



SARDAR BHAGWAN SINGH UNIVERSITY

(Established vide Uttarakhand Act 12 of 2018)

Balawala, Dehradun-248161, Uttarakhand, India

Managed by - Gaurav Bharti Shiksha Sansthan

Telefax 91-135 2686286. E-mail: mail@sbsuniversity.edu.in. www.sbsuniversity.edu.in

STUDENTS' CHARTER **ACADEMIC SESSION 2025-26**

The Board of Governors and the Administration of **Sardar Bhagwan Singh University** welcome the students admitted in various UG and PG and Diploma Courses. The Hand Book of Information contains all the details about the University, its faculty, and facilities available in the campus. In order to refurbish the minds on joining the University, the need for orientation took the shape of Student Charter.

Aim and objective:

The aim of the University is to impart quality education so as to transform students into top class professionals in their respective fields as also to develop and nurture their talents and turn them into good human beings with dynamic personality.

Introduction:

The University is promoted by Gaurav Bharti Shiksha Sansthan. The overall day to day affairs of the University are looked after by:

Shri S. P. Singh	: Chairman-Gaurav Bharti Shiksha Sansthan
Dr. Gauravdeep Singh	: President of the University
Prof. (Dr.) J. Kumar	: Vice Chancellor
Prof. (Dr.) Deepak Sahni	: Registrar
Manager	: Mr Zorawar Singh

The administrative set up of the University is headed by the Vice Chancellor Prof. J. Kumar with the help of the team comprising of following staff:

Dr. Deepak Sahni	: Registrar
Prof. Maneesh Arora	: Dean, Students Welfare
Prof. Veerma Ram	: Director, Pharmaceutical Sciences and Technology
Ms. Urmi Chaurasia	: Controller of Examination
Prof. Arun Kumar Mahato	: Convener Anti Ragging Committee and In-charge, Training & Placement
Dr. C Nithya Shanti	: Proctor
Lt. Col. R. P. Jugran (Retd)	: Deputy Registrar (Admin)
Mr. Vipin Kumar Jain	: Deputy Registrar (HR and Liaison)
Prof. Atul Kaushik	: Associate Director, Research and Innovation
Dr. Nidhi S Belwal	: Associate Dean, Admission
Mr. Sachin Jain	: Accounts Officer
Mr. S. K. Chaudhary	: Librarian

Emergency Contact Nos and Important E-Mail Addresses:-

Vice Chancellor	Prof. J. Kumar	- 7310594776	vcsbsuniversity@gmail.com
Registrar	Dr. Deepak Sahni	- 7310560776	registrarsbsuniversity@gmail.com
Deputy Registrar (Admin)	Lt Col R P Jugran(Retd)	- 9870691202	dyregistraradm.sbs@gmail.com
Dy Registrar (HR&L)	Mr Vipin Kumar Jain	- 8449900600	dyregistrarhrliasion.sbsu@gmail.com
Prof. C Nithya Shanti	Proctor	- 8439337446	-nithya.pharm@gmail.com
Asst Warden Boys Hostel	Mr. Mohd Ajmal	- 9927550544	ajmal562003@gmail.com
Warden Girls Hostel	Capt(Mrs) Nalini Mehrishi	-9997479065	nalinimehrishi29@gmail.com
Asst Warden Girls Hostel	Dr. Garima Singh	-9917148733	Garimasinghzoology@gmail.com
Security Staff Main Gate	Security Guard	-7088834200 & 7088834201	

University Web Site.

The students are advised to visit University website for recent news and updates:

www.sbsuniversity.edu.in

A. ACADEMICS:

Submission of Documents:

Students admitted in the Academic Session are required to ensure submission of attested photocopies of original documents (Mark Sheets, Certificates etc), Adhaar Card and 10 self-addressed stamped envelopes for PG, 10 for Diploma and 15 for UG courses.

Attendance:

Students will have to fulfill a **mandatory requirement of attendance of 80% in each subject**, failing which he / she will not be allowed to appear in University / Sessional Examination. Further it is compulsory for all the students to attend the following functions.

1. **Independence Day**
2. **Republic Day**
3. **Annual Day, Annual Athletic Meet and National Debate Competition**
4. **Any other special function organized by the University/State.**

Absence from these functions will incur a fine as specified by authorities.

University Working Hours:

University **working hours are from 8:50 AM to 4:40 PM** for faculty and students. Students both boarders and day scholars **are not allowed to leave the University premises before the University timings**. Students are advised to utilize library facility during the vacant periods.

Examination Pattern.

- **Semester Examination**—Odd and even semester examinations are held generally in December and May/June respectively after 90 days of study in each semester. **To qualify for appearing in examination 80% attendance requirement is mandatory.**
- **Practical Exam (Internal)**: As per the syllabus every student has to attend practical, the performance of which is evaluated on day to day basis as per ordinance of courses.
- **Evaluation of the Practical** will be done daily keeping in view the interest and attendance of the student towards practical examination as given below:-
- For Pharmacy courses total 40 marks are allotted for each practical and assessment is based in following three spheres.

a) Written Quiz / test related to experiment	- 10 marks
b) Performance of experiment	- 20 marks
c) Viva Voce component	- 10 marks
- For other courses (except Pharmacy) total 50 marks are allotted for each practical and assessment is based in following four spheres.

a) Written Quiz / test related to experiment	- 10 marks
b) Performance of experiment	- 20 marks
c) Viva Voce component	- 10 marks
d) Practical file	- 10 Marks

The aim of Viva-Voce is to assess the student from all angles such as principle of experiment; procedure adopted for experiment, interpretation of the result of the experiment and other questions to be asked for inculcating the aptitude of thinking for preparing the student for final examinations..

Internal assessment – There shall be two minor and one Quiz in each semester of all master and undergraduate courses. Marks obtained in minor one and two as well as quiz will be included in one final examination marks conducted by the University for all Courses other than pharmacy.

There shall be **two Sessional Examinations** in each semester for master and undergraduate courses of pharmacy and three sessional examinations for diploma courses in each year. Marks obtained in sessional examinations will be included in the final semester examination conducted by the University.

Payment of Fee:

Fee and other dues will be paid by the students admitted in the University by the due date as notified in Admission Brochure/Notices. In case a student fails to deposit the fee and other dues on or before the due date, his / her admission will automatically stands cancelled and the vacancy so caused will be filled in from the candidate next in order.

- Candidates who fail to deposit the fee as per Admission letter & Important Dates notified for courses shall not be considered for admission.
- Fee is to be deposited by Demand Draft favoring “**Gaurav Bharti Shiksha Sansthan**” payable at Dehradun or by RTGS/NEFT. Cheques are not accepted. The UTR No with copy of bank slip, can be sent by e-mail or submit personally in the accounts section and receipt to be obtained.
- Payment can also be made on line thorough Pay-U at our website by Net banking/Debit/Credit Card.
- All major Credit/Debit cards are accepted.
- **Fee for the subsequent years /semesters is to be paid on or before 30 June and 31st December of each year/semester.**
- Fee structure at a Glance (2025-26) is already given to all students in the form of **Excel Sheet** at the time of taking Admission.

Bank Details for Depositing the Fee

A/C Name : Gaurav Bharti Shiksha Sansthan

Bankers-

1. Punjab National Bank, Branch, Balawala, Dehradun A/C No – 03211010000050, MICR Code 248024051, RTGS/NEFT IFSC Code- PUNB0032110.
2. State Bank of India, Account No 10075130110, Branch Mohkampur, Dehradun, MICR Code- 248002007, RTGS/NEFT IFSC CodeSBIN0002359.
3. AXIS Bank Ltd, Branch Nakronda, Dehradun, Account No- 921010001791641, RTGS/NEFT IFSC Code- UTIB00043623.

University Calendar:

The Academic Calendar notifying all the activities relating to academics or to extracurricular activities/ holiday/ vacations, are listed in the calendar. The **University Academic Calendar is posted on University website** and also circulated in students whatSapp groups. Students are advised to go through the calendar religiously and acquaint themselves and witness/participate in all the activities of the academic session.

Class Committee:

The Class Committee of each class is constituted to redress problems faced by students. The class committee meeting is convened during the academic session by the Vice Chancellor. The composition of the Class Committee is:

1. Two student toppers (1st and 2nd position)
2. Two class representatives selected unanimously by the student to be replaced in the next class committee meeting.

Library & Internet Facilities:

The University has a Central Library. Every student and staff is a member of Library by virtue of which he / she can draw books on loan as per the rules and regulations of the Library. The University also has Internet Facility which can be used by the students. The library has Book Bank facilities for issue of limited number of text books to the student for the academic session/semester.

B. Discipline and Sanctions:

The University gives utmost importance to discipline and punctuality. Thus the University takes serious note of acts of indiscipline. A system of Black Dots for acts of indiscipline as notified in the Rules and Regulations of the University is followed. Depending upon the severity of act of indiscipline 2 to 4 Black Dots are awarded. **A student accumulating 4 Black Dots is liable to be rusticated for a period from the University as specified by disciplinary committee.**

Anti Ragging:

As per The **Hon'ble Supreme Court of India judgment dated 08.05.2009 in Civil Appeal No 877/2009 and UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009**, ragging in any form is **strictly prohibited inside and outside the University**. If any student is found involved in any act of Ragging, he/she shall be **SUSPENDED** from the University immediately and an FIR will be lodged at the Police Station. The student may also face **EXPULSION** from the University.

Definition of Ragging. Any disorderly 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 embarrassment, 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 students will not in the ordinary course do or perform and which has the effect of causing or generating a sense of shame or so as to adversely affect the physique or psyche of a fresher or a junior student. Any of the above acts committed by any students of the same or junior or senior class shall be deemed to be a ragging.

It is once again reiterated for the benefit of all the students, that ragging is a Criminal Offence and the culprits will attract punitive action as mentioned in UGC Regulations. (UGC letter D.O.No. F.1-15/2009 (ARC) Pt.III dated 10 June 2025).

Filling of Online Undertaking. As per instructions contained in UGC letter dated 10 June 2025 above, **each student and every parent** must to submit an online undertaking **every academic year** at www.antiragging.in. Upon submission the students will receive a confirmation e-mail with his /her registered mob number. The e-mail must be forwarded to the **Nodal Officer/Convener, Anti Ragging Committee, Prof. Arun Kumar Mahato, at –sbsuantiragging@gmail.com. (Mob 9927348266).**

Note: **Nationwide toll free anti ragging helpline: 1800-189-5522; e-mail - helpline@antiragging.in. UGC regulations on ragging are available at UGC www.ugc.ac.in.**

Anti-Drug Cell / Nasha Mukh Bharat Abhiyan Committee

An Anti-Drug Cell has been constituted in the University principally to raise awareness about the menace of drug abuse amongst the youth. The Cell is managed as per the guidelines of the Narcotics Drug and Psychotropic substances Act (1985). Under this campaign, public awareness programme would be organized every month in educational institutions, public places orphanages, district jails and government offices. So Anti-Drug Cell has been constituted mandatorily in all education Institutions. Objective of Anti-Drug Cell is to spread awareness, prevention of drug use, addiction, ill effects and educating others but also assist the victims in their fight against drug abuse.

The students have to take an oath on line and submit a certificate to the University that they will not involve in any such kind of activity which is against Anti-Drug Drive. University's Anti-Drug Cell / Nasha Mukh Bharat Abhiyan committee is constituted as under:-

Sl No	Committee Members	Department	E-Mail Address	Mob No
1.	Prof. Yogita Dobhal - Convener	School of PS &T	yogita_sharma05@rediffmail.com	9410790829
2.	Prof Maneesh Arora	Dean Students Welfare	msharora@yahoo.co.in	9412052921
3.	All HODs/Incharges	Of all Schools/ Deptts		
4.	Mr Vipin Kumar jain	Dy Registrar HR & L	dyregistrarhr@iasion.sbsu@gmail.com	844990060
5.	Dr. Anil Kumar	Assoc Prof. MLT/MM	anilpoojagupta@gmail.com	9997466638
6.	ANOs NCC			
7.	Hostel Wardens (Girls and Boys)			
8.	University Captains and Vice Captains			
9.	Senior Under Officer Cadets of NCC			

Women Cell for Combating Sexual Harassment & Grievance Redressal:

The University has very ambient and peaceful environment for students and staff especially working women and girl students. The problems/complaints regarding any type of harassment including sexual harassment are to be lodged with Women Grievance Redressal Cell. The Cell Constitutes of:

SI No	Committee Members	Department	E-Mail Address	Mob No
1.	Prof. Reena Kumari	Deptt of Physiotherapy	physiotherapyhod21@gmail.com	9897106232
2.	Dr. Neetu Pandey	Deptt of Applied Chem	neetu_bhbt@yahoo.co.in	9410314963
3	Mr Ankush Sundriyal	School of PS &T	ankushsundriyal@gmail.com	8126361526
Non-Teaching Members				
4.	Mr Bharat Rawat	School of PS &T	bharatsbspqi@gmail.com	8979179479
5.	Ms Saumya Benjwal	Library	Saumyabenjwal.official@gmail.com	8218693922
Student Members				
1	Ms Simiran Preet Kaur	MPT 3 rd Semester	simiran2dhanjal@gmail.com	8872112579
2	Ms Anshika Khatri	M. Pharm 3 rd Sem	anshikakhatri67@gmail.com	8273984598
3	Ms Mansi Verma,	M.Sc. Microbiology 3 rd Sem	mansiverma.7466@gmail.com	7466057022

Students Grievances Redressal Committee:

The University has formed Grievances Redressal Committee to look into the grievances of all students. Any student can refer his/her grievances to the committee in writing to the Single Window Students Cell operation in the Examination Department to the Dean Students Welfare duly recommended by the HOD/Incharge/Coordinator of the Department.

SI No	Committee Members	Department	E-Mail Address	Mob No
1.	Prof Maneesh Arora	Dean Students Welfare	msharora@yahoo.co.in	9412052921
2.	Prof. R Arunmozhi	Co-Convener	rmozhi@gmail.com	7895617031
3.	Prof. C Nithya Shanti	Member	nithya.pharm@gmail.com	8439337446
4.	Dr Santosh Kumar Karn	Member	santoshkarn@gmail.com	7415077443

Training and Placement Committee

To cater to the needs of placement of students, the University has a Training and Placement Office headed by Prof. Arun Kumar Mahato, as Convener, Dr. Niki Nautiyal as Co-Convener, & Mr Mausin Khan, Mr Pradyumna Ghosal, as members and Ms Pyali Sharma Goswami as Secretary and Placement Officer. Students can contact them for placement purpose.

Uniform:

Students while on and off campus are expected to be smartly dressed up. The University has a dress code for attending classes in the prescribed uniform of the University from Monday to Thursday, while in Campus:

Dress Code For Boys

Season	Uniform of the University
Summer	White Shirt , Steel Grey Trouser, Black formal Shoes, Socks, University Tie, Turban – Navy Blue (As and Where applicable), Black Belt
Winter	White Shirt ,Gray Trouser, Black formal Shoes, University Tie, Navy Blue Pullovers, Navy Blue Blazer with University Monogram, Turban - Navy Blue(As and Where applicable), Black Belt

Dress Code for Girls

Season	Uniform of the University
Summer	White Salwar - Kameez with white Dupatta and Black formal Shoes
Winter	White Salwar -Kameez with white Dupatta and Black formal Shoes, Navy Blue Blazer with University Monogram & Navy Blue Pullovers Or White shirt, Gray trouser, University tie, Navy blue pullovers, Navy Blue Blazer with University Monogram.

1. Students to give their respective measurements for the University uniform to the Central Stores after depositing the cost of the uniform in the accounts department. Students to note that the complete set of dress is to be taken from the Central Stores which includes **LAB COAT** also for working in the Laboratory. In addition Track Suits, T-Shirts & shorts are compulsory for the students to wear during the sports activities.
2. Students should be properly shaved/ turbaned and have proper haircut. Coloring of hairs should be avoided.
3. Wearing of chappals / sandals/floater is not allowed in the University premises.
4. The Collar button should always be closed and tie should be properly tied hugging the neck and not hanging on chest.
5. Shirt well tucked in.
6. Any student found violating the dress code as mentioned above, will be liable for disciplinary action stated below:
 - He / she will not be permitted to attend classes.
 - He / she will be fined.
 - His / her Library card will be cancelled for 15 days and subsequently will have to renew the card on payment of Rs.200/=.
 - He/she shall be himself/herself responsible for any shortage of attendance for not attending the classes for violating dress code.

Issue of Identity Card:

All students will be issued Identity Cards after admission. Students are advised to wear the Identity card while entering the University campus and to ensure safe custody of their ID Card. If any student misplaces or loses his/her Identity card, he/she should inform the HOD/In-charge in writing and get. Duplicate Identity Card prepared immediately. Duplicate ID Card will be issued on payment of Rs.250/- in account office. **Note: Wearing of Identity card is must inside the University premises.**

Mobile Phones:

Usage of mobile phones in Class Room / Library /Laboratory/ Department etc. is not allowed. **Mobile can be used in Canteen in emergency only.**

Resolving of Students' Queries/Problems:

For the benefit of the students a methodical system has been adopted. Students' having any query, requiring any clarifications or for any type of grievance, has to submit an application to the Teacher In-charge. The action taken on the submitted application will be communicated to the applicant by the Teacher In-charge.

Scholarship:

The University has scholarship schemes for meritorious students, the detail of which is available in admission brochure. However, if the student is found indulging in any disciplinary activity in the hostel, University premises or outside the campus during his/her stay in the University or found to have furnished wrong information at any time, his/her scholarship is liable to be withdrawn

Teaching Schedule:

Teaching schedule of lectures and practicals is given to students by every teacher at the start of the academic session so that the student goes through the topic before teacher teaches that topic in the class, thereby helping the student to understand the subject / topic better.

Class Teacher/Advisor:

Each class in every department is assigned a Class Teacher/Advisor. The Class Teacher/Advisor besides performing the academic duties will also be the advisor to the students (One teacher for 20-30 students). The students can interact with the Class Teacher/Advisor on various academic, administrative and even personal issues and seek his/her advice. The Class Teacher/Advisor at times may discuss the case with HOD.

C. HOSTEL:

It is mandatory for both Girls and Boys to stay in the Hostel for the entire duration of the course. Students staying in the hostel are termed as **Hostlers**. Students whose parents are either permanent residents of

Dehradun, staying within the jurisdiction of Mahanagar Nigam or their parents are serving within the jurisdiction of Dehradun Mahanagar Nigam will be termed **Local students**. Local students will be granted exemption from staying in the hostel on production of the following documents:

- Ration card in the name of the parent/parents
- Electricity Bill/ Telephone Bill (Landline) in the name of parents
- Voter Identification Card/Adhar Card.
- Where parents are serving in Dehradun, a certificate from the employer to that effect.

Mess Timings for All Hostlers

Breakfast	- 7:30 AM to 8:30 AM
Lunch	- 12.20 PM to 1:00 PM
Dinner	- 7:30 PM to 8:30 PM

Breakfast timings on Sundays and holidays - 7:30 AM to 9:00 AM

Lunch Timings on Sundays and holidays – from 12:30PM to 1:30 PM in respective messes.

Parents /Guardians Visiting Their Wards:

Only parents/guardians of student (Hostlers) will be allowed to meet their wards between 9.00 AM to 6.00 PM on producing the **visitor card**. Visitor card of parents /guardians will be issued by the Hostel Warden on submission of 3 passport size photographs.

Hostel & Mess Committee Banda Bahadur Boys Hostel	Mr Mohd Ajmal	Members- Dr. Krtik uniyal, University Capt (Boys) and one student per floor to be chosen by the warden concerned
Hostel & Mess Committee, Mata Gujri Girls Hostel	Capt. Nalini Mehrishi (Retd)	Members- Dr. Maitri Chaturvedi, University Capt (Girls) and one student per floor to be chosen by the warden concerned

D. CO-CURRICULAR AND ALLIED ACTIVITIES

Houses:

All students are divided in to four different Houses for various competitive activities. The Houses are named after the Four Sahbjade, sons of Shri Guru Govind Singh Ji. The allotment of houses are notified through circular on opening of University.

House Name	House Color	Faculty In-charge	Mobile No	House Captains
Ajit	Yellow	Mr Sidhant Naithani	9897784209	
		Ms Pragati Negi	8219449369	
Fateh	Blue	Mr Subham Shaily	8755976115	
		Ms Deepika Jalal	7253994544	
Jujhar	Green	Dr Vishal Verma	8057240484	
		Dr. Surbhi Pradhan	8791156570	
Zorawar	Maroon	Dr Rajbeer Sigh	8076428270	
		Dr Deepa Devi	7457865758	

University Captains/Vice Captains

University Captain	Boys - Mr. Saurabh Dhaundiyal	-M. Pharm, 3 rd Semester
	Girls - Ms. Meenal Jangid	-MPT 3 rd Semester

University Vice Captain	Boys –Mr. Prakhar Sharma	- B Pharm, 7 th Semester
	Girls - Ms.Harshita Lohani	- B.P.T. 7 th Semester,

Clubs and Societies:

To explore and further refine the hidden talent of the students, various clubs/societies are constituted in the University. **Membership of at least one club/society is compulsory for all students**. One of the students is appointed as Secretary of each club/society. .The/Clubs/Societies are follow:-

Name of the Club/Society	Name of Faculty	Student Secretary
Publication & Creative Writing Society	Dr. Deepanshu Rana	Manya Dhiman – B. Pharm 5 th Semester
Debating Society	Dr. Meghna Wadhwa	Vaishali Singh- BPT 7 th Semester
Sports & Athletics Club	M. Mohd Ajmal	1. Tapan Dhatarwal – BPT 7 th Semester 2. Shatakshi Pandey – BPT 7 th Semester.
Cultural & Music Club	Dr. Maitri Chaturvedi	1. Muskan Bohra- B Pharm 7 th Semester . 2. Saurabh Rupain – B.Sc Biotech 7 th Semester
Dramatics Society	Mr Ayush Hatwal	Abhimanyu Singh, B Pharm 7 th Semester
Creative Arts Society	Dr. Niki Nautiyal	Sneha Newar- B Pharm 7 th Semester
Photographic Club	Mr Pradyumna Ghosal	1. Ayush Shastri- M Pharm (Cology) 3 rd Sem 2. Prathibha Semwal, BMLT 5 th Semester
Nature Club	Mr Ankush Sundriyal	Shakshi Negi- BPT 7 th Semester
Philately Club	Ms Sandhya Semwal	Aditya Raj – M Pharm 3 rd Sem (Ceutics)
ROTRACT	Mr Subham Shaily	Nishant – B Pharm 7 th Semester – President Devbrath Tripathi – B Pharm 7 th Sem - Director

Publications:

To keep the SBSU family updated regarding events and happenings, the University publishes a **monthly News Letter “SBS TIMES”**, whereby information related to University; Faculty and Students activities are reported. In addition to monthly newsletter an annual magazine “**ENDEAVOUR**” is also published and released on occasion of **Annual Day**. The students are advised to contribute articles of general interest in these publications by submitting the same to Convener Publication & Creative Writing Society.

Sports Committee:

The University lays special emphasis and encourages Sports & Athletics. Ample facilities have been provided for Football, Badminton, Table Tennis, Basket Ball, Volleyball etc. The students must practice and participate in Inter House Tournaments by representing their respective houses. The detailed sports programme is given in Academic Calendar.

National Cadet Corps:

The University has both Boys and Girls Senior Wings of National Cadet Corps affiliated to 11 UK NCC Bn NCC. Student enrolled in NCC can obtain N.C.C. B & C certificates after 1 or 2 years of NCC training. Ample opportunities prevail and are open for NCC cadets to attend various NCC Camps, Annual Training Camps being held every year. The students who have passed “C” certificate examination are eligible to appear in Service Selection Boards (SSB) with qualifying the written examination.

- a) Lt. (Dr) Mohit Bhatt, Asst. Prof. Physiotherapy Deptt –ANO, Contact No - **9760821761**.
- b) Lt. (Dr.) Deepa Mishra Thapliyal, Assistant Professor Deptt of Applied Chemistry, ANO, Contact No. **9997909496**

E. FACILITIES

Ambulance: University ambulance is available on nominal charge for local hospitalization.

Medical Emergency: The Hostlers will be taken to civil hospital under the arrangement of respective wardens.

Bank and ATM: Students can open their Saving Bank Account with Punjab National Bank which is located at 800 meters away from the University. ATM facility is available in the University premises. Besides this, there is DENA Bank and Uttaranchal Gramin Bank also available at about distance of 500 to 600 meters.

Cafeteria. Cafeteria facility is available in the University where Tea/Coffee/Snacks, Cold drinks Biscuits and other bakery products and lunch are available on payment.

Guest House:

University guest house is duly furnished with all amenities and can be provided on daily rent to the parents/guardians of the students on request subject to availability. Student to make a request to the Administrative Officer in writing. **Rooms charges** - AC Room are - Rs 1250/ per day excluding meals.

Tuck Shop:

Mr. Mahendra Chaudhary Photocopying /daily usage of stationery items. The Tuck Shops is open on all days between 8.00 AM to 8.00PM.

Suggestions / Feed Back.

University welcomes suggestions with regard to improvement in Academics, existing facilities, boarding and lodging etc and any suggestion which helps in improving the career prospects of students.

Suggestions can be directly sent to Chancellor on e-mail ID chancellor@sbsuniversity.edu.in and Vice Chancellor on e-mail ID – vcbsuniversity@gmail.com.

Transport Facilities:

Transport facility for day scholars is available. Operative routes are:-

Route No.1 –University –Miyanwala- Jogiwala- Sashtri Nagar- Rispna Bridge - Dharampur Chowk- Clock Tower- Svy Chowk- Dilaram Chowk- Behl Chowk- Prince Chowk- Saharanpur Chowk- Sabzi Mandi-Patel Nagar- ISBT –Kargi Chowk –University and vice versa.

Route No 2. – University- Malsi puliya –Dunali Chowk– Raipur Chowk – OFD – IRDE- Kali Mandir- IT Park – Apollo School- Sahastradhara Chowk – Kesarwala –Maldevta – University and vice versa.

Route No.3. – University- Miyanwala – Harrawala, Kaunwala – Lachiwala - Doiwala- Bhaniyawala– Jolly Grant -Rani Pokhari- Natraj Chowk- RTO- Rishikesh, Gurudwara Sahib and vice versa.

Concerned students are advised to contact Stores and Purchase office/Estate Supdt for further details and obtaining Bus Pass.

F. AWARDS AND RECOGNITIONS

Certificate of Merit:

The University awards the Certificate of merit and a cash prize of Rs.5000/=,Rs.3000/= and Rs.2000/= for purchase of books to students securing 1st, 2nd, & 3rd positions respectively in their Academic Session taking into consideration performance of the Odd and Even Semester.

Certificate of Appreciation:

Students who achieve 1st positions in their class, A grade in B & C certificate of N.C.C. and students who win Silver and Bronze medals at University level in Sports/Athletics/ Cultural/Debate are awarded Certificate of Appreciation and prize money.

Certificate of Excellence:

Student(s) securing the highest marks (University topper) in University Final Examination in his / her class and student(s) winning Gold medal in University level sports/athletics or students, who represented University in National level are awarded Certificate of Excellence and prize money.

Prizes/Awards for Sports Activities

University appreciates the participation of the students in various extracurricular activities and confers following prizes:

- Best Athlete (Boy & Girl) Each - Rs. 7500/=
- Runner up Athlete (Boy & Girl) Each - Rs. 5000/=
- Best Player of Inter House Tournaments in various sports - A Trophy and Certificate.
- **1st, 2nd & 3rd place holder in Athletic events.** Gold, Silver and Bronze medals and certificate are given for individuals.

Alumni Association:

SBS University plays a central role in almost every sphere. The University Alumni Association was established with an aim of strengthening ties between SBSPGI and its graduates. The association office bearers maintain a track record of SBS Alumni. The association organizes activities such as Class reunions, Departmental conferences, Social events & Lectures by renowned experts. Every student passing out of the University automatically becomes a member of the association.

SANCTION OF LEAVE TO STUDENTS:

Ordinary Leave:

1. Any student seeking leave of absence has to apply to the respective Head of Department. The Head of Department may recommend or reject the application. In case the application is recommended, the leave application will be routed to the concerned Hostel Warden for issue of permission and Gate Pass.
2. A student, who has proceeded on an ordinary leave to his native place, should report back to the Warden on completion of his/her leave.
3. A student who fails to attend classes continuously for more than 4 days before or after the vacation / holidays is liable for cancellation of admission and will have to seek re-admission.

In case a student falls sick and is not able to report back in time, he/she will have to send advance intimation by Fax/ Letter stating the reasons why he / she is not in a position to report back in time.

Medical Leave for Students:

1. Application for medical leave along with Medical Certificate shall be submitted to the respective Head of Department within one week of reporting. Applications will not be entertained after lapse of one week.
2. In case the medical certificate is issued by the Medical officer of the University, no further verification is required and leave may be granted by the Head of Department.
3. All the applications which require verification of the Medical Board to be submitted to the Chairman of Medical Board of the University by the respective Head of Departments.
4. Medical leave of two weeks can be recommended by the Chairman Medical Board, if the medical certificate is issued by a Registered MBBS Doctor/Medical Practitioner of Government Hospital/PHC, having qualification of MBBS/ BAMS/ BHMS.
5. Recommendation by the Medical Board will be required if:-
 - a) Medical Certificate is issued by Non-Government Doctors having qualification other than MBBS.
 - b) Leave is of more than two weeks duration by any outside medical practitioner.
 - c) Medical Students who instead of medical certificate produce prescription and other admissible proofs of their sickness.
6. The Chairman Medical Board shall send back the applications to the respective Head of departments after endorsing the boards' recommendation.
7. A consolidated list of students granted medical leave to be submitted by the respective Head of Departments to the Controller of Examination.

In any case benefit of not more than 10% of medical leave will be given to any Student

NOTE : ALL THE STUDENTS ARE ADVISED TO SEE THE DEPARTMENTAL, HOSTEL AND MAIN NOTICE BOARD REGULARLY.
