



YBN UNIVERSITY

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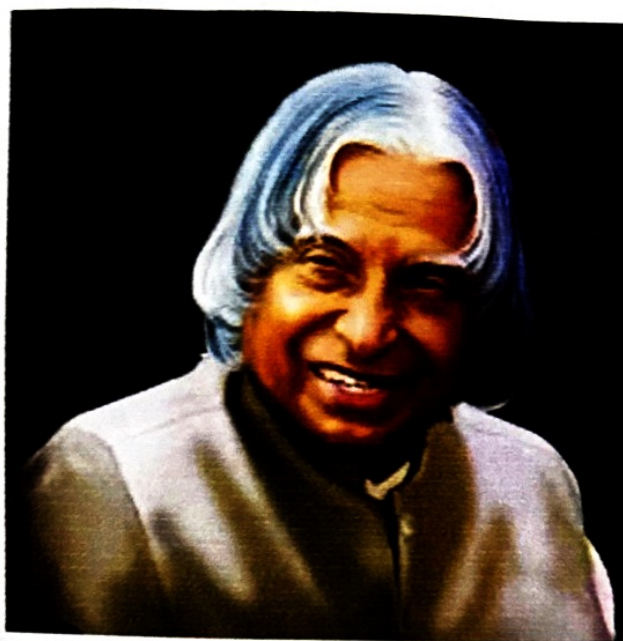
STUDENTS' HANDBOOK ON CODE OF CONDUCT ALONG WITH STANDARD PROCEDURES 2025-2026



RAJAUlatu, NAMKUM, RANCHI, JHARKHAND-834010



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"The purpose of education is to make good human beings with skill and expertise."

-A.P.J. Abdul Kalam

GOAL:

To be a leading global University that provides a transformative education to create leaders and innovators in India and abroad that generate new knowledge to society and mankind.

MISSION:

"Man Making, Character Building, Nation Building", as espoused by Swami Vivekananda.



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MESSAGE FROM THE DESK OF DEAN STUDENTS WELFARE

Dear all

Greetings!!!

Students are the bedrock and cornerstones of the any university. We at YBN University cultivate an enriching learning environment for students hailing from diverse backgrounds. This is achieved through providing essential guidance, tailored counseling services, and resolving any issues within the jurisdiction of the DSW. The DSW serves as a gateway for all students to embark on their journey of growth, fostering curiosity, passion, and a hunger for knowledge across various facets of student life, thereby nurturing well-rounded individuals who are conscientious members of society. The unwavering dedication and contributions of students are pivotal in fostering creativity, originality, and uncovering new opportunities.

Within this framework, a plethora of activities, seminars, and workshops are orchestrated to enhance the skills of interested students. Throughout the year, co-curricular activities are meticulously organized to ensure the holistic development of our students. I extend a warm invitation to all students to partake in our. It symbolizes the acquisition of not only new skills, knowledge, and aptitude but, above all, the right attitude that empowers each student to apply their learning in diverse contexts. May each of you progress from strength to strength, making a positive impact on society and becoming responsible individuals. I wish you the utmost success in your learning journey, facilitated by the nurturing and supportive environment that our university provides.


Dr. ARTI GUPTA

Dean Students Welfare

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1. PREAMBLE

This Handbook indicates the standard procedures and practices of the YBN University, Ranchi for all students enrolling with the University for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Conduct and the rights, responsibilities including the restrictions flowing from it.

University endeavor by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the University.

2. JURISDICTION

2.1 The University shall have the jurisdiction over the conduct of the students associated /enrolled with all the Constituent Colleges under YBN University and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the campus or in connection with the University related activities and functions.

2.2 University may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include

- a) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University.
- b) Possession or use of weapons, explosives, or destructive devices off-campus including manufacture, sale, or distribution of prohibited drugs, alcohol etc.



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- c) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

YBN University, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the University shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

3 ETHICS AND CONDUCT

3.1 This Code shall apply to all kinds of conduct of students that occurs on the University premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the University Interests or reputation.

3.2 At the time of admission (Induction Program), each student must take a pledge to abide by the following rules:-

- a) He/she shall be regular and must complete his/her studies in the University.
- b) If a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to written consent of the Deans
- c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked.

3.3 YBN University believes in promoting a safe and efficient climate by enforcing



behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

3.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the University's interests and reputation substantially. The various forms of misconduct include:

- a) Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- b) Intentionally damaging or destroying University property or property of other students and/or faculty members
- c) Any disruptive activity in a class room or in an event sponsored by the University.
- d) Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards
- e) Participating in activities including:-
 - (i) Organizing meetings and processions without permission from the Institute.
 - (ii) Accepting membership of religious or terrorist groups banned by the University/Government of India
 - (iii) Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - (iv) Unauthorized possession or use of harmful chemicals and banned drugs
 - (v) Smoking on the campus.
 - (vi) Parking a vehicle in a no parking zone or in area earmarked for




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- parking other type of vehicles
- (vii) Rash driving on the campus that may cause any inconvenience to others
 - (viii) Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
 - (ix) Theft or unauthorized access to others resources
 - (x) Misbehavior at the time of student body elections or during any activity of the University.
 - (xi) Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.
- 3.5 Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the authorities.
- 3.6 Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- 3.7 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- 3.8 Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.




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- 3.9 Theft, damage or abuse of the University computers and other electronic resource facilities at private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable..
- 3.10 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- 3.11 If there is a case against a student for a possible breach of code of conduct, then respective committee will recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee will meet the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.
- a) **WARNING-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
 - b) **RESTRICTIONS** -Reprimanding and Restricting access to various facilities on the campus for a specified period of time.
 - c) **COMMUNITY SERVICE** - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension.
 - d) **EXPULSION** - Expulsion of a student from the University permanently. Indicating prohibition from entering the University



premises or participating in any student related activities or campus residences etc.

- e) **MONETARY PENALTY-** May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
- f) **SUSPENSION-** A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various University facilities unless permission is obtained from the administration. Suspension, may also follow by possible dismissal, along with the following additional penalties.

4 APPEAL

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Dean Students Welfare (DSW). The DSW in consultation with the Vice-Chancellor may decide on one of the following:

- 4.1 Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or
- 4.2 Refer the case back to the committee for reconsideration.

In any case the Vice-Chancellor's decision is final and binding in all the cases where there is a possible misconduct by a student.



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5 ACADEMIC INTEGRITY

YBN University is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. University believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitutes a serious offence.

5.1 Scope and Purpose

a) This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the University and are required to adhere to the said policy. The purpose of the Policy is twofold:

- (i) To clarify the principles of academic integrity, and
- (ii) To provide examples of dishonest conduct and violations of academic integrity.

NOTE : These examples are only illustrative, NOT exhaustive.

- b) Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.
- c) The principles of academic integrity require that a student,
- (i) Properly acknowledges and cites use of the ideas, results material or words of others.
 - (ii) Properly acknowledges all contributors to a given piece of work.




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- (iii) Makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- (iv) Obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- (v) Treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

5.2 Violations of this policy include, but are not limited to:

- a) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:-

- (i) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- (ii) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- (iii) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.



(iv) Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.

(v) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.

(vi) Paraphrasing or changing an author's words or style without citation.

(vii) Cheating. Cheating includes, but is not limited to-

- Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- Allowing or facilitating copying, or writing a report or taking examination for someone else.
- Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- Creating sources, or citations that do not exist.
- Altering previously evaluated and re-submitting the work for re-evaluation.
- Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

(viii) Conflict of Interest: A clash of personal or private interests with



professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

5.3 Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

- (a) Use proper methodology for experiments and computational work. Accurately describe and compile data.
- (b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.
- (c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).



(d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.

(e) Write clearly in your own words. It is necessary to resist the temptation to "copy and paste" from the Internet or other sources for class assignments, manuscripts and thesis.

(f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

5.4 Attendance Rules

As per YBN University Ordinance, **a student shall be required to have a minimum attendance of 75% in the aggregate of all the subjects taken together in a semester. Dean concerned may condone attendance shortage up to 5% for individual student for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 70% in a semester shall be allowed to appear in the Semester-End-Examination.**

A student who has been detained due to shortage of attendance will not be allowed to be promoted to the next semester and he/she will be required to take re- admission and repeat all papers/subjects of the said semester with the next batch of students. In other words he/she will lose one year. The University Enrolment number of such student shall however remain unchanged and he or she shall be required to complete the programme in a maximum permissible period.

Dean of the School shall announce the names of all such students who are not eligible to appear in the semester term examination, at least 5 calendar days before the start of the examination and simultaneously intimate the same to the Examination Department of the University. In case any detained student appears in the semester/supplementary examination, his/her result shall be treated as null and void.



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6 ANTI-RAGGING

The University has a coherent and an effective anti-ragging policy which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations']' with special reference to UGC draft Regulation 2019 and Supreme Court of India's Letter No 370/04/XIA dated 26th February 2019 and 17th March 2019. In view of this, following provisions have been made by the University to curb ragging effectively in its campus.

6.1 "Ragging" means the following:

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

6.2 ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Dean Students Welfare will be headed by Proctor. The committee shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

6.3 Punishments:

A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:



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- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results and charging fine as decided by the committee.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the university and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the persons committing or abetting the act of ragging are not identified, the University shall resort to collective punishment.
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities.




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7. ESTABLISHMENT OF IDENTITY AND CERTIFICATION OF CHARACTER

- 7.1 Every bonafide student of the university, irrespective of the campus to which (s) he might have been admitted, will be issued an Identity Card. The Identity Card issued to a student shall be treated to be the sole proof of his /her being a student of the university. It shall be mandatory for every student to produce the Identity Card upon being demanded by a member of the Proctorial Board. Failure in producing the Identity Card on demand will cause a student to be treated to be a trespasser and render him/ her punishable under the rules of the university. The loss of the Identity Card should be reported to the Proctor's office and a duplicate Identity Card should be obtained from the said office by making a formal application accompanied by a photocopy of the fee receipt issued to the student concerned at the time of admission and depositing the prescribed fees.
- 7.2 Character certificates are issued to students on demand by the Proctor's office. Often students applying for employers are required to submit an appropriate Character Certificate. The Character Certificate issued under the seal of the Proctor is considered to be the most appropriate proof of character. The student can be issued a Character Certificate as many times as they may require upon making a written application and the payment of the prescribed fees. However, students who might have been 'black listed or might have been punished for a breach of the Code of Conduct or might have been guilty of indulging in ragging shall not be issued a Character Certificate.



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8. STUDENTS GRIEVANCE PROCEDURE

Any student of the University aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal committee at the University. Further, any student who is aware of any violations must report the same to the Committee. The Committee shall consist of members as appointed by the Dean Students Welfare. The said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The committee shall take cognizance of the grievance and redress it as soon as possible.

9. LIBRARY RULES & REGULATIONS

9.1 Procedure of Issue and Returning of Books

1. Library books are issued / returned either manually or through Software. At the time of borrowing a book, the student is required to show Identity-cum-Library Card at library circulation counter. While returning the books, it is the duty of the student to ensure that the issue counter assistant has made the appropriate entry in library records. Library issues books only to the regular students pursuing Under Graduate and Post Graduate programs at YBNU from student section of the Library.
2. Identity-cum-Library Card (smart card) is nontransferable. In case of loss or damage of Identity-cum-Library Card, a copy of application addressed to the Registrar for issue of duplicate Card is required. A sum of Rs.500/- will be charged for issue of duplicate card.
3. Students can borrow two books at a time for 14 days from the student section.
4. Books from Reference section are not issued to the students.
5. Committee and Commission Reports; Gazette of India; Journals (Loose & Bound); Books costing more than Rs. 1000; Rare documents; Dissertations and Newspapers are not for issue. These documents can be referred only in the Library.
6. It shall be the duty of the student to protect, maintain and take care of the



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7. documents issued against their names. Borrowers are requested to check if the documents being borrowed are complete and no pages are missing in it. Any defect/damage in the book, should be brought to the notice of the Librarian.
8. If the issued books are lost or damaged then the borrower is required to replace the books of the same edition or later edition or pay double the cost of books.
9. New Books/Journals & other documents on display can be issued only after a period of two weeks.
10. Students under no circumstances should take out the books from the library, unless they are properly issued & recorded, failing which appropriate disciplinary action will be taken against them.
11. Librarian may recall any book/books from a borrower at any time, if needed urgently by students and faculty for consultation.
12. List of overdue books shall be displayed on the Library notice board for information. Over-due Charge of Rs. 10/- (Ten) per day shall be levied for each book. Student must collect receipt after payment of fine.
13. Book Bank: Book Bank facility has been introduced in the University. Under this scheme a set of four/five books (one book for each subject) will be issued to students at the beginning of the 1st semester. Students are required to return these books in good condition after the 1st semester End Term Examination. Thereafter another set of books of 2nd semester would be issued and this process will continue for the entire duration of the course (Scheme is optional). Security charges of Rs.5,000/- is payable by the students which is 100% refundable after completion of the course. [The Scheme is optional]

9.2 General Rules

1. The entire library is under the CCTV surveillance system.
2. Before entering the library students have to sign in the Visitors' Register.
3. Readers are advised not to bring their belongings in the library. However, students are allowed to bring their Laptop (without Laptop Cover).
4. Use of Mobile phone (with or without speakers or head phones) is strictly prohibited inside the Library.



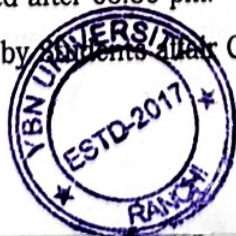
5. Photography and recording are not allowed in the Library premises.
6. Writing, marking or otherwise disfiguring or damaging books or furniture is prohibited & punishable.
7. Students are required to maintain silence in the library.
8. Drinking/eating/talking/sleeping or sitting in an inappropriate posture is prohibited in the library.
9. Readers are required to leave the books/documents on the reading table after use. They are prohibited from keeping/hiding a document at any other place in the Library.
10. The Institute is not responsible for personal items that are lost, stolen, or damaged in the Library premises.
11. After the Final End-Term Exam is over, each student is required to obtain a No-Dues Certificate from the Library on returning all the books issued to him/her, surrendering the borrower's card and paying outstanding dues, if any.

The library rules and regulations can be modified from time to time and shall be binding on all concerned.

10. HOSTEL RULES AND REGULATIONS

10.1 Standard Operating Procedure (SOP) for Hostel

1. Student should read the rules before signing the application form (A copy of rules is attached with the application form).
2. Rules to be displayed in the hostel also.
3. A photocopy of Hostel form will be submitted to the Hostel Incharge/ Warden
4. One copy of each hostel as well as student/ parent consent form must be submitted to DSW office.
5. Any cleanliness matter to be brought to the notice of the Campus incharge/ Hostel incharge/Warden
6. Mess to be informed about non-availability of students.
7. Food to be served in the room on depositing Identity card in case of illness
8. Main gate will be closed after 06.30 pm.
9. Inspection to be done by Students Affairs Committee of YBNU



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10. For any emergency students will leave Hostel after permission of Hostel Incharge/Warden
11. Suggestion Form to be provided.
12. Suggestion Box provided in the hostel to be opened every 15 days in the presence of Hostel incharge/ Warden and Student representative.

10.2 Admission Process

1. Provisional admission will be given in the hostel based on academic performance in the previous semester.
2. Students should apply one month before the last working day of previous semester for hostel accommodation.
3. Application form with attached one stamp size and one passport size photograph will be submitted to the Hostel incharge or Warden for hostel accommodation.
4. Admission form for hostel accommodation has to be endorsed by the Vice-Chancellor
5. Admission in the hostel will be provisional subject to Allowed to Keep Term (ATKT) Rule.
6. Room inventory Form to be filled during check-in and check-out by the students in the hostel.

10.3 Issues Related to Parents/ Relatives/Visitors

1. Parents/Guardians should give an undertaking to cooperate with the Hostel authorities and should be available on call as and when required and disclose all contact details.
2. Parents/Visitors are advised not to insist on entry beyond the designated area or visiting room as it shall disturb other students.

10.4 Use of Electronic/Electric items

1. Fixtures: Students shall NOT bring any extra furniture or other fixtures in the room. All furniture and fixtures in the rooms allotted to students shall be cared for properly. Students shall be required to pay double the original cost of any item found missing from their room. Students shall also be required to pay twice the charges of repair to items that are found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.
2. Interchange of Furniture: Students shall not interchange any furniture/



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fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities shall be expelled from the hostel.

3. Assets in Common Areas/Corridors: Theft/damages to hostel assets in common areas/corridors shall be recovered from all students of the flank/ wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, there coveries shall be made from all the occupants of the hostel.

4. **Induction Programme:** There will be a common induction programme for the hostel students where students would get an opportunity to interact with the students of other constituent colleges and Hostel.

10.5 Celebration of Birthdays

1. It shall be with prior written permission of the Rector/Campus Administrator.
2. It shall be held in a common place for one to two hours between 8.00 pm to 10.00pm.
 - a) There shall not be any kind of physical discomfort.
 - b) No outside guest will be allowed.
 - c) Violation of the rule shall be penalized.

10.6 Attendance of Students in Hostel

1. Undertaking form will be taken from students for attendance.
2. Attendance of the students in the hostel will be taken strictly between 08.00 pm to pm.
3. Any late comer will have to sign in a separate register and will be fined as per rules

10.7 Disciplinary action as per YBNU Code of Conduct shall be taken against students violating Hostel Rules and Regulations.

1. It should be clearly understood by all residents that no tenancy shall be created by their occupation or use of hostel premises and property and that each of them is merely permitted by Management, under the rules and regulations framed by the Management which can be changed, altered, modified, varied, or partly and can be replaced by Management at



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their discretion and without assigning any reason for same. Upon such revocation the resident shall not be entitled to stay and/or enter the Hostel/Institute or any part or portion thereof. If she/he does not leave, she/he shall be liable to be forcibly removed.

2. Admission given is provisional and will be confirmed by the Dean/Principal of the respective Schools/ Colleges only after a free medical examination and clearance given by the Health Care Centre. Any previous medical history should be disclosed by the student.
3. Any misleading or false statement or information in the application form shall render the admission for termination and on such termination students shall not be entitled to stay and/or enter the hostel or part thereof. If she/he does not leave the premises of the Hostel she/he shall be liable to be forcibly removed from the hostel.
4. The management reserves the right to terminate the occupancy of the student for any willful disobedience or defiance of authority, non-observance or frequent violation of hostel rules, causing damage to person or property or indulging in anti-national or undesirable activities. In such cases the deposit shall be forfeited and fees will NOT be refunded except the mess charges on pro-rate basis.
5. For residential campuses, hostel accommodation is mandatory. The hostel shall be treated as an extension of the Institution and observance of rules and regulations of the Hostel shall be compulsory for all boarders.
6. Change/Inter-Change of Room: A students shall not change/interchange her/his room with another student or shift into a vacant room without the previous written permission of the Hostel In-Charge/ Superintendent. The Hostel In-Charge/ Superintendent. has the right to shift a student from her/his room to another room in the hostel at any time without assigning any reason.
7. The hostel warden shall provide students, keys of the allotted room. Students shall NOT use other lock and key for locking their rooms. Students are responsible for their possessions of all valuables and they should be kept in the cupboard under lock key. Students shall not leave mobile, ornaments and other valuables unguarded. Students cannot change lock and key without the permission of the Hostel In-Charge/ Superintendent. and are advised to get duplicate keys made against loss of keys with the permission of Hostel In-Charge/ Superintendent.
8. The DSW/Campus Administrator has the discretion to inspect any room at any time.
9. Students shall not indulge in any political or communal activity which is detrimental to the law



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and order and/or against the Government. Students shall not carry on any propaganda or publicity of any nature whatsoever in respect of anything or any matter including political or communal matters.

10. Students shall take prior written permission of the DSW before giving any information or interview regarding Hostel to any member of the Press, Radio, Television or any other media or before making any speech containing any information regarding the Hostel.
11. During the vacation, belongings should be kept in the cupboard under lock, however, students may avail common storage facility for limited quantity (2 cartons). One month before the vacation period, an application endorsed by the Hostel Warden must be submitted informing the Hostel In-Charge/ Superintendent about the student's official vacation period. When the student has completed an academic year and is to vacate the hostel, student must take along all of her/his belongings.
12. A minimum of two months notice is necessary in case a student wishes to vacate the hostel. Student shall receive the deposit cheque at the time of vacating room. If the student leaves the hostel room without notice, she/he will get her/his deposit back only after a period of two months. A student will have to vacate the hostel within five days of completion of her/his examination or any such academic requirement whichever is later. Any extra day will be charged as per norms and for such extra days, prior permission from the Hostel In-Charge/ Superintendent is required. In case a student does not vacate her/his room, the belongings will be removed from the room and room will be locked by the Hostel In-Charge/Superintendent with no responsibility of the Management for the same.
13. The student shall pay hostel fee along with deposit for one year in advance at the time of admission. The term for the hostel fee is one academic year as per the academic calendar of the respective programme of the respective Institute in which the student is studying.
14. Students residing in the hostel will be staying at their own risk, liability and consequences.
 - i. Dress Code: The students should be decently dressed when they are out of rooms. For girls, tight body hugging clothes, short tops etc. are forbidden outside the room. The decision, as to what constitutes a decent dress remains vested with the Hostel authority.
 - ii. Silence: Strict silence shall be observed in hostel from 12.00 am to 6.00 am. Care should be taken at all times to ensure that music/loud talking is NOT audible outside the room. Any manner of festivities and noise

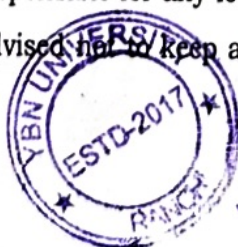


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making/celebrations will not be entertained, which may cause disturbance to other inmates in the hostel premises. Recreational facilities to be turned off at 10.30 pm.

- iii. No gambling of any kind shall be allowed on the premises of the hostel.
- iv. No student shall bring or store any firearm, ammunition, explosive and inflammable goods on the premises of the hostel.
- v. Alcohol / Drugs / Smoking: Students shall not bring, take and/or drink any alcohol/ intoxicating drink, drug or substance of any kind what so ever and/or smoke in the room and/or any part of premises. The same shall apply to visitors also. An occurrence of such behavior shall invite strict disciplinary action leading to rustication from the Institute.
- vi. If any common property is damaged or lost, the same shall be charged in equal shares to the students who are in common use of that property. Students shall not drive any pegs or nails into walls or stick posters on walls, windows and doors.
- vii. Fixture: Student shall not bring any extra furniture or other fixture in the room. All furniture and fixture in the rooms allotted to students must be cared for property. Students will be required to pay double the original cost of any item found missing from their room. Students will also be required to pay twice the charges of the repair to items that found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.
- viii. Interchange of Furniture/Fixture: Students are prohibited from interchanging any furniture/fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities will be expelled from the hostel.
- ix. Assets in Common Areas/Corridors: Theft/damage to hostel assets in common areas/corridors will be recovered from all students of the flank/wing involved. In case of theft/damage to items that pertain to usage by the complete hostel, the recoveries will be made from all the occupants of the hostel.

15. Hostel authorities will not be responsible for any loss of money, jewelry or personal belongings of any student. Students are advised not to keep any cash/jewelry or any costly items in the room.



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16. Ragging: Ragging in any form is BANNED. It is a cognizable offence and violation will invite action as per law of the land in addition to rustication from the University. Being a silent spectator and not reporting/stopping others indulging in ragging is also an offence and will invite similar disciplinary action. Accepting/undergoing ragging and not reporting to this is also an offence. Please report any incident immediately to any member of the Anti-Ragging Committee/Warden/Campus Administrator/Security Personnel/Hostel Superintendent/In-Charge directly at any time of the day/night.
17. Electricity Restrictions: No electric appliances shall be permitted in the room, failing which the Hostel In-Charge/Superintendent will have the right to confiscate the gadget. The lights in the bathroom should be used only as and when necessary and shall not be kept on when the bathroom is not used. While leaving the room students should take care to put off the lights and fans without fail. In case of default, a fine will be charged on every such occasion. Table lamps can be used for study purpose after 12.30 am.
18. Attendance Register: Attendance will be taken by the Warden before 10.30 pm every night. Hostelite has to sign the attendance register every day between 10.00 pm to 10.30 pm. After that the student is not allowed to go out of the hostel. Going out of hostel will lead to fine.
19. The student shall be back in the hostel for attendance before 08.30 pm every day.
20. Night out Permission: Night out shall not be allowed without the substantial reason. Night out in the permissive sense is hereby abolished. The Director/administration may still permit the students in exceptional circumstances for academic purpose and it should be conveyed to the Hostel In-Charge/Superintendent in writing at least one day before the Night out. Hostelite/ Boarder may be permitted to go home during holidays with written permission from parent along with the copy of the ticket, to be submitted to and ~~approved~~ by the Hostel In-Charge/Superintendent. All residents shall invariably be in the hostel by 10.30 pm sharp. If the student comes after 10.30 pm then she/he needs to sign the late night register. When taken night out the student will stay out and will report back in the hostel after 6.00 am in the morning.



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21. Students will apply for night out subject to submission of letter/from parents in case of personal reasons or from the Director/administration in case of academic reason to the hostel authority between 10.30 am and 5.30 pm. Disciplinary action shall be taken against the student who does not submit the night out form. Such repetitive acts will lead to rustication of the student. Under no circumstances, phone calls from parents/local guardian shall be entertained. Only in case of medical emergency student can contact the administration directly for such permission. In case where the student has the permission for more than one night out, it is to be noted that such student shall not be allowed in the hostel during the mentioned period even during the day time.
22. Celebration of Festivals and Birthdays: Student shall take prior permission of the Hostel In-Charge/Superintendent for celebrating any festivals and birthdays. Birthdays should be held in a common place for one to two hours between 8.00 pm to 10.00 pm. There should not be any kind of physical discomfort. No outside guest or interference of any kind will be allowed.
23. Cleanliness: Students shall keep their room, verandah and surrounding areas tidy, neat and clean at all times and shall not throw anything including rubbish, in such places or any premises in the hostel except in the dustbin or the place specifically provided for the said purpose. No wet clothes should be dried on the furniture or in corridors/ balconies. The Rector has the right to confiscate any such clothes hung for drying in the balconies. No students shall store any cooked food in the room.
24. Pets: Students shall not bring and/or keep any pets in the premises including fish, cats, dogs, and so on. Students should desist from pampering stray dog by offering food, petting them etc.
25. Hostel Staff: Students shall treat the staff and housekeeping staff of the Hostel with due courtesy at all times. Service of the housekeeping staff shall NOT be utilized for private or personal work. No tips incash or kind will be given to the staff of the Hostel.
26. Visitors/Parents: Visitors/parents are allowed to visit a student only in the visitor's lobby on the service floor between 9.00 am to 11.00 am and 6.00 pm to 8.00 pm on working days and between 11.00 am to 5.00 pm on Sundays and public holidays. No student shall keep talking with visitors in compound, either in or outside the gate/lane. No student shall take any visitor including




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her/his parents to the room. Personal servants/Domestic helpers are not allowed inside the rooms. The parents should give an undertaking to cooperate with the authority and should be available on call.

27. Mess: Student shall pay full mess fee for one year in advance at the time of admission to the hostel. It is mandatory to eat in the mess and Mess pass is compulsory. Students are requested to carry their coupons while going to mess. Student must inform their non-availability or night out to the Mess Supervisor well in advance.

If a student is sick, written application by the student endorsed by the Hostel In-Charge/Superintendent and medical certificate by given authority should be given to Supervisor for serving food in the room.

Students are requested not to waste food. Outsiders are not allowed in the mess. Guests are allowed in mess with prior permission of the Supervisor and charges applicable. Outside food/dabbas are strictly not permitted in the hostel

Timings for Mess

Breakfast	-	7.30 am to 9.30 am
Lunch	-	12.00 am to 1.30pm
Dinner	-	7.30 pm to 9.30 pm

These timings shall be strictly followed by the hostellers.

28. Suggestion Box/Register: Suggestions and complaints should be either deposited in the "Suggestion Box" or should be entered in the "Suggestion Register" kept in the hostel premises. Suggestion form is also available in the Hostel.

29. The Management has the right to discontinue Hostel accommodation given to a student on account of misconduct and/or violation of rules and regulations.

*Other than the above mentioned code of conduct and the committees, other committees like Sports Committee, Cultural Committee, NSS, Transportation Committee, Training and Placement Committee, Students Grievance Redressed Committee etc. are formed that work actively for students' help, convenience, support, motivation and upliftment.




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Established by the Act of Government of Jharkhand Act 15, 2017
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As per Section 2(f) of UGC Act. 1956

APPLICATION FOR BUS PASS

(Bus Fee Rs.1500/- p.m.)

(To be filled by Student in Block Letters)

1. Name of the Student:.....
2. Sex:.....
3. School/College:.....
4. Enrollment No:.....
5. Father's Name:.....
6. Mother's Name:.....
7. Residential Address:.....

PHOTO

8. Mobile No.....Emergency Contact No.....
9. Bus Route No:.....Bus Stop.....
10. Bus fee paid Challan/RT No. & date.....

(Bus Fees Rs/- per semester)

I hereby declare that the particulars given above are true and correct. I will abide by the rules and regulations of the YBNUniversity governing the issue of the bus pass.

SIGNATURE OF THE COMPETENT AUTHORITY

SIGNATURE OF THE EMPLOYEE/ STUDENT

TRANSPORTATION CHIEF CO-ORDINATOR

APPROVED/NOT APPROVED
SIGNATURE OF DSW (WITH SEAL)



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Bus Service of YBN University, Ranchi

BUS ROUTE NO. 1	
BUS DRIVER- MR. SARWAN	MOBILE NO.-6205739895
DHURWA (8:10 AM) -BIG BAZAR (8:20 AM)- SUJATA CHOWK (8:25 AM)- SIRAM TOLI CHOWK (8:30 AM)-BAHU BAZAR (8:40 AM)- KANTA TOLI (8:45 AM)- LOWADIH (8:50 AM)- NAMKUM BRIDGE (8:55 AM)- NAMKOM CHOWK (9:00 AM) - TCN (9:05 AM)- YBN UNIVERSITY (9:30 AM)	
BUS ROUTE NO. 2	
BUS DRIVER-RAJU	MOBILE NO.- 7054281793
DHURWA (8:10 AM) – ARGORA (8:20 AM)- HARMU (8:25 AM) - KISHOR GANJ (8:30 AM) - RATU ROAD (8:35 AM) - KARAM TOLI (8:40 AM) - NUCLEUS MALL (8:45 AM)- LALPUR CHOWK (8:50 AM) - DANGRA TOLI (8:55 AM) - TCN (9:05 AM) - YBN UNIVERSITY (9:30 AM)	
BUS ROUTE NO. 3	
BUS DRIVER- SOMRA (MICHEL)	MOBILE NO.- 6207183932
DHURWA (8:10 AM)-BIRSA CHOWK (8:20 AM)-HINOO (8:30 AM)-DORANDA (8:40 AM)-KUSAI COLONY (8:45 AM)-GHAGHRA (8:50 AM)- SADABAHAR CHOWK (9:00 AM)-NAMKOM CHOWK (9:05 AM) - TCN (9:10 AM)-YBN UNIVERSITY (9:30 AM)	



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Students Grievance Form

Students Details: - _____

Full Name: - _____

Enrollment No: - _____

College/Department: - _____

Course: - _____

Semester: - _____

Contact No: - _____

Describe Your Grievance: - _____

Suggestions to Resolve Grievance: - _____

Date: -

Place: -

Student Name: -

Signature: -



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PROFORMA FOR IDENTITY CARD FOR THE STUDENTS (TO BE FILLED UP BY THE STUDENT IN CAPITAL LETTERS ONLY)

1. Name of the Student :
2. Department :
3. School/ College :
4. Enrollment No. :
4. Fathers Name :
5. Date of birth :
6. Mobile No. :
7. Emergency Contact No. and Name :
8. Blood Group :
9. Category : Gen /SC/ST/OBC
10. Minority : Yes/No
11. Gender : Male/Female
12. State :
13. Permanent/Present Address :

PHOTO

This is certified that the data entered in respect of Mr./Ms.

... is verified and found correct

Signature of the Student

Date:

Signature of HoD/Principal

Date:



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Library Card Application

Employee/ Roll no.: _____

Faculty / Non-Teaching / Research

Name: _____ (Upper Case Only)

Scholar/Students

Father's Name: _____ (Upper Case Only)

Date of Birth: ____ / ____ / 20____

D.O.B: _____

Designation/Degree _____ Department: _____

Affix
Passport
Size Photo

Permanent Address: (Upper Case Only)

Communication Address: (Upper Case Only)

Pin Code: _____, State: _____

Pin Code: _____, State: _____

Mobile No: _____

Email ID: _____

Blood Group: _____

Emergency Contact Number: _____

Declaration

I hereby apply for ID/ library Card of YBN University and I undertake to follow the rules and regulations including ICT access policies of the library.

Date: _____

Signature of
Director/HOD/Section Head

For Office Use Only

Membership No: _____

User ID: _____

Date of Issue: _____

Valid Upto: _____

Asst. Librarian

University Chief Librarian



DOA (HC)
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Rules and Regulation

- ❖ Users should scan their ID card at the library entrance to register IN and OUT time.
- ❖ Books will be issued to the users only on production of the valid ID Card.
- ❖ Renewal of book is allowed if not reserved by others.
- ❖ Before borrowing the book, users must ensure that the book is in good condition and the pagenumbers are intact.
- ❖ The library follows open access system, hence the users shall not replace the books back in the respective racks after the use.
- ❖ Journals, Back volumes, theses and dissertation will not be issued.
- ❖ Strict **SILENCE** should be maintained inside the library.
- ❖ Loss of user ID Cards should be reported to the librarian immediately in the prescribed form, the duplicate card will be issued as per YBN University norms.
- ❖ Personal books and files should be left at the personal belonging counter located at the library entrance, only plain sheets shall be taken inside.
- ❖ Users are advised not to keep their valuable things in the personal belonging counter.

University and Library authorities are not responsible for any loss of such items.

- ❖ Use of **MOBILE PHONES** inside the library is strictly prohibited.
- ❖ Group discussions are not allowed inside the library.



University Chief Librarian



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HOSTEL ADMISSION FORM

Affix self -
attested
Photo

To
The Hostel Warden

Sir/Ma'am,

I wish to apply for admission to the hostel from to.....I am giving below the necessary information.

1. Name of the applicant (in Block Letter) : _____

2. Programme/Branch/Class/Semester: _____

3. Father's Name: _____

4. Mother's Name: _____

5. Date of Birth : _____ 6. Blood Group: _____

7. Allergy to any Medicine if Yes, please mention: _____

8. Email ID: _____ 9. Mobile No.: _____

9. Address of Correspondence (in Block Letter): _____

_____ Phone No.: _____

10. Permanent Address : _____

_____ Phone No.: _____

11. Name and Address of Local Guardian : _____

_____ Phone No. _____

12. Occupation/Designation of :

Father: _____ Mother: _____

Local Guardian: _____



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13. Name of the relatives/visitor (Other than Parents/Local Guardian) with address and Phone No.

i)

ii)

iii)

14. Whether he/she will travel alone or with the Parents/Local Guardian at the time of Holiday/of the Institute.

15. In case of emergency, we can contact Mr./Ms./Mrs. _____

at Residence Phone No. _____ Office No. _____

Relationship with you _____

Declaration by the applicant

1. I have carefully read and understood all the rules and regulations mentioned above. I will follow the rules and regulations and subsequent changes/addition if any as laid down by the Management.
2. I understand that a suitable action can be taken against me if I do not abide by the rules & regulations of the Institute. If I leave the Hostel on my own or I am expelled from the Hostel in the midst of the session, I will not be entitled to claim any refund.
3. I certify that the information above is true to the best of my knowledge and belief. I further declare that anything happens to me or any kind of mishaps occurs outside/inside of the hostel due to my negligence/fault, the hostel authority will not be responsible for that.
4. I understand that in case of any natural calamities, management will not be responsible for any losses and damages.

Signature of the Student

Signature of the Father/Mother

Signature of the Local Guardian

For Official Use Only

Date of Admission in Hostel : _____ Room Allotted : _____

Signature of the Hostel Superintendent

Signature of the Hostel Warden



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Annexure-VI-A

Affidavit for Anti-ragging (to be filled by Students)

1. I, So/Da/Wi of
Mr./Mrs./Ms. have carefully read and
fully understood the law prohibiting ragging and the direction of the Supreme Court
and the Centre/State Government in this regards.
2. I have received a copy of the UGC regulation on curbing the menace of ragging in
higher educational institutions -2019.
3. I hereby undertake that
 - i) I will not indulge in any behaviour or act that may come under the definition
of ragging
 - ii) I will not participate in or abet or propagate ragging in any form.
 - iii) I will not hurt anyone physically or psychologically or cause any other harm.
4. I hereby agree that if found any guilty of any aspect of ragging, I may be punished as
per the provisions of the UGC regulations mentioned above and /or as per the law in
force.

Signed this on day of month of year

Name and address

Signature



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Affidavit for Anti-ragging (to be filled by Parents/Guardian)

1. I,

F/o, M/o, G/o

have carefully read and fully understood the law prohibiting ragging and the direction of the Supreme Court and the Centre/State Government in this regards as well as the UGC regulation on Curbing the menace of ragging in higher educational institutions -2019.

2. I assure you that my son/ daughter /ward will not indulge in any act of ragging.

3. I hereby agree that if found any guilty of any aspect of ragging, he /she may be punished as per the provisions of the UGC regulations mentioned above and /or as per the law in force

4. Signed this on.....day of.....month of..... year

Name and address

Signature



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RAILWAY CONCESSION FORM

I am a Scholar/ Student of YBN University. I will be

travelling From _____ to

_____ and request

a Concession order from _____

to _____

The purpose of my travel is _____

1. Affix recent Photo
2. Seal by Dean/ Principal

Name of Scholar/Student	Fathers Name	Enrollment No.	Date of Birth	Sex M/F	Dept./College/School

Mobile No.: _____

Signature of Scholar/Student: _____

Date : _____

This is to certify that _____ Age: _____ Years is a Scholar/Student of Dept./College/School _____ of YBN University, Ranchi-10 and he/she is required to travel from _____ to _____ in connection with research work/ educational tour/ return to hometown from hostel.

Signature with Date and Seal of respective Dean/Principal
YBN University Ranchi-10

Signature with Date and Seal of Dean Students Welfare
YBN University, Ranchi-10

Issuing Form No. _____

Issuing Form No.: _____

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UNDERTAKING TO LEAVE HOSTEL

I am submitting this undertaking that I am leaving the hostel today on Date-_____

Day-_____ Time-_____ for (Reasons)_____

on my own risk and responsibility. I am also aware that during my outing period, I am responsible for my safety and security. The University/College/ Hostel Management is in no way responsible for any wrong happenings outside with me. I also confirm the below mentioned Name & Address (Contact Number) of Parent/Guardian who has spoken telephonically with the concerned Principal/Co-ordinator/Warden to permit me to leave the hostel on my own risk and responsibility.

Name of Parent/Guardian:_____

Contact Number of Parent/Guardian:_____

Name of the Student:_____ Signature:_____

Enrollment No._____ Hostel Room No._____

Permanent Address :_____

PIN:_____ Phone No.:_____

Verification by concerned Faculty/Warden

Name:_____

Signature:_____

Date:_____

Recommended/Not recommended

Signature with Date & Seal of the respective
Dean/ Principal/ Acad. Co-ordinator
Issuing Form No.:_____

To be filled by Student on Reporting back to College/Hostel

Reported back to College/Department/Hostel on Date:_____ Day:_____

Time:_____ Signature of Student:_____

Sign of respective
Faculty/Warden
YBN University, Ranchi-10

Sign of respective
Dean/Principal
YBN University, Ranchi-10
Issuing Form No.:_____

Sign of DSW
YBN University, Ranchi-10
DSW (IIC)
YBN University, Ranchi-10

INSTRUCTIONS FOR STUDENTS SEEKING HOSTEL LEAVE PERMISSION

1. The students are advised to download the format attached and obtain proper permission (at least one day before taking up the journey) for leaving the HOSTEL.
2. The students, who leave the HOSTEL and leave any valuable items in their rooms, would solely be leaving it on their own risk and responsibility. The management shall not be responsible for any theft or damage of the same.
3. The students are advised to avoid unnecessary travel to their home etc. during academic activities, which can otherwise lead to shortage in attendance.

The student in any case is supposed to report back before 06:00 PM. Any violation will be taken seriously by the authorities and could result in debarring from hostel



[Signature]
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