>24th Jun 14</td>
</tr>
<tr>
<td>3. Date of First counseling</td>
<td>Tuesday</td>
<td>1st July 14</td>
</tr>
<tr>
<td>4. Last Date of Deposition of Fee and Other Documents</td>
<td>Thursday</td>
<td>10th July 14</td>
</tr>
<tr>
<td>5. Declaration of Merit List (Second) &amp; Receipt of Applications for Balance Scholarship seats (if any)</td>
<td>Tuesday</td>
<td>15th July 14</td>
</tr>
<tr>
<td>6. Date of Second Counseling</td>
<td>Tuesday</td>
<td>15th July 14</td>
</tr>
<tr>
<td>7. Last Date of Deposition of Fee and Other Documents</td>
<td>Wednesday</td>
<td>30th July 14</td>
</tr>
</tbody>
</table>

1.4 DOCUMENT CHECK LIST (for Undergraduate Courses)

Please cross check the following:

Documents to be attached with the Application Form

1. Attested Mark sheet of the Qualifying Course (10+2 or equivalent Diploma wherever applicable). Mark sheets may be submitted latest by 10th July in case of non-declaration of results.
2. Proof of Date of Birth (High School Certificate).
3. Weightage (s) certificate (if applicable as per Para 4.0).
4. Category certificate i.e. SC/ST/Minority/OBC/Uttarakhand domicile/Migrants of Kashmir / J&K Residents (Reservations are as Para 3.0, data is required for records only).
5. Ten Self addressed envelopes (enclosed with application form) affixed with stamp of Rs. 5/-.

1.5 COUNSELING AND ADMISSION PROCEDURE

Merit list for each course shall be declared for all under graduate courses.

Candidates are advised to enquire about their results telephonically or visit us at www.sbspgi.edu.in. However, the Institute management will not be responsible for delay in postal delivery, if any.

In general, candidates twice the number of seats will be called for counseling.

- For the convenience of the aspirants, a separate enclosure consisting of the Counselor/Faculty will be stationed as a "Help Desk" for providing all information of the Counseling. Presence of all candidates is requested/solicited from the timings mentioned as per Para 1.3. In addition to it, announcements will be made at regular intervals for updating the aspirants with the status of counseling. The Counseling Committee comprises Top Senior Academic Officials of the Institute and course wise segmentation officials will be there for guidance of the candidates.
- Candidates must bring along all original documents for verification.
- Candidates wishing to be placed in the waiting list may opt for the same at the time of counseling; however the fee deposited is refundable if admission is not granted.
1.6 DOCUMENTS TO BE DEPOSITED AT THE TIME OF COUNSELING

1. Two sets of attested photocopies of the mark sheets i.e. 10\textsuperscript{th}, 10+2 and Diploma (wherever applicable)
2. Character Certificate in original
3. Migration Certificate in original
4. TC/SLC/CLC in original
5. Fee Affidavit - As per Annexure-I
6. Demand Draft of Rs 15,000/- (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.
7. One Time Indemnity Bond on Non Judicial Stamp Paper of Rs.10/- for the entire duration of the course to be submitted. As per Annexure –III.
8. Affidavits by candidate & his/her guardian regarding noninvolvement in ragging on prescribed format - As per Annexure - V and VI.
9. Gap years certificate (if any)

Note: Documents mentioned at Point No. 7, 8, 9 & 10 may be submitted with Balance Fee on/or before the due date as per Para 1.3.

2.0 SELECTION PROCEDURE FOR ADMISSION TO M.Sc. Courses (M.Sc. Biochemistry, Biotechnology, Microbiology, Pharmaceutical Chemistry and Chemistry)

Admission to these courses shall be on the Merit, prepared on the basis of qualifying exam i.e. B.Sc., (pl. refer Hand Book of Information for details on eligibility) Refer para 2.1.2 for important dates.

Rank wise Merit list for all M.Sc. courses will be declared at the time of counseling. For details on counseling procedure refer para 2.4 & 2.5.

2.1.1 Fast Track Admissions:

Students who have secured 60% and above marks in graduation can seek admission through fast track scheme. Not more than 50% seats will be filled under this scheme.

Important Dates of PG fast Track admissions

1. Last Date to apply Monday 16\textsuperscript{th} June 14 4:00 PM
2. Declaration of Merit List Friday 20\textsuperscript{th} June 14 11:00 AM
3. Date of Counseling Tuesday 1\textsuperscript{st} July 14 11:00 AM

2.1.2 Other applicants

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Last Date of Receipt of Application Forms</td>
<td>Thursday 25\textsuperscript{th} June 14</td>
</tr>
<tr>
<td>2.</td>
<td>Declaration of Merit List (First)</td>
<td>Wednesday 2\textsuperscript{nd} July 14</td>
</tr>
<tr>
<td>3.</td>
<td>Counseling for first merit list</td>
<td>Friday 4\textsuperscript{th} July 14</td>
</tr>
<tr>
<td>4.</td>
<td>Last Date of Deposition of Fee and Other Documents</td>
<td>Tuesday 15\textsuperscript{th} July 14</td>
</tr>
<tr>
<td>5.</td>
<td>Declaration of Merit List (Second)</td>
<td>Tuesday 15\textsuperscript{th} July 14</td>
</tr>
<tr>
<td>6.</td>
<td>Last Date of Deposition of Fee and Other Documents</td>
<td>Saturday 26\textsuperscript{th} July 14</td>
</tr>
</tbody>
</table>

For second merit list

2.2 SELECTION PROCEDURE FOR ADMISSION to MPT Courses (Musculoskeletal, Neuro and Sports)

Admission to these courses shall be on Merit prepared on the basis of qualifying exam i.e. B.P.T. Refer para 2.2.2 for important dates. A joint Merit list shall be declared and students will be allocated
specialties of their choice (Rank wise in Merit) at the time of counseling. **For details on Counseling procedure refer Para 2.4 & 2.5**

### 2.2.1 Fast track admission:

Students who have secured 60% and above marks in graduation can seek admission through fast track scheme. Not more than 50% seats will be filled under this scheme.

### 2.2.2 Other applicants

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Last Date of Receipt of Application Forms</td>
<td>Friday 20\textsuperscript{th} June, 2014</td>
</tr>
<tr>
<td>2.</td>
<td>Last Date of Receipt of Application Forms with late fee (only in person at office counter)</td>
<td>Monday 23\textsuperscript{rd} June, 2014</td>
</tr>
<tr>
<td>3.</td>
<td>Declaration of Merit List</td>
<td>Monday 23\textsuperscript{rd} June, 2014</td>
</tr>
<tr>
<td>4.</td>
<td>Counseling</td>
<td>Friday 4\textsuperscript{th} July, 2014</td>
</tr>
<tr>
<td>5.</td>
<td>Last Date of Deposition of balance Fee and Other Documents</td>
<td>Tuesday 15\textsuperscript{th} July, 2014</td>
</tr>
</tbody>
</table>

### 2.3 SELECTION PROCEDURE FOR ADMISSION M. Pharmacy (Pharmaceutics, Pharmacology & Toxicology, Pharmacognosy)

Admission to these programmes will be based on merit of last qualifying examination. GPAT qualified student shall be given preference. As per existing policy 50% seats are filled by Uttarakhand Technical University. In case these seats remain vacant after Uttarakhand Technical University Counseling, thereafter these will be filled by the Institute.

**Fast Track Admission**: Applicants who have secured 65% and above in qualifying exams of respective course may be offered direct admission under fast track scheme on first come first served basis. Not more than 50% seats shall be filled under this scheme.

#### 2.3.1 Important Dates

**For GPAT Qualified Applicants**

- a) Last date to apply | Thursday 10\textsuperscript{th} July 2014 | 04:00 PM |
- b) Declaration of merit list | Monday 14\textsuperscript{th} July 2014 | 11:00 AM |
- c) Counseling & Personal Interview | Tuesday 22\textsuperscript{nd} July 2014 | 11:00 AM |

#### 2.3.2 Important dates for applicants other than GPAT qualified:

- Last date to apply | Thursday 10\textsuperscript{th} July 2014 | 11:00 AM |
- Declaration of Merit List | Monday 14\textsuperscript{th} July, 2014 | 02:00 PM |
- Counseling | Tuesday 22\textsuperscript{nd} July, 2014 | 11:00 AM |

### 2.4 COUNSELING PROCEDURE

- Merit list will be displayed at a vintage board in the Counseling Hall. Counseling Committee comprises Senior Academic Officials of the Institute while course wise segmentation officials will be there for providing guidance to the candidates.

- Candidates must bring along all original documents for verification.

- Candidates will be considered for admission to II/III choice only, if, 1\textsuperscript{st} choice of candidate is not granted.

- Candidates wishing to be placed in the waiting list may opt for the same at the time of counseling; however the fee deposited is refundable if admission is not granted.

### 2.5 DOCUMENTS TO BE DEPOSITED AT THE TIME OF COUNSELING (All Courses).

1. Two set of attested photocopies of the mark sheets i.e. 10\textsuperscript{th}, 10+2 & B.Sc., / B.P.T. (Internship Completion) / B.Pharm.
2. Character Certificate in original
3. Migration Certificate in original
4. Transfer Certificate / College Leaving Certificate in original.
5. Category certificate i.e. SC/ST/Minority/OBC/Uttarakhand domicile/Migrants of Kashmir / J&K Residents (Reservations are as per Para 3.0, data is required for reference only).
6. 10 self addressed envelopes with Five Rupees Stamp (enclosed with application form).
7. Fee Affidavit - as per Annexure-I
8. Demand Draft of Rs 15,000/- (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.
9. One Time Indemnity Bond on Non Judicial Stamp Paper of Rs.10/- for the entire duration of the course to be submitted- as per Annexure -III
10. Affidavits by candidate & his/her guardian regarding noninvolvement in ragging on prescribed format - as per annexure, V and VI.
11. Gap years certificate (if any)

Note: Documents mentioned at Point No. 7, 8, 9 & 10 may be submitted with Balance Fee on before the due date as per admission letters and important dates notified for courses.

3.0 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. 15% of the seats are reserved under management quota for NRI candidates.

4.0 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" Certificate for Under Graduate Courses and "C" or Equivalent Certificate for Post Graduate Courses.

OR
Students who have been commended (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 Matric 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.

5.0 IMPORTANT NOTES:

5.1 LAST DATE OF ADMISSION IS – Monday, 15TH September 2014 FOR ALL COURSES

5.2 APPLICATION FORM
- Candidates should fill separate forms for applying for Under Graduate course and Post Graduate course, wherein candidate may fill in three options.
- 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.

5.3 MARKSHEETS
Mark sheets of the qualifying course (10th/10+2/10+2+3 or equivalent) may be deposited at the time of counseling. For further assistance please contact Admission Help Desk on Toll Free No. 180030001991, Landline No. 0135-2686246, 2685753.
All candidates should retain photostat copies of all the documents deposited, with at least two sets to be kept with the students residing in the hostel.

5.4 OTHER DOCUMENTS
Fee Affidavit as per Annexure I of assurance from the Parent / Guardian for timely payment of Course Fee and for good conduct 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 & VII.

5.6 GENERAL
Connectivity and Transportation: Dehradun is well connected by Air, Rail and Road. Kingfisher, Jet and Air India Flights connect Dehradun to Delhi, besides Road and Rail Services from all major cities to Dehra Dun are available.
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 Rispana Bridge, change bus for Institute/Balawala from there).
Railway Station: 12 Km (Board local bus to Institute via Haridwar Road).
Airport: 15 Km (Hire Taxi).
Accommodation: For details of Hotels, refer Para 7.0.

6.0 FEE
The fee deposited at the time of counseling 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 letters and important dates notified for courses shall not be considered for admission.

6.1 CANCELLATION OF ADMISSION
Student not desirous of admission 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.

6.2 Refund Rules: Refer Ordinance D, Rules and Regulations

6.3 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 withdrawal and re-admission. Deduction as per procedure of withdrawal shall be applicable.

6.1 **SCHOLARSHIPS**

The Institute awards scholarships to the meritorious students and also on basis of Merit cum Means. Please refer fee structure for details.

7.0 **LIST OF HOTELS**

**Premium:** HOTEL MADHUBAN: Rajpur Road, Near Indra Market, Phone: 2749990 – 95 (Distance from Inst. – 12 Km). AJANTA CONTINENTAL: 101 - Rajpur Road, Phone: 2749596 - 98 (Distance from Inst. - 13½ Km), HOTEL CLASSIC INTERNATIONAL: 56, Rajpur Road, Dehradun, (Distance from Inst. – 13 Km). PACIFIC: 19, Subhash Road, D.Dun. Phone No. 2712355, 77, 88. HOTEL VICEROY INN: Saharanpur Road, D.Dun, Phone: 2729995, 96, 97, HOTEL PRESIDENT: Astley Hall, Dehradun, Phone: 2657386, (Distance from Inst. –11Km). HOTEL MEEDO’S GRAND: Rajpur Road, D.Dun, Phone: 2747171, (Distance from Inst. - 11½ Km)

**Budget:** HOTEL GAURAB: Raja Road, Dehradun, Phone: 2658870, 2657266, (Distance from Inst. - 11½ Km). HOTEL HIM PALACE: Haridwar Road, Phone: 2673237, (Distance from Inst. – 8 km), HOTEL HIMSHRI: 17, Rajpur Road, Near Kwality Restaurant, Dehradun (UA), Phone: 0135-2653880, (Distance from Inst. - 11½ Km), HOTEL SAURABH: 1, Raja Road, Opp. Collectrate, Dehradun, Phone: 2728041, 2728042, KUNJA GUEST HOUSE, Balawala (Distance from Inst. – 1 Km).

SBSPGI Management assumes that the students seeking admission are fully aware about the manual guiding their Code of Conduct.
### SCHOLARSHIPS
**UNDER GRADUATE COURSES/INTEGRATED PROGRAMMES**

1. **Merit Scholarship**
   Scholarship/ Fee Concession per semester in tuition fee as per chart shall be applicable seats are limited to 10% of the intake.

<table>
<thead>
<tr>
<th>XII &gt; 70%</th>
<th>B.P.T.</th>
<th>B. Pharm</th>
<th>B. Pharm (Lateral Entry)</th>
<th>B.Sc. Medical Microbiology</th>
<th>B.Sc. M.L.T. (Pathology)</th>
<th>B.Sc. Biotechnology CBZ</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2500</td>
<td>5000</td>
<td>2500</td>
<td>2500</td>
<td>2500</td>
<td>2500</td>
</tr>
<tr>
<td>XII &gt; 75%</td>
<td>5000</td>
<td>10000</td>
<td>5000</td>
<td>5000</td>
<td>5000</td>
<td>5000</td>
</tr>
<tr>
<td>XII &gt; 80%</td>
<td>7500</td>
<td>12500</td>
<td>7500</td>
<td>7500</td>
<td>7500</td>
<td>7500</td>
</tr>
</tbody>
</table>

2. **Uttarakhand Resident & Sikh Minority Candidates.** Sikh minority, Uttarakhand resident with Income < 2.5 lacs per annum will get one time fee concession of Rs 5000/- on tuition fee. Seats are limited to 5% of the intake in both categories.

   - **ii) Tuition Fee Waiver Scheme.** Tuition fee waiver as per AICTE / UTU guidelines.

3. **Sibling Scholarship.** A onetime fee concession of Rs 5000/- will be applicable to any of the siblings already enrolled, on admission of the younger to any of the courses in the Institute.

   If a candidate is eligible for scholarship under more than one criteria mentioned above, then he/she will be entitled to claim scholarship under the criteria in which he/she is getting maximum financial benefit.

### SCHOLARSHIPS FOR PG COURSES EXCEPT M.PHARM

1. **Merit Scholarship**
   Scholarships/ Fee Concession per semester in Tuition fee as per chart shall be applicable seats are limited to 10% of the intake.

<table>
<thead>
<tr>
<th>UG &gt; 70%</th>
<th>M.P.T.</th>
<th>Pharmaceutical Chemistry</th>
<th>Biotechnology</th>
<th>Microbiology</th>
<th>Biochemistry</th>
<th>Chemistry</th>
</tr>
</thead>
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<td>2500</td>
<td>5000</td>
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<td>2500</td>
<td>2500</td>
</tr>
<tr>
<td>UG &gt; 75%</td>
<td>10000</td>
<td>5000</td>
<td>10000</td>
<td>10000</td>
<td>5000</td>
<td>5000</td>
</tr>
</tbody>
</table>

2. **Uttarakhand Resident & Sikh Minority Candidates**
   Sikh minority, Uttarakhand resident with Income < 2.5 lacs per annum will get one time concession of Rs 5000/- on tuition fee.

3. **Ex Students**
   Ex students, no Admission fee & Concession per semester in Tuition fee as per chart shall be applicable. Seats are limited to a total of 5% of the intake.

<table>
<thead>
<tr>
<th>UG &gt; 70%</th>
<th>M.P.T.</th>
<th>Pharmaceutical Chemistry</th>
<th>Biotechnology</th>
<th>Microbiology</th>
<th>Biochemistry</th>
<th>Chemistry</th>
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<td>5000</td>
<td>2500</td>
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</tr>
<tr>
<td>UG &gt; 75%</td>
<td>10000</td>
<td>5000</td>
<td>10000</td>
<td>10000</td>
<td>5000</td>
<td>5000</td>
</tr>
</tbody>
</table>

4. **Sibling Scholarship.** Onetime fee concession of Rs 5000/- will be applicable to any of the siblings already enrolled, on admission of the younger, to any of the courses in the Institute.

5. If a candidate is eligible for scholarship under more than one criteria mentioned above, then he/she will be entitled to claim scholarship under the criteria in which he/she is getting maximum financial benefit.
1. **Merit Scholarship**  
Scholarships/Fee Concession per semester in Tuition fee as per chart shall be applicable. Seats are limited to 10% of the intake.

<table>
<thead>
<tr>
<th></th>
<th>Pharmaceutics</th>
<th>Pharmacology</th>
<th>Pharmacognosy</th>
</tr>
</thead>
<tbody>
<tr>
<td>UG &gt; 70%</td>
<td>5000</td>
<td>5000</td>
<td>2500</td>
</tr>
<tr>
<td>UG &gt; 75%</td>
<td>10000</td>
<td>10000</td>
<td>5000</td>
</tr>
</tbody>
</table>

2. **Uttarakhand Resident & Sikh Minority Candidates**  
Sikh minority, Uttarakhand resident with Income < 2.5 lacks per annum will get onetime Fee Concession of Rs 5000/- on tuition fee. Seats are limited to 10% of the intake.

3. **Ex students**  
Ex students, no admission fee & Concession per semester in Tuition fee as per chart shall be applicable. Seats are limited to 10% of the intake.

<table>
<thead>
<tr>
<th></th>
<th>Pharmaceutics</th>
<th>Pharmacology</th>
<th>Pharmacognosy</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Pharm &gt; 70%</td>
<td>5000</td>
<td>5000</td>
<td>2500</td>
</tr>
<tr>
<td>B Pharm &gt; 75%</td>
<td>10000</td>
<td>10000</td>
<td>5000</td>
</tr>
</tbody>
</table>

Limited Seats

4. **Sibling Scholarship**  
A onetime fee concession of Rs. 5000/- will be applicable to any of the siblings already enrolled, on admission of the younger to any of the courses in the institute.

5. If a candidate is eligible for scholarship under more than one criteria mentioned above, then he/she will be entitled to claim scholarship under the criteria in which he/she is getting maximum financial benefit.
APPLICATION FORM

Name ________________________________
Father’s Name ____________________________
Mother’s Name ______________________________
Date of Birth ____________________________

Course Applied: UG [ ] PG [ ] 1st Choice ________________
2nd Choice ________________ 3rd Choice ________________

Category: (a) Uttarakhand [ ] Other State [ ]
   (b) SC [ ] ST [ ] Minority [ ] General [ ] Ex-student [ ]

Educational Qualifications:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of Exam</th>
<th>Board / University</th>
<th>Marks obtained/Total Marks (PCM/PCB)*</th>
<th>Aggregate %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>10+2 or equivalent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>10+2+3 or equivalent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>D. Pharm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Indicate PCM/PCB Marks only.

# Weightage if any A [ ] B [ ] C [ ] D [ ] E [ ] # Refer Para 4.0

Correspondence Address ________________________________
City ______________ State ___________ Pin Code ______ Country ______
Phone No. (R)Code ______ No. ___________ (O)Code ______ No. ___________
(Mobile) __________________________ Email: __________________________

Permanent Address ________________________________
City ______________ State ___________ Pin Code ______ Country ______
Phone No. (R)Code ______ No. ___________ (O)Code ______ No. ___________
(Mobile) __________________________
Application process:

(a) Cash  Receipt No.

(b) Draft No.

Bank  Date

I solemnly affirm that the particulars given above are true.

Enclosures: Please refer check list

(1) (2) (3) 

(4) (5) (6) 

Place: 

Date:  (Signature of Applicant)

For Office Use:

Ref No.:  Received On. :  Roll No.

Form found  Complete  Incomplete

Discrepancies found

1.

2.

3.

4.

Candidate Informed  Not Informed  Date

Checked by  Re-Checked by
1. (a) Name of Candidate (IN BLOCK LETTERS) : ____________________________
   (b) Name of Course ____________________________

2. (a) Father’s Name ___________ Occupation ____________________________
   (b) Mother’s Name ___________ Occupation ____________________________

3. Date of Birth ________________ 4. Nationality __________________________

4. Present (Correspondence) Address: __________________________________________________________________
   City / District: ___________________ Pin Code ___________ State ______________
   Phone No. (R)Code ___________ No. ___________ (O)Code ___________ No. ___________
   Mobile (Father’s) ______________ Email: __________________________
   Mobile (Mother’s) ______________ Any Other __________________________

5. Permanent Address: __________________________________________________________________
   City / District: ___________________ Pin Code ___________ State ______________
   Phone No. (R)Code ___________ No. ___________ (O)Code ___________ No. ___________

6. Apply for Scholarship : Yes ☐ No ☐

7. Annual Income: (1) Father ___________ (2) Mother ___________ (3) Guardian ___________

8. **Educational Qualifications:**

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Name of Exam</th>
<th>Board / University</th>
<th>Marks Obtained/ Total Marks</th>
<th>Aggregate %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>10+2 or equivalent (PCM/PCB)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>10+2+3 / B. Pharm/B.P.T. or Other Qualification</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>D. Pharm/Other Qualification</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9. Local Guardian’s (if any) Particulars:
   (a) Name __________________________ Relation __________________________
   (b) Present (Correspondence) Address: ____________________________________________

   Phone No. (R)Code________ No. ____________ (O)Code________ No. ____________
   (Mobile) __________________________ Email: __________________________

10. Any extra curricular activity (State/National Level): Sports _________ Others ________
    Please provide the details. (Attach as appendix, if required)

11. Are you employed?        Yes [ ]     No [ ]
    (If yes, attach “No Objection Certificate”)

12. Enclosures (As per check list):
   (1) __________________________ (2) __________________________ (3) __________________________
   (4) __________________________ (5) __________________________ (6) __________________________
   (7) __________________________

JOINT DECLARATION BY THE APPLICANT AND THE PARENT/ GUARDIAN
1. I declare that I have carefully read the instructions given in information brochure and the entries made
   by me in this form are correct to the best of my knowledge, and nothing has been concealed.
2. I undertake to observe proper standards of academic conduct.
3. I shall abide by the prescribed course of reading and the modes of examination which may prevail from
   time to time, even though these may be at variance with those of the previous years. It will be my whole
   responsibility to go through the course ordinances, which may be changed by the University / Institute
   from time to time.
4. I undertake to fulfill mandatory 75% attendance in the course of study, failing which I will not appear in
   the Sessional / University examinations, since I would become ineligible for the same.
5. I shall abide by the rules and regulation as given in the Admission Brochure or that may be framed by the
   Institute from time to time.
6. I shall faithfully carry out the instructions issued by the Director of the Institute and other authorities.
7. I hold myself responsible for due and prompt payment of fees and all other dues as per prescribed dates.
8. I understand that my admission is liable to be cancelled if any of the statement furnished above, by me is
   found to be incorrect.
9. I understand that I cannot concurrently be enrolled for more than one full time course of studies.

Place: __________________________  Signature of the Applicant

Date: __________________________

I certify that my Son/ Daughter/ ward is making this application with my permission. I hold
myself responsible for his / her good conduct and behavior as a student of the Institute and
payment of all his / her fees and dues during his / her stay in the Institute.

Signature of the Parent / Guardian

Place : __________________________

Date : __________________________

Tel No. __________________________

Name __________________________

Address __________________________

Form / documents checked by ____________ Counter Checked By __________________________

(Convener, Admission Committee)
ANNEXURE - 1

AFFIDAVIT ON NON JUDICIAL STAMP PAPER OF RS. 10/-

(TO BE NOTARISED)

I, ________________________ S/o/W/o _______________________ Resident of ________________________ Father/Guardian of ________________________ do hereby take oath and solemnly affirm as under:

1. That the deponent’s son/daughter ________________________ has been granted admission in ________________________ year __________ in Sardar Bhagwan Singh Post Graduate Institute of Biomedical Sciences and Research, Balawala, Dehradun and paid part of the course fee.

2. That the deponent undertakes to pay the balance course fee in the following manner:
   (i) Rs ________________ on 15th Nov 2014
   (ii) Rs ________________ on 15th April 2015
   (iii) Rs ________________ on 15th Nov 2015
   (iv) Rs ________________ on 15th April 2016
   (v) Rs ________________ on 15th Nov 2016
   (vi) Rs ________________ on 15th April 2017
   (vii) Rs ________________ on 15th Nov 2017
   (viii) Rs ________________ on 15th April 2018
   (ix) Rs ________________ on 15th Nov 2018

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

6. That the deponent is responsible for the good conduct and behavior of his/her ward. Deponent Verified this ________________________ day of _________________ at ________________________

Deponent

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

Annexure II

AFFIDAVIT IN CASE OF CANDIDATE BELONGING TO SIKH COMMUNITY

An Affidavit sworn before a judicial Magistrate that “I ________________________ S/o or D/o ________________________ R/o ________________________ belong to Sikh community, practice the Sikh faith, believe in ten Sikh Gurus and Guru Granth Sahib only, and have the word Singh / Kaur with my name and that I do not owe allegiance to another sect or religion.”

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

Executed in favor of Sardar Bhagwan Singh Post Graduate Institute of Bio-Medical Sciences & Research, Balawala, Dehradun

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

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

In case of emergency, if any Medical Expenses are borne by SBSPG Institute of Bio-Medical Sciences & Research, the same shall be reimbursed by me.

Passport Size Photo of Ward

Name & Signature of the Parent

Signature of the Ward

Address:

Date:

Witness: Name _________________ Date: _________________

Signature________________________

Date ___________________________
Affidavit by the Student on NON JUDICIAL STAMP PAPER OF RS.10/-
(TO BE NOTARISED)

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

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

Admitted to ______________________________________________________________
(Name of the institution)

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

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

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

4. I hereby solemnly aver and undertake that
   a. I will not indulge in any behavior or act that may be constituted as ragging under clause 3
      of the Regulations.
   b. I will not participate in or abet or propagate through any act of commission or omission
      that may be constituted as ragging under clause 3 of the Regulations.

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

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

Declared this _________________________ day of ___________ month of ____________ year.

Name ________________________________                                             Signature of Deponent

VERIFICATION

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

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

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

Signature of Deponent

Oath Commissioner
Annexure VI

Affidavit by the Parent/Guardian on NON JUDICIAL STAMP PAPER OF RS.10/-
(TO BE NOTARISED)

1. I, Mr./Mrs./Ms. ____________________________, father/mother/guardian of ____________________________, having been admitted to ____________________________,

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

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

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

4. I hereby solemnly aver and undertake that
   a. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
   b. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

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

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

Declared this __________________day of ______________month of ______________year

Name ____________________________
Signature of Deponent

VERIFICATION

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

Verified at __________________ on this the ____________________ day of ________________, _______
(place) (day) (month) (year)

Signature of Deponent

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

Oath Commissioner
UNDERTAKING

I understand that the Admission granted to my ward is provisional and subject to completion of all formalities as disposition of balance fee, documents, marks sheets, migration certificate, bank guarantee etc.

I have read and understood

(i) Ordinances (Refer Admission Brochure)
(ii) Eligibility criteria
     (I affirm my eligibility to undertake course)
(iii) Fee Structure and Deposition
(iv) Medical / Leave Rules

I undertake to deposit the fee as prescribed in the admission brochure.

I also undertake that my ward will attend every lecture and practical classes. However, to account for late joining or other such contingencies the requirement for appearing in annual examination shall be a minimum of 75% of the classes actually held.

I solemnly affirm and declare that the information provided by me to the institution is true and correct.

In case the formalities are not completed or any discrepancies found, I shall have no claim to the fee deposited and admission granted to my ward.

Name, Signature & Address: - Parent/ Guardian

Candidate Name: ______________________________________

Course: _____________________________________________

Dated: _____________________________________________
**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 Uttaranchal 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 in charge 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 ordinances, 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 students belonging to the Scheduled Castes and Scheduled Tribes.
   e) Any practice whether verbal or otherwise derogatory to women.
   f) Any attempt of bribery or corruption in any manner.
   g) Willful destruction of the Institute property.
   h) Keeping of mobile phones within the Institute academic 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 or courses 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.
f) That the result of the student or students concerned in the examination or examinations in which he/she appeared be cancelled.

5. 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.

6. Without prejudice to the powers of the Director, detailed rules of discipline and proper conduct in class rooms/laboratories/Institute campus may be supplemented where necessary by Chairman of the Institute or Heads of the Departments. Each student shall be expected to study and follow these rules.

7. At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the 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 wards 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 Rules for the students.

**Director's Order**
All students must be informed that upon a statement by any teacher or others engaged in teaching or in the conduct of examinations that in putting threat or use of force, the student(s), 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 villages 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 Institution.

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.

7. 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.

8. When the Director is satisfied that it is not expedient to hold such enquiry, his decision shall be final.

9. On the receipt of a report under clause (5) or (6), a determination by the relevant authority under clause (7) disclosing the occurrences of ragging incidents described in clause 3(a), (b) and (c), the Director shall direct or order rustication of student(s) for a specific number of years.

10. 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 results 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 Tie (Turban - Navy Blue for Sikh students)
Winter - White Shirt, Steel Grey Pants, Black Shoes, Blazer - Navy Blue with 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 Shoes / Black sandals
Winter - White Salwar Kameez with White Dupatta, Navy Blue Blazer with Institute's Monogram, Navy blue pullover, Black Shoes or Black Sandals.

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 Entrants
Fee and other dues must be paid by the candidate selected for admission by the date specified. If any candidate fails to pay the fees by the date 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 Nov 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 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 Oct. and 20th Feb. 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 Sept fee will be refunded after further deductions
3. Refund after last date of admission i.e.15 Sept 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 Mandatory for girls and boys. Local students may be exempted. Only student 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 Dehradun. 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 sanctioned by the HOD/competitive 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.

(G) **Ordinance 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 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 indiscipline has been introduced in the Institute & Hostel, depending on the severity of indiscretionary 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.