



DEV BHOOMI INSTITUTE OF TECHNOLOGY

STUDENT HANDBOOK

This Student Handbook belongs to:

Name: _____

Class and Branch: _____ **Admission No. :** _____

Permanent Address: _____

City: _____ **Pin Code:** _____ **State:** _____

Parent's Mobile: _____ **Student's Mobile:** _____

Student's Email Address: _____

Parent's Email Address: _____





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MESSAGE FROM DIRECTOR

Dear Students

We, at DBIT, are committed to facilitate all aspiring students in their selection of different streams of B.Tech, MBA & MCA by putting our efforts in terms of commitment, providing the services of quality and skill oriented education.

The exponential expansion in the field of technology has offered a plethora of job opportunities in emerging sectors. It has also resulted in innumerable demand for qualified “skilled” manpower in these sectors.

At this crossroads of your life where a wrong turn can take you miles away from your goal. Choosing your career path is an important step because your future is at stake. It is generally observed that a large section of students are unaware of what they want to achieve in their life. This amounts to a situation like boarding a train without knowing one’s destination. Undoubtedly it may result in waste of precious time and money.

Student Handbook is purposely designed for the students .We have been planning for some time to provide collective information about Institute to our students.

This Student Handbook is perhaps the best source of reference about specific services, policies, and procedures concerning student life at the Institute. It will provide answers to most of the questions and concerns you may have regarding campus life here and your stay for the next four years.

We are living in a competitive world; the key to edging out of competition is information and preparation.

We hope that this booklet gives you enough leverage to understand about the institute and campus life.

Success to a large extent depends on your attitude which includes your sincerity and strong will to vigorously pursue your goal. It’s your determination to fulfill the requirements that are needed to enable you achieve your goal. It means you have to acquire the required academic qualification and skills followed by professional qualification and training in your particular field. Once you have these, you will be able to compete.

With Best Wishes

**Director
(Dev Bhoomi Institute of Technology)**

Rules and Regulations of the Institute

1. This Student Handbook is applicable to all students of B.Tech, MBA & MCA enrolled at the Institute.
2. All students admitted to the Institute and hostels are subject to the discipline and control of the Institute authorities. The students are required to adhere strictly to the rules and regulations that are framed from time to time by the Institute authorities. Proper observance of Institute discipline, good conduct and participating in extra- curricular activities/events will play an important role in recommending to the University/other bodies for any special scholarships or for a job at the end of the course or for award of certificates when leaving the Institute. In case of breach of discipline, Director, Dean or the constituted authorities of the Institute shall have power to fine, or suspend, or rusticate, or even expel the concerned student from the Institute.
3. Property of the Institute need to be carefully handled and looked after so that the students, who follow, enjoy the high standards of environment built up by the institution. Willful damage to property like furniture, equipment, fixtures, books, buildings, vehicles etc. of the Institute or hostel shall be punishable with penal action and student might be liable for expulsion from the Institute.
4. Students are advised to take care of their Identity Cards and should wear it inside the campus at all the time along with the proper college uniform. Every student shall carry his/her identity card and shall produce it whenever called for. A loss of Identity Card must be promptly reported. Duplicate Identity Card will be issued with a fee of Rs.100/-. The students befooling and or wearing other's ID card will attract suspension to both students.
5. Students should not organize/participate in any functions/meetings or celebrate any festival within/outside the hostel without written permission from the Director/Dean.
6. Students should not arrange for any picnic outside without written permission from the Director.
7. Student bags will be checked at the main gate of the campus while coming in/going out.
8. Students should declare their personal items like Computer, Laptop, Music Players etc. as well as their vehicles at the Security Office. It should be noted that students bringing their vehicles do so at their own risk and the Institute is neither responsible nor liable for any damage / theft / accident caused to the student / vehicle and / or personal items. For better on-campus and off-campus safety of students, use of helmets is mandatory for all students.

9. Notices shall not be pasted on walls and walls shall not be scribbled on.
10. Ragging is prohibited, Anti-Ragging Act, 1999 as well as Supreme Court verdicts and AICTE directives. Any student found indulging in any form of ragging within or outside the Institute and hostel shall be immediately expelled from the Institute and necessary disciplinary action will be taken, as per orders from Honorable Supreme Court of India.
11. Consumption of tobacco products, cigarette, alcohol, drugs, chewing of gutkha, inside the institute is strictly prohibited; students found indulging are liable to face strict action and be punished. They may even be rusticated without any further relief.
12. Students shall behave in a disciplined manner and follow all the instructions issued by the Director from time to time. They should not indulge in any kind of indiscipline within or outside the premises of the Institute or hostel. Gatherings or mob demonstrations of any kind against the Institute are not permitted. Any concerns shall be resolved through the appropriate committees and concerned authorities. Every student should endeavor to hold the high ideals, the good name and the prestige of the Institute.
13. No student should take the law into his/her own hands, whatever the circumstances may be. Any case of personal violence by the student on any other person will be viewed seriously and dealt severely. Students should represent any difficulty or grievance directly to the Director. The decision of the Institute authorities in these matters shall be final.
14. Accessing, storing, viewing, transmitting and/or circulating any pornographic and/or obscene material is strictly forbidden. Students are expected to co-operate in ensuring a virus free environment in the computer system.
15. Every student shall be regular and punctual in attending classes, practical, tutorials and submission of assignments.
16. Students are required to be aware of all notices that are put on the Notice Boards.
17. Students are required to appear for all the tests conducted by the Institute authorities and submit term work in prescribed time.
18. As per norms of Uttarakhand Technical University, students are required to maintain minimum attendance of 75% in each subject failing which the Institute reserves the right to debar the student.
19. The student shall handle the equipment issued to him with utmost care and he will be held responsible for any loss or damage caused to the equipment.

20. Students are required to adhere to the dress regulations on non uniform days prescribed by the Institute as given below:
Girls – Skirts / Frocks / Shorts above Knee length are not allowed Boys – Shorts / Trousers above knee length are not allowed.
21. Industrial visits and educational tours, as and when arranged by the Institute are compulsory for every student. The student shall have to bear the full cost of such visits/tours.
22. Institute authorities, under no circumstances shall accept any liability in respect of an accident, which a student may meet with during his stay in the Institute, outside the Institute or on educational visit. The students are therefore, cautioned to conduct them.
23. The Director reserves the right to take punitive action against students who have not paid the Institute and/or hostel dues within the stipulated time period.
24. Gadgets like mobile phones, walkman, CD players are not allowed inside the classrooms, workshops, seminars etc. Usage of above will lead to seizure of these gadgets and students involved will face strict disciplinary action and penalty. Unauthorized hosting/uploading photos or comments or video related with other instructions in website or facebook or you-tube any other cyber crime shall attract rustication and lodge of an FIR.
25. Student will always behave in such a manner that pride of his/her own, his/her family & Institute will be always maintained with high dignity.
26. Students will not pay any amount to any student body/group of students and/or any other agency without verifying the proper permission by Director. Collection of money by any person with forceful measures and without proper authority and permission will be treated as ragging & will be dealt as per Anti Ragging Act.
27. The Management/Director reserves the right to delete, add or amend the rules and regulations given above as and when felt necessary.
28. Groupism, processions, protestations, mobbing, movements etc. are strictly prohibited on the college premises. Strict disciplinary action will be taken against student/s found violating this rule.
29. Any changes in contact number and/ or address should be informed immediately to the concerned mentor/HOD and registrar office for updating. Return of posts/information shall attract disciplinary action.

Rules and Regulations of Hostel facilities

Allotment of Hostel

Hostel facility is OPTIONAL and is provided to students as per availability at the time of admission. It is provided only for the duration of the academic program. The Institute may earmark the rooms allocated for student residence at any one of the locations. The Institute reserves the right to SHIFT/RELOCATE the student to any of the Hostel premises. Each student in the hostel is expected to exercise self-discipline and respect the rights and privacy of other students. Please know and realize that in a community living certain rules and policies must be observed by everyone in order to maintain the operation of the student hostels as well as the personal and academic success of all students.

Hostel Room Condition

Hostel rooms should be in the same general condition when the students move out as when they moved in. We insist that students be careful not to cause any damage to the hostel room. Any damages in the hostel rooms would be viewed seriously and the said student would have to make good all the damages at the prevailing market rates of each item/property of the institute installed/issued to students. The Institute reserves the right to deduct such costs from the students' refundable deposits. The outside of a room is considered a common area. Displaying of content offensive to others or decorations that are a fire hazard are strictly prohibited and would invite disciplinary action.

Disciplinary rules:

The following rules shall apply to both MALE and FEMALE students residing in the hostels. Violation of any rule will make the student liable to disciplinary action including expulsion from the hostels and also from institution.

1. All students are expected to be in the hostel before 8:00 pm. If any student wishes to be away from the hostel during the weekend, holidays or any other time, he/she must take prior permission from the Head of Dept. on working days/warden on weekends.
2. Leave forms are to be filled by 5:00 pm only. Only in emergency cases it will be signed after that. If any student leaves the campus without permission, disciplinary action will be taken against him as decided by the Institute.
3. Students proceeding on leave have to handover leave form approved by authorities to Security Office. Students should report to Security Office when they are back from the leave.

4. All visitors to the hostel including the parents/guardians must make necessary entries in the Visitor's Book available at the hostel entrance with the security guard. (Please note: guardians should register their identity with the institutional authorities during admission with the consent of the ward's parent).
5. It is the duty of the resident to inform visitor(s) of the visiting hours and to advise them to leave no later than 08:00 pm. Residents found in the company of their visitor/s, including family members, relatives, friends and/or any non-resident in the respective hostel outside the visiting hours in any part of the hostel complex without the prior consent of the Hostel warden will be penalized.
6. While going out, students have to write their names and other details in the book kept at the gate.
7. For any electrical/carpentry/plumbing maintenance related complaint, the students need to make an entry in the Complaint Register and fill the form available with Warden Office. Upon the payment of the necessary charges, if any, the maintenance work will be undertaken.
8. The students shall not move any furniture/fittings from its allotted place.
9. Activities of any nature like playing loud music which may cause disturbance to the roommates or neighbours should not be carried out in the hostel rooms.
10. All students are expected to be properly dressed before moving out from the hostel premises. Any violation will be considered as an act of indiscipline.
11. Male students are not allowed to enter in the Girls" Hostel and vice versa.
12. No student will enter others room after 10:00 pm and each student should maintain complete silence after 10:00 pm in the hostel and campus.
13. Students are advised in their own interest not to keep money or other valuables in their rooms. They may deposit all such money etc., which is not immediately required by them in the bank. The Institute authorities do not hold themselves responsible for any loss of private property belonging to residents.
14. Students are solely responsible for the safety of their own valuables. All room doors/wardrobes/drawers must be padlocked when the residents are not inside the room. A duplicate key for the padlock should be given to the Warden. The Institute reserves the right to cut the padlock without giving any prior notice to the resident concerned if no duplicate key has been lodged with them.
15. Students are not permitted to change rooms or sleep anywhere other than in their own room. Residents found violating the rule will be evicted.
16. Rooms are allotted to each student on his/her personal responsibility. Residents should maintain the upkeep of the allotted room, hostel and its environment. Students should not throw litter indiscriminately and should not use non-bio-degradable items, such as carry bags.
17. No student shall take the law into his / her own hands. If any of the hostel inmates find that other students are indulging in any undesirable activity or causing inconvenience or physical injury to him / her or to the other hostel

inmates, he / she should lodge a complaint in writing with the warden concerned.

18. Students are not permitted to take food in the hostel (except for sick students, with permission of Nurse on duty).
19. Students are to make sure that they close the water taps when they are going out. A penalty will be imposed for failure to comply.
20. All fans and lights must be switched off when the resident is not in the room/respective area. A penalty will be imposed for failure to comply.
21. The use of electrical appliances such as immersion heaters, electric stoves/room heaters/electric iron are banned in the hostel rooms. Such appliances, if found will be confiscated and a minimum fine of Rs. 1000/- (Rs. One Thousand Only) will be imposed.
22. Cooking is strictly prohibited inside the Hostel premises. A penalty will be imposed on residents found cooking in the unit.
23. The Institute reserves the right to make spot checks on the hostel rooms without prior notice to the students.
24. The Institute reserves the right to move students to other hostel rooms if there is a necessity.
25. No visitors will be permitted to stay overnight in the Institute premises. However, there is a provision of Guest house on the payment basis (Only for father and/or mother along with student's brother/sister, if any). Nominal charges are applicable) per night and food is also available at the cafeteria. A room can be booked for maximum two nights in a semester for each parent on first come first serve basis.
26. Students who have finished the four years of course work but are yet to pass some examinations are called back loggers. Such students will not be normally given accommodation in the college hostels. Similarly, students who have not been promoted to the next higher class and who are not for some reason attending classes during the given semester or academic year also will not be given accommodation in the hostels.
27. The hostel area is declared out of bounds to the back loggers. Therefore, the stay of any back logger in the hostel will be treated as a case of trespass. The hostellers who entertain or permit backlog students to stay in their rooms, will also be liable to disciplinary action including expulsion from hostels.
28. Hostel inmates who are found guilty of misconduct or guilty of infringement of any of the rules prescribed above shall be liable to fine, suspension, rustication or dismissal either from the hostels and/or from the institute or both by the appropriate authority.
29. Accommodation in the hostel cannot be claimed as a matter of right. Students who disturb peace and violate the rules of the hostels on the campus will be expelled

from the hostels.

30. The consumption or storage or supply of liquor or any sort of intoxicant / or smoking is strictly prohibited and if found guilty, the offenders will be dealt with severely, including prosecution. Any kind of gambling is also strictly prohibited.
31. In case a student falls sick, he/she should contact the Warden immediately.
32. A student suffering from infectious/contagious diseases will not be permitted to stay in hostels.
33. Students shall not get involved in arguments or otherwise interfere with the duties of the employees of the hostel. If there is any complaint or suggestion to be made, it shall be made to the warden concerned.
34. No one should use the belongings of other students without their consent.
35. A Student will be personally and collectively responsible for any loss/damage to the properties and equipment and other fittings in the common halls. In case of damage to any buildings, furniture, apparatus or other property of the college, the loss caused to the institution shall be recovered directly from those identified persons whenever possible. But, if persons who cause the damage are unknown, the cost of repairing it, as may be assessed by the hostel authorities, will be distributed equally among all the students of such groups or associations as may be found responsible.
36. Hostel inmates are requested to maintain their surroundings neat and clean.
37. Students should not break open or try to break open the occupied/vacant rooms of the hostels. Any damage done to the hostel property will have to be borne by all the students of the hostel.
38. Students should not use fire crackers on any occasion inside the hostel or within the premises of the hostel.
39. Writing slogans, or any writings obscene drawings on the hostel walls and rooms is PROHIBITED. Fine will be imposed on students/group of students indulging in such writings.
40. Playing cricket, football etc., in the common halls or inside or in front of hostels is PROHIBITED. It causes damage to the hostel property, but also disturbs the peace of the surroundings. Fine will be imposed and will be collected from all students in the block.
41. Room furniture, electric fittings etc. are required to be maintained by the students in good conditions. At the time of allotment of seat/leaving the hostel for Summer Vacation every student must take over/handover the hostel room properly and carefully. They shall not break or damage any furniture and fittings. If any breakage occurs then cost will be realized. (Individually or collectively), with fines imposed on them.
42. Students shall treat their fellow students, institute staff, hostel staff, cafeteria staff with dignity and decorum.

43. Non-regular and Non-collegiate students having filled up form to appear at examination may be allowed to stay in the hostel temporarily, vacancy permitting, only if they obtain prior written permission of the authorities and undertake to abide by the hostel rules and deposit the fees of hostels in advance.
44. Students belonging to above categories willing to appear for their back-paper examinations may be allowed temporary accommodation in hostel not exceeding exam duration at a time on payment of usual charges for accommodation in advance, subject to satisfying other conditions.
45. Each student must carry identity card whenever he/she goes outside/enters the hostel and produce on demand from institute/Hostel authorities otherwise a fine or disciplinary actions might be taken.
46. The uses of audio systems like TV, VCR and VCD/DVD which may cause inconvenience to other occupants are not allowed.
47. If any Student observes/sees any unwanted or undesirable activity going on in the hostel, he/she is duty-bound to report the same to the Warden.
48. Students are required to park vehicles only in the space provided for them in an orderly manner.
49. Any case of theft/property loss/damage should be reported promptly to the Warden.
50. The jurisdiction of Institute is confined to the campus. If students create law and order problems outside the campus, the Institute is NOT answerable to the police or other any other authority. Students are solely responsible for their behavior.
51. The Institute provides cafeteria facility on campus. Though not compulsory; we recommend that students avail this facility on a monthly payment basis. The institute will not be held responsible in case student/s choose/s to waive off this facility and contracts any ailment because of eating meal/s outside the campus.
52. TT-Gym-Shuttle room keys will be issued by the security personnel by taking the student ID card at the check post.
53. Students can collect their letters received through post/courier from Warden Office.
54. The Institute reserves the right to revise the Rules and Regulations from time to time as and when required.
55. Violation of any of the above mentioned code of conduct/rule call for disciplinary action that it deems fit. The Institute reserves the right to take direct disciplinary action, including immediate expulsion from the hostel and/or Institute.

Library information, Rules and Regulations

Library Instructions for Borrowing (Circulation):

- Books will be issued for the period of 15 days from the date of issue.
- Borrowing limit for students will be 3 books on borrower ID.
- The last stamped date on the due date slip will be the return/renewal date of the book.
- Late fee of **Rs. 5/- per day per book** will be charged for late return/renewal.
- Book will be re-issued only if there is no demand for the book.
- Journals/Magazines, CDs, Project Reports, Reference Books will not be issued as it meant to refer only in the library; same can be obtained on producing college ID.
- Book Reservation facility is available at the counter
- Library ID is essential for every transaction and **which is non-transferable**.
- Borrower will be fully accountable for the borrowed material from the library.
- Loss of book/s borrowed from library should be reported immediately and new copy will be recovered from the borrower as a replacement copy of the same book, simultaneously the return/renewal date of the lost book/s will be verified for collecting late fee.
- Marking with pen, folding of pages or any unfair practices with the borrowed material is strictly not allowed.
- Loss of Borrower Card should be reported immediately to the library; the duplicate card will be issued on payment of Rs.100/-.
- Making an entry in the register provided while entering in the library is mandatory for every user.

Instructions for Using Reading Hall:

- College ID is compulsory while entering in the reading hall.
- Pin-drop silence and a studious environment should be maintained at all the time in the reading hall.
- Group Discussions/Chatting/Group study is strictly not allowed.
- Reference material issued on college ID should be referred strictly in the reading hall premises.
- Switch off/silent mobile phones in the reading hall premises.
- Keep reading hall clean & neat.

- Any eatables, drinks, celebrations are strictly not allowed in the reading hall premises.
- Any student found misbehaving in the reading hall will be suspended from library for the period of 15 days and his/her borrower ID will be kept on hold.

Switch off fan/lights & slide the chair properly before leaving the reading hall.

Instructions for Using E-Library/Multimedia Library:

- Please handle computer hardware, software and its accessories carefully.
- It is the responsibility of individual user to ensure that e-resources are used for personal, educational and research purposes only, accessing e-resources for commercial use is strictly not allowed.
- Access rights of the subscribed e-resources/databases toward the users will be controlled by the library.
- Login IDs, Passwords of various subscribed e-resources/databases will be communicated to the students and faculty members time to time, if an access to those resources is I.P. based then those e-resources cannot be accessed beyond the boundaries of campus.
- If the license agreement terms of e-resources/databases are violated by even a single user, licensors have an authority to suspend access for the entire DBIT community
- Authorized users may view, download, print or copy a select portion of a licensed e-resource/s.
- Sharing of logins, passwords with people other than DBIT community is strictly not allowed.

FACILITIES PROVIDED BY THE INSTITUTE

Medical Services

It is the policy of the Institute to immediately respond to the best of its ability within the available medical resources on campus to assist a student in a Preliminary/First Aid medical emergency. All external hospital/consultation Medical Expenses will have to be borne by the students themselves. The following Preliminary/First Aid Medical facilities are available on campus:

- The Institute has Ayurveda Hospital in campus run by Uttarakhand Utthan Samiti where FIRST AID and other basic amenities are available

I-Card

Each student of Dev Bhoomi Institute of Technology, is given an Identity Card, which he/she is required to carry and prominently display at all times while on campus. The ID card will bear the student name, date of birth, enrolled program, blood group and validity period of the ID Card. Students have to return the ID card to the Hostel Administrator on withdrawal from the course taking final clearance on course completion

Cafeteria facilities

Institute provides cafeteria facility for hostel students, day scholars, faculty and staff. Cafeteria committee comprising of students, faculty members and hostel wardens is formed for the purpose of monitoring cleanliness and hygiene in the cafeteria, deciding lunch, dinner and breakfast menu every month. Cafeteria facility is not compulsory for students. They can choose to avail this facility on a monthly payment basis. However, if student is not availing this facility, Institute, its officers, employees, Cafeteria manager will not be held responsible, if the student eats outside and falls sick. An Undertaking to this effect shall be signed by the student and his parents/guardian during admission.

Wired and wireless network infrastructure

High speed network connectivity is provided in the Institute campus as well as hostel buildings. Students can avail these facilities free of charge for doing research and academic related work.

Counseling Support & Services

The Institute's advisors are available to provide confidential counseling assistance (on demand/appointment) to students. A variety of concerns relating to educational difficulties can be addressed including habits, stress, lack of motivation, or attitudes related to Institute.

Corporate Resource Centre:

Project internships expose students to the corporate world beyond the boundaries of the campus, enhancing their self-awareness and aiding them in their career choice. As a result of these internships, students have a better understanding of work and challenges and demands of various careers. This would also enable them to examine and refine their goals and make more appropriate and informed occupational decisions. To make this happen, we have a dedicated **Corporate Resource Centre** that provides assistance to eligible students.

- The role of the **Corporate Resource Centre** is that of a facilitator and counsellor for project internships/placement related activities. **Neither the Institute nor the Corporate Resource Centre guarantees a job.** Applying for a company or joining a company is entirely the responsibility/decision of the student concerned.
- A joint committee comprising of students, Training & Placement department team members & respective academic department team members will discuss and decide on various strategies for placements.
- Students must keep their Identity Card with them at the time of PPT/Test/Group Discussion/Interviews, and produce the same when demanded by the visiting team or **Corporate Resource Centre**.
- The selected student could be given an opportunity to re-apply/appear to a company on campus if the CTC is **two times** or an overseas opportunity.
- Interviewing companies have their own minimum standards before they interview a student. Students have to follow the company criteria in addition to the process of campus recruitment. You are required to read, understand the Job Description thoroughly and only then register your name for the process which would be considered as a chance.
- One could refrain from attending the process after registering, by seeking prior written permission, failing to which would be considered as a chance.
- Once a student has been short-listed by the Company for further test/interview etc., he/she is not permitted to leave the placement process in between, unless he/she decides to completely de-register with **Corporate Resource Centre**.
- Once a student has been short-listed by a company for the placement process he/she is NOT allowed to contact the members of the team visiting the campus for placement purpose without prior permission of the Training & Placement department.
- **Corporate Resource Centre** strongly discourages students from going for off-campus placements to companies who are existing campus recruiters, as this adversely affects the company-Institute relations.
- Students are also requested to forward contacts they have, if any, in different companies so that **Corporate Resource Centre** may formally invite these companies for placements.
- If a student is found doctoring his/her resume submitted to **Corporate Resource**

Centre, his/her registration at **Corporate Resource Centre** will be cancelled and the matter will be referred for disciplinary action.

- In case a student does not attend the PPT (Pre-Placement Talk) of any company then he/she would NOT be allowed to sit for the final recruitment in that company.
- You are advised to refer the Guidelines of **Corporate Resource Centre** for further details.
- Students are encouraged to make their own plans and efforts according to their own preferences and career goals.
- Any violation of the aforesaid rules/regulations, or indulging in any act of indiscipline/misbehaviour may result in debarring the student from availing project internships/placement assistance and/or a penalty. The nature of the penalty will be decided on a case-to-case basis by the disciplinary committee.

Anti Ragging Policy

What constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. a) Depending upon the nature and gravity of the offence as established the possible

punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- (i) Cancellation of admission
- (ii) Suspension from attending classes
- (iii) Withholding/withdrawing scholarship/fellowship and other benefits
- (iv) Debarring from appearing in any test/examination or other evaluation process
- (v) Withholding results
- (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- (vii) Suspension/expulsion from the hostel
- (viii) Rustication from the institution for period ranging from 1 to 4 semesters
- (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
- (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to
- (xi) Collective punishment as a deterrent to ensure community pressure on the potential raggers.

Other General Information

I. Policy on Non – Discrimination

Dev Bhoomi Institute of Technology Dehradun does not discriminate on the basis of age, marital status, nationality, ethnic/cultural background or religion.

II. Grievances

Students are to take their grievances individually (not in groups) to the Head of the Grievance Committee, and thereafter follow a prescribed hierarchy for having his/her grievance addressed. Grievance Committee is instituted for this purpose. Any group/mass representation would be treated invalid and the Institute is in no way accountable/answerable to any such mass/group grievance and/or representations. Students are to take their grievances to their respective Head of the Department, and thereafter follow a prescribed hierarchy for appeal.

III. Safety

a. Personal Safety

The student is responsible for his/her own safety either on campus or off-campus. Any unforeseen accident/mishap/fatal injury on or outside the campus would not be institutional responsibility. Students travelling out of the campus with/without permission would be doing so on their own INDIVIDUAL RESPONSIBILITY. The institute would not in any way be responsible for any untoward/unforeseen incidence.

b. Fire Safety

Students must evacuate a building immediately upon the sound of a fire alarm. It is the responsibility of each individual student to evacuate when the fire alarm sounds, encourage others to leave the building, assist those in need, exit the building completely and keep a safe distance until the situation is brought to normal. Fire extinguishers are installed at strategic locations across the entire campus. Removing, disarming or tampering with the fire safety equipment seriously jeopardizes the safety of all students and is a violation and would invite disciplinary action.

IV. Disclaimer

Student handbook serves as a general reference guide regarding policies, procedures, services and rules and regulations. While every effort is made to verify the accuracy of information, Institute reserves the exclusive right to revise, amend or change items set forth in the student handbook from time to time. The provisions of this handbook are not to be regarded as an irrevocable agreement between the student and the Institute.

Rules and Regulations mentioned in the Student Handbook are applicable to all students on our campus. In case of any discrepancy, the decision of the Director will be final and binding on all.

Any similar norms mentioned in other Handbooks are purely coincidental.

All legal cases will be administered under the limits of Uttarakhand Jurisdiction Only.

V. Access to Banks

Institutes invites bank person in the beginning of semester. Students can open their saving account as per their need.

Punjab National Bank ATM service is available within the campus.

Important Office Contact Details

Office	Name of Contact Person	Email ID
Director	Prof. Dr. R.K.Tripathi	Director@dbgidoon.ac.in
Dean Academics	Prof. Shubhashish Goswami	Dean.academics@dbgidoon.ac.in
Registrar	Prof. Dr. Manish Mathur	Registrar.dbgi@dbgidoon.ac.in
Head of the Departments		
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HoD – ECE	Prof. Mukesh Pathela	Hod.ece@dbgidoon.ac.in
Hod – EEE	Prof. Rohit Kumar	Hod.eee@dbgidoon.ac.in
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HOD-ME	Prof. Kapil Goyal	Hod.me@dbgidoon.ac.in
HOD-CE	Prof. Ashuvendra Singh	Hod.ce@dbgidoon.ac.in
Other Departments		
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Library	Ms. Rekha Thakur	lib.rekhathakur@dbgidoon.ac.in
Systems	Mr. Yugal Kandwal	itsupport@dbgidoon.ac.in
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