



DBS GLOBAL
UNIVERSITY

Student Handbook

AY 2025-2026



***Your Guide to
Academic Policies and
Student Resources***

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**DOON
BUSINESS
SCHOOL**



THE NEW TENT N O O

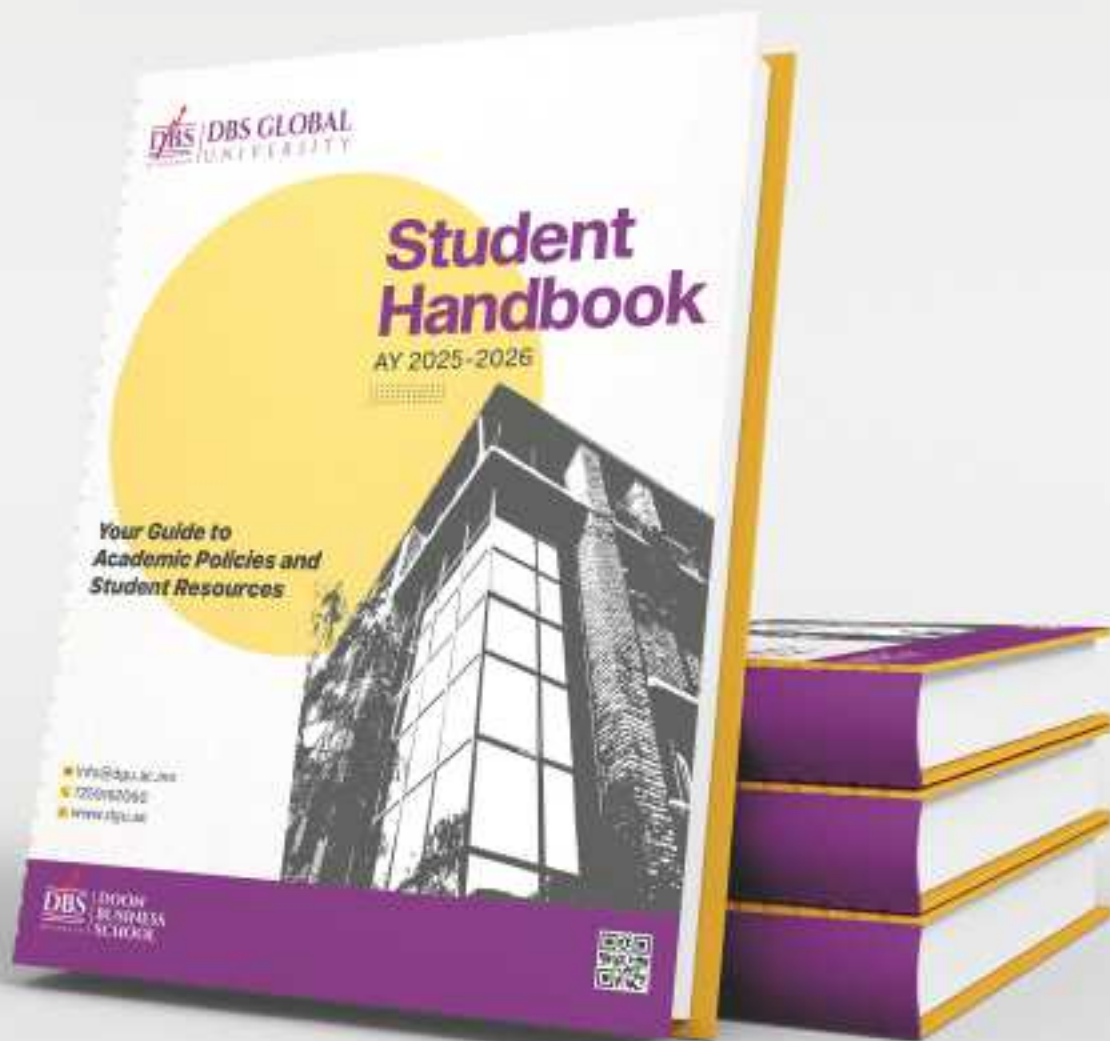
01	Objectives of the Handbook
02	Disclaimer
03	About DBS Global University
04	Vision & Mission
05	Vice Chancellor's Message
06	Leadership and Management
07	Doon Business School
08	Doon School of Advanced Computing
09-11	Doon School of Liberal Studies
12	Doon School of Future & Life Skills
13	DBS School of Pharmacy and Research
14	Doon School of Law
15	Student Registration
16-19	Scholarship Policy
20	Academic Calendar
21-24	Student Code of Conduct
25-26	Department of Student Affairs (DSA) & Student Clubs
27	Career Development Cell (CDC)
28	Office of International Affairs
29-31	Student Discipline Rules
31-32	Administrative Mechanism for Handling Student Indiscipline Cases
33	Campus Entry Timings
34	Transport Regulations
35	Conduct at Cafeteria/ Food Park Accidents outside the University In case of Suicide Attempt Wellness and Health / Infirmary

35-36	Change of University / Issue of No Objection Certificate
37-41	Placement Guidelines
41-47	Examination Rules
47-49	Social Internship Rules
49-54	Industry Internship Programme
55-59	Amenities and Facilities available at Campus
59-60	Official Email ID Policy
60	Day Boarding Facility
61-65	Hostel Rules and Residential Accommodation
65	Hostel Vehicle Parking Policy
66-69	Student Related Committees
70-74	Breach of Discipline, Corresponding Punishments and Fines/ Penalties
75-78	Escalation Matrix
79-80	How to use CAMU Erp “Services”
81	Help Desk
81-82	Holiday List AY 2025-26
82-110	Affidavits Forms

STUDENT HANDBOOK AY 2025-26

Objectives of the Handbook

The Students' Handbook is designed to provide comprehensive information on the general regulations and guidelines that students are expected to follow during their time at DBS Global University. It also serves as a reference for expected academic conduct and behavioural norms on campus. In addition, the handbook outlines structured welfare mechanisms that encourage students to support their peers, engage meaningfully in campus life, and actively participate in programs and activities aimed at enhancing the overall quality of the University experience.



Disclaimer

Every effort has been made to ensure that the information provided in this Handbook is accurate and up to date. However, DBS Global University reserves the right to make modifications to program offerings, curricula, academic policies, academic calendar, fee structures, and other rules and regulations as deemed necessary. Such changes may be implemented to correct errors, address omissions or inconsistencies, or comply with requirements from regulatory authorities.

These changes may take effect at any time as determined by the University authorities and may apply to both current and prospective students.

Please note that the contents of this Handbook are intended for general informational purposes only and do not constitute a binding contract. The University is not responsible for any inadvertent technical inaccuracies or typographical errors that may appear in this document.



About DBS Global University

DBS Global University, Dehradun stands as a vibrant hub for visionary thinkers—those who dare to challenge the status quo and shape the future through bold, original ideas. At its core lies a transformative, student-centric learning environment that empowers individuals to explore beyond conventional boundaries. Rooted in values of ethical leadership, resilient determination, and purposeful optimism, the University cultivates minds ready to innovate and lead.

DBS Global University, located in the scenic city of Dehradun, Uttarakhand, is one of India's most AI-enabled and future-ready higher education institutions. Recognized by the University Grants Commission (UGC) and the Ministry of Education, the University offers a diverse range of undergraduate, postgraduate, integrated, and doctoral programs across disciplines including Management, Commerce, Computer Applications, Journalism & Mass Communication, Design, Agriculture, and Allied Sciences.

What makes DBS Global University truly distinctive is its interdisciplinary and flexible academic framework, blending business, liberal arts, and computing. This innovative approach allows students to design personalized learning pathways aligned with their passions and aspirations—equipping them with the tools to build meaningful and enduring careers.

More than just an academic institution, DBS is committed to nurturing individual potential. Each student is supported in a journey of exploration, experimentation, growth, and creativity, preparing them not only for their first job—but for a lifetime of learning and leadership.

By choosing DBS Global University, students become part of a forward-thinking community that thrives on curiosity, courage, and a shared drive to make a difference. It's more than education—it's a launchpad for a future shaped by imagination and purpose.

Key Drivers:

Our approach is rooted in two core drivers:

1. Capacity building for future careers by strengthening students' stamina, skills, character, and discipline
2. Fostering a sense of community, harmony, and peer-driven collaborative learning to nurture holistic development.

VISION

To be globally recognized for delivering quality education and embracing emerging technologies & innovation, while empowering future leaders to shape a sustainable and progressive world.

MISSION

- Deliver high-quality education that aligns with global standards of accreditations and rankings.
- Embrace and integrate emerging technologies and innovative practices to prepare students with skills for the future.
- Promote inclusivity, ethics, and global awareness to equip graduates for addressing complex challenges and driving positive change.
- Cultivate a peer learning and collaborative environment that fosters personal, academic, and societal progress.



Vice Chancellor's Message



It is my privilege and honour to welcome you to DBS Global University—a dynamic institution where innovation, academic excellence, and holistic development converge to shape the leaders of tomorrow.

At DBS Global University, we are committed to nurturing creative thinkers, ethical leaders, and industry-ready professionals. Our educational philosophy transcends conventional boundaries, offering a transformative learning experience that is both intellectually rigorous and future-focused.

We take pride in being among the first universities in India to integrate Artificial Intelligence (AI) and Generative AI into the academic curriculum. By embracing these cutting-edge technologies, we equip our students with the skills necessary to succeed in a rapidly evolving world, ensuring they graduate with the confidence and competence to lead in the digital age.

Experiential learning lies at the heart of our academic approach. Through hands-on projects, live industry collaborations, and immersive learning modules, we ensure that students bridge the gap between theory and real-world application. Our interdisciplinary programs, supported by state-of-the-art infrastructure and a vibrant campus ecosystem, enable students to shape their own academic journeys in alignment with their personal and professional aspirations.

Our Career Development Cell plays a pivotal role in this journey by facilitating placements with over 350 leading companies annually. Beyond academics, our students thrive in a campus enriched with sports, cultural initiatives, global immersion programs, and student-led activities that foster leadership, creativity, and teamwork.

We recognize the profound responsibility that a higher education institution bears—not only to impart knowledge and skills but also to instil values, global awareness, and a lifelong commitment to learning and service. Our vision of internationalization is reflected in our diverse community, inclusive pedagogical practices, and a global outlook that prepares students to contribute meaningfully to the world around them.

I warmly invite you to explore the world of opportunities that DBS Global University offers. Join us in our shared pursuit of knowledge, innovation, and impact. Together, let us build a legacy of excellence and purposeful leadership for a better future.

Best wishes

Prof. (Dr.) Sanjay Jasola
Vice Chancellor

Leadership and Management



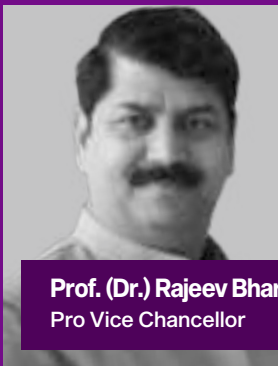
Mr. Mohit Aggarwal
President



Dr. Anjum Aggarwal
Vice President



Prof. (Dr.) Sanjay Jasola
Vice Chancellor



Prof. (Dr.) Rajeev Bhardwaj
Pro Vice Chancellor



Prof. (Dr.) Manish Prateek
Pro Vice Chancellor



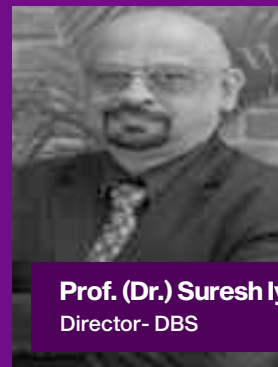
Dr. Rohit Rastogi
Registrar



CA Satish Chhabra
Chief Financial Officer (CFO)



Dr. Makarand Joshi
Controller of Examinations (COE)



Prof. (Dr.) Suresh Iyer
Director- DBS



Prof. (Dr.) Navjyoti Singh Negi
Associate Dean Academics



Dr. Jyoti Bansal
Director- Office of Quality Initiatives & Internationals Affairs



At the core of the University is its flagship institution, Doon Business School (DBS)—a name synonymous with excellence in management education for over 17 years. Renowned for its academic rigor and industry alignment, DBS combines global business perspectives, technology integration, and outcome-based pedagogy to nurture professionals who are ready to thrive in a rapidly changing world. DBS adopts a focused, placement-driven approach emphasizing on achieving strong program outcomes. Our industry-aligned and globally-oriented curriculum is enriched with experiential learning opportunities such as internships, live projects, and simulations. The programs offered are designed to foster critical thinking, innovation, and practical readiness for real-world challenges. With dedicated entrepreneurial support, expert mentorship, and international exposure, our students are empowered to lead, innovate, and thrive in a rapidly evolving global landscape.

Programmes Offered

- **MBA** with specialization in Marketing | HR | Finance | Business Analytics | Logistics & Supply Chain | Digital Transformation International Business | Healthcare | Luxury & Fashion Management | Media & Creative Communication
- **MBA Integrated (BBA+MBA) 5 Years**
- **BBA** with specialization in E-Commerce and Supply Chain | Fintech | Digital Marketing | Business Analytics Entrepreneurship | HR | Marketing | Finance | International Business | Banking & Insurance | Capital Markets in collaboration with NISM
- **B.Com** with CA Prep. (in line with ICAI)
- **B.Com** with UK-ACCA | US-CPA
- **PhD**
- **MBA** in collaboration with Industry Partner
- **MBA** HR/Marketing/Finance/Logistics & Supply Chain in collaboration with



with Global Certification

Students majoring in HR, Finance, Marketing, or Logistics & Supply Chain gain hands-on experience in live SAP environments, leading to global SAP Consultant certifications. With most Fortune 500 companies using SAP, these certifications significantly boost employability at mid-managerial levels. Key modules include SAP MM, SD, FICO, SCM, SuccessFactors, SAC, and ERPsims

- **MBA Business Analytics in collaboration with**



with Global Certification

SAS offers globally recognized certifications in Analytics, AI, and ML, giving students a competitive edge in the global job market. As a world leader in analytics, SAS equips learners with powerful tools like SAS Programming and Visual Business Analytics to excel in the evolving data landscape. Key modules include Essentials (Querying & Reporting), Programming in Viya (Cloud), SAS® Enterprise Guide® (ANOVA, Regression), and Machine Learning using SAS® Viya®.

Doon School of Advanced Computing

DBS Global University is proud to present its prestigious School of Advanced Computing, home to the Department of Computer Science and Engineering. This school is committed to delivering cutting-edge education that aligns with the New Education Policy (NEP), preparing students to excel in the ever-evolving field of information technology.

Our UG programs, B. Tech programs in Computer Science & Engineering and Bachelor of Computer Application at DBS Global University, offer a comprehensive and cutting-edge curriculum co-designed, co-delivered, and co-certified in association with industry partners to empower students with "T-Skills" to have a deep understanding of technological verticals and application domains and a collaborative industry-driven approach to prepare students for real-world challenges.

Our PG programs, MTech CSE, MCA, and Ph.D., are focused on the implementation and creation of advanced technology in the relevant area. Covering core areas such as algorithms, data structures, programming languages, computer architecture, and software engineering, the program equips students with a comprehensive skill set. The focus on hands-on learning has students engage in real-world projects and internships, gaining practical experience in areas like software development, artificial intelligence, data science, cybersecurity, etc., along with life skills, problem-solving skills, design thinking, and ethical human beings with an understanding of the constitution of India to address real-world challenges.

Our distinguished faculty, state-of-the-art labs, and industry collaborations ensure that graduates emerge as highly skilled professionals, ready to meet the evolving demands of the tech industry.

The curriculum is designed to align with industry needs, ensuring that graduates are well-prepared for diverse career opportunities in software development, system analysis, and other technology-related fields.

Programmes Offered

- **B. Tech CSE** with Dual Specialization & Industry Partner -HCL (AI & ML | Data Science | Cyber Security)
- **B. Tech CSE** with AI & Minor in (Full Stack | Cloud Computing | IOT | Drone Technology | Robotics | Finance Smart Agriculture | Media | IOS Development)
- **B. Tech CSE** with Minor in (Full Stack | Cloud Computing | IOT | Drone Technology | Robotics | Finance Smart Agriculture | Media)
- **B. Tech CSE** with AI & IOS Development by Apple Integrated
- **B. Tech CSE** + MBA (5.5 years)
- Integrated **B. Tech + M.Tech**
- **M.Tech CSE** Computer Science & Engineering (CSE) with specialization in Artificial Intelligence & Data Science | Cyber Security & Ethical Hacking
- **BCA**
- **BCA** with specialization in Data Analytics | Machine Learning (HCL Tech)
- **MCA** with specialization in Full Stack Development
- **PhD**

Delivery & Certification by Industry Partners





Doon School of Liberal Studies

The Doon School of Liberal Studies is dedicated to fostering critical thinking, creativity, and interdisciplinary learning that connects the humanities, social sciences, agriculture, literature and global perspectives. It comprises three distinct departments: Department of Modern Media, Department of Modern Agriculture and Department of Liberal Arts, each committed to academic excellence and holistic student development.

Department of Modern Media

At DBS Global University, the Department of Modern Media offers cutting-edge education in digital media and communication. Our programs are designed to provide students with practical skills and hands-on experience, utilizing advanced facilities like AI labs, media labs, and state-of-the-art studios. The curriculum is aligned with industry trends, ensuring graduates are well-prepared to excel in dynamic and evolving media careers.

We are proud to collaborate with **HK Studio Mumbai** for film and television projects and **JSR Studio Dehradun** for mass communication. These partnerships provide our students with unique industry exposure and opportunities to work on real-world projects, enhancing their learning experience and career prospects. Join us to become a leader in the field of modern media and communication.

Programmes Offered

- BA Digital Media & Mass Communication
- BA Film & TV
- MBA Media & Creative Communication
- MA Mass Communication

Career Opportunities

Media Professionals | Content Writing
Journalism | Public Relations | Advertising
Documentary and Feature Filmmakers



Department of Modern Agriculture

The Department of Modern Agriculture at DBS Global University is dedicated to transforming agricultural education and research through innovation, sustainability, and real-world relevance. Combining the wisdom of traditional farming with the power of emerging technologies, the department offers comprehensive, interdisciplinary programs that emphasize both theory and application. With a strong focus on precision agriculture, sustainable farming practices, and data-driven decision-making, students gain the skills needed to thrive in the evolving agricultural landscape.

Learning is enriched through access to state-of-the-art laboratories, hands-on training on fully functional farms, and industry-led internships—ensuring that students graduate with practical experience and a future-ready mindset.

The department nurtures a holistic understanding of agriculture, preparing students to address pressing global issues such as food security, environmental stewardship, and the complexities of modern farming. By fostering innovation and leadership, the Department of Modern Agriculture empowers the next generation of agricultural professionals to drive meaningful change in the sector.

Programmes Offered

- B.Sc. (Hons.) Agriculture
- MBA Agri-Business
- B.Sc. (Hons.) Agri-Business
- B.Sc. Forestry
- M.Sc. Agronomy
- PhD

Department of Liberal Arts

The Department of Liberal Arts serves as an intellectually vibrant academic centre, meticulously designed to foster the qualities essential for UPSC aspirants with a gamut of interdisciplinary courses. With a strong foundation in literature, social sciences, and the humanities, the department promotes analytical reasoning, ethical reflection, and a deep understanding of socio-political and cultural realities. These are the skills that are indispensable for the UPSC journey.

Our learner-centric pedagogy encourages students to engage with diverse perspectives, think critically, and develop a holistic worldview. The interdisciplinary curriculum, aligned with UGC's CBCS and outcome-based education frameworks, integrates the study of governance, public policy, economics, history, and philosophy—laying a robust groundwork for the General Studies papers and Essay component of the Civil Services Examination.

The department ensures that students benefit from constant academic stimulation through regular interactions with eminent scholars, senior bureaucrats, civil servants, and thought leaders. Seminars, conferences, internships, workshops, and field visits are embedded into the programme to provide practical exposure and a realistic understanding of the challenges in public service and administration.

Key Features of the Department

- **Civil Services-Focused Academic Framework**
- **Strong Mentoring and Guidance System**
- **Emphasis on Nation-Building and Social Responsibility**
- **Interdisciplinary and Analytical Research**
- **Platforms for Leadership and Public Speaking**

Each student at **DSLS** can design their own degree by choosing combination of courses of their choice along with their passion courses and cutting-edge skill courses from School of Future Skills as minors leading to BA/B.Sc./BPA/BVA -Single, Dual Majors or Interdisciplinary majors. Some of the more popular combinations are

- **Economics and Data Science**
- **Computer Science and Finance**
- **Anthropology and History**
- **History, Political Science (Double Major)**
- **Psychology and English**
- **English and Advertising**

Passion Courses

- **Advertising**
- **Social Media Management**
- **Influencer Management**
- **Performing Arts**
- **Photography**
- **Cinematography**
- **Languages (French, Spanish, German & Japanese)**

Career Opportunities

While the Department offers a versatile platform for multiple career paths, it is especially conducive for students aspiring for careers in Civil Services, public policy, NGOs, education and research, media, governance, and advocacy.

The Department of Liberal Arts is committed to nurturing conscientious, well-informed, and socially responsible individuals equipped to serve the nation through the Civil Services and other leadership roles.

Doon School of Future & Life Skills

The Doon School of Future & Life Skills offers a range of forward-looking programs designed to bridge the gap between academic knowledge and industry expectations. These programs offer distinctive advantages and are designed to build industry-aligned, next-gen skills through hands-on, job-ready training and real-world applications. With a strong focus on employability, global recognition, and continuous learning, students gain exposure to expert mentors, industry networks, and internationally relevant credentials—empowering them to align their career paths with their skills and passions.

Together, DBS Global University and the Doon School of Future & Life Skills empower students to emerge as highly skilled, adaptable, and competitive professionals, fully prepared to lead and innovate in dynamic global industries.

Every student of the DBS Global University will have to undertake at least one future skills course in each semester, which ensures that each student will be equipped with cutting edge future hard skills making them ready for top jobs and industry.

SAP | Alteryx | Artificial Intelligence | E-Commerce | SCRUM Master | Big Data, Python & R | NISM Certifications | UI/UX | Digital Marketing | SEO, SEM | HR Analytics | Derivatives | Rapidminer / Tableau | Advanced Excel | Big Data Analytics | Google Adword | Luxury Brand Marketing | Computerised Accounting Tally | Social Media Marketing | Power BI | Ethical Hacking | Machine Learning | Internet of Things (IoT) | Java Technologies | Website Development & Implementation | .NET Framework Networking | Red Hat Linux | Digital Forensic | Forensic Accounting



DBS School of Pharmacy and Research

DBS School of Pharmacy and Research offers undergraduate and diploma programs that prepare students to become pharmacists or pharmaceutical professionals. These programs cover a range of subjects related to pharmaceutical science, patient care, and medication management.

Key Features of the School

- **Approved by Pharmacy council of India (PCI).**
- **Highly experienced well qualified (Doctorates) from institutes of repute, engaged in consultancy, research and publication to add immense value to academic life.**
- **Experiential Learning Activities: Students are exposed to Pharma companies and hospitals to know-how that create an opportunity for students to engage and tone up their endurance, confidence and management skills.**
- **Innovative Pedagogy: Emphasis on case studies and inter-personal based teaching to develop skills in analytical thinking and reflective judgment by reading and discussing complex, real-life scenarios.**
- **Well-equipped Labs with necessary equipment and research facilities for demonstration and independent project work.**
- **Opportunity for interpersonal development by having association with MBA and PGDM students from India & abroad.**

Programmes Offered

- **D. Pharma**
- **B. Pharma**
- **M.Sc. Pharmaceutical**
- **PhD**



Doon School of Law

Doon School of Law established in 2025 is dedicated to provide holistic approach to students in the area of legal education, creating a dynamic and nurturing learning environment that fosters academic excellence and professional growth. The flagship law programmes at Doon School of Law are meticulously designed to provide students with a balanced integration of theoretical knowledge and practical skills. By blending rigorous academic coursework with hands-on experiences, such as moot court competitions, legal internships, and practical training, the programme ensures that students understand legal principles deeply while developing the skills necessary for real-world application. In addition to its comprehensive curriculum, the school emphasises the importance of a multidisciplinary approach, encouraging students to explore the intersections of law with other fields such as management, technology, business, social sciences and humanities. This broad perspective prepares graduates to address complex legal issues and adapt to diverse career paths.

Key Features of the School

- **Curriculum as per BCI**
- **Law Library with extensive electronic databases**
- **Green campus with hostel facilities**
- **Experienced Faculty**

Key Features of the School

The student is trained by shaping his/her skill in different areas so that he/she is empowered to choose judiciary, law, teaching, working with MNC, social services, and many other career options in law. Students can make themselves fit to serve the industry, NGOs, Government services, Lawyering, Judiciary, etc.

Programmes Offered

- **BA LLB**
- **BBA LLB**
- **LLM**
- **PhD**



Student Registration



Semester Registration

Every student is required to register for each semester on the officially notified date of session commencement. Failure to register within the first **two weeks** will result in the student's name being struck off from the University rolls and no attendance will be given to the student of the first two weeks.



Re-Admission

Re-admission may be granted at the discretion of the Director, subject to the payment of the applicable **late fee** and **re-admission charges**.



Selection of Optional/Specialization Courses (Pre-Final Year)

All pre-final year students must communicate their chosen **optional papers or specialization courses** to the respective **Class Coordinators** before leaving for **summer vacation or internships**, in consultation with their assigned mentors.



Change of Optional Courses (Final Year/Semester)

- Requests to change an optional paper must be submitted **in writing** to the Class Coordinator **within the first three weeks** from the commencement of the final year/semester.
- Any changes made **within the first two weeks** will not entitle the student to **compensatory attendance** in the newly selected subject.
- **No changes** will be permitted after **three weeks** of the semester's commencement



Program Charges

Students who enrol in any value-added program (e.g., SAP, SAS, or similar) at the start of their program will be charged semester-wise based on the cost of the selected program.



Withdrawal Policy

If a student chooses to withdraw from a value-added program at the very beginning of the semester before the value-added course begins, they will be required to pay 50% of the program fee for that semester.



Program Transfer

Students opting to switch from one value-added program to another will be charged a transfer fee of Rs. 5000.



Usage-Based Fee

Students who avail any part of a value-added program during a semester must pay the full program fee for that semester.

If any information regarding the commencement of a value-added program is communicated, and a student does not withdraw from the program before this communication, they will be charged the full program fee even if they withdraw before the program starts. This is because, by that time, the third party providing the program would have issued a tax invoice for the student, which cannot typically be revised.

Scholarship Policy

DBS Global University, Dehradun has established a comprehensive **Scholarship Policy** that outlines the rules and guidelines governing the award of scholarships since its inception.

Scholarships are primarily awarded based on **academic merit** and in alignment with the **reservation policies of the Government** applicable to enrolled students. Scholarships or tuition fee waivers are considered across all disciplines **on an annual basis**, subject to the availability of **sponsored** funds and prevailing **governmental guidelines**.

The policy also allows for **partial tuition fee waivers** for students from specific categories, including:

- **Meritorious students**
- **Sportspersons**
- **Wards of Teachers and Defence Personnel**
- **Students from Single-Mother families**
- **Girls' students**
- **Uttarakhand Domicile students**
- **Alumni Scholarship**
- **Need-based Scholarship**
- **Purukul Society Scholarship**

Eligible students are required to submit an application for consideration. The Scholarship Committee, constituted by the University, is responsible for evaluating applications and recommending eligible candidates for scholarships or other forms of financial support.

General Terms for any scholarship will be applicable.

For Undergraduate Programs

1. Merit Scholarship

Scholarships are applicable for all Full time undergraduate admitted students, in accordance with the following scheme.

12th% age (any Central Board)	80-84.99	85-89.99	90-92.5	92.6-94.99	95	96	97	98	99
CUET Percentile	88-89.99	90-91.99	92.93.99	94-94.99	95.95.99	96-96.99	97-97.99	98-98.99	99-100
JEE Percentile	75-79.99	80-84.99	85-89.99	90-94.99	95-95.99	96-96.99	97-97.99	98-98.99	99-100
Scholarship (in % of tuition fee)	10	20	30	40	50	60	70	80	90

- Best 4 Core Subjects only (SUPW, Physical Education and Non-Academic Subjects will not be considered)
- The Scholarships are open for the first 15 percent seats in each program on a first come first served basis.
- No application for scholarships will be entertained beyond 15th July 2025.
- Candidates should preferably send their scholarship applications along-with their admission registration forms.

2. Scholarship for Uttarakhand Domicile - 25% on Tuition

1. Eligibility - UK Domicile or Student Completed X & XII from Uttarakhand

3. All India Scholarship (Except Uttarakhand)

10% Scholarship for Wards of Defence Personnel, Teachers, Single Mother.

CUET / JEE Scholarship

DBS Global University is happy to announce merit scholarships on the basis of CUET Scores based on the best 4 normalised courses. This is over & above the scholarships available on the basis of Class XII marks. You'll be entitled to avail whichever works best for you.

Scholarship for Sports Quota

- Represented India at any level - 10% Scholarship in both academics (Tuition Fee) and Accommodation (Food not included) and 5% additional marks for merit subject to minimum qualification marks & general condition applicable.
- Represented State at any level - 5% Scholarship in both academics (Tuition Fee) and Accommodation (Food not included) and 10% additional marks for merit subject to minimum qualification marks & general condition applicable.

For Post Graduate Programs

Merit Scholarship

Students can claim whichever is the higher scholarship out of the eligible scholarships. No two scholarships can be clubbed together.

Scholarship is applicable only if a scholarship letter is issued & accepted by a student.

This scheme is applicable for all applicants of the MBA program at Doon Business School Group who have a valid qualifying exam score and have secured a pre-specified minimum percentage in graduation.

All such students will be eligible for scholarship in tuition fees for the entire program as per the following scheme: For Applicants with a valid score in CAT/XAT/MAT/CMAT (with min. 65% in graduation)

CAT/XAT Percentile (More than)	75	80	85	90	95	96	97	98	99
MAT/CMAT Percentile (More than)	90	95	97	98					
Scholarship* (as % of Tuition Fee)	20	30	40	50	60	70	80	85	90

- The Scholarships are open for the first 15 percent seats in each program on a first come first served basis.
- No application for scholarships will be entertained beyond 15th July 2025.
- Candidates should preferably send their scholarship applications along-with their admission registration forms.
- Student should have cleared their graduation from Uttarakhand 25% on Tuition Fee
- For DBS passed out students will be considered as UK Domiciles.

Fee Payment Schedule

The due date for payment of the Semester is 15th of the preceding month of the semester. That is, the Odd Semester which will start from July, will have 15th June as the due date and even semester which will start from January, will have 15th December as the due date.

Process of Withdrawal and Fee Refund

When a student, who has sought admission in the current academic year or the previous one, decides to withdraw from their program of study, the University will assess the refund of fees for the applicant student as per the statutory regulations. For students who were registered in previous academic years, the University will consider the transfer of academic credits. All applications for withdrawal of admission from the academic program or from the hostel will be submitted in the prescribed format through an online process.

- i For a student wishing to withdraw from a program in which he/she has enrolled, the refund of the paid fee will be as per the UGC Guidelines issued from time to time.

S. No.	Timeline: Point of Time When the Notice of Withdrawal of Admission is Served	%age of Refund Aggregate Fees
1.	15 days or more before the formally notified last date of admission"	100
2.	Less than 15 days before the formally notified last date of admission"	90
3.	15 days or less after the formally notified last date of admission"	80
4	30 days or less but more than 15 days after the formally notified last date of admission"	50
5.	Cancellation after 30 days from the Commencement of classes	00

- ii Any student who wishes to withdraw from the course after the 1st of January will be required to remit to the University fee that is payable for the remaining period of that academic year in addition to the amount forfeited.
- iii In case of foreign or NRI candidates, the refund will be in accordance with the Foreign Exchange Regulations/RBI as per the prevailing rates of exchange along with the applicable bank charges.
- iv In case a student has blocked a seat in the hostel and decides to withdraw before the commencement of the academic session, the full fee will be refunded.
- v In case a student wishes to withdraw from the hostel; after staying for some duration, the fees will be refunded on a pro-rata basis after deducting the boarding and lodging expenses of the duration of the stay
- vi In case a student wishes to withdraw after the 1st of January, no hostel fee will be refunded except the security deposit. However, in exceptional cases where the vacant hostel seat is occupied by another student on the recommendation of the student withdrawing from the hostel, the balance fee for that academic year and the security deposit will be refunded.
- vii All applications for withdrawal from a program will be submitted online and will be processed by the Office of the Registrar. The Registrar Office will ensure that the student has submitted the 'No Dues' Certificate and the ID Cards and Library Cards issued (if applicable) and forward the same to the Finance Office for processing of refunds.
- viii The refund amount will be credited directly to the Students' / Parent / Guardian's account.
- ix If the withdrawal application has been submitted by a student who is already registered with the University, and has completed at least one semester, these applications will be processed through the Dean/Director of the School. The Dean/Director of the School will ensure that the student has been counselled and the reasons for withdrawal recorded.
- x The student will ensure the return of all library books and the ID Cards issued to him and will be required to get a no-due certificate from the concerned Departments.

- xi The withdrawal application will be processed by the Dean/Director of the School and forwarded to the Registrar Office/Finance Office for necessary action at their end. In this case, the students will be eligible only for a security deposit refund submitted along with the tuition fees and hostel security deposit.
- xii The security deposit will be refunded after deducting any dues from the student.
- xiii No admission will be considered as auto withdrawal until the required formalities as per this Policy are completed.
- xiv The Registrar will issue the Transfer Certificate and Migration Certificate to students seeking withdrawal from the University post-registration.
- xv The Controller of Examination will issue the Course Completion certificate along with the transcript of the courses completed by the applicant students seeking withdrawal of admission along with the credits earned to ensure transfer of credits to another institute where the applicant student is seeking admission.
- xvi The University will not be responsible for any delay in transit involved in the receipt and delivery of any communication between the University and the applicant. However, the University will attempt to refund the fees as per this guideline within a month of the receipt of the withdrawal application.
- xvii The applicant will not be entitled to any interest on refund of fees.
- xviii The University will abide by the guidelines of the UGC in this regard, however, if there is any dispute, it will be subject to the legal jurisdiction of the Dehradun Court.



Academic Calendar

DBS Global University Academic Calendar 2025

Month	Date	Day	Event
January	2-11 Jan	Thu-Sat	MBA Q2 Examination
	06 Jan	Mon	Re-registration UG 2nd / 4th / 6th Semester
	13 Jan	Mon	MBA Q3: Re-registration & Commencement
	26 Jan	Sun	Republic Day
February	26 Feb	Wed	Maha Shivaratri (Holiday)
March	14 Mar	Fri	Holi (Holiday)
	17-25 Mar	Mon-Tue	Mid Term Examination: Under Graduate Programs End Term Examination: MBA Q3
	31 Mar	Mon	Eid-ul-Fitr (Holiday)
April	9-12 Apr	Wed-Sat	DGU Carnival
May	22-30 May	Thu-Fri	End Term Examination : Under Graduate Programs End Term Examination : MBA Q4
June	2-28 Jun	Mon-Sat	Summer School
	2 Jun - 16 Aug	Mon-Sat	Internships / Major Projects
	4 Aug - 18 Aug	Mon-Sat	Backlog Exams
July	21 Jul	Mon	Program Commencement (1st year): MBA
August	4 Aug - 6 Aug	Mon	Program Commencement (1st year): BBA / BBA+MBA
	9 Aug	Sat	Raksha Bandhan (Holiday)
	15 Aug	Fri	Independence Day
	11 Aug	Mon	Program Commencement (1st year): B.Com / B.Tech / B.Tech+MBA
	18 Aug	Mon	Re-registration: MBA Q5 / UG 3rd & 5th Semester / PG
	18 Aug	Mon	Program Commencement (1st year): BCA/BAMC/MCA/ Liberal Studies/B.Sc. Forestry/Agri/Law
September	25 Aug	Mon	Program Commencement (1st year): D Pharm / B Pharm / MA / M.Sc / MAMC
October	2 Oct	Thu	Gandhi Jayanti / Dussehra (Holiday)
	9-17 Oct	Thu-Fri	Mid Term Examination: Under Graduate Programs End Term Examination: MBA Q1 & Q5
	18-26 Oct	Sat-Sun	Diwali & Vacations (Holidays)
November	5 Nov	Wed	Guru Nanak Jayanti (Holiday)
December	18-24 Dec	Thu-Wed	End Tern Examination: Under Graduate Programs End Term Examination: MBA Q2 & Q6
	25 Dec	Thu	Christmas (Holiday)

Student Code of Conduct

Elements of Ethical Conduct

1. Respect for self
2. Respect for others
3. Respect for University property
4. Respect for University authority
5. Personal honesty, academic integrity, and professional demeanour
6. Respect for the Nation

Code of Conduct

1. Students are obliged to uphold and adhere to the University's established Policies.
2. While attending the University, and participating in academic, recreational, or other activities on campus, in hostels, or beyond, students will be expected to conduct with decorum and orderliness during training, excursions, sports, and project work, etc.
3. At all times, students will be expected to show deference to the rights and privacy of fellow University members.
4. Students pursuing programs leading to professional qualifications must conduct themselves congruent with the expected conduct of their future professions.
5. The University will be dedicated to the subsequent aspirations while cultivating ethics and a code of conduct among its students:
 - Cultivating professional excellence.
 - Advocating a life enriched with values and ethics.
 - Nurturing responsible and well-informed leaders and professionals.
 - Instilling a commitment to the service of others and nation-building.
6. Creating a campus environment that provides safety, security, engagement, challenges, and appreciation is pivotal in realizing these objectives. This atmosphere results from the active contributions of all University members – students, faculty members, support staff, and affiliates – adhering to principles of integrity, compassion, learning, appreciation, and understanding.
7. At all times, the students are expected to maintain the following Ethical Standards:
 - Students are expected to conduct themselves with honesty, integrity, and fairness in all academic and non-academic activities.
 - Plagiarism, cheating, falsification of records, and any form of academic dishonesty are strictly prohibited.
 - Respect for diversity, inclusion, and cultural sensitivity is paramount. Discrimination, harassment, or any form of intolerance will not be tolerated.
 - Students will be expected to adhere to the principles of academic freedom and intellectual honesty, engaging in constructive dialogue and debate while respecting differing viewpoints.
 - Respect for Authority: Students are expected to comply with the directives of faculty members, staff, and University officials in a respectful and courteous manner.
 - Respect for Property: Vandalism, theft, or unauthorized use of the University property or resources is prohibited.
 - Respect for Others: Students are expected to treat fellow students, faculty members, staff, and visitors with dignity and respect, fostering a culture of mutual understanding and cooperation.
 - Responsible Citizenship: Students are encouraged to actively participate in campus activities, community service initiatives, and civic engagement opportunities, contributing positively to society.
 - Compliance with Laws and Regulations: Students are expected to comply with all applicable laws, regulations, and University policies, both on and off-campus.

8. All individuals at the University – faculty members, administrators, staff, and students - bear the responsibility of stewarding the University's intellectual, social, emotional, psychological, and other resources.
9. Upon acceptance of admission, students will commit to adhering to the University norms, encompassing Ethics, Code of Conduct, Ordinances, Regulations, and evolving Policies. Upholding these values by maintaining exemplary conduct is expected.
10. Regular attendance and successful completion of all academic requisites are obligatory for students.
11. Active participation in academic, co-curricular, and extracurricular activities, including personality development initiatives organized by the University, are mandatory for students.

Student Conduct Related Policies

Student Identity Card

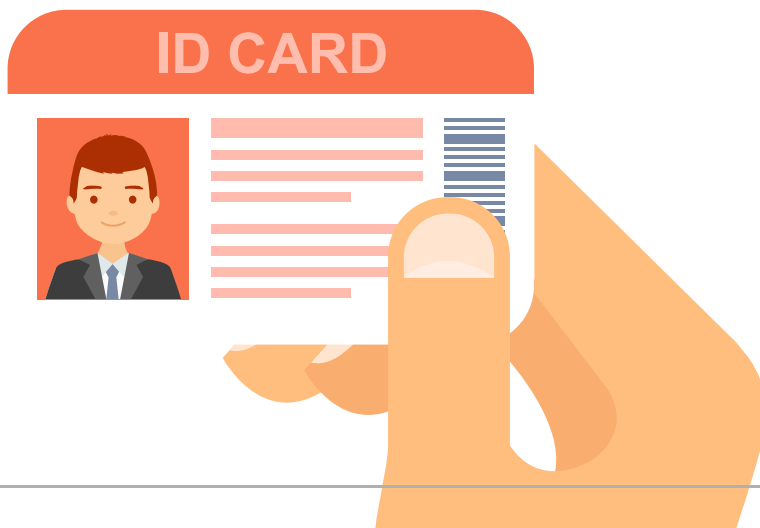
Every student admitted to the University will be provided with a University Identity Card. It is expected that the students will wear and display the Identity Card at all times on the University campus.

1. A student will not be allowed into the University Campus without the Identity Card.
2. A student must produce an Identity Card to use any University facility like the Library, Infirmary Centre, Cafeteria, Laboratories, and other University facilities.
3. A student must return the Identity Card to the University Registrar's Office at the time of withdrawal/expulsion or when asked for. In case of failure to do so, security deposits, if any, will be forfeited and certificates will not be issued.
4. The University reserves the right to ask the students to surrender their Identity Card without assigning any reason.
5. In case a student loses the Identity Card, he/she has to apply for a fresh Identity Card along with a replacement fee prescribed by the University.

ID Card-Related Misuse (Forgery and Use of False Identity)

Misuse of the University-issued ID card at entry/exit points or other venues is strictly prohibited. Any misuse of the University Identity Card (self or others) will lead to disciplinary action against the student, including expulsion from the University. If a student is found guilty of such violations, the following penalties will apply:

- **Use of Another Individual's ID for Entry:** Any student found using someone else's identity card for campus access or any official purpose will be penalized with a fine of **₹2,000**.
- **Forgery:** In cases involving forgery—such as tampering with official documents, records, or identity cards—the individual will be fined **₹5,000** and may be referred to the Disciplinary Committee for further action, depending on the severity of the misconduct. Parents will also be informed regarding the offence.



Student Dress Code Policy

Personal grooming and dress code are very essential for self-esteem, a sense of belonging and camaraderie, pride in the University as well as preparedness for corporate/professional careers. All students must follow the dress code applicable to them.

All the students are expected to wear the prescribed uniform while attending the classes. On other occasions, the students are expected to be dressed in smart casuals described as under:

A. Purpose

The purpose of this policy is to establish a consistent and professional dress code for students of DBS Global University to reflect the University's standards of discipline, identity, and decorum.

Note:

- Students will not be allowed to enter the premises of the University if not in proper uniform on the corresponding day.
- Students will not be given attendance in class if not in the prescribed dress code for the day.
- The student has liberty to obtain permissions from the Proctors or from the Department of Student Affairs in special cases.

B. Scope

This policy applies to all undergraduate and postgraduate students attending classes, events, and activities on campus.

C. Weekly Dress Code Guidelines

Day	Dress Code
Monday	DGU T-Shirt and Jeans
Tuesday	DGU T-Shirt and Jeans
Wednesday	DGU Formal Uniform
Thursday	Smart Formals
Friday	Smart Casuals
Saturday	Smart Formals / Uniform if notified (as per event / advice)

- In case of presentations, industrial visits, or outdoor events, students are expected to be in proper uniform as advised.
- Students may not be allowed to participate in such events if not in the prescribed dress code.

D. General Guidelines

- Clothing must be clean, well-maintained, and appropriate for the University environment.
- Footwear should be formal or smart casual based on the day's dress code; slippers, crocs, or flip-flops are not permitted during the University timing on campus.
- Hair should be neatly groomed and personal hygiene must be maintained at all times.
- ID cards must be visibly worn at all times on campus.
- On special occasions or events, students may be required to follow additional dress code instructions.
- The institute reserves the right of deciding inappropriate attire at its discretion.

E. Non-Compliance and Disciplinary Action

Failure to adhere to the dress code will result in disciplinary action, including verbal warning, written notice, and restriction from entering the campus, attending classes, providing attendance or University events. Repeat offenses will lead to further disciplinary review by the Student Discipline Committee. Additionally, non-compliance may result in deduction of marks from the General Proficiency Course component.

F. Grooming and Appearance

- No student is allowed to bear a beard within campus unless a declaration on religious compulsion is provided by the parent or local guardian.
- However, for medical or other valid reasons, a student may apply to the Committee of Soft Skills for permission.
- Unkempt physical appearance, including beard and hairstyle, may lead to continuous erosion of marks in the General Proficiency, Soft Skills, and Personality Development components.

Restricted Use of Mobile Phones

1. Use of Mobile Phones is strictly prohibited in the academic blocks, which include classrooms, laboratories, workshops, library, and the corridors adjacent to classrooms and faculty members' seating areas.
2. Students may use their mobile phones in the permissible/designated areas on the University campus as stipulated by the University notifications.
3. Any Student using a mobile phone in restricted areas as specified above will be cautioned and the mobile phone will be confiscated. A second violation will result in disciplinary action against the student as decided by the University's management which may include a fine, debarment from placement assistance, and/or representing the University in any event/competition, etc.

Use of Student's Personal Laptop in the University

Students may bring their personal Laptops/Tablets to the University Campus. The rules for using personal Laptops/Tablets are specified in the following Sub-Clauses:

1. Students may use Laptops in the classes if required as a part of the coursework/class assignments, with prior permission of the concerned course instructor.
2. Students may use their laptops in the classrooms/seminar halls for assignment/seminar/ paper presentation purposes, or any other academic activity as required/approved by the concerned course instructor.
3. Students are not permitted to use/take their personal laptops to the computer labs during a practical/laboratory period/class. Violation of this rule will result in disciplinary action against the student, and the errant student's laptop/tablet will be confiscated by the Course Instructor.
4. Students may use their laptops in the areas designated for group and or collaborative work or specified project laboratories to carry out assignments/project work with the prior permission of the concerned course instructor.
5. Students are expected to use social media carefully and responsibly. They are not be allowed to post derogatory comments about other individuals from the University on social media or indulge in any other related activity that may have grave ramifications on the reputation of the University.

Department of Student Affairs (DSA) & Student Clubs

Campus Life

The DSA is committed to fostering students' holistic development, well-being, and a strong sense of community. The DSA proudly oversees a vast array of more than 22+ student-led clubs and organizations, providing unparalleled platforms for you to pursue your passions, develop new skills, and connect with like-minded peers. Active participation is highly encouraged as it significantly enhances your university experience and personal growth.

Sports Clubs: Engage in athletic pursuits, develop teamwork, and enjoy healthy competition.

- ▶ **Basketball Club**
- ▶ **Football Club**
- ▶ **Badminton Club**
- ▶ **Table Tennis Club**
- ▶ **8-Ball Pool Club**
- ▶ **Volleyball Club**

Activities: Regular practice sessions, Intra-University leagues (e.g., DPL), Inter-University tournaments

Hobby Clubs: Explore and showcase your artistic talents and cultural heritage.

- ▶ **Dance Club**
- ▶ **Music Club**
- ▶ **Dramatics Club**
- ▶ **Social Welfare Club**
- ▶ **Stargazers Club**
- ▶ **Fit Don't Quit Club**
- ▶ **Bag-packers Club**
- ▶ **Srijan Society**

Activities: Annual cultural nights, participation in inter-University cultural festivals, staging full-length plays, organizing musical concerts, astronomy sessions, poetry slams, art exhibitions, photography contests, debates, fashion shows, and workshops on various art forms.

Domain Clubs (Academic/Professional/Special Interest): Deepen your knowledge in specific fields, engage in practical application, and network with professionals.

- ▶ **Robotics Club**
- ▶ **Innoventures Club**
- ▶ **Spectrum Club**
- ▶ **Empirical Minds**
- ▶ **Techies**
- ▶ **Marketing Club**
- ▶ **Bulls & Bears Club**
- ▶ **Phoenix Club**

Activities: Tech talks by industry experts, hackathons, coding competitions, business plan competitions, guest lectures, workshops on emerging technologies (e.g., AI, Blockchain), community outreach programs, case study challenges, mock interviews, quizzes, and inter-departmental competitions.

22+
Activities Club

**FIND YOUR
KIND!**



and many more...

The University has organised iconic events on campus like University Fest – GENESIS: covering DPL-sports, Tech-Fest, Cult Fest, Manifest, Celebrity Night, DJ Night and many more exciting events like Prom Night, Dandiya Celebration, Open Mic, Christmas Fete, Movie Nights.

For more details you may contact : dsa@dgu.ac.in



Students on corporate exposure tour to HongKong



Aastha Gill @DGU



Students @Dubai



Snow Trek at Kedarkantha by Backpackers' Club

Career Development Cell (CDC)

The University has a dedicated Career Development Cell in place, providing a comprehensive career support services like Internships, placement opportunities, Industry mentors, pre- placement workshops and many more.

The Placement Process

The CDC streamlines the recruitment process which includes:

1. **Placement Drive Initiation:** Companies express interest in recruiting, and the CDC, in consultation with a placement coordinator, schedules the drive.
2. **Information Sharing:** The placement coordinator provides companies with all necessary student data and details.
3. **Pre-Placement Presentation (PPP):** Companies conduct PPPs (online or offline) to provide students with first-hand information about their organization, work culture, and job profiles. This is your opportunity to learn about the company and ask questions.
4. **Hiring Stages:** Companies may utilize various stages, the schedule of which is drawn up in close consultation with the placement coordinator from CDC. These stages can include:
 - Pre-Assessment Tests (aptitude, technical)
 - Group Discussions (GDs)
 - Personal Interviews
 - Panel Interviews
 - Psychological Tests
 - Technical Interviews
5. **Offer Letters:** Companies issue offers letters to selected students, with a copy provided to the placement coordinator.
6. **Offer Acceptance:** Students accept the offer and join the company on the agreed-upon date. The CDC team is here to support you. You can connect with:

Corporate Engagement Team

► Delhi NCR

- **Ms. Sweety Singh** (Sr. VP Placement) M.: 9818380645 | sweety.singh@dgu.ac.in
- **Ms. Gunjan Sharma** (Manager Corporate Affairs) M.: 9650416488 | gunjan@doonbusinessschool.com
- **Mr. Manoj Pandey** (Manager Corporate Affairs) M.: 9873346488 | manojpandey@doonbusinessschool.com

► Mumbai : **Mr. Aditya Dasgupta** M.: 7045488764 | aditya.dasgupta@dgu.ac.in

► Hyderabad : **Ms. Marina Sruthi** M.: 9515788022 | marina.sruthi@dgu.ac.in

Soft & Skills & Training

- **Dr. Ulka Tewari** M.: 9871736888 | ulkatewari@doonbusinessschool
- **Dr. Rekha Verma** M.: 9557483199 | rekha.verma@dgu.ac.in

Get Involved with the CDC!

- We encourage all students to actively engage with the Career Development Cell from their first year.
- **Attend Workshops:** Participate in all skill-building workshops to enhance your employability.
- **Prepare Thoroughly:** Utilize CDC resources for resume building, interview practice, and aptitude tests.
- **Stay Informed:** Regularly check CDC announcements for internship and placement opportunities.
- **Seek Guidance:** Don't hesitate to reach out to the CDC team for personalized advice and support. Technical Interviews
- Your career success is our priority. Partner with the Career Development Cell to transform your academic achievements into a thriving professional future!

Office of International Affairs

The Office of International Affairs at DBS Global University has forged collaborations with top ranked universities across different countries. The objective is to create fascinating learning opportunities for our students at the international level. The role of the Office of International Affairs is to facilitate and support all the outbound and incoming students in exploring such opportunities. It is the first point of contact for discussions/arrangements for all such collaborative efforts across the globe and facilitate our students to go in for short immersion programs/summer school, semester exchange and semester abroad programs. The Office of International Affairs supports its students through open houses, student counselling sessions, application support with pre-departure briefings and other means.

DBS Global University offers several exciting options to its students through its one-two week, one month and a year-long collaborative program with the partner universities across the globe. While the University will offer different articulation and progression to the partner universities in due course.

The University encourages students to participate in:

1. **Semester Exchange Programs:** The semester exchange arrangements provide DGU students with an opportunity to spend one semester abroad with any one of our partner universities. Semester exchange contributes to the academic and personal development of students by expanding their horizons and providing them with an international perspective with a tuition waiver to our students.
 2. **Semester Abroad Programs:** This arrangement provides the students with an opportunity to spend one semester abroad with any one of our partner universities. The programme contributes to the academic and personal development of students by expanding their horizons and providing them with an international perspective. (this is without a reciprocal exchange of the students from the host University, so no tuition waivers).
 3. **Immersion Programs (One week, two weeks, one month):** Students can avail the opportunity to visit top universities abroad, with one week, two-week, one-month long program. The short-term immersion program combines classroom study sessions and interaction with host students along with visits to places of historic/cultural interest, not-for-profit organizations and local businesses. Within a short span of time, students get a wholesome, global experience. One month program will entail courses with industry interactions with the partner University. This program will have credits to be provided to you during your academic tenure as a part of the program.
 4. **Articulation Programs-** The University also offers various articulation pathway programs with top-ranked South Asian, European, Middle East, Malaysian universities.
 5. **Overseas Internships:** The University encourages the students to enrol in any international internships relevant to their course or conducting research/writing papers/publications during their internship period.
 6. **Higher Education Fair:** The University conducts Higher Education Fair with academic exchange institutions for information on universities across different countries for updates on visa regulations, language requirements, eligibility criteria w.r.t their interested courses, scholarships with possibilities to exchange discussions with the University representatives directly.
- Selection to the programs: The student selection is done through an open, objective and transparent bidding process in the respective school.
 - Credit Transfer: Exchange students may gain academic credits towards their degree programme when the specific requirements of both the partner institutions are met
- **Contact Point in International Affairs:**
internationalaffairsoffice@dgu.ac.in

Office of Quality Initiatives

The Office of Quality Initiatives at DBS Global University plays a pivotal role in fostering a culture of continuous improvement, academic excellence, and institutional accountability. Established as a strategic arm of the University's governance framework, OQI is dedicated to ensuring that all academic and administrative processes align with national and global quality benchmarks.

The office oversees the design, implementation, and review of quality assurance mechanisms, including academic audits, stakeholder feedback systems, curriculum benchmarking, and process enhancements. It collaborates with all Schools, Departments, and Support Services to promote evidence-based decision-making and transparent evaluation practices.

One of the key mandates is to institutionalize a robust feedback system from students, faculty, alumni, employers, and other stakeholders. The feedback collected is systematically analysed and translated into actionable insights to inform policy revisions, improve teaching-learning experiences, and strengthen student support systems.

In addition, the Office drives initiatives related to faculty development, innovation in pedagogy, accreditation preparedness, ranking participation, and quality policy implementation, thereby contributing to the University's vision of becoming a globally respected, future-focused institution.

For more details you may write to iqac@dgu.ac.in

Student Discipline Rules

1. A student will not indulge in any act of indiscipline which includes:

- i Any violation of Regulations, Policies, and Code of Conduct by the students of the University as may be prescribed and be prevalent from time to time.
- ii Breach of an Undertaking or Declaration and/or refusal to obey the directions/ instructions of the University officials and authorities.
- iii Leaving University premises without a proper out pass and failure to provide proof of identity when requested to do and /or not producing an Identity Card.
- iv All students must be deterred from indulging in any and all forms of misconduct including participating in any activity off-campus which can affect the University's interests and reputation substantially.

2. The various forms of indiscipline or misconduct include:

- i Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, sexual orientation, marital or family status, ancestry, physical or mental disability, gender identity or medical condition, etc.
- ii Intentionally damaging or destroying University property or the property of other students and/or faculty members.
- iii Any disruptive activity in a classroom or an event sponsored by the University.
- iv Misbehaviour with a fellow student, faculty member or staff, or any person in the University.
- v Violent, indecent, disorderly, threatening, intimidating, or offensive behaviour or language (whether expressed orally, in writing, or electronically, including blogs, social networking websites, and other electronic means).
- vi Shouting, whistling, use of verbal/written abuses, derogatory or unparliamentary language/ terms against any officer, academic staff, administrative staff, other employee, or student at the University.
- vi Distribution or publication of a poster, notice, sign, or any publication including audio-visual material, blog, or webpage, which is offensive, intimidating, threatening, or illegal.
- viii Any kind of betting/gambling.

- xi Any act of malpractice related to any examination/test/evaluation process/ conducted by the University.
- x Littering on the University campus including classrooms.
- xi Mass bunking of classes and other University activities causing disruption in any manner in the functioning of the University.
- xii Possession and/or use of banned/prohibited substances such as tobacco products, alcohol, narcotics, etc., within the premises of the University, including hostels of the University.
- xiii Parking a vehicle in a no-parking zone or in an area earmarked for parking other type of vehicles.
- xiv Rash driving on campus may cause inconvenience to others.
- xv Not disclosing a pre-existing health condition, either physical or psychological, to the Medical Officer which may cause hindrance to academic progress.
- xvi Physical assault or threat to use physical force against any officer, academic staff, administrative staff, other employee, or student at the University, and /or causing injury to any person within or outside the University campus, including hostels and transport facility, for any reason whatsoever.
- xvii Carrying, or use of, or threat to use, any weapons, prohibited items, or chemicals.
- xviii Violation of status, dignity, and honour of students belonging to scheduled castes and scheduled tribes and/or using abusive language against them and/or indulging in any activity that tends to deride them or tarnish their reputation.
- xix Any violation of provisions of the Protection of Civil Rights Act, 1955.
- xx Creating ill-will or intolerance on religious or communal grounds. Distribution of literature/propaganda material, in print or electronic form, pertaining to his religion, political views, and group views (based on caste, creed & place of residence) within the University campus.
- xxi Accessing banned sites and/or pornographic sites and/or material on the University campus, including hostels.
- xxii Any behaviour which could constitute or be construed as discrimination or harassment on the grounds of sex, sexual orientation, gender, gender reassignment, race, religion, disability, or the age of any student or member of staff of the University, or any visitor to the University.
- xxiii Fraud or deception in relation to the University or its staff, students, or visitors.
- xxiv Bribery or attempted bribery includes but not limited to offering or giving money, gifts, or any other advantage to any student or employee of the University, or any visitor to the University with the intention of inducing that person to perform his role improperly or of rewarding that person for performing his role improperly.
- xxv Theft, misappropriation, unauthorized use, or misuse of the University property, or the property of its students, staff, or visitors.
- xxvi Failure to comply with any punishment imposed as a result of the University's disciplinary procedures or contempt of those procedures.
- xxvii Indulging in any activity that amounts to ragging or any similar act.
- xxviii Any act that tends to or brings the University and/or its officials, staff, or other students into disrepute and/or adversely affects its reputation and good name.
- xxiv Indulging in any act either singly or with others that creates a disturbance within any part of the campus/classrooms or indulging in any activity that obstructs the smooth conduct of classes and/or academic work within the campus.
- xxx Organizing meetings and processions in campus/ hostels without permission from the University.
- xxxi Indulging or promoting any business or trading activity within the University campus, including hostels and transport facilities.
- xxxii Accepting membership of religious or terrorist groups banned by the University /Government of India.
- xxxiii Raising any slogans or indulging in any violent activity in pursuance of any demands or issues.
- xxxiv Interacting on the behalf of the University, with media representatives, or inviting media persons onto the campus without the permission of the University authorities.
- xxxv Recording in either audio or video format lectures in classrooms or actions of other students or staff without prior permission.

- xxxvi Providing audio or video clippings of any activity on the campus to the media without prior permission.
- xxxvii Any other act of commission or omission constitutes indiscipline in the view of the Disciplinary Committee.

In the event students are found indulging in above mentioned activities which are tantamount to a violation of the standard of ethics and conduct, the University will initiate disciplinary action as may be deemed appropriate without being prejudiced

Administrative Mechanism for Handling Student Indiscipline Cases

The University follows a detailed procedure for handling student indiscipline cases through Disciplinary Committee in order to ensure that disciplinary actions are initiated and resolved in timely manner. The University has constituted a Disciplinary Committee consisting of Director as the Chairperson of the committee, senior faculty members along with members from Registrar office, Proctors, Non- Teaching Staff and Student representative for example, President of Student Council.

The University has also constituted a separate Hostel Student Disciplinary Committee (HDC) and a separate Committee to handle the issues outside the campus.

The functions of these committees are :

1. To consider matters concerning the maintenance of discipline among the students in the Schools and Hostels.
2. To supervise and monitor the disciplinary environment prevailing in the Schools and Hostels.
3. To take preventive and precautionary steps such as the issue of notices, warnings, instructions, etc. as the case may be, for the purpose of forestalling acts of individual or collective, indiscipline and misconduct, etc.
4. To maintain liaison with the University authorities engaged in the management of student discipline and the concerned authorities of the University regarding the maintenance of law and order in the University and its Schools.
5. To enquire into the acts of indiscipline or misconduct committed by a student or students whenever such cases are identified or referred to the concerned authority.

Procedure for handling disciplinary cases at School and Hostel level.

All Indiscipline cases are handled and reported as follows:

1. The name of the student, enrolment number, School, program, and mobile number is noted by the University Faculty Member and Staff.
2. The Dean/Director of the School and Warden, to which the student belongs, will be immediately informed, who in turn will inform the parents of the student and ask the Faculty Mentor of the student to counsel the student and may also arrange enquiry.
3. The actions related to indiscipline cases will be treated as per the table below and the highest authority to take decision is the SDC/HDC.
4. The University ensures that no threat is given to the student/s during the enquiry process.
5. On completion of the disciplinary process, the student will be notified in writing stating the decision of SDC/HDC.
6. A student who is the subject of a complaint of misconduct and against whom a criminal charge is pending or who is the subject of police investigation/FIR may be rusticated, pending the disciplinary hearing or the trial. However, the student may be allowed to appear in internal and external examinations, provided that the student fulfils the eligibility criteria of attendance, etc., under the supervision of the examination department and if there is no adverse order to this effect from governmental authorities.
7. The Member Secretary SDC/ USDC at the conclusion of the meeting will prepare and send the minutes of the meeting, recommendations, enquiry report, and recorded evidence to the Vice-Chancellor for his approval through the Registrar of the University.

8. After receiving approval/directions from the Vice-Chancellor, the Registrar will issue the Office Order to the student/s with copies marked to the Dean/ Director of School / HoD/ Director (Student Affairs) / Hostel Warden / Proctor/ Security Officer, Controller of Examinations and other concerned.
9. Parents/ Guardians/ Local Guardians in case of hostellers are to be kept duly informed when the incident of misconduct occurs. This must be communicated in writing through a registered post.
10. The students can write to **registrar@dgu.ac.in** for more information.

Nature of Penalty/Actions

While the quantum of punishment will be based on the recommendation of the committee concerned, however, an indicative list of punishments is annexed as which may be amended from time to time.

The University takes sufficient care while handling students' issues, with an open mind to educate the students as to how they must come out of negativity and adopt a positive approach towards self-improvement making the students' life enjoyable and enriching. The students are encouraged and motivated to adopt the right path through proper counselling by Faculty Mentor/ Proctor/Counsellor.

In addition to the punishments/ fines and penalties, the University reserves the right to defer, postpone, or cancel the conferment of any Award and Degree during the pendency of any disciplinary action procedures or during the period of suspension.

Appeal/Review of Outcome of Disciplinary Action

A student may request a review or make an appeal to the Committee against a decision of suspension, rustication, expulsion, and/ or penalty imposed in relation to an act of indiscipline. Such a request for a review or appeal must be submitted in writing preferably within seven days, however, not exceeding thirty days of any decision or penalty is imposed.

Cases Involving Criminal Allegations

In the event of an offence committed by a student within or outside the campus that falls under the purview of criminal law, the matter will be reported to the police authorities. The student is required to fully cooperate with the investigating authorities. The University will promptly inform the student's parent and local guardian. If the student is found to be involved in any criminal activity, and is proven guilty, the student will be immediately suspended from all academic activities. Their belongings will be removed from the hostel, and they will be liable to pay hostel charges for the duration of the suspension.

Campus Entry Timings

1. Students are required to be present in Campus from **08:50 Hrs to 16:40 Hrs** from Monday to Friday/ Saturday as per their schedule.
2. Multiple entries and exits before 12 noon are not permitted.
3. All students are to be in possession of their Identity cards at all times. No students will be permitted to enter the campus without displaying their ID cards.
4. Buses will operate between the Campus and Hostel/ city at the designated schedule.
5. The timings may vary based of the recent notifications from the office of registrar.

Gate Passes: During the college hours, in case any student requires Gate pass to move out of the Campus for valid reason before 12.00 Noon, they should get recommendation from their respective Class Mentor /Program Mentor or.

Special Note: -Any student, who comes to the University for any official work other than attending classes before 1.00 PM, must wear uniform as per the prescribed days mentioned above. However, relaxed for official work after 1.00 PM.

Attendance Rules

1. Attendance of students is taken very seriously at the University and it is given top priority amongst academic endeavours.
2. The minimum attendance requirement of 75% in each course will be mandatory to appear for the end-semester examination. However, the attendance requirement of 75% may be relaxed up to 65% in case of medical and other family exigencies. The approval of relaxation in attendance for appearing in examinations will be necessarily approved by the Dean/Director of the concerned School on recommendation of the Program Mentor and the same will be informed to the Registrar for necessary action.
3. Every student is compulsorily required to attend all the lectures, tutorials, practical and other prescribed curricular and co-curricular activities and no student is expected to miss any of the lectures or other prescribed curricular and co-curricular activities, except for emergent and compulsive circumstances, under PRIOR approval of the class coordinator/Director.
4. Students registering short attendance will not be allowed to appear in the mid/end trimester/semester/yearly examinations. Extreme genuine cases within marginal limits can be considered, under specific approval of the Director, with corresponding additional compensatory academic work and submission of written attendance assurance undertaking for the future, of self/parents and after depositing corresponding refundable assurance amount with the 'Students' Welfare Committee', provided the case has been so recommended by the 'Disciplinary Committee' of the DBS-Group after hearing the individual case of the student, also involving his/her parents.
5. Students, must register themselves for the respective courses, on the prescribed date
6. Late registration will however be permitted, under special circumstances, on submission of adequate proof, justifying the delay, to the satisfaction of the Director, and payment of the prescribed penalty.
7. Late registrations do not provide alibi to the concerned student for any concession from the prescribed attendance requirements. The loss of attendance, due to late registration has to be made good by absolute punctuality for which the concerned student has to take absolute responsibility, by himself. However, if regularity is apparent, marginal concessions can be provided during mid-semester / Trimester exams, on recommendations of the Class Teacher by the Director.
8. In case of extreme exigency, leave can be sanctioned by the concerned class teacher on a case-to-case basis after ascertaining the reasons in writing. However, the maximum number of leave should not be such that attendance falls below 65% for all other courses.
9. The collections of fines, Penalties so made, will be credited to the Students' Welfare Committee account.
10. The Management has the sole discretionary authority to increase/reduce/waive off any/all fines or impose alternative penalties or take corrective action as they may deem fit.
11. No student will be allowed to sit in the internal University examination if his/her attendance has 75% for other courses during the period preceding the exam.
12. The director after evaluating the genuineness of each case may grant attendance up to 35% of total classes held for each subject but the same will not be without satisfactory completion of compensatory academic work assigned by the concerned subject faculty and submission of written attendance assurance undertaking for the future, of self/parents and after depositing corresponding refundable assurance amount with the 'Students Welfare Committee', provided the case has been so recommended by the 'Disciplinary Committee' after hearing the individual case of the student, also involving his/her parents. Such an assurance amount will be **Rs.100 per period**. Such a provision is considered essential so that students who miss the classes are highly discouraged and attendance discipline is maintained. With this arrangement, students also get encouraged to attempt to recap the loss of attendance during one interval by remaining punctual in the next period, because the assurance money deposited becomes refundable, if the concerned student is able to maintain the prescribed level of attendance in the future periods.

Transport Regulations

For the convenience of the students the University has provisions of a Transport facility. The norms pertaining to Transport facility are as follows:

1. Seats are subject to availability.
2. Seats will be made available on priority basis. No preference will be given in this regard under any circumstances.
3. Students intending to avail transport services will avail the same for a minimum period of one year. After completion of one year if a student intends to discontinue the service, he/she has to give one month's notice or payment in lieu thereof.
4. Transport fees are payable in advance as per the prescribed schedule of fees. Students whose fees are found to be due will not be allowed to board the Bus. The student will not enter into any altercation with the Bus Attendant and/or Driver in this regard under any circumstances whatsoever. Any dispute in this regard should be reported in the complaint log book to be made available inside the bus. Similarly, the bus driver & the attendant will report all matters to the Transport in Charge who will try to resolve it failing which the matter may be referred to the appropriate authority.
5. Students using the Transport Facility should reach their designated bus stop at least five minutes before the scheduled arrival of the bus. Calls for delaying/holding the Bus will not be entertained under any circumstances. Students missing the Bus will not be allowed to Board any other Bus.
6. Students availing the service appreciate that the Bus may get delayed due to mechanical failure or traffic jams/disruptions and the Transport Department will not be held responsible for delay in pick-up or drop.
7. Subject to traffic disruptions, the Bus will follow designated routes only. No request for stopping the bus at any other place or diversion of route will be entertained.
8. The Bus has to be boarded from the designated stop and will not stop at any place which cause inconvenience to movement of other vehicles.
9. In the event of mechanical failure, all reasonable efforts will be taken by Transport Department for substitute arrangement but the same is not guaranteed. The students will in such an event have to make their own arrangements and no claim will be entertained in this regard.
10. Bus service will not be available on days on which the University remains closed or as per the notice by the transport department
11. After boarding the Bus, the seats have to be taken on priority basis. No reservation of seats for any other co-passenger will be allowed.
12. The aisle of the bus must be kept clear for free movement.
13. Please use the waste bag available inside the bus. Nothing should be thrown outside from the bus.
14. Smoking and consumption of any intoxicating drinks/products inside the vehicle is strictly prohibited.

For any transport misuse including unauthorized use or damage, following punishment/ penalty will be incurred:

- For the first offence, a fine equivalent to one month's transport fee will be imposed.
- In the event of a second offence, the student will be required to pay the full year's transport fee as a penalty.

Conduct at Cafeteria/ Food Park

- Students residing in the Hostel have to join the mess attached to the Hostel. Indoor cooking including making Tea/coffee/eatables in the rooms is strictly prohibited.
- Students are required to have their food in Hostel Mess. No student is permitted to take food in the room except for those reported sick with prior permission of Hostel Warden.
- Students should be punctual for meal timings as notified.
- Misbehaviour with Catering Manager/ Waiters/ Security Guards/ Assistant Warden/Hostel Attendant or any other official of the hostel will be treated as an act of indiscipline.
- Students are required to clear all the dues before leaving the Hostel. "No dues' Forms are available in the University office

Accidents outside the University

The University will bear no responsibility for any road accidents that occur outside the University or hostel premises. Any incident bearing a criminal charge, the University will inform the police authorities, local guardians and the parents and the further course of action related to the incident will be guided by the applicable judicial laws.

In case of Suicide Attempt

The student and their guardians will be required to sign an Undertaking affirming that the University will not be held liable in the event of any self-harm or suicide attempt by the student.

Wellness and Health / Infirmary

The University prioritizes wellness through facilities like a sports arena, gymnasium (for boys), and yoga facilities (for girls), promoting physical health and relaxation. For medical support, basic first-aid is available in the hostels, and the campus is in close proximity to leading hospitals in Dehradun, ensuring quick medical attention in case of emergencies. The University will provide a group health insurance medical facility for all the students in case of hospitalization for 24 Hrs. An E- Card is generated for the same and the student can claim up to insurance of 1.5 lakhs, depending up on case- to- case basis. The University has a tie-up with Dehradun's three leading hospitals namely, Graphic Era Speciality hospital, Shri Guru Ram Rai Hospital and Synergy Hospital. A Student can walk-in cashless into any of these hospitals when in medical emergency.

Change of University / Issue of No Objection Certificate

1. No change of the University is permissible, before completion of the course in which a student has been admitted.
2. However, in rarest of rare cases, due to unavoidable circumstances, if it is done, the student will have to comply with the following points: -
 - (a) Full course fee for the remaining period of the course (2 Years / 3 Years / 4 Years) as applicable per the course will have to be paid prior to getting the transfer / No Objection Certificate.
 - (b) In the rare case where DBS Global University of Institution accepts a Lateral Transfer against the student who has left, DBS Management may refund the fee (partial). The refund amount decided by Management will be final and cannot be contested by the student.

No Objection Certificate for Employment while enrolled in University

1. NOC will be given to only those students with a valid job offer while they are enrolled in University in their first semester of final year.
2. A No Objection Certificate will be provided only once. In case, the student after getting the NOC, leaves the job after joining or does not join the job, he/she will return to the Institute and continue with his studies. His attendance exemption is only for the period he / she was in employment

3. Students who have back-papers will not be eligible for NOC.
4. The No-Objection issued by the University will be applicable while the student is working with the dream company. In case he leaves the dream company while being enrolled in the University, he / she will have to report back to University and continue with his/her classes. The No-Objection Certificate only exempts the student from attendance in the class. The student is expected to continue with self-study of the subjects, do Registrations, and attend Seminars & Dissertation, Final exams and Mid Term exams. The No Objection Certificate does not exempt the student from any activities which are counted towards his/her marks & Grade in his subject.
5. A student who applies for No-Objection certificate has to produce a letter of offer from his / her dream employer. The letter should also be accompanied by a certificate from employer whereby he/she agrees to release the student for the period of time where the student can complete his exams, Seminars, Dissertations, etc.
6. Students who are on No-Objection Certificate and are coming to University for their Re-registration, final exams, and dissertation etc have to provide a letter from the dream employer stating that they are still in employment with the dream employer. In absence of such a letter, they will not be allowed to appear in exams, Re-Registration, Dissertation etc.

Case where a student applies for No-Objection at the beginning of the Semester / Trimester

- a) The No-Objection will be issued on Request after verification of all relevant documents. The University will ensure that the entire fee for the remaining Trimester / Semester has been paid in full.
- b) Re-Registration should have been completed prior to issue of No-Objection Certificate.
- c) Students who get their NOC from the institute after their Mid-term exams are required to give their Mid-term and End-term exams. Evaluation of their marks will be done in two parts as follows:
 - (i) Mid-term exam marks are scaled down to 20.
 - (ii) End-term exam marks are scaled down to 80.
 - (iii) 75% attendance (from day one till Mid-term exam) in each subject is mandatory to appear in Mid-term Exams.
- d) Students who do not get their NOC from the institute before their End-term exam are supposed to be given sessional marks (30) based on their performance during the trimester. Evaluation of their marks have three compositions as follows:
 - (i) Internal evaluation by the subject teacher to a maximum of 30 marks.
 - (ii) Mid-term marks are scaled down to 20 marks.
 - (iii) 75% attendance (from day one till Mid-term exam) in each subject is mandatory to appear in Mid-term Exams.
 - (iv) End-term marks are scaled down to 50 marks.
 - (v) 75% attendance (from Mid-term to End-term exam) in each subject is mandatory to appear in End-term exams.

Students will not get any marks or attendance for their activities conducted by class coordinator during the V trimester. However, the certificates and participation will be reflected in their CVs. Students will not get any marks or attendance for their placements drive conducted by CDC during the V trimester.

- e) Students failing to make a pass in a particular subject for getting less marks or being debarred may appear in the back papers conducted with the six-trimester end term exemption payment of back paper fees along with back paper request form. Students appearing and passing by the back paper will have the exam of total 100 marks and will carry no internals or mid-term marks. The marks sheet will reflect that the subjects have been cleared in the second attempt.
- f) **In Case of MBA Students** - The student has to appear in all exams as required by the University rules.

Placement Guidelines

Policy for Placement Assistance 2024-2025

The Policy for Placement Assistance is applicable to all students registered for the Campus Placements of DBS Global University (including the ones who may de-register) and is to be followed during the entire duration of the placement season, subject to changes, if any, during the year.

1. Types of Campus Placement

While CDC will endeavour to host all companies on DGU campus, a few companies like to pool and run a combined selection process. Whether the company is on the campus or off campus, the Policy for Placement Assistance is applicable for all opportunities brought by CDC.

- **On DGU Campus:** Companies visiting DGU campus are provided with all facilities for testing, screening, recruitment, and final selection of DGU participants.
- **Pooled at DGU / Non-DGU Campus:** Visiting companies request DGU to provide facilities and support to test, screen, and select participants from DGU Business School and other institutes. DGU participants would compete along with participants of other institutes / University's / universities at the campus.
- **Company Site:** Some companies prefer participants to visit their facility for conduct of proprietary tests / assessment tools and to enable interaction with senior executives.
- **Remote Selection of Participants:** Some companies due to participants or their inability to visit for face-to-face recruitment processes conduct online tests at predetermined date/ time and hold interviews over video / audio conferencing.

Resume Preparation

Participants will be provided a standard resume format (copy available with CDC) and all participants are required to attend workshop / training sessions on resume writing so that right terminology is used and appropriate details are filled in. CDC / DGU will not be responsible for any fraudulent / misleading information given by any participant. If any such discrepancy is found in any resume, the participant submitting such a resume will be barred from the entire placement process and may require disciplinary proceedings.

Mock GD / PI/Domain Specific Skill Enhancement

It is mandatory for the students to attend any training session specifically delivered with respect to that company/industry. Failure to do so will lead to cancellation of registration for that company and or any other repercussions as deemed fit by the CDC head.

2. Eligibility Criterion for Placement Assistance

There are few basic criteria that need to be met to be eligible for placement assistance:

- **Participant Discipline:** Disciplinary committee may debar participant from placement for any disciplinary issue. Any student who is a defaulter of attendance shortage for any 2 semesters will be ineligible for sitting in placements unless he has made up his shortage of attendance by doing supplementary works as signed by the proctorial/program coordinator and produces a cert of having made up for his shortfall.
- **Opt Out Policy:** Any participant (through written application to CDC) can opt out of placement process. However, it is preferable that such expression of desire to opt out from the placement process is expressed before or at the start of the placement process.
- **Deferred Placement:** Participants who opt for entrepreneurship are expected to start their own ventures or join their family business. Hence, these participants can opt to sit for placement with their batch or with the next batch and would need to inform the CDC their intention to sit with either batch at the start of the placement season. Such students will have to provide details of their start-up/ family business and will be considered as "Deemed Placed".

3. Guidelines for Placement Assistance

a. Registration Requirements

- it is mandatory for all eligible participants to register themselves on Placement Portal (<https://app.joinsuperset.com/#/a/dashboard>) with complete details, including their recent Professional Photograph, uploaded on the portal.
- Participants should fill complete information on Placement Portal and regularly update the information to keep it current, as this information is shared with the Companies / Corporates.
- For any assistance in Online Registration Participants can refer to User Manual at the following link <https://help.joinsuperset.com/participants/>
- Participants who do not register before the last notified date will not be allowed for Campus Placement Drive and considered as 'Opt Out" or "Deemed Placed".

b. Application Procedure

All registered participants, who have given their consent to be part of the placement drive at DBS, are advised (and can be directed to compulsorily) to attend the pre-placement talk of all companies visiting campus for, irrespective of the fact whether they are attending the interview process or not. Participants, who have registered and consented for a company's drive, can attend the selection process.

c. Withdrawal / Change of Consent

The participant can withdraw his / her application to a company ONLY if the last date of application to that particular company is NOT over. There can be no withdrawals done after this date.

Those who had consented for the interview after seeing the JD, but do not want to attend the interview after pre-placement talk, can do so with immediate information to CDC, **subject to CDC approval**.

Participants, who were earlier not interested in the JD of the company can give their consent to be part of the interview after the pre-placement talk, **if permitted by the company**. Last minute registrations and consent to attend campus interviews are not allowed by some companies and is not encouraged by CDC.

d. Conduct During Placement Process

- **Dress Code:** Participants are required to come in business formals, be well groomed (beards/ moustaches are allowed but should be trimmed/ dressed properly) and should maintain strict discipline during the selection process. Participants are always expected to look and behave professionally.
- **Punctuality:** The date / time / venue of the interviews will be subject to changes which, at times, may be at a short notice. Participants must keep themselves well informed by staying in touch with the CDC team coordinating the interviews. Participants who do not report at the scheduled time and who indulge in indiscipline will not be allowed to attend the selection process. Participants need to be seated 30 minutes prior to the start of any activity to avoid delays.
- **Documents to be carried:** Participants must carry a complete file with a few copies of the CDC and mentor approved resume, original certificates (if possible) and copies thereof while appearing for the interviews.
- **Participant Conduct and Discipline:** Participants are expected to abstain from questioning the selection process of any company and any discussion with the recruiters regarding selections/ selection process will not be encouraged. Participants are encouraged to ask clarifications on job profile and growth prospects if they are not clear during the presentation. Participants are expected to behave with the companies in a courteous manner and should not argue with the recruiters and maintain decorum even under provocation.

- If there are any behavioural problems from the recruiter's side that participants face, kindly inform the CDC Office immediately. Do NOT take any action from your end. If there are any behavioural problems reported against any participant, appropriate disciplinary action will be initiated as per the process and in case of any gross irregularity noticed outside the pre- defined instances, the student will be placed under temporary suspension from placement process and the matter referred to the Placement Board, constituted every year prior to the start of the placement season.
- **Feedback:** Only those participants, who have registered and attended the entire placement process, are eligible to give feedback.

e. Selection Process

- If there are any behavioural problems from the recruiter's side that participants face, kindly inform the CDC Office immediately. Do NOT take any action from your end. If there are any behavioural problems reported against any participant, appropriate disciplinary action will be initiated as per the process and in case of any gross irregularity noticed outside the pre- defined instances, the student will be placed under temporary suspension from placement process and the matter referred to the Placement Board, constituted every year prior to the start of the placement season.
- **Feedback:** Only those participants, who have registered and attended the entire placement process, are eligible to give feedback.
- **Number of Attempts for first placement:** Each eligible participant will be provided with an opportunity to appear for the placement process of **ten companies as per the eligibility that he / she selects till the time the participant secures one placement. Pre-placement Offer (PPO) will not be counted as the first placement for all purposes.** In case the student is not able to get first placement in the first ten processes that the student has appeared in, he/ she should touch base with the mentor and evaluate & address the reasons that he/ she has not been able to land first placement. The student will be allowed to sit in for the process only after this discussion with the mentor and when mentor confirms that the student is addressing the concerns.
- **Number of Attempts for second placement/ Dream Job:** Each eligible participant will be provided with an opportunity to appear for the **placement process of four companies or as decided by the Placement Board at any time during the ongoing season, depending on the placement status,** that he / she selects **after the participant has secured the first placement.** Any Participants who get the confirmed SECOND OFFER (Written / Official) will not be allowed to apply for any more placement drive and will be taken out from the placement process as mentioned in the eligibility criteria. It is mandatory to all the participants to immediately update and intimate to CDC Team about any offers being provided to them (Written) by the companies who had interviewed them through in or out campus. Failing to do so will lead to debarment of such participants immediately from Campus Placement Drive. It is also mandatory to provide the copy of the offer letter to be submitted in the CDC office. In case a company does not give its final selection list on the same day it visits the campus, then the participants will be allowed to appear for other companies till they finally get selected for the second offer. However, if a participant has already been selected by a company that came on the subsequent day and the company that deferred its decision also makes an offer to him / her, then:
 - In case more than one result of selected participant(s) comes on the same day, then the participant will be given an option to choose between the two companies.
 - In case the result of the company (which deferred its selection results) gives its result on a day later than the day when the participant was selected by another company, this late offer will be rejected and the company would be informed

f. Offer Acceptance

Selected participants would be informed by the CDC as soon as the results are available from the company. Participants whose selection is pending or who are yet to receive a confirmation email / letter from the company can appear for further on-campus and off-campus interviews till the completion of permitted attempts.

g. Pre-Placement Offers

Pre-Placement Offers (PPO) is an offer by an organisation where the participant is working for his / her SIP project. All PPO by any organization, extended to any participant, have to be immediately reported to CDC by the participant. All PPOs extended to any participant have to be routed through the CDC. Whether the student choose to reject or accept the PPO, he/she still has the option of trying for placements through campus. PPO will not be counted as first offer. In case the candidate rejects the PPO within one week of its release, he/she is treated as a normal candidate. In case the candidate neither accepts nor rejects the PPO within one week of its release, it would be considered as accepted.

h. Guidelines for Attendance in the Placement Process:

All students registered for CDC activities will need to follow CDC instructions for attendance religiously. On its instructions to attend any Pre-Placement Talk all students so instructed must attend the PPT in lieu of regular class and attendance for the period would be given to the students accordingly. Students should collect the attendance slips from CDC coordinator and handover to the subject teacher, who would give the attendance accordingly. All participants are advised to thoroughly and carefully check the company profile, background and job description before applying. For absenteeism in any selection process activity for which an applicant has Registered for (consented to attend) as a part of the company's recruiting procedure the following minimum penal action would apply, if the student has not taken prior permission to withdraw from the selection process:

- Absence of first time – Debarred from appearing in next company registered for.
- Absence of second time – Debarred from appearing in next 3 company registered for.
- Absence of third time – Debarred from appearing in further placements and to be deregistered from Superset.

In case of an emergency, participants are required to submit an application / email before the activity or at the time of emergency. The participant can submit an application / email in the CDC office himself / herself. Relevant proof needs to be attached for missing the event, which includes:

- Medical certificate for medical reasons
- Other relevant proofs according to the reason acceptable to DBS

Participants are required to stay in the institute / premises where the interview is being held from the start through to the end of the entire interview process.

i. Post Placement:

Once a company has offered a job to a student, any communication made with the company will be made while keeping the CDC in loop (CC of all mails), till the student has joined the company. If the student accepts the offer and intends to join, then he/she should clear all dues, apply for NOC and join the company, as per the process laid down. Once a student joins a company, he/she will be out of the placement process.

Selected participants should report to companies on the scheduled joining date and abide by the rules and regulations thereof. However, they can join the company only after completion of all their examinations / assessments / projects. Selected participants cannot seek exemption / waiver or put at risk any institute related academic activities and must fulfil the credits requirements as prescribed by DBS for the completion of the program.

4. General information

Salary negotiation: Salary package is provided by companies as per their policies and negotiated by CDC. The students can ask for flexibility in packages at the time of the pre- placement talk. If the company is open the students may negotiate salary with company officials before the issue of the job offer. However, if the company is not open to negotiations, then the students will either appear for interview at the package offered or may withdraw candidature after the pre-placement talks. Negotiations after the job offer are not encouraged.

Differing/ Delaying offers: Repeated requests for an extension of time for acceptance and not responding to the company while mulling on more than one offer is not an acceptable behaviour. Appropriate action will be taken by institute authorities, if the selected participant indulges in any of the unacceptable activities (not reporting to the company / immediate resignation / absconding).

Change of circumstances: In rare cases, where a company changes the terms of employment offered before candidates reporting or the company has gone bankrupt or its public perception is damaged, participants may reject the offer and CDC may entertain such participants again for placement.

Surrendering an offer: Participant getting the second (dream) offer will need to inform and surrender the first offer, writing a thanks and sorry mail to the company through the CDC for the opportunity rendered by the company.

Students joining a company without taking NOC will be taken out of the placement process and will not be eligible for any attendance for internal evaluations in academic process.

Students who join and leave the company, irrespective of the duration, will not be allowed to participate in any drive till all eligible students are placed or as allowed by CDC head in specific drives where the number of participants are very low, less than 8.

Students who join and leave the company, will not be given attendance for academic process unless they attend the scheduled classes.

Students should keep confidential their CTC and job details as mandated by DBS and the company too and should refrain discussing any details on the social media. Please note that all students are bound by the non-disclosure and any violation will be dealt with according to the disciplinary rules.

Examination Rules

DBS Global University (formerly Doon Business School) in Dehradun has established comprehensive examination rules to ensure academic integrity and fairness. Here's an overview of the key examination policies.

a) Examination Schedule

The University conducts examinations as per the academic calendar:

- **Mid-Term Examinations:** Typically held after the completion of at least 15 sessions.
- **End-Term Examinations:** Scheduled at the end of each semester.
- **Backlog Examinations:** Conducted for students who need to clear previous subjects.

Note: Specific dates and schedules are published in the academic calendar. dgu.ac

b) Eligibility Criteria

To be eligible to appear for examinations, students must:

- **Maintain Minimum Attendance:** A minimum of 75% attendance in each subject is mandatory.
- **Fulfil Academic Requirements:** Complete all assignments, projects, and other academic activities as prescribed.
- **Adhere to Conduct Standards:** Maintain good conduct without any disciplinary actions.

c) Examination Conduct

- **Identity Verification:** Students must carry their University-issued ID cards to the examination hall.
- **Punctuality:** Arrive at least 15 minutes before the scheduled start time.
- **Prohibited Items:** Electronic gadgets, notes, and any unauthorized materials are strictly prohibited.
- **Malpractice:** Any form of cheating or malpractice will lead to disciplinary action, which may include suspension or expulsion.

d) Evaluation and Grading

- **Continuous Assessment:** Includes quizzes, assignments, presentations, and class participation.
- **Mid-Term and End-Term Exams:** Carry significant weightage in the overall assessment.
- **Grading System:** The University follows a relative grading system, with grades ranging from A+ to F.

e) Re-evaluation and Supplementary Exams

- **Re-evaluation:** Students can apply for re-evaluation of their answer scripts within a stipulated time frame after results are declared.
- **Supplementary Exams:** Conducted for students who fail in one or more subjects, allowing them to clear backlogs.

A. Examination Philosophy

DGU upholds the highest standards of academic excellence and integrity. The University's examination framework is structured to assess students' conceptual understanding, analytical reasoning, and practical application skills. All evaluation methods are aligned with the standards prescribed by the University Grants Commission (UGC).

B. Types of Examinations

- **Continuous Internal Assessment (CIA):** Comprises quizzes, assignments, class participation, presentations, and other formative assessments.
- **Mid-Term Examinations:** Conducted in accordance with the approved Academic Calendar.
- **End-Term Examinations:** Held at the conclusion of each semester for all applicable courses.
- **Practical Examinations / Viva Voce:** Administered for relevant courses as per curriculum requirements.
- **Project Evaluations / Dissertation Defence:** Conducted as per the academic structure of the respective programs.

C. Examination Schedule & Notification

- All examination schedules are published in the official Academic Calendar.
- Students are individually responsible for remaining updated on examination-related announcements and revisions issued by the University.

D. Course wise internal & external CIA marks distribution

COMPONENTS	POSTGRADUATE	
	Weightage	Duration
CIA	50%	Continuous
Mid Term	NA	NA
END-SEMESTER	3 Credits (100 Marks) 50% Weightage / 2 Credits (70 Marks) 50% Weightage	3 Hours / 2 Hours
	CIA Details	
	5 Quizzes @20 Marks Each (10 MCQs x 2 Marks each)	100 Marks = 25% Weightage (Downscale)*
	Individual Projects (2 Nos x 15 Marks each)	(30 Marks) 10% weightage
	Group Project	(50 Marks) 15% Weightage
	Total CIA	50%
	Total Weightage - End Semester + CIA	100%
COMPONENTS	UNDERGRADUATE	
	Weightage	Duration
CIA	40%	Continuous
Mid Term	(50 Marks) 20% weightage	2 hours
END-SEMESTER	(60 Marks) 40% Weightage	2 hours
	CIA	
	Quizzes (5 Nos x 20 marks each)	(100 Marks) 15 % Weightage
	Individual Projects (2 Nos x 15 Marks each))	(30 Marks) 10% Weightage
	Group Project	(50 Marks) 15% weightage
	Total CIA Weightage	40%
	Total Weightage: CIA+ Mid Term +End Term	100%
COMPONENTS	UNDERGRADUATE (B.Tech / B.Sc. / BCA for 1 and 2 credit) Lab	
	Weightage	Duration
CIA	70 %	Continuous
Mid Term	NA	Na1
END-SEMESTER	30%	Hour
	CIA (Best of two out of 3)	2 Nos x 15 Marks each
	Lab records	2 Nos x 10 Marks each

	Attendance	2 Nos x 10 Marks each
	Viva	70 Marks
	Total CIA	100%
	Total Weightage: CIA + End Semester	
COMPONENTS	UNDERGRADUATE (B. Tech for 1& 2 Credit) Theory	
	Weightage	Duration
CIA	70	Continuous
Mid Term	NA	NA
END-SEMESTER	30	1 Hour
	CIA (Best of two out of 3)	
	Quizzes (2 Nos x 35 Marks each)	70
	Total CIA	70
	Total Weightage: CIA + End Semester	100%
Letter Grade	Grade Point	
O (Outstanding)	10	Outlier (Marks should be greater than 90)
A+ (Excellent)	9	
A (Very Good)	8	
B+ (Good)	7	
B (Above Average)	6	
C (Average)	5	
P (Pass)	4	
F (Fail)	0	Outlier (Marks Should be less than UG/PG: 40/50)
Ab (Absent)	0	
Relative grading will be applied when the student count exceeds 30. For smaller groups, absolute grading will be used based on percentiles, where the highest score in the course is considered full marks, and all other scores will be adjusted proportionally.		
Letter Grade	%ile	
O (Outstanding)	91-100	Outlier (Marks should be greater than 90)
A+ (Excellent)	81-90	
A (Very Good)	71-80	

B+ (Good)	61-70	
B (Above Average)	55-60	
C (Average)	51-54	
P (Pass)	40-50	
F (Fail)	<40/50	Outlier (Marks Should be less than UG/PG: 40/50)
Ab (Absent)	0	

Computation of SGPA and CGPA UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

1. The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e. $SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$ Where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.
2. The Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e. $CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$ where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

E. Passing Criteria – Undergraduate

1. A candidate shall be declared to have passed the Undergraduate program if he secures at least a CGPA of 4.0 (Course Alpha-Sign Grade P).
2. The candidate shall have scored a minimum of 35% marks in the Semester End examination in each course and an aggregate of 40% marks including Continuous Internal Assessment (CIA). However, there shall be no minimum for the CIA.
3. There shall be no minimum with respect to CIA and viva voce marks.

F. Passing Criteria- Postgraduate

1. A candidate shall be declared to have passed the PG program if he/she secures at least a CGPA of 5.0 (Course Alpha-Sign Grade P).
2. The candidate shall have scored a minimum of 40% marks in the end semester examination in each course and an aggregate of 50% marks including Continuous Internal Assessment (CIA). However, there shall be no minimum for the CIA.
3. There shall be no minimum with respect to CIA and viva voce marks.
4. The minimum for a pass shall be 50% of the marks prescribed for internship/dissertation.

G. Examination Eligibility Criteria

To be eligible to appear for the End-Term Examinations, students must satisfy the following requirements:

- **Attendance:** A minimum of **75% attendance** is mandatory in each course.
- **Fee Clearance:** All outstanding dues must be cleared prior to the commencement of examinations.
- **Credit Registration:** Students must be duly registered for the required course credits within the stipulated academic deadlines.

H. Examination Discipline

- **Admit Card:** Possession of a valid Admit Card is compulsory for entry into the examination hall.
- **Punctuality:** Entry into the examination hall is strictly prohibited beyond 15 minutes after the scheduled start of the examination.
- **Lost Admit Card:** A fine of **Rupees 250** will have to be paid to obtain a copy of admit card from the Exam Cell.

I Passing, Promotion and Degree Award Criteria

• Passing Criteria:

- ▶ PG Programs: Minimum 40% in the End-Term Examination and an aggregate of 50% (End-Term + CIA).
- ▶ UG Programs: Minimum 35% in the End-Term Examination and an aggregate of 40% (End-Term + CIA).

• Promotion to next Academic Year:

- ▶ UG Programs: A minimum CGPA of 4.00 is required and completion of a minimum 50% of registered credits
- ▶ PG Programs: A minimum CGPA of 5.00 is required and completion of a minimum 50% of registered credits

• Award of Degree:

- ▶ UG Programs: A minimum CGPA of 4.00 is required and completion of 100% of required credits of the program.
- ▶ PG Programs: A minimum CGPA of 5.00 is required and completion of 100% of required credits of the program.

J. Continuous Evaluation System

The School(s) may define the components of report assessment and their weightage as per the course objectives and student learning outcomes. The faculty guide will give the Continuous Internal Assessment marks as per the University Policies.

K. Evaluation & Result Declaration

- Examination results are generally declared within 20 days of the last scheduled examination.
- Students can access their results via the official University ERP portal.

L. Answer Script Viewing and Re-evaluation

- **Viewing of Answer Scripts:** Students will be provided access to scanned copies of their End-Term Answer Scripts for all registered courses.
- **Re-evaluation:** All requests for re-evaluation must be formally submitted within five days from the date the answer scripts are made available for inspection.
- **Re-evaluation Fee:** Applicable fees must be paid at the time of reevaluation application.

M. Summer Term

- **Course Re-registration:** Students who have failed to clear a course during the regular semester may re-register in the Summer Term to fulfil academic requirements.
- **Grade Improvement:** Students wishing to enhance their grades in a previously completed course may register for the same during the Summer Term, subject to applicable University rules.
- **Additional Learning Opportunities:** Students may opt for elective or non-program courses offered during the Summer Term, subject to seat availability and prerequisite fulfilment.
- **Fee Payment:** Applicable fees for Summer Term registrations must be paid as per University notifications.

N. Examination Misconduct & Penalties

Examination misconduct includes, but is not limited to:

- Copying, use or possession of unauthorized materials, impersonation, disruptive behaviour, or any action deemed inappropriate by the invigilator or examination authorities.

For all matters concerning examinations, certificates, and degree documentation, the following fees and charges apply:

- Re-evaluation of answer scripts will incur a fee of **Rs. 1500 per script**.
- Issuance of a duplicate degree certificate will cost **Rs. 2000** and duplicate marksheet/grade sheet will cost **Rs. 500**.
- A duplicate admit card can be obtained for **Rs. 250**.
- Requests for academic transcripts will be processed at a cost of **Rs. 500**.
- Change in marksheet/ degree certificates (name/surname) will require a fee of **Rs. 1500**.

O. Examination Grievance Redressal

- **Submission:** Grievances must be formally submitted via email to the Controller of Examinations within 5 days of the incident. Email: **examcell@dgu.ac.in**
- **Resolution:** The Examination Cell will review and respond to the grievance within 10 working days of receipt.

P. Special Provisions for Divyang Students

Appropriate accommodations will be made upon written request, in accordance with the provisions and eligibility criteria specified in the University's Examination Policy.

Social Internship Rules

The Social Internship is a credit-based service-learning initiative integrated into the undergraduate program at DBS Global University, positioned in the third semester. The program aims to bridge classroom learning with grassroots engagement by involving students in voluntary service with NGOs, Gram Panchayats, or similar social institutions. Through active participation, problem analysis, and reflection, students apply management theories in real-world social contexts, developing ethical awareness, leadership, and critical thinking.

A. Objectives of the Social Internship:

Students undertaking the Social Internship are expected:

- To apply management theories in a social environment.
- To analyze potential alternatives for issues related to NGO sustainability.
- To evaluate appropriate solutions that improve the performance and impact of social organizations.
- To demonstrate value-based leadership and social responsibility.

B. Core Philosophy:

Social Internship reflects the University's commitment to fostering socially responsible leadership. It aligns experiential learning with reflective analysis, requiring students to integrate academic concepts with societal realities. This dual commitment empowers both students and faculty to co-create impactful change while contributing to sustainable community development.

C. Stakeholder Roles:

- **Students:** Choose appropriate NGOs with faculty approval, engage actively in service, identify and analyze problems, and propose meaningful solutions.
- **Faculty Mentors (DGU):** Guide, assess, and support students academically and ethically.
- **NGO Mentors:** Facilitate on-ground engagement, evaluate students' contribution and impact.

D. General Instructions

1. Each student under a DGU faculty mentor will individually pursue a Social Concern Project in an NGO. The NGO selected should work for a social, humanitarian, or environmental cause with a good reputation. NGOs promoting political, regional, or religious agendas should be avoided.
2. Each student will submit an individual report and present their learnings to a student group (mentoring group), followed by a viva voce.
3. The student must clearly mention their own individual contribution at the beginning of the report and during the presentation.
4. The NGO engagement should include both service volunteering and service learning. Each student must complete a minimum of 30 hours across two activities:

- a.) Service/Volunteering with NGOs (Approx 2 to 3 weeks): Activities may include assisting in NGO functions like helping the underprivileged, environmental clean-ups, animal welfare, restoration of water bodies, or educating local communities on issues like waste segregation.
 - b.) Service-Learning Project (Approx 3 to 4 weeks): This involves applying management knowledge to real-world NGO challenges. Students should identify an area of need and apply management concepts to address it. Possible examples include social media campaigns, curriculum design, accounting systems, operational improvements, cost analysis, benchmarking, quality improvement, MIS implementation/training, and data dashboards.
5. Students must enroll in the project with the NGO only after obtaining approval from their DGU faculty mentor.
 6. The faculty mentor must validate the area and scope of the proposed work with the NGO.
 7. Each student must report weekly progress to the DGU mentor.
 8. Upon completion of the project, students must submit a certificate from the NGO
 9. Students must also submit an impact report.
 10. A declaration of individual contribution with the student's signature must be submitted in the draft stage.
 11. Students are expected to maintain a high standard of behavior and professionalism during their engagement with the NGO.
 12. Reports must be original and not copied from secondary sources. Plagiarism will be strictly monitored. Submissions with a similarity index above 15% will be rejected.

E. Assessment Components & Weightage (Total: 100 Marks):

Component	Description	Marks
CIA 1 - Report (by DGU Mentor)	Academic evaluation of SCP report (content, theories, analysis, insight)	40
CIA 2 - NGO Contribution	Evaluation by NGO Mentor based on participation and contribution	20
CIA 3 - Final Presentation/Viva	Evaluation by DGU Mentor (other than the original mentor)	40

F. Detailed Rubrics

1. Report Evaluation (40 Marks) by DGU Mentor

Criteria	Max Marks
Application of Management Theories	10
Analysis of Alternatives for Problem	10
Inference and Service-Learning Reflections	10
Evidence of Value-Based Leadership	10

2. CIA 2 – NGO Contribution (20 Marks) by NGO Mentor

Criteria	Max Marks
Level of Involvement and Participation	5
Evaluation of Solution Alternatives	5
Practicality and Impact of Proposed Solution	5
Self-Motivation and Service-Learning Attitude	5

3. CIA 3 – Final Presentation & Viva (40 Marks) by Alternate DGU Mentor

Criteria	Max Marks
Evaluation of Social and Ethical Perspectives in Solutions	10
Justification of Value-Based Leadership with Confidence	10
Time Management and Content Prioritisation in Presentation	10
Defence of Answers (Individual Component)	10

G. SCP Report Guidelines:

1. Abstract
2. Introduction (Service-learning initiative overview)
3. Profile of NGO
4. Project Objectives & Methodology
5. Management Theories Applied
6. Data Analysis / Project Description
7. Key Findings, Learnings, Reflections & Recommendations
8. References & Appendices
9. Certificates & Required Formats

H. Format:

- Word Count: 5000–7000 words (excluding bibliography)
- Font: Times New Roman, Size 12, Single Line Spacing

Industry Internship Programme

As part of the postgraduate program at DBS Global University, all students are required to complete a 6- 8-week **Summer Internship Program (SIP)**. This internship can be undertaken with a company, or as an Institutional Research Project (IRP) assigned by the University. The SIP is designed to align with the academic calendar and program structure, ensuring a seamless integration of practical experience with academic learning.

The primary objective of the SIP is to immerse students in a professional business environment, preparing them to be "industry ready." The program aims to achieve the following goals:

1.1 Foundation for Specialization and Professional Development

- Enable students to gain an appreciation for their chosen area of specialization, management as a discipline, and potential career paths.
- Build professional character and foster the technical and general perspectives necessary for effective engagement in their future careers.

1.2 Development of General and Functional Management Competencies

- Equip students with the knowledge, skills, and perspectives required to improve organizational effectiveness and efficiency upon entering the workforce after completing their post graduate program.

1.3 Teamwork and Leadership Potential

- Cultivate teamwork and leadership skills, ensuring students have the right perspective to further develop these qualities for the benefit of their organizations and society.

1.4 Research and Decision-Making Skills

- Develop students' ability to conduct research, analyse data, and make informed decisions based on data-driven insights.

1.5 Practical Exposure and Problem-Solving Abilities

- Provide students with hands-on exposure to real-world challenges, equipping them with the skills to identify and address last-mile issues and uncover opportunities within their areas of focus.

1.6 Ethical and Societal Perspectives

- Foster ethical thinking and a commitment to societal concerns, ensuring students contribute to building organizational processes that are sensitive to ethical and social dimensions.

2. Expectations from Students

2.1 Responsibility for Arranging SIP

It will be the responsibility of the students to seek and arrange for summer internship in appropriate industry and brand aligned to his or her chosen domain in consultation with CDC and Faculty members. However, DBS Global University will only render guidance, assistance in selecting the right SIP. Objective of this is to encourage learning in terms of industry dynamics and proactive networking skills.

2.2 Performance Expectations during SIP

- Students are expected to perform to the best of their abilities, demonstrating their skills and potential to the organization.

2.3 Potential Outcomes

- A successful SIP may lead to a Pre-Placement Offer (PPO) from the company they intern with or from the industry mentors they interact with during the program.
- The SIP will also contribute to knowledge building through the development of case studies, research reports, research papers, white papers, and/or industry reports.

2.4 Professional Behaviour and Conduct

- Maintain punctuality, dress appropriately, and communicate respectfully with colleagues and mentors.
- Demonstrate a positive attitude, take initiative, and adhere to the organization's policies and ethical standards.
- Your professionalism will leave a lasting impression and enhance your career prospects.

3. Summer Internship Program Phases

3.1 Pre-SIP (Phase-I)

- During this phase, the SIP Board, along with Area Chairs and faculty member, will assist students in their professional development. Activities include: Guidance on choosing specializations. | Sessions on job profiles, industries, and career prospects. | One-on-one discussions with Faculty member.

The student is responsible for independently arranging and securing their internship. However, if the student

opts for internship assistance through the campus, the company allocated by the institution will be considered final and binding.

3.2 SIP Start (Phase-II)

Upon joining the internship, students must complete the following steps:

1. Joining Report Submission

- Submit a scanned copy of the Joining Report to the SIP Coordinator and Faculty member via email.
- The report must include:
- Company and Industry Mentor Information (with signatures).
- Faculty member Information (with signatures).
- Late submission or non-submission will entail reduction in marks.

2. Institute Research Project (IRP) Specifics

- For students working on an IRP, the Joining Report must also include the list of sectors, companies, or products chosen for the project.

3. Updated CV Submission

- Share an updated copy of your CV with your mentor to enable personalized guidance on strengths and areas for improvement.

4. Weekly Submissions

If working with a company:

1. Weekly Work Submission

- Submit weekly work by Monday before 9:00 a.m.
- Be available for a weekly Google Meet session with the mentor as per the scheduled time.

2. Progress Report Submission

- Submit a scanned copy (or post a photocopy) of the Progress Report every week to the SIP Coordinator and Faculty member using the prescribed form.
- Retain the original report for submission during the final report.

3. Weekly Report Assessment

Each weekly report will be evaluated as follows:

- 3 marks for the industry guide/mentor's feedback.
- 2 marks for timely submission.
- 1 mark for submitting actual work done in the "work in progress" format.

4. Rescheduling Policy

- Any rescheduling of a meeting by the student will result in a reduction of 1 mark.

If working on IRP:

1. Weekly Work Submission

- Submit weekly work by Monday before 9:00 a.m.
- Be available for a Google Meet session with the mentor as per the scheduled time.

2. Weekly Session Assessment

Each session will be evaluated as follows:

- 3 marks for attending the meeting.
- 2 marks for satisfactory progress.
- 1 mark for submitting actual work done in the "work in progress" format.

3. Rescheduling Policy

- Any rescheduling of a meeting by the student will result in a reduction of 1 mark.

3.2.5 Progress Review by SIP Board (End of 4th Week)

- By the end of the 4th week, both the student and mentor will undergo a progress review conducted by a member of the SIP Board.

3.2.6 Consequences of Non-Compliance

- Failure to submit progress reports for two consecutive weeks or missing two scheduled meetings without valid reasons will result in the assumption that the student is not attending the internship/project regularly.
- In such cases, the internship may be considered null and void.
- A re-appeal can only be made to the SIP Board, whose decision will be final.

3.2.7 Weekly Progress Reports and Meetings with Mentors

- Mentors will review your progress on a weekly basis, including the data and reports submitted on Google Classroom.
- Weekly reports are to be submitted as assignments with deadlines by Monday EOD and evaluated by the faculty member by Tuesday.
- All interactions with students will take place on Google Classroom to maintain a record of communications.

3.2.8 Weekly Google Meet Sessions

- Your faculty member will schedule a weekly Google Meet session with you, and the timing will be announced on Google Classroom.
- These meetings will last a minimum of 30 minutes and will focus on:
 - Discussing your progress.
 - Addressing challenges.
 - Providing guidance to refine your internship experience.
- Ensure you review your submitted work before the meeting to make the discussion productive.

3.2.9 Confidential Communication

- For any confidential or sensitive matters, communicate directly via email or request a dedicated Google Meet session with your mentor. This ensures that proprietary information is handled securely.

3.2.10 Evaluation and Guidance

- Your Faculty member will evaluate your weekly progress reports and provide feedback to help you improve.
- These evaluations will be submitted to the SIP Board for audit.
- Regular guidance will be provided to ensure you complete your tasks effectively and make the most of your internship experience.

3.2.11 Understanding Your Activities

- During meetings, your mentor will ask about your ongoing tasks, data collection methods, and report preparation.
- Use these discussions to:
 - Plan your activities for the upcoming week.
 - Seek advice on approaching tasks more effectively.

3.2.12 Fortnightly External Mentor Feedback

- Every two weeks, your Faculty member will contact your external industry guide (if applicable) to gather feedback on your progress.
- They may also coordinate with the CDC to provide you with additional industry-specific guidance.
- Ensure you share any necessary contact details with your mentor to facilitate this process.

3.2.13 Interaction with Industry Guide

- Your Faculty member will maintain regular communication with your industry guide to stay updated on your progress.
- This ensures a collaborative approach to your mentorship and internship experience.

3.2.14 Consequences of Non-Compliance

- You are expected to comply with the schedule prepared by your mentor.
- In case of unavoidable circumstances, seek prior approval via email after informing your mentor over a phone call.
- Any uninformed absence or delays will result in a penalty in terms of the weekly awards by your mentor.

3.3 Post-SIP Phase: Activities and Expectations

Development of Case Study, White Paper, Research Paper, integrated strategic business model using Canva or Industry Report.

- Collaborate with your Faculty member to develop a detailed output based on your internship experience.
- The deliverable must be submitted within 20 days from the start of the subsequent semester. Late submissions will result in a deduction of 10 marks.

3.3.1 Completion Certificate

- The submitted output must include a completion certificate signed by the Industry Guide or Faculty member.

3.3.2 Industry Presentation (Recommended)

- Present your initial work at the industry site in the presence of your Industry Guide/Mentor before presenting it to the institute.
- Students who complete this presentation will receive an additional 5 marks subject to confirmation from the industry mentor.
- A letter of recommendation from the external mentor will carry an extra 5 marks.
- Subject to the limit of maximum marks for SIP.

3.3.3 Required Outcome of Submission

- Students along with their mentors will strive to publish the academic knowledge built during the internship period. The submitted document must be:
 - Published in a reputed peer-reviewed journal, case repository, or industry report aggregator.
 - Presented at conferences (for quantitative, qualitative, or mixed-method research).
 - Develop Integrated strategic business model for the company using Canva or Industry report.

3.4 SIP Seminar and Viva Voce

- A seminar and viva voce based on the submitted work will be conducted at the institute.
- Students must deliver a 30-minute presentation on their internship deliverable.
- A committee constituted by the SIP Board will review:
 - Work file.
 - Finalized case study, white paper, and research paper, integrated strategic business model using Canva or industry report.
 - Updated CV/Resume, including an executive summary of the submitted work and a brief overview of the internship activities.

3.5 Consequences of Non-Compliance

- Failure to submit deliverables in the approved CDC format or attend the seminar without prior written permission will result in penalties.

4. General Guidelines

4.1.1 SIP can be in offline/Physical mode only.

4.1.2 Arranging Internships

- As it is the responsibility of the students to arrange for SIP, Students are encouraged to use personal contacts, efforts, and resources to secure internships in their desired field. However it has to be approved by CDC in conjunction with Faculty member and has to meet certain standards in terms of deliverables from the SIP.

4.1.3 Metro City Internship Recommendation

- Students arranging their own internships are advised to consider metro cities for greater exposure and opportunities.

4.1.4 Internship Location

- There should be no locational constraints. Objective is to maximize different and varied exposure for the students. SIP in hometowns will be strongly discouraged.

4.2 Multiple Internship Offers

Students securing their Summer Internship Program (SIP) opportunities through the University are **strongly**

discouraged from attending interviews with multiple companies. Once a student is selected by a company, they are not permitted to appear for further interviews without the prior approval of the Career Development Cell (CDC).

It is mandatory for students to join the company that has selected them for SIP. Should any concerns arise—such as issues related to the work environment or other challenges—within the first two weeks of the internship, students must formally communicate these concerns to the CDC in writing. The CDC will then review the situation and take appropriate action.

Students who join any organization without prior approval or who change their assigned organization without permission will be subject to punitive action. In such cases, their evaluation will be limited to a maximum of 75 marks, resulting in an automatic deduction of 25% from the total possible marks.

Students receiving multiple offers must present them to the SIP Board for evaluation. The Board's decision is final.

4.3 Faculty Assignment

- At University Faculty will be assigned based on the student's specialization, company, and internship location.

4.3.1 Faculty Changes:

- Once assigned, the faculty can only be changed by the SIP Board if circumstances necessitate it.

5. Evaluation Breakdown (Total: 100 Marks)

Task	Marks	Timeline
Joining Report from industry mentor / finalization of products / companies with Faculty member	10	First week after joining
Weekly Session assessment and Progress Report from industry Faculty member: (3 for WPR from industry/ Faculty member, 2 for satisfactory progress each week by Faculty member, 1 for submission of compilation of work done /WPR -each week) IRP (3 for online meeting with Faculty member, 2 for satisfactory progress each week, 1 for submission of compilation of work done /WPR -each week)	12	Every week of internship (5 meetings)
Working file with detailed insights	8	Regular update on Shared Drive
Evaluation by industry / external Mentor - Maximum 5 Marks on basis of review / 5 marks for letter of recommendation letter from industry mentor	10	15 days after internship end
Final Project report	20	As scheduled
Development of Case / Industry report / White paper / Research Paper	20	As Scheduled
External VIVA	20	
Total	100	

Notes:

- Any request for an extension of the deadline for submitting the Internship Report or Seminar Presentation will be considered only under exceptional circumstances and at the sole discretion of the SIP Board on a case-by-case basis. Penalties for such extensions will be determined by the SIP Board.
- Any violation of this SIP policy may lead to disciplinary measures, including but not limited to a deduction of up to 25 marks from the overall score and other appropriate actions as deemed necessary.**

Amenities and Facilities available at Campus

A. Library Facilities and Infrastructure

The University has established a spacious Central Library (EET Library) located in the main campus with a total area of 379 sq. mt. with 711 titles and 11196 volumes. Besides this Central Library, Departmental Libraries have been established in the Department of Management, (2203 titles and 21329 volumes), Doon School of Law (280 titles, and 2764 volumes), DBS School of Pharmacy & Research (1060 titles and 2579 volumes). The University subscribes to 35 Journals/Periodicals and 3500+ E-Journals and is an institutional member of Access Millions of Networked Library Resources through DELNET. The library supports the NPTEL platform. Online Journals are available besides Anti-Plagiarism software Drillbit.

The entire collection of the library is computerized and its OPAC can be electronically accessed 24*7. Other available Services/facilities include Online Public Access catalogue (OPAC) for the users besides ICT enabled access to library resources, Reprographic facility, CCTV surveillance, Video Conferencing, Multi-Media Lab, etc. The University is fully Wi-Fi enabled with internet bandwidth of 250 mbps.

Services:

- Membership:** Library membership is open to Faculty Members, Students, Research Scholars, Non-teaching Staff of the University.
- Working Hours:**

Circulation Counter	9:00 AM TO 5:10 PM (Monday to Saturday except gazette Holiday)
Reading Areas	9:00 AM to 07:00 PM (Monday to Saturday except gazette Holiday)

Borrowing facility

Loan Period:

Types of Documents	Max Marks
Text Books (Book Bank)	180
Standard Reference Books/Documents	7
Journals [Bound Volumes]	7
Other Materials [CD etc]	1

Loan Entitlement

Categories	Type of Documents / Entitlement			Maximum Entitlement
	Book	Bound Volume	Loose Journal / Magazine	
Students	6	0	0	6
Fulltime Doctoral Student/Research Scholars	2	1	1	4
Professor/Assistant Professor Associate Professor	7	1	1	9
Staff	2	0	0	2

The Central Library provides different types of library services to its users. These may be summarized as:

- Reference and referral service.
- Plagiarism Detection (Drilbit)
- Digital Library Services available on the 2nd floor of the University Library.
- Current awareness services (CAS)
- Selective dissemination of Information (SDI),
- On-line searching,
- The University Library extends Internet facility to the students, staff, and researchers for their literature search and document retrieval.

Functioning of Digital Library

- Access the online journals & databases
- Access e-books, e-lectures, & Multimedia content

Rules & Regulations:

- Every user must sign the register available at the entrance.
- Library Membership card is not transferable
- Dissertations/theses cannot be Xeroxed.
- Strict silence and discipline must be maintained in the library.
- Newspapers and magazines must be read only in the library on specific tables and should not be taken to other reading areas.
- Member cannot bring personal books/photocopies etc. inside the Library for consultation
- Readers should not shelve books and periodicals as that disturb the prescribed order.
- Notices, publicity materials/wall writing etc. are not allowed in any part of the library building.
- Personal printed reading materials e.g. books, journals, magazines, xerox copies of printed materials etc. are not allowed inside the library.
- Anyone who violates the rules and regulations of the library would be liable to lose the privilege of library membership.
- Using Cellular phone and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- Computer in the library premises should be used for academic purpose only.
- Online chatting/dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- Playing games on computers is strictly prohibited in the entire library premises.
- Readers must carry their Identity Card while using the E-Resource Division. They must show their ID card on demand.
- The students will have to appear in person to get the books issued / re-issued.
- No user will write, or make any mark upon, fold, damage, any document of the library.
- The borrowed documents must be returned by the member on or before the due date or earlier, if demanded by the library. No document will be returned on the day of issue.

Given below are the different types of library offences along with the corresponding fines and penalties applicable for each.

- A fine of **Rs. 5 per day per book** will be charged if issued book bank books are not returned on the due date.
- Books not returned or renewed within 7 days of issue will also incur **Rs. 5 per day per book**.
- Lost or damaged books will incur a fine of **double the MRP** of the latest edition, plus **Rs. 5 per day**.
- Loss of a volume from a multi-volume set will require payment of the **MRP of the entire set**.

- Books taken on an overnight basis must be returned the next morning, failing which **Rs. 25 per day per book** will be charged.
- Theft of books will result in a fine **equal to the cost of the book** plus **Rs. 1000 and suspension of library privileges** for the entire study period.

B. Computing Facilities

DBS Global University has always believed that Information Technology forms an integral part of Management. Every student in the DBS Global University is facilitated to connect to the digital nervous system of the DBS Global University knowledge base through a Wi-Fi network across the institutional and residential campus. DBS Global University intranet captures all that is learnt in the institution and disseminates the same to all its stakeholders, on demand.

The labs at DBS Global University are equipped to handle intensive computing applications and are equipped with the latest hardware for both client and server computing. The laboratories have been so designed that students can work in a secure, safe and sophisticated system unhindered by erratic power supplies and connectivity. This in turn gives them the opportunity to work 24x7.

Presently the Laboratories has over 250 plus systems connected to four different servers behind software and hardware-based firewalls. Access to the internet is provided through round the clock dedicated Lease line connectivity of 100 Mbps bandwidth. The software system is run on Windows 10 & 8.1 on the desktops and the server sites are run on ERP Server, Tally Server, Internet Server Linux based, Windows 2016 server, and Windows Academic Campus Licences. The laboratory also has networked based laser printing for outputs. All the systems are multi-media ready and run application like, Microsoft Office, SPSS, SAS, SAP, Visual Basic, Oracle and tools for data modelling and simulation.

Computer Lab Rules

1. Turn off the machine when you are no longer using it.
2. Report any broken plugs or exposed electrical wires to the teacher immediately.
3. Always SAVE your progress.
4. Always maintain an extra copy of all your data files.
5. Make sure your external devices are VIRUS FREE.
6. Feel free to ask for assistance.
7. Behave properly & talk in low volume
8. Keep your mobile phones on flight mode.
9. Keep your bags in the Rack.
10. Always return issued item on time.
11. Email login related issue send request to **itsupport@dgu.ac.in**

Don'ts in the Computer Lab

1. Do not eat or drink inside the Computer Lab.
2. Avoid stepping on electrical wires or any other computer cables.
3. Do not open the system unit casing or monitor casing particularly when the power is turned on.
4. Do not insert metal objects such as clips, pins, and needles into the computer casings.
5. Do not remove anything from the computer laboratory without permission.
6. Do not touch, connect, or disconnect any plug or cable without permission.
7. Do not touch any circuit boards and power sockets when something is connected to them or switched one.
8. Do not open an external device without scanning them for computer viruses.
9. Do not change the icons or wallpaper on the computer screen.
10. Do not switch the keyboard letters around.
11. Do not go to programs you don't know of.
12. Do not install any other programs unless told.
13. Do not unplug anything unless the computer has properly shut down.

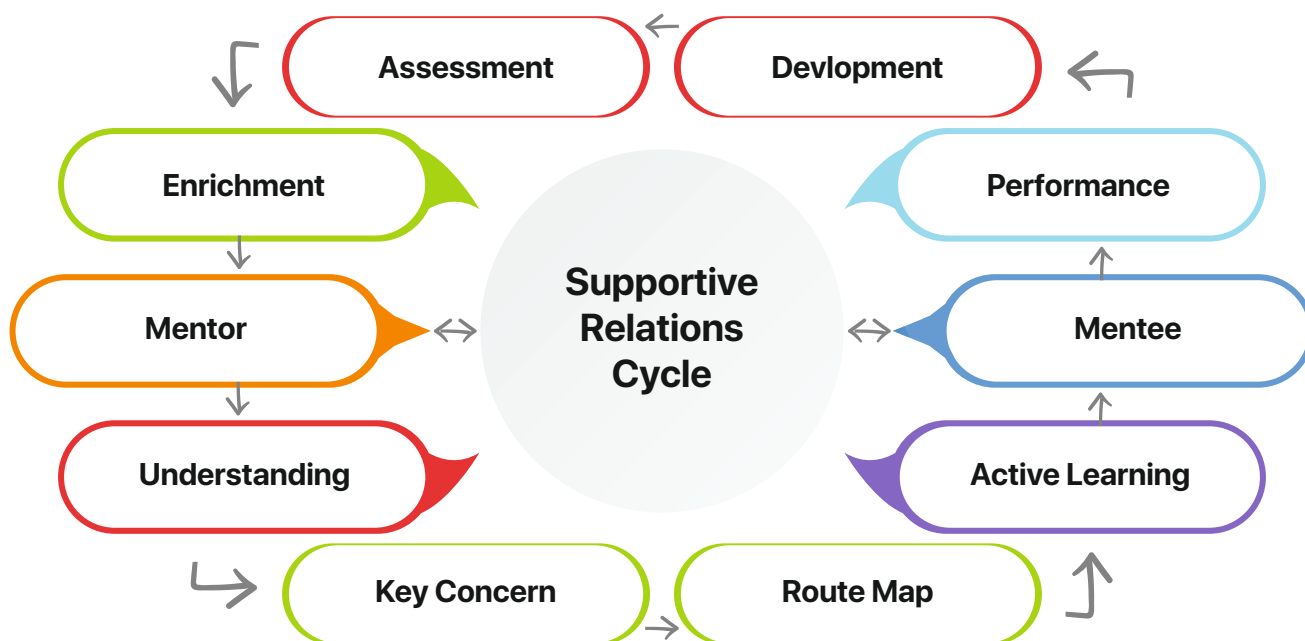
14. Do not copy the work of other students.
15. Do not attempt to repair, open, tamper, or interfere with anything inside the lab.
16. Do not plug any other devices.

C. Mentor Mentee System

Introduction

The university has a strong mentor- mentee support system across all schools. In order to identify and tackle the challenges that students (Mentees) encounter, thereby aiding them in attaining their academic and personal objectives early in their careers. Mentoring involves both offline and online support in facilitating significant information exchange, collaborative work, or thoughtful deliberation between individuals.

Supportive Relationship Model:



For more details you may contact class mentors and programme mentors and refer to end of this handbook.

D. Students Counselling Service

The primary aim of the Counselling Services at DBS Global University is to foster a compassionate campus environment that supports emotional growth and psychological well-being. Through timely, confidential, and accessible mental health services, the cell endeavours to equip students with the tools and insight needed to face academic and life challenges with resilience and self-awareness.

When to Reach Out?

Students are encouraged to seek support from the Counselling Cell when experiencing emotional difficulties such as persistent sadness, anxiety, social withdrawal, academic burnout, adjustment issues, loss of motivation, or difficulties with concentration. The cell is also equipped to assist with deeper psychological concerns, including compulsive behaviour, trauma, substance use, irrational fears, and psychosomatic symptoms. Students who are referred by faculty or University authorities are expected to attend sessions and cooperate with counselling recommendations. Non-compliance without valid medical reasons may result in temporary suspension under the University's Mental Health and Discipline Policy.

Counselling Team

The university has dedicated mental health professionals bring experience, empathy, and a student-focused approach to every session. Online and offline counselling support is available to all students, providing accessible mental health assistance and emotional well-being services as needed.

Ms. Aditi Kukreti

Research Associate – Psychology | Counselling Psychologist & Psychotherapist aditi.kukreti@dgu.ac.in

Location & Timings

The Counselling Cell is located at the Old MBA Building, with two accessible rooms:

Counselling Room 1 – CDC Department

Counselling Room 2 – First Floor near the DC Office

Counselling Services are available:

Monday to Friday: 8:10 AM – 5:00 PM

Weekend Emergency Support is available via the **Student Affairs Office**.

E. Food/Beverage and Mess Facilities

DBS Global University features a modern mess, managed by experienced professionals, located on the ground floor of the News Boys Residency and ground floor of the Mother Teresa Residency. The dining hall operates on a self-service basis, catering to residents, day scholars, and staff. A well-balanced and nutritious diet is provided to ensure students' overall health and well-being offering four daily servings: breakfast, lunch, evening snacks, and dinner, providing a diverse range of both vegetarian and non-vegetarian meals. The state-of-the-art kitchen is equipped with the latest equipment, ensuring high culinary standards and hygiene. The dining hall has a spacious seating capacity for 450 students, covering an area of 20,000 square feet.

For more information you may contact Mr. Dangwal- Mess Incharge.

F. Laundry

Laundry facilities are available for students within the hostel. A laundry service provider visits the hostel once per week to collect and return laundered clothes. Each student can submit up to 40 pieces of clothing per month through this service. The student is responsible for the collection of his/her clothes on time and the University has no responsibility in case the clothes are lost.

G. Common Room

The common rooms for students are strategically located on the first to fifth floors of Boys Hostel, the first floor of the old girls' hostel, and the ground floor of the new girls' hostel and Budding Leaders hostel. The common rooms are equipped with LED facilities, allowing students to enjoy movie screenings, presentations, and music. Students are required to follow the rules and regulations of the common rooms.

Official Email ID Policy

The university has issued official email ids to all the students of the university. The email ID remains the property of the institution and is provided for official communication only. The purpose is to facilitate communication related to academic, administrative, and institutional matters and to maintain professionalism and credibility in interactions. The students must adhere to institutional policies, local laws, and regulations (e.g., FERPA, GDPR, or other privacy standards) and respect for copyright, intellectual property, and data protection requirements. Misuse of the official email id may lead to disciplinary action and revocation of official email privileges.

The student should meet the password security standards and regularly update passwords and enable two-factor authentication, if available. The university hold the right to archive and monitor the emails as per institutional policies.

Email accounts may be deactivated upon graduation, resignation, termination, or other separation from the institution, following institutional guidelines.

Dos

1. Use Appropriately:

- Use the academic email for official communications such as assignments, research, meetings, and administrative tasks.
- Respond to institutional emails promptly to ensure effective communication.

2. Maintain Professionalism:

- Use a professional tone and language in all emails.
- Include a proper subject line, salutation, and signature.

3. Ensure Security:

- Keep passwords confidential and secure.
- Report phishing or suspicious activities to the IT department.

4. Backup Critical Data:

- Store important emails or data in designated backup systems if required by institutional policy.

5. Follow Institutional Guidelines:

- Ensure all communications align with academic integrity policies and respect institutional decorum.

Don'ts

1. Avoid Personal Use:

- Refrain from using the academic email for personal, political, or commercial purposes.
- Do not sign up for non-academic subscriptions or services.
- Any breach of password confidentiality or use of a student's email account by another individual is strictly prohibited and will not be accepted as a valid excuse under any circumstances.

2. Do Not Spam:

- Avoid mass emails unrelated to academic or institutional purposes.
- Do not use the email to spread unsolicited advertisements or chain letters.

3. Protect Sensitive Information:

- Do not share confidential or sensitive data without proper authorization.
- Avoid storing or transmitting personal information insecurely.

4. Prohibited Content:

- Do not send or share inappropriate, offensive, or discriminatory content.
- Avoid engaging in cyberbullying, harassment, or other unethical behaviour.

5. No Unauthorized Access:

- Do not attempt to access another person's email or institutional systems without permission.
- Avoid bypassing or attempting to bypass security protocols.

Day Boarding Facility

The University has a facility to provide day boarding to the students which includes facility like working lunch, bus services, dormitory stay and subsidized memberships. The annual fee for this facility is **Rs. 25,000**.

The day boarders will be allowed to use facilities till 7:00 PM.

Day Boarding Facilities include:

1. **Working Lunch:** Provided at the University Mess
2. **Bus Service:** Available for pre-notified route as directed by the University at specific times.
3. **Dormitory Stay:** 7 nights with all meals, including snacks, dinner and breakfast, offered on a first-come, first-served basis.
4. **Subsidized Membership:** Access to clubs and sports facilities.

List of programs for which Day Boarding is mandatory:

- **MBA** (All Specializations)
- **BBA** (All Specializations)
- **BBA + MBA** (All Specializations)
- **B. Com** (All Specializations)
- **B. Tech + MBA** (All Specializations)
- **B. Tech + M. Tech** (All Specializations)

As part of our commitment to providing a supportive learning environment, we would like to inform all students that the classes may extend into the late evening, including numerous group projects. Therefore, it is highly recommended for students to stay in campus hostels to ensure better participation and engagement in academic activities. We encourage all students to avail these facilities to enhance their academic experience.

Hostel Rules and Residential Accommodation

Rules / norms to be followed for students residing in the University recommended / sponsored / patronized hostels.

1. DBS Global University has limited hostel facilities and admission to the hostels is at the sole discretion of Management and is not a right of the students.
2. All students are expected to adopt their hostel as a home away from home.
3. At any point the hostel is allotted for a fixed period of maximum Eleven months of the academic session in a year. Students are allowed to stay in the hostel for the period of academic sessions only. The outer limit of two days before the academic session and two days after the academic session will be strictly followed. No student will be allowed to stay in the hostel two days after the academic session closes.
4. Admission fee to the hostel is a one-time non-refundable charge.
5. Any student wishing to stay in the hostel beyond the limits of academic session will have to apply for such stay in advance and will be allowed to stay on the permission / discretion of the Management and subject to availability of the hostel accommodation. A separate charge will be levied for this extra period of stay.
6. A Student is required to complete a Hostel admission form for admission in the hostel.
7. For any declared vacation or closure of University more than three weeks, the students are not allowed to stay in the hostel.
8. In case of any unforeseen circumstances, Mis-happening, Incidents, Quarrels, Strikes, Act of vandalism, terrorism, accident where in the Institution Management feels that it will be appropriate to get the hostel vacated; to avoid any further escalation of disturbance or safety of students, the institution will have the right to get the hostel vacated within 24 hours. The DBS University Management will also have the right to instruct specific students to vacate the hostel within 24 hours if they feel the presence of such students in the hostel is detrimental to the peace and progress of the session. The students will not have any right to contest the decision of the DBS University Management in such cases. Failing to comply with the orders of the Management in such a situation will result in Disciplinary action.
9. No parents are allowed to stay in the hostel under any circumstances. The parents will be allowed to stay in the guest house of the University with permission of the Registrar and subject to availability of rooms.
10. Every academic session, fresh rooms will be allotted based on first cum first served basis.
11. Students leaving at the end of academic year, will pack their belongings and are allowed to keep them in the Storage area of the Hostel. Under no circumstances, can the students leave their belongings in the hostel rooms.
12. Students are advised not to keep excessive cash and valuables in their rooms. If they keep it, it will be at their own risk.
13. Celebration of parties, playing with dry/wet colours, and also with plain water, using crackers inside hostel rooms and hostel campus are not allowed and will be counted as an act of indiscipline.
14. Hostel fee will be charged on a yearly basis (academic session of Eleven months). No student will be allowed to withdraw hostel facilities during the year. In case of leaving the hostel during the middle of the year for any reason, whatsoever, no refund of the hostel fee will be permissible. For a student seeking to vacate the hostel after commencement of a course or has been asked to vacate due to disciplinary action, the charges will be refunded as follows:
 - a. Students seeking refund within Six months will have to pay minimum Six months charges at the monthly rate.
 - b. Students seeking refund after Six months, actual monthly rate will be applicable and the balance will be proportionately refunded.
15. Hostellers should keep the room's pic and span before leaving the room. Fans/Geysers/Lights should be switched off. No posters/wall hangings will be allowed inside the Hostel Room.
16. Hostellers will be responsible for their behaviour in the hostel campus. Appropriate disciplinary action would

be taken against Hostelers in this regard and under no circumstances, will a girl student visit a boys Hostel and vice versa. In case such activities are observed, the University will take appropriate action and parents will be informed.

17. Rough handling of room furniture, dining hall furniture, electrical fixtures, plumbing fixtures, property or fittings of the hostel is strictly forbidden.
18. In case any student wishes to avail the facility for short duration of less than one year so requested, initially, while applying for hostel accommodation, differential fees as notified time to time will be charged. Allocation of seats for a short duration will be at the discretion of management subject to availability of seats.
19. Every boarder has to follow the timing fixed for reporting back to the hostel. No student will be allowed to enter the hostel after these timings. Late coming will be taken as a serious offence and will attract disciplinary action against the student.
20. Each student will provide details of a local guardian before taking admission in the hostel.
 - a. The hostel accommodates many students and cannot take the responsibility of a sick child who needs extra care and extra support. Further any sick child also lowers the morale of the students living alone and may sometimes cause the viral or disease to spread.
 - b. Hence no student reporting sick will be allowed to stay in the hostel and should immediately be transferred to the Local Guardian or to the hospital.
 - c. As and when the student/parent is able to provide for the Local Guardian details the security will be refunded.
 - d. No faculty/staff or Management or their relatives are permitted to be the Local Guardian of the students.
21. The hostel authorities will inform the different meal timings which will be followed strictly. Any change in the timings will be notified to the students in advance by the authorities.
22. The hostel gate will be locked from 9:30 PM to 5:00 AM. Entry to residents during the above timing will be regulated through valid Out-Pass/Permission of Hostel Warden.
23. Students may keep their two wheelers and cars in the Hostel Premises at their own risk.
24. Moving the hostel property (Bed, Chair, Table, Mattress etc.) from the room is not allowed.
25. Any type of marking on the hostel inventory/ walls etc will be treated as an act of indiscipline.
26. Hostellers are not allowed to bring Day scholar/friends/relatives in the Hostel Premises (inside Room, Mess etc.)
27. Hostellers should always display their ID card for the identity purpose, whenever required.
28. Hostel rooms are equipped with furniture and fitments. Students occupying the rooms will sign for the receipt of items in inventory register. He /She will be responsible to hand over the items in their original serviceable condition to the Hostel authorities while leaving the room on the close of the academic session.
29. Students are not permitted to use private electrical appliances nor tamper with electrical fitting provided in rooms.
30. No student will leave the Hostel without prior permission of the Hostel Warden. Till the date the application for leaving is not acknowledged/accepted, it will be deemed as if you are continuing to use the hostel facility and the University has a right to remove the belongings of the student from the hostel room.
31. Students required to go home, out of station on the working days for attending family social function will require permission of the Dean and or/ Director, subject to receipt of written request for the same from their parents.
32. No student will be allowed to stay in the hostel room during the University working hours. In case a student falls sick, he will be moved or transferred to the sick room and immediate intimation will be sent to the parent and local guardian. In case the student report sickness and is unable to visit the Doctor himself, he will be taken to Doctor by the Warden/Authorized person as his own expenses.
33. Last day of stay in the hostel will be two days in addition to the last exam of the academic year.
34. Students willing to stay for the next year will have to deposit advance for the next for retaining the stuff in the room.
35. No student will be allowed to stay in the hostel after the end term during summer vacations. The University reserves the right to allot the hostel rooms to other trainees/summer school students. The working of the

36. In case of any festival or exigencies, the University reserves the right to shift the students from one room to another or accommodate a greater number of students/visitors/guests in the rooms for a short span of time.
37. Management is not responsible for any incident / quarrel / unforeseen act in which the student indulges or is involved in under any circumstances

Visit of Parents/Guardians

- Guardians/Parents/Visitor can meet their ward in a hostel with the permission of the Warden before 7:00 PM only in the visitors meeting room.
- No Guardians /Parents/ Visitors are allowed to enter beyond the reception area of the hostel.
- No Parents/Guardians/ Visitor is allowed to stay with the students in their rooms.

Prior Instruction for the Parents and Hostellers

1. Parents & Hostellers are required to furnish full details of their Permanent Address & Permanent Phone Numbers so that they can be contacted in case of any emergency.
2. Hostellers are supposed to follow the rules & regulations of the Hostel; else they are liable to be debarred from the hostel facility with intimation to the parents.

In Case of Emergency / Sickness / Hospitalization- Hostel Students =====

1. Students residing in Hostels (Both Boys & Girls) must provide a contact number for Local Guardian. It is encouraged that the local guardian visits the campus along with the student at the time of registration and re-registration. The contact numbers of Local guardian will be verified by the University. It is the student's responsibility to inform the University in case there is any change in the contact details of the Local Guardian.
2. In case of any Emergency, Medical or otherwise, University authorities will inform the local guardian as well as the parents. University will provide assistance in case of Emergency but the University is in no way responsible for providing the entire support.
3. In case the student falls sick, the student has to shift to his/her local guardian's accommodation since the hostels have shared accommodations.
4. As the Hostels are located at remote locations, in any case of emergency, the student will be transferred to the nearest hospital where the medication is accessible. Ambulance charges, if paid will be debited from the student's account and the hospital bills have to be paid by the family. Students with preconditions of disease should inform the University and be willing to relocate out of the hostel if the Management of the University decides to do so.
5. In case the student is hospitalized, the local guardian and the parents will be notified immediately by the University officials and the local guardian is expected to reach within an hour while the parent of the student will reach the Hospital within 12 hours after receiving the information to look after and take care of their ward.
6. The roommate is expected to stay in hospital to accompany (on reciprocal basis) unless any other close friend/volunteer agreed to stay.

Hostel (Girls and Boys) Facilities

Choosing to live on campus offers a unique and enriching experience, easing your transition to University life and plugging you directly into the vibrant campus community. The University provides limited, well-furnished, and aesthetically designed residential facilities, ensuring a comfortable and secure "home away from home" for our outstation students. Separate areas are designated for male and female students.

All campus residences including boys and girls are equipped with modern amenities to ensure a comfortable stay:

- Wi-Fi Connectivity: Wi-Fi is available throughout all hostel premises.
- Hot Water Facility: Hot water supply is available in most residences, with some offering 24/7 solar hot water with electrical backup.
- Laundry Facility: Convenient laundry services are available twice a week.

- Sports Arena: Access to the campus sports arena for various recreational activities.
- Well-equipped Gym: Students in most residences will have access to a well-equipped gymnasium.
- Electrical Backup: All residences are equipped with electrical backup systems.
- RO Purified Drinking Water: RO purified water is available on every floor (or alternate floors in some residences) for drinking.
- Security: The institution prioritizes resident security with biometric access systems (in some residences), round-the-clock security personnel, and CCTV surveillance.

Boys' Residences

The University offers dedicated and well-equipped residences for male students:

▶ **New Residency (Boys)**

New Boys Residency has the latest state of art infrastructure and situated inside the campus adjacent to the sports arena with a capacity of 400 students.

Room Types:

- Double Seater with attached Washroom with Balcony
- Triple Seater with attached Washroom with Balcony

▶ **Satya Residency (Boys)**

Satya Boys Residency (3rd party) has a capacity of 150 students with state-of-art facilities for accommodation, recreation, sports facilities such as Badminton, gym, sick room, reading room and a great mess. Satya Residency is near to market the distance from campus is 2 Km.

Room Types:

- Twin Double (4-Seater Chummary Accommodation) with attached Bathroom & Toilet
- Four-Seater with Common Washroom
- Triple Seater with Attached Washroom
- Triple Seated with Common Washroom

Girls' Residences

The University provides several comfortable and secure residences for female students:

▶ **Indra Nooyi Residency (Formerly known as Girls New Residency)**

Indra Nooyi Girls Residency has good accommodation for the living of girl students. It is situated inside the campus with a capacity of 60 students.

Room Types:

- Double Seater with Attached Washroom without Balcony
- Two-Seater with attached washroom + Balcony

▶ **Mother Teresa Residency (Formerly Known as ESKAY Girls Residency)**

Mother Teresa Girls Residency is having good accommodation for living of girl student. It is situated inside the campus. It can house 150 students.

Room Types:

- Two-Seater with Attached Washroom with Balcony (Condominium)
- Three-Seater with Attached Washroom with Balcony

▶ **Girls Old Residency**

Girls Old Residency has good accommodation for the living of girl students. It is situated inside the campus. It can house 95 students

Room Types:

- Two-Seater with Attached Washroom
- Three-Seater with Attached Washroom

- Two-seater with Common Washroom
- Three-Seater with Common Washroom
- Dormitory

► **The Budding Leaders Residency** has good accommodation for the living of girls students. It is situated inside the campus. It can house 140 students

Room Types:

- Triple Seater with Attached Washroom
- Two-Seater with Attached Washroom
- Two-Seater with Common Washroom
- Triple Seater with Common Washroom

We encourage you to make the most of your hostel life, build strong connections, and create lasting memories in your home away from home!

Hostel Contact Persons list.

- Mr.Prashant Rana - 9625596731
- **(GM Hostels)**
- **For New Residency Boys**
- Mr.Pradeep Badola - 7002745557
- Mr.Rajendra Prasad - 8017640254
- Mr.Rakesh Panwar - 8630320484
- Mr.Ravinder Singh - 8586901804
- For Mother Teresa Residency (ESKAY Girls) - Ms. Sanju Sharma - 9897357184
- For Indra Nooyi Residency (Girls New Residency) - Ms. Raghuwinder Kaur - 9548633360
- For Girls Old Residency - Ms. Rachna Nethani - 9068645642
- For Budding Leaders Residency (Formerly SS Girls) - Ms Babita Kaithal - 9760747396
- For Satya Residency Mr.Dharamvir Singh – 8569845410

The Hostel fees is non-refundable in case the student wishes to withdraw from the hostel.

Hostel Vehicle Parking Policy

- Students residing in the hostel who wish to park their personal vehicles in the designated University parking area will be required to pay monthly parking charges as follows:
- **Two-Wheelers: ₹750 per month**
- **Four-Wheelers: ₹1500 per month**
- The parking facility is provided only as a space allotment and **does not include security services** for the vehicles.
- **The University will not be held responsible for any loss, theft, or damage to the vehicles or their contents under any circumstances.**
- Entry and exit of all vehicles will be strictly permitted only **as per hostel in-and-out timings.**
- No vehicle movement will be allowed beyond these hours except in exceptional cases approved by the hostel warden.
- Parking is subject to availability and must be registered in advance with the hostel administration.
- Valid registration documents and a copy of the driving license must be submitted at the time of registration.
- Misuse of the parking facility may lead to cancellation of parking rights and disciplinary action.

Student Related Committees

Student Disciplinary Committee

The Student Disciplinary Committee has been constituted as per the ordinances and regulations of the University. All cases of student indiscipline will be addressed by this committee. Students are expected to extend their full cooperation and support to the committee in order to have quick and fair decisions. For more details about the committee, you may write to **sdcdgu.ac.in**.

Grievance Redressal Regulations

a. Type of Grievances

- i Admission contrary to merit determined in accordance with the declared admission policy of the institution;
- ii Irregularity in the process under the declared admission policy of the institution;
- iii Refusal to admit in accordance with the declared admission policy of the institution;
- iv Non-publication of a prospectus by the institution, in accordance with the provisions of these regulations;
- v Publication by the institution of any information in the prospectus, which is false or misleading, and not based on facts;
- vi Withholding of, or refusal to return, any document in the form of certificates of degree, diploma, or any other award or other document deposited by a student for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
- vii Demand of money in excess of that specified to be charged in the declared admission policy of the institution;
- viii Violation, by the institution, of any law for the time being in force in regard to reservation of seats in admission to different categories of students;
- ix Non-payment or delay in payment of scholarships or financial aid admissible to any student under the declared admission policy of such institution, or under the conditions, if any, prescribed by the Commission;
- x Delay by the institution in the conduct of examinations, or declaration of results, beyond the schedule specified in the academic calendar of the institution, or in such calendar prescribed by the Commission;
- xi Failure by the institution to provide student amenities as set out in the prospectus, or is required to be extended by the institution under any provisions of law for the time being in force;
- xii Non-transparent or unfair practices adopted by the institution for the evaluation of students;
- xiii Delay in, or denial of, the refund of fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time;
- xiv Complaints of alleged discrimination of students from the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Women, Minorities, or persons with disabilities categories;
- xv Denial of quality education as promised at the time of admission or required to be provided;
- xvi Harassment or victimization of a student, other than cases of harassment, which are to be proceeded against under the penal provisions of any law for the time being in force;
- xvii Any action initiated/taken contrary to the statutes, ordinances, rules, regulations, or guidelines of the institution; and
- xviii Any action initiated/taken contrary to the regulations and/or guidelines made/issued by the Commission and/or the regulatory body concerned.

Student Grievance Redressal Committee (SGRC)

The University has constituted a student grievance redressal committee to resolve any grievances raised by the students during their course of study. The committee constitutes of senior professors, a student representative and a nominee by the Vice chancellor. For more details, you may write to dsa@dgu.ac.in.

Any student aggrieved by the decision of the SGRC may appeal to the Ombudsperson within a period of 15 days from the date of decision of the SGRC.

The committee will address any grievance of a student as mentioned in the University Grants Commission (Redressal of Grievances of Students) Regulations.

In addition to the SGRC and as per directives of the UGC, the University has appointed an Ombudsperson who can be approached by the student, in case he/she is not satisfied with the proceedings of the SGRC.

Appeal to Ombudsperson

To ensure student, faculty and staff well-being and to provide a confidential and safe space for them to be heard, and to provide a forum in the realm of harassment, inappropriate behaviour, unprofessional conduct, abuse of power, unlawful termination of service or restrictions on University policy on freedom of expression and to advise both the students/faculty/staff member and the University on the resolution of disputes regarding the same, the University has appointed **Prof. D D Kaushik** as Ombudsperson of the University and you can email your appeal at **Ombudsman@dgu.ac.in** or submit a signed copy in a sealed cover marked 'Ombudsperson' to the Office of the Chancellor. Submissions may be by hand or through courier.

Procedure for Redressal of Grievance

- i A grievant will first submit his/her complaint in writing to his Faculty Mentor or immediate Supervising Officer who will attempt to resolve the grievance within two days. In case the Mentor/Supervisor is not able to resolve the grievance, he will forward it to the Department of student Affairs and thereafter Chairperson of the Student Grievance Redressal Committee (SGRC).
- ii In case of escalation, the Chairperson of the Student Grievance Redressal Committee (SGRC) will convene a meeting of the Committee within 2 days of receiving the complaint from the Faculty Mentor/Supervisor or from the grievant in case he applies directly to the SGRC.
- iii The SGRC will attempt to resolve the grievance within a week of the receipt of the complaint and action taken report from the Faculty Mentor/Supervisor.
- iv If the grievant is not satisfied with the resolution of SGRC he/she will appeal to the Ombudsperson giving the reasons for his dissatisfaction with the decision within 15 days of receipt of the decision of the SGRC.
- v The Ombudsperson will, after giving reasonable opportunities of being heard to the parties concerned, on the conclusion of the proceedings pass such orders with reasons thereof as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student.
- vi The Ombudsperson may recommend appropriate action against the complainant, where the complaint is found to be false or frivolous.
- vii The Ombudsperson will provide copies of his orders under his signature, both to the University and the aggrieved student.
- viii The Ombudsperson will submit his recommendation to the Vice Chancellor. The Vice-Chancellor will normally comply with the recommendations of the Ombudsperson and pass an appropriate order. The Vice-Chancellor, if needed may recommend, necessary corrective action as he may deem fit, to ensure avoidance of recurrence of similar grievance at the University, and the necessary changes will be made in the Regulations and Policies of the University.
- ix The form for submission of a grievance will be made available to the Department of Student Affairs.
- x The law of natural justice will be observed and a fair hearing to the grievant will be given at all levels. The relevant provisions of the Act/Statutes will be kept in mind while passing an order on the grievance at any level, and no order will be passed in contradiction of the same.

- xi In case the student does not find any resolution from the designated university authority and the issue remains unresolved, student can escalate the matter to the University Grants Commission.

Exclusions

The following complaints/grievances will not be construed by the Grievance Redressal Committees for consideration and disposal:

- I Decisions of the Academic Council/Academic Committees constituted by the University.
- ii Complaints involving policy matters in which the grievant has not been affected directly/indirectly.
- iii Decisions with regard to the award of fellowships, fee concessions, medals, etc.
- iv Decisions with regard to disciplinary matters and misconduct.
- v Decisions with regard to the recruitment and selection
- vi Decisions by the competent authority on assessment and examination result/ revaluation or remarking of answer sheets.
- vii Anonymous and frivolous complaints will not be entertained/processed.

Anti Ragging Regulations

Pursuant to the directives of the Honourable Supreme Court of India and in accordance with the UGC Regulations, on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, the University has constituted the Anti-Ragging Committee and Anti-Ragging Squads for overseeing the strict and meticulous implementation of all the directives. The names of the members of the Anti-Ragging Committee and Anti-Ragging Squads will be displayed along with their mobile numbers on the physical notice board, on the University website, and on the Student Portal for the benefit of the students, especially the newly admitted students.

Anti-ragging measures will also be posted on the e-prospectus and e-information booklet issued by the University and anti-ragging posters will also be displayed at all prominent sites. The university has a zero-tolerance policy for ragging and strict measures including disciplinary actions will be taken by the university in case student is found to be involved in any kind of ragging activity at the campus and hostels. For more details, refer to the UGC Guidelines on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and write to ajaisingh@doonbusinessschool.com

The University will take the following actions against the offenders: -

- I Lodging FIR against the offender with Policy/Local authorities whenever a case of ragging is reported.
- ii Filing a case at the jurisdictional court of law which may lead to rigorous imprisonment for up to 3 years.
- iii Expulsion from the University and consequent debarring from admission to any other academic institution in the country.
- iv At the University level the Anti-Ragging Committee, based on the enquiry committee report and recommendation, will be eligible to award any one or the combination of the following punishment:
 - Suspension from attending classes and academic privileges
 - Withholding/withdrawing scholarships/fellowships or any other benefits
 - Debarring from appearing in examinations or any other evaluation process
 - Withholding result
 - Debarring from representing the University in any academic/co-curricular/extra-curricular activities
 - Suspension/Expulsion from hostel
 - Cancellation of admission
 - Rustication from University for a limited period

Rules on Gender Sensitization Against Sexual Harassment

DBS Global University is committed to treat every student / employee with dignity and respect. The University fully complies with 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013' passed by the Govt. of India and is committed to create an environment that is free from sexual harassment of any kind whether verbal, physical or visual. The University provides guidelines for prompt redressal of complaints related to sexual harassment including expulsion / termination of offender and / or filing appropriate FIRs for the offence.

“Sexual harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

- I Physical contact and advances; or
- ii A demand or request for sexual favours; or
- iii Making sexually coloured remarks; or
- iv Showing pornography; or
- v Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Complaint of Sexual Harassment

Any aggrieved woman may make, in writing, a complaint of sexual harassment at workplace to the Internal Committee within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident; where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

Constitution of Internal Complaints Committee (ICC)

In pursuance of UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and in partial modification of **Office Order No.HRP-222/2025 dated 20.08.2024, the university has constituted an Internal Complaints Committee (ICC) to deal with the complaints relating to sexual harassment at work place.**

- Student/aggrieved woman should make a complaint in writing to the ICC.
- The enquiry related to the complaint will be completed within 90 days of the complaint received and the Committee will submit the recommendations.
- Committee will also function as Gender Sensitization Cell as per direction of UGC. Gender Sensitization Cell involves creating awareness about Gender issues and working towards creating enabling environment of Gender justice where men and women can work together with a sense of personal security and dignity.

For more information related to ICC, the student may reach out to **Dr. Pushpa Kataria-pushpa.kataria@dgu.ac.in**

Breach of Discipline, Corresponding Punishments and Fines/ Penalties

SR. No.	Type of Breach of Discipline	Punishment / Fine
1	Hostel Rules & Violations	<ul style="list-style-type: none"> The hostel IN timing is till 9:30 PM, and all residents are expected to return within this time. Students will be allowed entry into the hostel between 9:30 PM and 10:30 PM only if they have a valid Outpass. If a student does not have a valid Outpass, a fine of Rs. 500 will be imposed for entry. If there is an information from the student till 11:30 PM about his/her whereabouts, the student will still have to bear a fine of Rs. 1000. If there is no intimation from the student till 11:30 PM to the concerned authorities, the student will be considered as absconded and the parents and local guardians will be intimated along with a penalty of Rs. 2000. Repetition of these violations will result in the student being suspended for 1 week with a penalty of Rs. 5000, along with written affidavit from parents.
2.	Possession of Tobacco products (Hukkah, cigars, rolling sheets, etc.)	<ul style="list-style-type: none"> 1st Instance: The item will be confiscated, a fine of Rs. 1000 will be imposed, and the parents will be informed. 2nd Instance: The student will be suspended for one week and the parents/local guardians will be notified 3rd Instance: Suspension for one month. 4th Instance: Suspension from the hostel without any refund of balance fees.
3.	Smoking (University campus and hostel)	<ul style="list-style-type: none"> Smoking in public places is strictly prohibited Smoking inside hostel rooms is also restricted and any objection raised by a roommate will be treated seriously and the case will be referred to Disciplinary Committee. If a student is caught smoking for the first time, a fine of Rs. 500 will be imposed. On the second offence, a fine of Rs. 1000 will be imposed and parents will be informed. A third offence will lead to suspension from the campus for one week. A fourth offence will result in suspension up to 1 month.
4.	Possession of Drugs, Ragging, Possession of Weapon	<ul style="list-style-type: none"> The University has a zero-tolerance policy toward drug use, ragging, and weapon possession. Any student found guilty will be immediately rusticated from both the University and the hostel. Police authorities, parents and local guardians will be informed by the University

5.	<p align="center">Possession or Consumption of Alcohol – (Campus and Hostel)</p>	<ul style="list-style-type: none"> • 1st Instance – Student will be warned and imposed a fine of Rs. 1000. • 2nd Instance –Penalty of Rs. 2000 will be imposed and information will be sent to the parents and local guardian. • 3rd Instance - The student will be suspended up to one week and the parents/ local guardians will be notified. • 4th Instance: Suspension from the hostel without any refund of balance fees and the Parents and Local Guardians will be notified.
6.	<p align="center">Theft Related (University Campus & Hostel)</p>	<ul style="list-style-type: none"> • If found guilty of theft, the student will be suspended from the University for a period of 2 to 3 weeks. • The student will have to pay a fine equivalent to the value of the stolen item(s) or replace/ pay the cost of newest version of the stolen item(s) • Hostel seat will be cancelled for resident students and no refund will be given. • Compulsory behavioural or psychological counselling will be arranged once a week or as decided by the committee. • The student will be placed on conduct probation, and the parents and local guardian will be informed.
7.	<p align="center">Destruction of University and Hostel Property</p>	<ul style="list-style-type: none"> • If found responsible for the destruction of University/ hostel property: • The cost of repair will be recovered from the student along with an additional 100% of the actual cost. • In cases of wilful damage, the student will be fined 5 times the cost of the item or Rs. 5000, whichever is higher. • The student will be suspended for a duration ranging from 3 weeks to 1 month. • The parents and local guardian will be informed.
8.	<p align="center">Misbehaviour & Derogatory Verbal Abuse (With Faculty or Staff/ Rowdy Behavior)</p>	<p>If found guilty of misbehaviour with faculty, or staff:</p> <ul style="list-style-type: none"> • On the first instance, the student will be suspended for 2 weeks. • On the second and subsequent instances, suspension will be extended to 1 month. • For repeated or severe offences, rustication for 1 to 2 semesters or expulsion may be imposed. • The student will be on conduct probation and parents and local guardian will be informed.
9.	<p align="center">Violence Related (Individual or Instigating a Mob)</p>	<p>If found guilty of engaging in or instigating violence, either individually or as part of a group:</p> <ul style="list-style-type: none"> • The student will face suspension for a period ranging from 3 weeks to 1 month. • Depending on severity, rustication for 1 to 2 semesters. • Expulsion from the hostel without further notice. • The student will be placed on conduct probation and the parents and local guardian will be informed.

10.	Physical Assault (Threats or Actual Assault to students/ faculty/ staff)	<p>If found guilty of physical assault, including threats or acts of violence:</p> <ul style="list-style-type: none"> • The student will be immediately suspended for 1 week or until the disciplinary hearing is concluded. • Based on the outcome of the hearing, further action may include suspension for 3 weeks to 1 month, rustication for 1 to 2 semesters, or permanent expulsion. • The student will be placed on conduct probation, and both the parents and local guardians will be formally informed.
12.	Mental / Physical Torture	<p>If found guilty of engaging in mental or physical torture:</p> <ul style="list-style-type: none"> • The student will be suspended for a duration ranging from 2 weeks to 1 month. • Depending on the severity of the incident, rustication for 1 to 2 semesters may be imposed. • The student will be placed on conduct probation, and both the parents and local guardians will be formally informed.
13.	Unhealthy Postures/ Moral Turpitudes (Indecent or Obscene Postures/ Physically Involved Acts & Expositions)	<p>If found engaging in unhealthy postures or obscene behaviour:</p> <ul style="list-style-type: none"> • A strict warning will be issued on the first offence. • In cases of repeated misconduct, the student will be suspended for a duration ranging from 2 weeks to 1 month. • The student will be placed on conduct probation and the parents and local guardians will be informed after the first incident. • The parents will be called for a meeting in case of subsequent offences.
14.	Bribing / Corruption	<p>If found guilty of bribery or corruption:</p> <ul style="list-style-type: none"> • The student will be suspended for a duration ranging from 2 weeks to 1 month. • In serious cases, rustication for one semester may be enforced. • The student will be placed on conduct probation, and the parents and local guardian will be notified.
15.	Gambling (Online/ Offline)	<p>If found guilty of gambling:</p> <ul style="list-style-type: none"> • The student will be suspended for a period ranging from 3 weeks to 1 month. • The student will be placed on conduct probation, and the parents will be informed.
14.	Acts of Discrimination (Discrimination on Grounds of Caste/ Creed/ Religion/ Language/Ethnicity/Place of Origin/Social Background/ Gender/Disability etc. Creating Discord, ill-Will, Communal Grounds etc.)	<p>If found guilty of engaging in acts of discrimination based on caste, creed, religion, language, ethnicity, place of origin, social background, gender, disability, or any similar grounds — including creating discord, ill-will, or communal tension:</p> <ul style="list-style-type: none"> • The student will be suspended for a period of 1 month. • In cases of severe or repeated offences, rustication for 1 semester may be imposed. • The student will be placed on conduct probation, and the parents will be informed.

17.	Transport Misuse (Unauthorized Use or Damage)	<p>If found guilty of transport misuse, including unauthorized use or damage:</p> <ul style="list-style-type: none"> • For the first offence, a fine equivalent to one month's transport fee will be imposed. • In the event of a second offence, the student will be required to pay the full year's transport fee as a penalty.
18.	Disruption of Academics & Procedures	<p>If found guilty of disrupting academic or University procedures:</p> <ul style="list-style-type: none"> • The student will be suspended for a period ranging from 3 weeks to 1 month. • In severe cases, rustication for up to 1 year may be imposed. • The student will be placed on conduct probation, and the parents and local guardians will be informed.
19.	ID-Card Related Misue (Misuse at Entry/ Exit/Other Venues)	<p>If found guilty of ID card misuse or forgery:</p> <ul style="list-style-type: none"> • Using someone else's ID card for entry will result in a fine of Rs. 2000 • Forgery or tampering of ID documents will lead to a fine of Rs. 5000
20.	Uniform ·Improper uniform ·No uniform	<p>If found in violation of the uniform policy:</p> <ul style="list-style-type: none"> • Improper uniform/ No uniform will lead to denial of entry into the campus, and repeated violations may attract further disciplinary action. • No attendance will be given to the student unless allowed to enter as a special case.
21.	Exam/Certificate/ Degree Related	<p>For matters related to exams, certificates, or degrees:</p> <ul style="list-style-type: none"> • Re-evaluation of answer scripts will incur a fee of Rs. 1500 per script. • Issuance of a duplicate degree certificate will cost Rs. 2000 and duplicate marksheet/grade sheet will cost Rs. 500. • A duplicate admit card can be obtained for Rs. 250. • Requests for academic transcripts will be processed at a cost of Rs. 500. • Change in marksheet/ degree certificates (name/surname) will require a fee of Rs. 1500.
22.	Library Offenses	<ul style="list-style-type: none"> • A fine of Rs. 5 per day per book will be charged if issued book bank books are not returned on the due date. • Books not returned or renewed within 7 days of issue will also incur Rs. 5 per day per book. • Lost or damaged books will incur a fine of double the MRP of the latest edition or replacement by latest edition of the book plus overdue fine. • Loss of a volume from a multi-volume set will require payment of the MRP of the entire set. • Books taken on an overnight basis must be returned the next

		<p>morning, failing which Rs. 25 per day per book will be charged.</p> <ul style="list-style-type: none"> • Theft of books will result in a fine equal to the cost of the book plus Rs. 1000 and suspension of library privileges for the entire study period.
23.	Late Fee Submission	Students who fail to submit academic or hostel fees within the allotted timeline will be fined as per the official University notice.

Note:

- The punishment for an indiscipline will be related to its severity in a particular situation.
- The penalized students will not be entitled to any scholarship(s) and other monetary benefits and would also not be eligible for campus placement assistance.

All the fines imposed on the students for the breach of rules and regulations as mentioned above will be redeemed by virtue of work contribution at any department/ social service/ campus community service. Rs. 100 is equivalent to 1 hour of the service given. This will be managed and executed by the Office of Student Affairs.

The list of the suggested services is as below:

Type of Issue	Suggested Service
Minor Infraction	<ul style="list-style-type: none"> • Gate Check Duty: Assist security staff in checking student IDs at the campus gate or building entrances • Classroom Cleanup: After a class, ensure the room is tidy, chairs are pushed in, and the board is erased • Library Assistance: Organize and re-shelve books in a specific section.
Behavioural Issues	<ul style="list-style-type: none"> • Participate in a campus cleanup drive, including gardening, picking up litter • Event Setup/Teardown: Assist the facility staff with setting up or breaking down equipment for a university event. • Waste Management Audit: Help the janitorial staff sort recyclable and non-recyclable waste in a designated area. • Participate in Shram Daan through DSA-SWC
Major Disciplinary Issues	<ul style="list-style-type: none"> • Food Serving Duty: Work with the cafeteria staff during a peak mealtime to serve food, clean tables. • Food Supervisor to ensure less wastage of food material • Special Project Team: Work with a specific department (e.g., maintenance, library) on a special project, such as inventory management, painting, or organizing archives. • Hostel Monitoring: Assist hostel wardens with entry/exit monitoring during designated hours. • Digitalization of Hostel Register Records • Any other as decided by the management

Escalation Matrix

S. No.	Issue Area	Issue/ Problem Category	Escalation Authority	Level 1	Level 2	Level 3	Level 4	Level 5
1	Academics	Course related issues, Attendance, On-time submission of assignments, projects, punctuality	Authority	Class Mentor	Program Mentor	Director of Department	Associate Dean-Academics	PVC
			Escalation Time Frame	Within 24 Hrs.	Within 24 Hrs.	Within 24 Hrs.	Within 24 Hrs.	Within 24 Hrs.
2	Hostel Facilities	Cleanliness, Room Allotment, Water supply, Electricity, Any other maintenance, Hostel Request for Room Change	Authority	Hostel Warden	General Manager	Department of Student Affairs (DSA)/ Deputy Registrar	Registrar	-
			Escalation Time Frame	Within 12 Hrs.	Within 24 Hrs.	Within 24 Hrs.	Within 24 Hrs.	-
3	Examination	Request for Marksheet, Request for Admit Card, Error Updating in Exam Database, Request of Writer in Exam	Authority	Deputy Controller of Examination (DCOE)	Controller of Examination (COE)	VC	-	-
			Escalation Time Frame	Within 24- 72 Hrs.	Within 24 Hrs.	Within 24 Hrs.	-	-
4	Student Grievances (Clubs)	Club Registration Fees	Authority	Club Patrons	Department of Student Affairs (DSA)	Chief Financial Officer	Deputy Registrar	Registrar
			Escalation Time Frame	Within 48- 72 Hrs.	Within 24- 78 Hrs.	Within 24 Hrs.	Within 24 Hrs.	Within 24 Hrs.
5	Ragging	Ragging on University	Authority	Anti- Ragging Squad	Anti- Ragging Committee	VC	UGC Anti- Ragging Committee	-

S. No.	Issue Area	Issue/ Problem Category	Escalation Authority	Level 1	Level 2	Level 3	Level 4	Level 5
		grounds or in hostel	Escalation Time Frame	Within 24 Hrs.	Within 24- 48 Hrs.	Within 24 Hrs.	-	-
6	Placement / Internships	SIP, NOC, Bonafide, Internships, Placement, Company change request, Number of offers	Authority	Program Mentor	Career Development Cell (CDC)	Associate Dean- Academics	PVC	VC
			Escalation Time Frame	Within 24 Hrs.	Within 24 Hrs.	Within 24 Hrs.	Within 24 Hrs.	-
7	Mess	Hygiene, Cleanliness, Food quality, Water issue, etc.	Authority	Mess Manager/ Mess Supervisor	Mess Committee	Department of Student Affairs (DSA)	Administration	-
			Escalation Time Frame	Within 24 Hrs.	Within 24 Hrs.	Within 24- 48 Hrs.	Within 24 Hrs.	-
8	Transport	Timings	Authority	Transport Manager/ MTO	Senior Manager Admin	Deputy Registrar	Registrar	-
			Escalation Time Frame	Within 48 Hrs.	Within 24 Hrs.	Within 24 Hrs.	Within 24 Hrs.	-
9	Fees & Accounts	Demand Notes for banks, Fee Related query, Misc. Issues Student Accounts, No Dues, Security/Admission/other Refunds, Penalties	Authority	Accountant	Deputy Registrar/ Deputy Director Finance	CFO	-	-
			Escalation Time Frame	Within 24- 48 Hrs.	Within 24- 48 Hrs.	Within 24 Hrs.	-	-

S. No.	Issue Area	Issue/ Problem Category	Escalation Authority	Level 1	Level 2	Level 3	Level 4	Level 5
		(Computation-Related)						
10	International Affairs	Immersion Programs Query, Pre-departure orientation not attended/missed , Travel booking guidance (flights, airport pickup), Fee payment link, financial documents guidance, Invitation letters/documents from partner University, Visa issues	Authority	Manager (IA)	Director (IA)/ Deputy Director Finance	VC	-	-
			Escalation Time Frame	Within 24- 48 Hrs.	Within 24 Hrs.	Within 24 Hrs.	-	-
11	Camu ERP	Invalid Camu ERP Id, Assignment Not Reflecting, Attendance Calculation Issue	Authority	Manager ERP Support	Secretary (Eskay Educational Trust)	Associate Dean-Academics	-	-
			Escalation Time Frame	Within 24- 48 Hrs.	Within 24 Hrs.	Within 24 Hrs.	-	-
12	IT Support	CCTV Recording Check, CAMU login issue, official email reset password request, WIFI login issue	Authority	IT Cell (Helpdesk)	IT Manager	Registrar	-	-
			Escalation Time Frame	Within 24 Hrs.	Within 24 Hrs.	Within 24 Hrs.	-	-
13	Registration	Bonafide Letter for Bank Loan, Request for Duplicate ID Card, Bonafide Letter For Placements/ Internships, Character	Authority	Student help desk	Deputy Registrar	Registrar		-

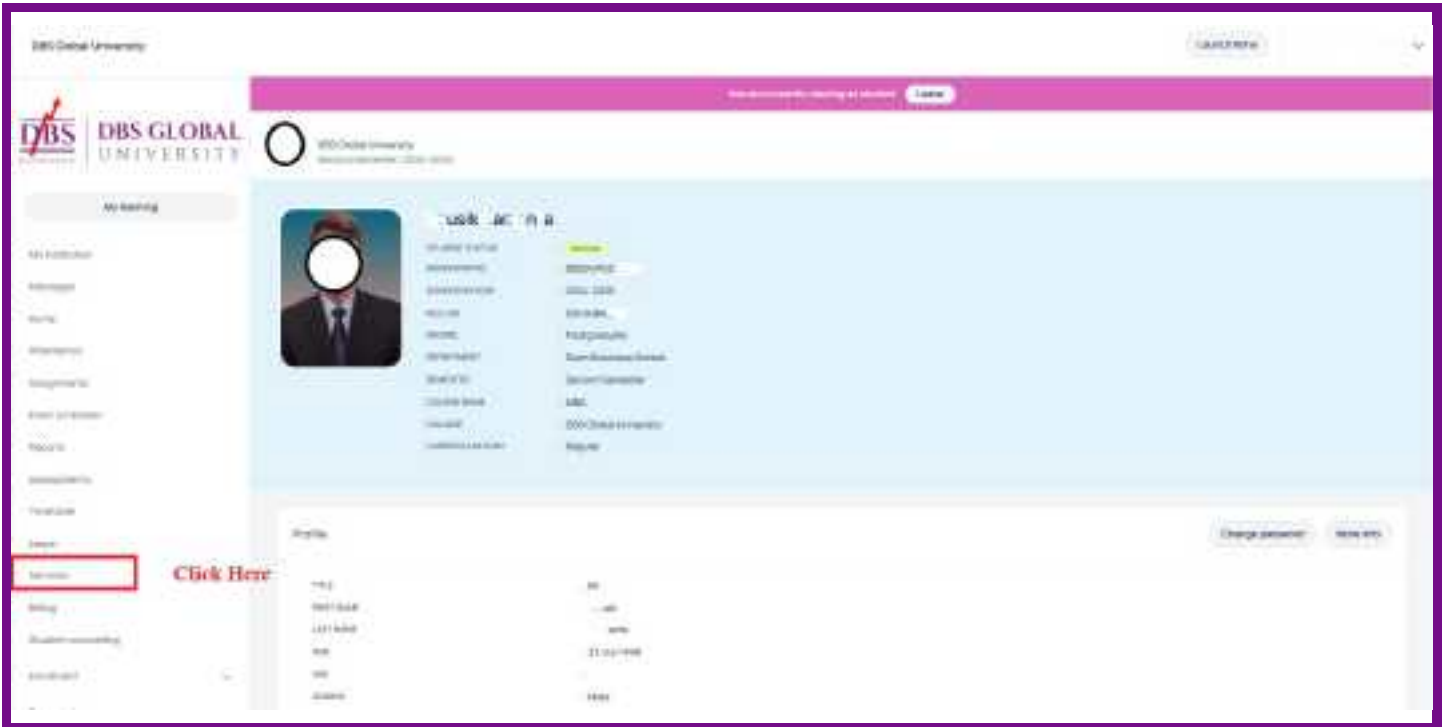
S. No.	Issue Area	Issue/ Problem Category	Escalation Authority	Level 1	Level 2	Level 3	Level 4	Level 5
		Certificate, Updation in ERP Database, Penalties (Waiver), Request for Extension of Fee Payment after due date, For course withdrawal students, Request for Course Change, Transfer & Character Certificate For Pass out student, Bonafide Letter For Railway Pass, Bonafide Letter For defence personnel office purpose, Bonafide Letter for Apply scholarship from Ex-Army Personal Scholarship Scheme, Bonafide Letter for Apply scholarship in National Scholarship portal, Bonafide letter Applying for Internship	Escalation Time Frame	Within 24- 48 Hrs.	Within 24 Hrs.	Within 24 Hrs.	-	-

Disclaimer:

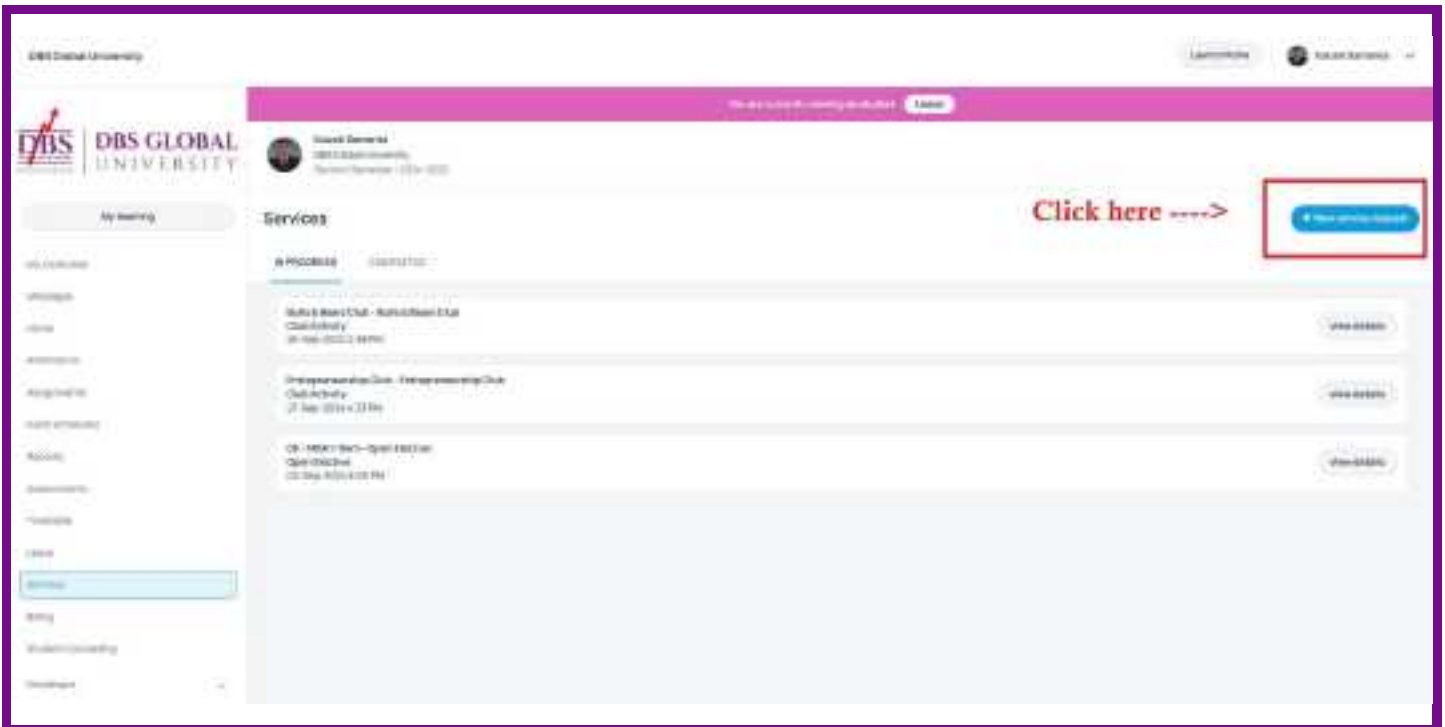
- Students must escalate concerns step-by-step as per the hierarchy mentioned.
- Each level should respond within the stated time frame before escalation to the next level.
- Complaints must be made through official University channels (email, CAMU portal, or written communication).
- For Ragging cases, immediate action will be taken as per the severity and legal mandate.
- 24 Hrs. is equal to 1 working day.

How to use CAMU Erp “Services”

1. Login to student.camu.in with login details, click on Services



2. On Services page click on New Services request on right side of page



Help Desk

To streamline support and communication, all student service requests must be submitted through the CAMU ERP platform. Please follow the steps below:

- Login to CAMU ERP using your student credentials.
- From the main menu, select "CAMU Services."
- On the right-hand side, click on "New Service Request."
- Use the search bar to locate the required service (e.g., ID card, fee query, hostel issue, etc.).
- Select the relevant request type and enter a brief description of your issue.
- Click "Submit" to send your request to the concerned department.
- The department will review and respond to your request in a timely manner.
- For issues related to login or request submission, please reach out to the IT Support Team.

Holiday List AY 2025-2026

Closed Holidays for Staff Members – 2025			
Sr No	Holiday	Date	Day
1	Republic Day **	26 th January 2025	Sunday
2	Maha Shivaratri	26 th February 2025	Wednesday
3	Holi	14 th March 2025	Friday
4	Id-UI-Fitr	31 st March 2025	Monday
5	Raksha Bandhan	9 th August 2025	Saturday
6	Independence Day **	15 th August 2025	Friday
7	Janmashtami	16 th August 2025	Saturday
8	Gandhi Jayanti	2 nd October 2025	Thursday
9	Dussehra	2 nd October 2025	Thursday
10	Festival vacation	20 th - 23 rd October 2025	Monday-Thursday
11	Guru Nanak Jayanti	5 th November 2025	Wednesday
12	Christmas	25 th December 2025	Thursday
Restricted Holidays (RH) for Staff Members – 2025			
Sr No	Holiday	Date	Day
1	New Year's Day	1 st January 2025	Wednesday
2	Makar Sankranti	14 th January 2025	Tuesday
3	Basant Panchami	2 nd February 2025	Sunday
4	Holika Dahan	13 th March 2025	Thursday
5	Gudi Padwa/ Ugadi	30 th March 2025	Sunday
6	Ram Navami	6 th April 2025	Sunday
7	Mahavir Jayanti	10 th April 2025	Thursday
8	Baisakhi	13 th April 2025	Sunday
9	Ambedkar Jayanti	14 th April 2025	Monday
10	Good Friday	18 th April 2025	Friday
11	Buddha Purnima	12 th May 2025	Monday
12	Id-UI-Zuha	7 th June 2025	Saturday
13	Moharram	6 th July 2025	Sunday
14	Ganesh Chaturthi	27 th August 2025	Wednesday
15	Dussehra (Mahanavmi)	1 st October 2025	Wednesday
16	Karwa Chauth	10 th October 2025	Friday

Notes:

- Republic Day and Independence Day: All employees are expected to attend the flag-hoisting/unfurling ceremony on campus.
- Id-UI-Fitr, Id-UI-Zuha, and Moharram are subject to moon sighting.
- Staff can avail two Restricted Holidays (RH) in addition to the closed holidays.
- This list does not apply to Civil Staff, Wardens, Gardeners, Housekeeping Staff, Office Attendants, or Drivers.

Affidavits/Forms

AFFIDAVIT BY PARENT/GUARDIAN IN REGARD TO ANTI-RAGGING, ANTI-DRUG, ATTENDANCE, AND GENERAL CONDUCT – 2025

(To be executed on ₹10/- Non-Judicial Stamp Paper and duly notarised)

I, Mr./Ms. _____ (full name of parent/guardian)

father/mother/guardian of) _____ (Name of student), having Registration/ERP No.

_____. pursuing the _____ programme at DBS Global University, Dehradun

(hereinafter called the "University"), do hereby solemnly affirm and declare as under:

1. Anti-Ragging Undertaking

1.1 I have carefully read and fully understood the provisions contained in the "UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" (hereinafter called the "Regulations"), available in the library and also on the University's ERP.

1.2 I have, in particular, perused Clause 3 of The Gazette of India, July 4, 2009 (ASADHA 13, 1931) UGC Notification [F.1-16/2009 (CCP-II)], and I am aware as to what constitutes ragging.

1.3 I have also, in particular, perused Clause 7 and Clause 9.1 of the Regulations and I am fully aware of the penal measures and administrative actions that may be taken against my ward if found indulging in or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

1.4 I hereby solemnly aver and undertake that:

1.4.1 My ward will not indulge in any behaviour or act that may be constituted as ragging under Clause 3 of the Regulations.

1.4.2 My ward will not participate in, abet, or propagate through any act of commission or omission any conduct that may be constituted as ragging under Clause 3 of the Regulations.

1.5 I hereby affirm that, if found guilty of ragging, my ward shall be liable for punishment as per Clause 9.1 of the Regulations, without prejudice to any other criminal proceedings that may be initiated against my ward under applicable laws.

1.6 I declare that my ward has not been expelled or debarred from any institution in India on grounds of being found guilty of or abetting ragging, and if this declaration is found to be false, their admission is liable to be cancelled.

2. Anti-Drug Commitment

2.1 I understand that possession or consumption of prohibited drugs is illegal and strictly prohibited on campus, in hostels, or within any premises of the institution. If my ward is found intoxicated, the University may rusticate my ward, validated by the statements of two witnesses alone.

2.2 I understand that in case of any suspicion regarding drug use, the institution has full authority to require my ward to submit blood/urine samples or may be subjected to any scrutiny at any point of time. Any refusal or delay by my ward to the samples/scrutiny shall be treated as misconduct and be equated to a positive drug result.

3. Health and Contagious Illness Declaration

3.1 I acknowledge that my ward is solely responsible for his/her health and safety, and that the institution shall not be held responsible. In the event of illness, I will bear the full cost of medical treatment.

4. Discipline and Attendance Commitment

4.1 I declare that my ward will comply with the minimum 75% attendance requirement and maintain discipline as per university norms.

4.2 If my ward falls short of attendance, I shall raise no objection if they are barred from exams or required to repeat a semester/trimester.

5. Parental Monitoring and Support

5.1 I undertake to remain in regular contact with my ward regarding academic progress and psychological well-being.

5.2 I accept full responsibility for supporting my ward through any family, emotional, social, relationship, health or financial distress. I shall report any such issues to the warden or program mentor in writing via email.

5.3 In case I observe an increase in my ward's stress levels during our regular communication, I will promptly take my ward home for a period I deem appropriate to help relieve such stress. 5.4 The institution shall not be held responsible for any misconduct or mishap by my ward arising from academic, attendance, financial, or any other stress-related reasons, which shall remain entirely my responsibility.

5.5 In case the institution communicates any issue relating to my ward's conduct or well-being, I will either report in person within 24 hours or send an authorised representative.

5.6 I have read and understood the student and hostel rulebooks and agree that my ward is admitted under the prevailing rules and regulations.

6. Communication Declaration

6.1 I declare that my official email is _____ and phone number is _____. The University may use this email for official communication, and I will notify any changes promptly. Any message/email sent to this address will be deemed received by me. Declared this _____ (day) of _____ (month), 2025.

Signature of Deponent (Parent/Guardian)

Name: _____

Address: _____

Telephone/Mobile No.: _____

VERIFICATION

I, the deponent above-named, do hereby verify that the contents of this affidavit are true and correct to the best of my knowledge and belief. No part of it is false, and nothing material has been concealed therefrom.

Verified at _____ (place) on this the _____ (day) of _____ (month), 2025.

Signature of Parent/Guardian (Deponent):

Solemnly affirmed and signed before me on this the (day) _____ of (month) _____, 2025, after reading the contents of this affidavit.

Signature of Student

Name of Student: _____

Solemnly affirmed and signed before me on this the (day) _____ of (month) _____, 2025, after reading the contents of this affidavit.

NOTARY

AFFIDAVIT BY STUDENT FOR ANTI-RAGGING, ANTI-DRUG, ATTENDANCE, AND GENERAL CONDUCT – 2025

(To be executed on ₹10/- Non-Judicial Stamp Paper and duly notarised)

I, Mr./Ms. _____ (Full name), Son/Daughter of Shri/Smt. _____, having Registration/ERP No. _____, pursuing the _____ programme at DBS Global University, do hereby solemnly affirm and declare as under:

1. Anti-Ragging Undertaking

1.1 I have carefully read and fully understood the provisions contained in the "UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" (hereinafter called the "Regulations"), available in the library and also on the Institution's ERP.

1.2 That I have, in particular, perused Clause 3, Clause 7 and Clause 9.1 of The Gazette of India, July 4, 2009 (ASADHA 13, 1931) UGC Notification No. F.1-16/2009 (CPP-II), and I am fully aware of what constitutes ragging.

1.3 That I am also fully aware of the penal and administrative actions that may be taken against me if I am found guilty of indulging in or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

1.4 I hereby solemnly aver and undertake:

1.4.1 That I will not indulge in any behaviour or act that may be constituted as ragging under Clause 3 of the UGC Regulations.

1.4.2 That I will not participate in, abet, or propagate through any act of commission or omission any conduct that may be construed as ragging under the said regulations.

1.5 I affirm that if I am found guilty of ragging, I shall be liable for punishment as per Clause 9.1 of the UGC Regulations, without prejudice to any criminal proceedings that may be initiated against me under applicable laws in force.

1.6 I declare that I have never been expelled or debarred from admission in any institution in India due to being found guilty of or abetting ragging, and that if this declaration is found to be false, the University has full authority to cancel my admission.

2. Anti-Drug Declaration

2.1 I understand that consumption or possession of prohibited drugs is illegal and strictly prohibited on campus, in hostels, or within any premises of the institution. If I am found in an intoxicated state, I may face immediate rustication, validated by the statements of two witnesses alone.

2.2 In the event of any suspicion of my involvement in drug use or possession, I consent to undergo drug screening, including but not limited to blood or urine tests, as per the institute's directions. Any refusal or

delay on my part shall be treated as misconduct and be equated to a positive drug result.

3. Health and Contagious Illness Declaration

3.1 I understand that I am responsible for maintaining my own health and safety. In case of any suspected or confirmed contagious illness (including but not limited to COVID-19), I will refrain from attending classes or staying in the hostel and will inform the authorities and my parents immediately, and submit medical reports.

3.2 I will also follow all precautionary protocols and medical advisories issued by the institute or competent authorities.

3.3 I agree that the institution shall not be held responsible for any medical condition I may contract and that the expenses incurred for treatment will be borne by me/my family.

4. Discipline and Attendance Commitment

4.1 I hereby declare that I will maintain strict discipline and at least 75% attendance in all academic and co-curricular activities as mandated by the University.

4.2 In case of shortage of attendance, I will not raise any objection even if I am barred from appearing in exams or am required to repeat the semester.

5. Communication and Mental Health Reporting

5.1 I undertake to remain in regular contact with my parents and will inform my mentor/class coordinator/warden regarding any psychological stress or health issue concerns as I may be experiencing.

5.2 I hereby declare the following contact details of my parents:

Father's Email: _____

Father's Mobile No.: _____

Mother's Email: _____

Mother's Mobile No.: _____

5.3 I agree that all Universities communication sent to the above addresses shall be deemed to have been received by my parents. I shall inform the institute promptly of any changes in the contact details.

Declared this _____ day of _____, 2025.

Signature of Deponent (Student): _____

Name: _____

Address: _____

Contact No.: _____

VERIFICATION

I, the deponent above-named, do hereby verify that the contents of this affidavit are true and correct to the best of my knowledge and belief. No part of it is false, and nothing material has been concealed therefrom.

Verified at (place)_____ on this _____ the (day) of (month)_____, 2025.

Signature of Student (Deponent):

Solemnly affirmed and signed before me on this the (day) _____ of (month)_____, 2025, after reading the contents of this affidavit.

Signature of Parent(s):

Solemnly affirmed and signed before me on this the (day) _____ of (month)_____, 2025, after reading the contents of this affidavit.

NOTARY

Gap Certificate Affidavit

I, _____ (Full Name), _____ age _____
years, Indian inhabitant, residing at(address)_____
_____, do hereby state and

declare on solemn affirmation as under:

That I have passed.....Exam from (School, University, University) _____
In_____ (Month), _____ (year), since then I am not enrolling my name in any University / Institute/
University and / or elsewhere as a regular student during my gap due to (give reason).

I say that now I wish to continue my further studies.

I understand that my candidature / performance is liable for cancellation in case the above information is found to be incorrect. I say that I am executing this affidavit to produce the same before the concerned University / University authority to prove my gap period in Education and enable them to condone the gap period and give me admission in their university so that I continue my further studies.

What is stated above is true and correct to the best of my knowledge and belief.

Signature of applicant
Deponent

SOLEMNLY AFFIRMED

This..... the Day of..... (Month.....(Year)

Explained & identified by me.

Before Me
.

Signature of Notary

Affidavit by the Student for Social Media Conduct

(To be executed on a Non-Judicial Stamp Paper of Rs. 10/- and duly notarized)

I, Mr./Ms. (Full name of Student) _____ Son/Daughter of (Father's/Mother's name) _____, hereby solemnly affirm and declare the following with regard to my conduct on social media platforms and my association with DBS Global University:

- 1. Content Submission and Moderation:** I acknowledge that all content intended for publication on the official social media platforms of DBS Global University, must be submitted in the prescribed format to the designated social media coordinators. I understand that these coordinators will conduct a preliminary review and may, at their discretion, publish the content on official channels. This procedure ensures the appropriate dissemination of significant events, initiatives, and student achievements.
- 2. Brand Reputation Management:** As a representative of DBS Global University, I understand that my comments and opinions on social media can affect the institution's reputation. I will exercise caution and propriety in all my online communications to ensure they reflect positively on the University.
- 3. Use of Online Assets:** I agree not to use the University's online assets without prior authorization and review by the social media coordinators, including but not limited to the official website, logo, or images of prominent personalities for any unofficial pages or purposes. These assets are reserved for official use only and must adhere to official guidelines.
- 4. Respectful Communication:** I will maintain a respectful tone in all online interactions involving University management colleagues, faculty members, and administrative staff. I will refrain from making disparaging or disrespectful remarks.
- 5. Handling Disputes:** I will not use social media to address grievances, disputes, or complaints regarding faculty, departments, or University policies. Such matters will be resolved through appropriate offline channels with the relevant authorities.
- 6. Content Responsibility:** I understand that the content I post may have future implications for both me and the University. Prospective employers may review my social media profiles, and inappropriate content could adversely affect my career opportunities and the institution's standing.
- 7. Offensive Content and Cyber bullying:** I will not participate in, condone, or support any form of cyber bullying, harassment, intimidation, or distribution of defamatory content including harmful statements, pictures, or videos.
- 8. Unofficial WhatsApp Groups/Confession Pages:** I will not participate in or be member or administrator of any unofficial WhatsApp groups or confession pages associated with, or bearing the name of, DBS Global University. Any student found to be involved in such groups or pages, or sharing memes, videos, reels, pictures, or any inappropriate content therein, will be subject to appropriate legal action.
- 9. Educational and Organizational Content:** I take full responsibility of any content—written or recorded—that I create about the University's classrooms, educational matters, building, premises or other facilities. I will ensure that such content is accurate and aligned with institutional policies and will get it vetted by the University before posting it on social media.
- 10. Authenticity and Accountability:** I acknowledge that using fictitious accounts or identities to post content is unethical and illegal. I understand that advanced tracking mechanisms can identify the source of such content, and violations may result in legal consequences.
- 11. Rumours and Disrespect:** I will refrain from disseminating rumours, messages of violence, or hate speech through social media platforms. I understand that all social media activity is subject to oversight by the University coordinators, management, and potential regulatory bodies.
- 12. Non-Discriminatory Conduct:** I will not engage in or tolerate offensive or derogatory comments related to sex, gender reassignment, race, disability, sexual orientation, religion, belief, or age.
- 13. Avoiding Online Conflicts:** I will not engage in conflicts or contentious discussions regarding the

University on social media. Such issues will be addressed through formal and appropriate channels.

- 14. **Recording and Sharing Content:** I will not record, upload or share content featuring faculty or other individuals affiliated with the University, without their explicit consent. Unauthorized recording and sharing of content are prohibited and constitute a serious violation of the University policy.
- 15. **Illegal and Inappropriate Acts:** I acknowledge that engaging in illegal or inappropriate behaviour, while wearing the University's uniform, identity card, or any apparel displaying the University's brand is a serious offense. Such actions undermine the institution's integrity and reputation and will be subject to strict disciplinary measures.
- 16. **Disciplinary Action/ legal Action:** The University's disciplinary committee or any other appropriate authority will address any perceived bullying or harassment with utmost seriousness. Further, I understand and undertake that the University may take appropriate action like suspension, expulsion, rustication or even reporting the matter to Police amounting to legal action against me on non-compliance of the social media guidelines.

17. I affirm that I have thoroughly read, understood, and agreed to adhere to the above guidelines and policies while engaging in social media activities related to DBS Global University.

Signed:

Student Full Name]

Student Signature]

Student Address]

.....

[Date].....

Parent Declaration: We understand and undertake that we have read and are fully aware of the policies and guidelines mentioned above, and that all social media activities conducted by our ward in connection with DBS Global University must be in compliance with applicable Indian laws, including but not limited to the provisions of the Information Technology Act, 2005 and its amendments. Any content that is defamatory, obscene, offensive, or violates privacy or intellectual property rights of the University may attract legal action under this Act, in addition to disciplinary measures by the University

Name of Father

Name of Mother

Signature of Father

Signature of Mother

Health Disclosure Form

This form will be part of your medical records as a student and will be treated with utmost confidentiality

PERSONAL INFORMATION:

First Name: _____ Middle Name _____ Last Name _____

ERP ID.: _____ Program Name.: _____ Batch: _____

Gender: _____ Student Mobile No: _____ Student's Mail id _____

Father's Name: _____ Father's Mobile No. _____

Mother's Name: _____ Mother's Mobile No. _____

ALLERGY INFORMATION:

Allergy to:

No known allergies:

MEDICAL HISTORY CONDITIONS:

ANSWER THE FOLLOWING QUESTIONS BRIEFLY

Describe any other important health-related information about you.

(for example: hospitalizations, health concerns requiring special treatment, etc. attached the copy of latest Doctor prescriptions)

List all prescriptions and over-the-counter medications you are currently taking:

1- _____ 3- _____ 5- _____

2- _____ 4- _____ 6- _____

Do you have any immediate health concerns that you think may affect your studies? Please specify:

DECLARATION AND CONSENT

- I certify that, the above history is true to the best of my knowledge. I have fully disclosed all medical conditions that may affect my performance as a student of the Institution.
- I certify that, every time if I take any medicine, I need to submit the Doctor prescriptions to the "Warden" or "Registrar Office".
- I also understand that, the DBS Global University Selaqui, Dehradun & its allied third party services will not be liable to any untoward incident that may arise due to the intake of any medicine which I mentioned above or any other which I consumed during the program.
- I _____ (Name) declare that, I have defined my medical condition correctly and I am healthy to visit the campus. I understand that, I will follow the guidelines placed by the institution and I am responsible for my well-being.
- I voluntarily consent to the collection, processing, and storage of my personal and health information for the purpose/s of health assessment.

Name of the Student

Sign. of the Student

Name of the Parent/Guardian

Sign. of the Parent/Guardian

उत्तराखण्ड पुलिस
ड्रग्स फ्री कैम्पस अभियान

ड्रग्स फ्री देवभूमि अभियान के तहत मैंपुत्र.

..... Enrollment No. / Registration No. / Admission No. /

Student ID No.शपथ लेता / लेती हूँ कि मैं छात्र जीवन की गरिमा का पालन करूंगा तथा यूनिवर्सिटी / कॉलेज / पी.जी. / हॉस्टल / अन्य स्थान में किसी भी प्रकार के मादक पदार्थ का सेवन नहीं करूंगा / करूंगी। इस अभियान के तहत यूनिवर्सिटी / कॉलेज / पी.जी. / हॉस्टल द्वारा कभी भी मेरा ब्लड टैस्ट, यूरिन टैस्ट या अन्य कोई टेस्ट, प्रशिक्षित मेडिकलकर्मियों की उपस्थिति में कराया जाता है तो मैं उसके लिए सहर्ष सहयोग करूंगा / करूंगी। यदि उक्त टेस्ट में मेरी रिपोर्ट पॉजिटिव पाई जाती है तो मैं उसके लिए होने वाली कार्यवाही हेतु मैं स्वयं उत्तरदायी रहूंगा / रहूंगी।

(हस्ताक्षर)

(हस्ताक्षर)

छात्र / छात्रा नाम _____

अभिभावक / गार्जियन _____

स्थायी पता _____

पता _____

कॉलेज का नाम _____

मो.नं. _____

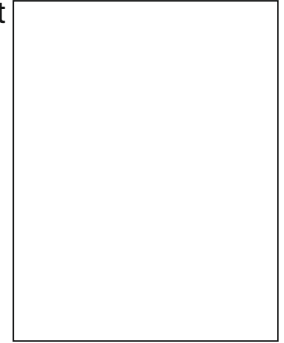
मो.नं. _____

Residency Request Form

ACADEMIC YEAR -2025-26

Date : _____

Paste your recent passport size photograph request you to kindly make my arrangement in the affiliated arranged/Residency for the Session- 2025-26.



Name (Capital Letters) _____

Date of Birth (D.O.B) _____ Gender _____

Course _____ Batch _____

Semester _____ ERPID _____

Mobile No. _____ EmailID _____

I am providing the updated Name, Address, Contact No's, E mail ID and Office Address of my Father, Mother, Local Guardian and one more reference contact mobile Number as below:

Father's Name _____ Current Address of Father _____

_____ City _____

State _____ Mob. No. _____ Email ID _____

Name & Address of Local Guardian

Mob. No _____

Email ID _____

Name & Address of any Close Relative (Anywhere)

Mob. No _____

Email ID _____

I do hereby undertake that,

1. I have read the rules and regulations of the residency (from student's Handbook) and hereby agree to abide by all the rules & Regulations. I further state that if there is any complaint against me, Institute can take suitable disciplinary action against me as per their discretion.
2. I will submit the medical fitness certificate issued from an authorized Medical Practitioner/Officer not below the qualification of MD or Government Medical Practitioner, before joining the Residency.
3. In case, I vacate my residency room subsequent to providing this undertaking or I am asked to leave the RESIDENCY owing to disciplinary action against me, I agree that no refund will be applicable on the rent & facility amount.
4. I have read and understood the fee structure & mode of payment & shall pay the same in advance.
5. I will submit my room key to the residency in charge while going home during vacation, keeping my belongings inside the Store Room /Amirah/ Bed Box under lock (as per instruction) and will not hold responsible to the university authorities if any loss will be there.

I, Mr./Ms..... declare that all the information provided by me are true to the best of my knowledge and belief. I acknowledge that I've read & understood the rules & regulations

laid down by DBS Global University to stay in its affiliated / arranged Residency. I hereby agree that I will abide by all the rules & regulations of the Residency. I further state that if there is any complaint against me, DBS Authorities / Residency Authorities can take suitable action as per their discretion, against me & their decision & order will be binding on me & shall follow the orders without demur.

If there is any change in my address/mobile number/parent's contact details, it will be my responsibility to update the same.

Enclose: - Medical Fitness Certificate (mentioned in sl. No-(2))

Signature of Student

Signature of Parent/Guardian

Date :

Date :

(FOR OFFICE USE ONLY)

Student Name _____ **ERP ID** _____

Admin Section-For Residency Allotment & Fee Due

Residency Name _____ Room Type _____ Room No. _____

room Rent 1st instalment _____ Meal Charges 1st Installment 35,000/-

Facility Management 19,500/-, Total Amount 1st Instalment _____

Room Rent 2nd Installment _____ Meal Charges 2nd Installment 25,500/-

Total Amount 2nd Instalment _____

(Authorized Signatory)

Account Section (Payment Details)

Residency Name _____ Room Type _____ Room No. _____

room Rent 1st instalment _____ Meal Charges 1st Installment 35,000/-

Facility Management 19,500/-, Total Amount 1st Instalment

Room Rent 2nd Installment _____ Meal Charges 2nd Installment 25,500/-

Total Amount 2nd Instalment _____

(Signature Accounts)

Residency warden - For Allotment of Room:-

Residency Name _____ Room Type _____ Room No. _____

Joined On _____

Warden's Signature _____

Residency Vacated on _____

Warden's Signature _____

Residency Room Undertaking

I, Mr./Ms. _____ having ERP ID _____

Pursuing my academic career at DBS Global University, having been allotted Room No. _____ in

Residency, _____

Hereby affirm to the following: -

1. I will not change/shift my Residency room allotted to me by the college without prior permission of the authority.
2. I will be personally responsible for all the furniture & fixtures in my room along with the cleanliness of the room (List attached on the reverse side of this undertaking form).
3. I am responsible for the electrical items & fittings in the room and ensure its safety. Any damage caused, will be repaired/replaced by me. Otherwise, I will pay complete repair/replace charges along with the administrative cost of repair/replace without any complaint.
4. I undertake to share all expenses of repair/replace/fine/ administrative cost of damage to the room furniture & fixtures /electrical items etc. in my room with my roommates, if the culprit is not found.
5. I undertake to share all expenses of repair / fine / administrative cost with the students in the same floor, in case any damage is caused by the students to college equipment/ stores kept in corridors or common areas, as decided by the authority or disciplinary committee of the University.
6. I agree and promise NOT TO CARRY ANY MEALS from the mess to my room under any circumstances. If found, I shall pay Rs. 500/- (Rupees Five Hundred Only) fine for each time. Also, I understand mess is self-serving area and will any utensil on table else will be fined as per rule.
7. I agree and promise NOT TO PLAY LOUD MUSIC in my allotted room. If found, items will be seized and fined as per rule.
8. I agree and promise that I will not leave Residency without written permission of GM Hostels/ competent authority on the email sent by the parents. I will not stay outside the Residency beyond permitted time. If I am absent from Residency beyond permitted time, as per student's handbook & payment of due fines which is Rs.2000/- (Rupees Two Thousand Only). I may be permitted only before talking to my parents. Repetition of the same, or staying outside without approval, I undertake that my parents will submit an affidavit notarized by notary along with a fine of Rs. 5,000/- (Rupees Five Thousand Only) with the assurance that if the same is repeated again, I will be rusticated from the Residency with immediate effect.
9. I will properly take over my room assets during the allotment and handover the same properly before leaving the Residency to the warden.
10. As per Residency rules, I agree not to consume / carry any intoxicants/ hard drinks / Weed / Drugs/ Cigarette or any inappropriate substance of abuse neither in Residency rooms nor inside Residency premises. Also, I will not enter the Residency premises consuming any of the above. I also agree not to indulge in any vandalism / indiscipline in Residency rooms. If found indulging in any of these activities, I agree to vacate Residency as ordered, with the following conditions:

11. If vacation is ordered due to consumption of intoxicant or ragging, allotment will be terminated instantly and in that case no refund of Residency fees will be demanded.
12. If allotment is terminated for any other reason, then the case will be forwarded to the disciplinary committee and the decision of disciplinary committee will be final in terms of return of Residency fees.
13. I agree that I can be asked to undertake a blood test at any point of time and I will not refuse/ contest it.
14. I agree to intimate my medical ailment/status before occupation of the Residency room.
15. I agree not to bring any visitor to my Residency room without prior permission of the registrar/warden.
16. I agree that my room is well painted. If found dirty writings/paintings/photos in my room, the cost of painting will be recovered from me.
17. I agree to keep my allotted room neat & clean/well maintained, layout as given else fined as per rule
18. I also agree that I will not use any unauthorized electrical appliances.
19. I agree that in case of any complaint of misuse of mobile phone for any illegal activity or fraud or harassment, the mobile phone shall be confiscated for investigation & impounded. In case the password is not shared, then the same may be sent to an expert to break it. In case of any damages, it will not be the responsibility of the residencies of the university.
20. I will submit my room key to the Residency warden while going home during vacation, keeping my belongings inside the Store Room /Amirah/cupboard Bed Box under lock as per instruction and will not be held responsible to the college authorities if any loss will be there.

Signature of Student

Mobile No.:

E-mail ID:

Name & Signature of Parent Mobile No.:

Mobile No.:

E-mail ID:

List of Furniture, Fixtures, Electrical Items & Fittings Etc

SR. No.	Items	SR. No.	Remarks
1	Bed Box		
2	Almira		
3	Ceiling Fan		
4	Table		
5	Book Self		
6	Tube Light		
7	Wash basin		
8	Shower		
9	Room Door Complete		
10	Washroom Door Complete		
11	Window Well Fitted with glass		
12	Room, door & windows all well painted		
13	Electric : Board/Switches/ Plug Point /Socket/ Fan regulator		
14	Bathroom Bulb		
15	Chair		
16	Soap Case /Tray		
17	Tap Mixture		
18	Water Tap		
19	Towel Rod		
20	Geyser		
21	Looking Mirror		
22	Curtain with Rod		
23	W/C with Jet spray with seat Cover		
24	Cistern/Flush Tank		
25	Mattress		
26	Mattress Cover		
27	White Washing of Room		
28	Wash Room Window		
29	Almira Key		
30	Main Door Key		
31	UPVC sliding door		

Any Remark from the student

Signature of Student _____ **Name & Signature of Parents** _____

Date & Place: _____ **Date & Place:** _____

Comments at the time of vacation of Premises by the warden

SR. No.	Particulars	Details	Approx. Value/Debit Note Issued
1.	Items Broken		
2.	Any other disciplinary charges		

The room is handed over in similar condition as given earlier, other than above issues which may be charged accordingly.

Signature of the student

Signature of Warden

Date

Date

Eskay Construction Company-Residencies Agreement(DGU) ---

AGREEMENT

The following terms of agreement are entered between:

Mr. / Ms.: _____ Son/Daughter of: _____ Permanent
resident of: _____ now
studying at DBS Global University Selaqui - Dehradun, herein after referred as the **First Party**

AND

Eskay Construction Co. having residential facility at Selaqui - Dehradun (hereinafter called 'Owner" Of the premises) through its Manager Mr. _____ herein referred to as the **Second Party** on the other part.

1. That the First Party has shifted to Dehradun for studying in a _____ year's course with DBS Global University at Selaqui – Dehradun, needs residential accommodation while pursuing his / her education.
2. That the Second Party is the owner of accommodation facility at 122 MI, Central Hope Town, Selaqui, Dehradun which is near to the Institution
3. The first party has approached the second party to provide the residential facility on rent and the second party has agreed to provide the shared accommodations to the First Party comprising of 1 room shared by _____ persons along with common shared space.

NOW THE DEED WITNESSETH AS FOLLOWS:

4. That the effective commencement date of this agreement shall be w.e.f. _____
5. That the First Party agrees to pay the rent of Rs. _____ (Rs. _____ only) for a period of 10 months payable in 2 instalments.
6. That the first party shall use the premises for residence purpose of self only and shall not subject or assign the same to any other person or allow any person in lieu thereof. The First Party has clearly understood the rules of staying in shared residential accommodation to maintain the harmonious living, shall not carry on or permit to be carried on in the accommodation or in any part thereof any activities, which shall be or likely to be unlawful or not in accordance with rules or laws and terms and conditions made / displayed by the second Party from time to time.
7. That the First Party will be solely responsible for all the breakages and maintenance required pertaining to the room being shared and/or any common facility being used by them. In case of any damage by the First Party and the Maintenance carried out by the Second Party, cost of repair shall be charged to the First Party on actual repair basis. However, all major maintenance shall be the owner's responsibility.
8. That the First Party will hand over the vacant possession of the room in good working condition after expiry of the tenure of this agreement in similar/good condition as taken at the beginning of the agreement. Any damage or defacement to the furniture or the interiors in the room would be charged on the basis of actual cost of repairs, or white washing required in case of defacement.
9. That the agreement is for a 10 months period and premature withdrawal will not be allowed. The period can be extended beyond 10 months at the rates released by the Second Party and if agreed by the First Party.

(First Party)
Place : Dehradun

(Second Party)

Date:

To

The Registrar

DBS Global University,

Dehradun

Subject: Letter of Authority.

Dear Sir,

This is to request you to kindly transfer funds received by the University in my account to the third party services like:

- 1.
- 2.
- 3.
- 4.

which are being availed by me to help me pursue my education in the most effective way, as and when due for these parties.

This is requested as I get the consolidated amount from my financiers/ guardians in the University account which remains as advance / excess/ receivable amount in my name from the University account.

For your kindness I shall be highly obliged.

Warm regards

Signature

Name : _____

Course : _____

ERP ID : _____

Date : _____

**The Registrar
DBS Global University,
122 MI, Central Hope Town,
Selaqui, behind Pharma City,
Dehradun - 248197
Uttarakhand**

Dear Sir,

This is to request you that I had deposited an advance to DBS Global University towards payment of my residential facility. Since I am now staying at 'Eskay Residencies' premises at 122MI, Central Hope Town, Selaqui, Dehradun, you are requested to kindly transfer my residential charges of Rs. _____ to Eskay Construction Co. and oblige.

Thanking you,

Yours Faithfully,

Signature

Name : _____

Course : _____

ERP ID : _____

Date : _____

**The Registrar
DBS Global University,
122 MI, Central Hope Town,
Selaqui, behind Pharma City,
Dehradun - 248197
Uttarakhand**

Dear Sir,

This is to request you that I had deposited an advance to DBS Global University towards payment of my facility Charges. Since I am now staying at 'Eskay Residencies' premises at 122 MI, Central Hope Town, Selaqui, Dehradun, you are requested to kindly transfer my Facility charges of Rs. _____ to Eskay Construction Co. and oblige.

Thanking you,

Yours Faithfully,

Signature

Name : _____

Course : _____

ERP ID : _____

Date : _____

**The Registrar
DBS Global University,
122 MI, Central Hope Town,
Selaqui, behind Pharma City,
Dehradun - 248197
Uttarakhand**

Dear Sir,

This is to request you that I had deposited an advance to DBS Global University towards payment of my food charges. Since I am availing Meal facility from _____, you are requested to kindly transfer my food charges of Rs. _____ to _____ and oblige.

Thanking you,

Yours Faithfully,

Signature

Name : _____

Course : _____

ERP ID : _____

Date : _____

Satya Associates Company-Residencies Agreement(dgu) 2025-26

AGREEMENT

The following terms of agreement are entered between:

Mr. / Ms.: _____ Son/Daughter of: _____ Permanent
resident of: _____ now
studying at DBS Global University Selaqui - Dehradun, herein after referred as the **First Party**

AND

Satya Associates having residential facility at Selaqui - Dehradun (hereinafter called 'Owner'' other premises) through its Manager Mr. _____ herein referred to as the **Second Party** on the other part.

1. That the First Party has shifted to Dehradun for studying in a _____ year's course with DBS Global University at Selaqui – Dehradun, needs residential accommodation while pursuing his/her education.
2. That the Second Party is the owner of accommodation facility at 122 MI, Central Hope Town, Selaqui, Dehradun which is near to the Institution
3. The first party has approached the second party to provide the residential facility on rent and the second party has agreed to provide the shared accommodations to the First Party comprising of 1 room shared by _____ persons along with common shared space.

NOW THE DEED WITNESSETH AS FOLLOWS:

1. That the effective commencement date of this agreement shall be w.e.f. _____
2. That the First Party agrees to pay the rent of Rs. _____ (Rs. _____
3. _____ only) for a period of 10 months payable in 2 instalments.
4. That the first party shall use the premises for residence purpose of self only and shall not subject or assign the same to any other person or allow any person in lieu thereof. The First Party has clearly understood the rules of staying in shared residential accommodation to maintain the harmonious living, shall not carry on or permit to be carried on in the accommodation or in any part thereof any activities, which shall be or likely to be unlawful or not in accordance with rules or laws and terms and conditions made / displayed by the second Party from time to time.
5. That the First Party will be solely responsible for all the breakages and maintenance required pertaining to the room being shared and/or any common facility being used by them. In case of any damage by the First Party and the Maintenance carried out by the Second Party, cost of repair shall be charged to the First Party on actual repair basis. However, all major maintenance shall be the owner's responsibility.
6. That the First Party will hand over the vacant possession of the room in good working condition after expiry of the tenure of this agreement in similar/good condition as taken at the beginning of the agreement. Any damage or defacement to the furniture or the interiors in the room would be charged on the basis of actual cost of repairs, or white washing required in case of defacement.
7. That the agreement is for a 10 months' period and premature withdrawal will not be allowed. The period can be extended beyond 10 months at the rates released by the Second Party and if agreed by the First Party.

(First Party)
Place : Dehradun

(Second Party)

Date:

To

The Registrar

DBS Global University,

Dehradun

Subject: Letter of Authority.

This is to request you to kindly transfer funds received by the University in my account to the third-party services like:

- 1.
- 2.
- 3.
- 4.

which are being availed by me to help me pursue my education in the most effective way, as and when due for these parties.

This is requested as I get the consolidated amount from my financiers/ guardians in the University account which remains as advance / excess/ receivable amount in my name from the University account.

For your kindness I shall be highly obliged.

Warm regards

Signature

Name : _____

Course : _____

ERP ID : _____

Date : _____

**The Registrar
DBS Global University,
122 MI, Central Hope Town,
Selaqui, behind Pharma City,
Dehradun - 248197
Uttarakhand**

Dear Sir,

This is to request you that I had deposited an advance to DBS Global University towards payment of my residential facility. Since I am now staying at 'Satya Residencies' premises at 122MI, Central Hope Town, Selaqui, Dehradun, you are requested to kindly transfer my residential charges of Rs. _____ to Satya Associates and oblige.

Thanking you,

Yours Faithfully,

Signature

Name : _____

Course : _____

ERP ID : _____

Date : _____

**The Registrar
DBS Global University,
122 MI, Central Hope Town,
Selaqui, behind Pharma City,
Dehradun - 248197
Uttarakhand**

Dear Sir,

This is to request you that I had deposited an advance to DBS Global University towards payment of my facility Charges. Since I am now staying at 'Satya Residencies' premises at 122 MI, Central Hope Town, Selaqui, Dehradun, you are requested to kindly transfer my Facility charges of Rs. _____ to Satya Associates and oblige.

Thanking you,

Yours Faithfully,

Signature

Name : _____

Course : _____

ERP ID : _____

Date : _____

Police verification form for Hostel Students.

उत्तराखण्ड पुलिस अधिनियम 2007 की धारा 50(3) के अनुसार घरेलु नौकर व किरायेदार का सत्यापन न कराने पर इस अधि. की धारा 83(1) के अनुसार दंडनीय है

1. मकान मालिक का नाम _____
2. व्यवसाय _____
3. कार्यालय का पता _____
4. स्थायी पता _____
5. मो.न. _____

किरायेदार का विवरण जिसे मकान किराये पर दिया गया है।

1. नाम _____
2. पिता का नाम _____
3. व्यवसाय _____
4. कार्यालय का पता _____
5. थाने का नाम _____
6. स्थायी पता _____
7. वर्तनाम पता _____
8. मो.न. _____
9. परिवार के सदस्यों की संख्या नाम व उम्र व रिस्ता _____

10. निम्न में से किसी एक का विवरण पासवर्ड, ड्राइविंग लाइसेन्स, राशन कार्ड, मतदाता पहचान पत्र, आयकर पैन कार्ड नम्बर _____ (छाया प्रति)

किरायेदार के हस्ताक्षर

मकान मालिक के हस्ताक्षर

श्री.....पुत्र श्री.....नि.....
किरायेदार.....श्री.....पुत्र श्री.....से
दिनांक.....को प्राप्त की गयी।

सत्यापनकर्ता के हस्ताक्षर

Student Profile Form / Mentee Information Form

<p>(Batch: 20___ -20___) _____ Branch: _____ (To be filled up by the office).</p>	<p>Paste Color Passport Size Photograph here</p>
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Program:

Enrolment No.:

Student's Name (in Capital Letters) _____

Father's Name (in Capital Letters) _____

Mother's Name (in Capital Letters) _____

Name of the Local Guardian: _____ Relationship _____ Contact No. _____

Category (Gen/SC/ST/OBC/NRI/Foreign/Others) _____

Physical Handicapped: (Yes/No) _____

Sex (Male/Female): _____

Mail ID: _____

Minority: (Yes/No) _____ Date of Birth: _____

Present Address: _____

_____ Tel. (Res.): _____ Mobile No. _____

Permanent Address: _____

Tel. (Res.): _____ Father's/Mother's Mob. No.: _____

Student's Mobile No.:

Father's Occupation (in Details) : Business/Service/Any other:

Name of thr Post: _____ Nature of Business/Job: _____

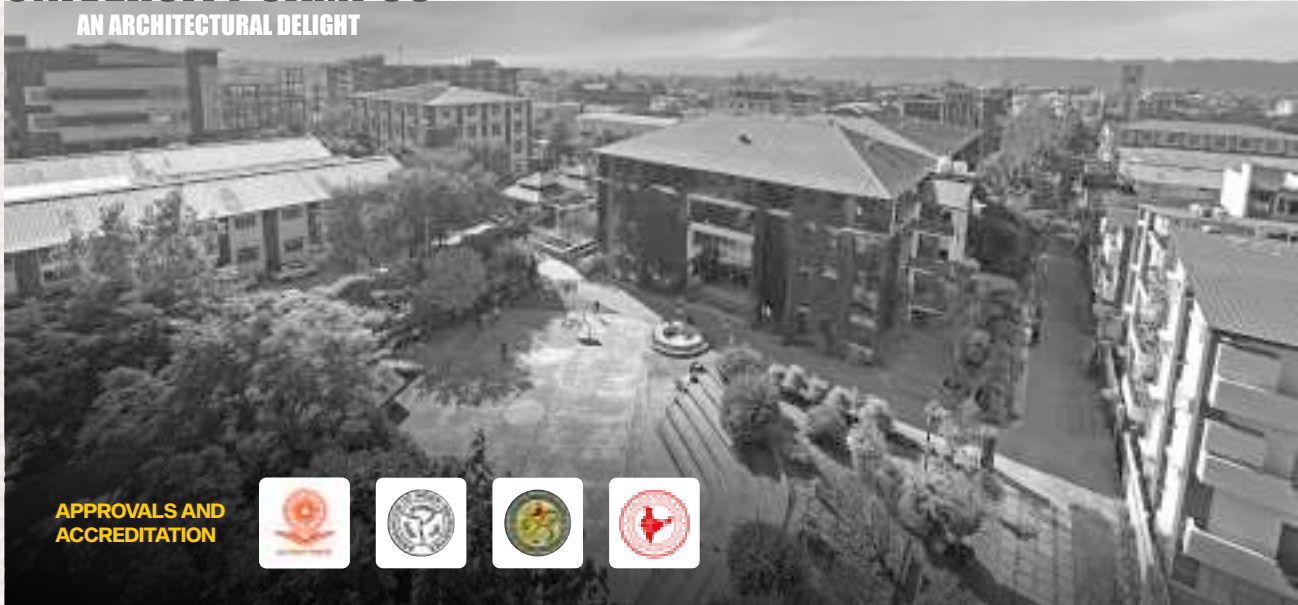
Company Name & Address _____ Tel.: _____

Date : ___/_____/2025

Signature of Student

UNIVERSITY CAMPUS

AN ARCHITECTURAL DELIGHT



APPROVALS AND
ACCREDITATION



This publication is from the Office of Quality Assurance (IQAC) at
DBS Global University.

For any suggestions, contact at
iqac@dgu.ac.in
Website: www.dgu.ac.in