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## **FOREWORD**

Dr. B.R. Ambedkar National Law University, Sonapat has been established to serve the society by providing professionally competent and pragmatic law-abiding citizens with scientific and objective temperament bearing well rounded personality, who know much more than law.

The student handbook of Dr. B.R. Ambedkar National Law University provides an insight into the university. The student handbook imparts information about the university, specifically catering towards students' needs like academic guidelines and processes, scheme of study, library rules, halls of residence regulations, support and personal assistance provided by and within the university. All students are expected to familiarize themselves with the rules laid down in the Handbook, for which they abide to follow during their course of duration with Dr. B.R. Ambedkar National Law University.

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## **CONTENTS**

- Message from Vice-Chancellor
- Message from Registrar
- Our Vision
- Objectives
- Infrastructure
- Statuary Bodies at DBRANLU
- University Degree Programme
- Faculty Members
- Scheme of Study
- Fees Structure
- Academic Guidelines and Processes
- Student-Faculty Mentorship Programme
- Societies/Clubs
- Course Pattern and Evaluation Rules Processes
- Library Rules
- The Halls of Residence Regulations
- Disciplinary Regulations for Students
- Annexure-II



The logo of Dr. B.R. Ambedkar National Law University, Sonapat symbolizes the core values and ideologies imbibed within the foundation fabric of the University keeping a strong foothold on our ancient wisdom, modern education will enlighten us enough to emerge out of the state of ignorance and shine bright like a rising sun. The depth of such knowledge shall keep us calm like an ocean whilst we aim to serve the interest of justice with social inclusion.

**॥नीयते विवक्षितार्थः अनेन इति न्यायः॥**

जिस साधन के द्वारा हम अपने विवक्षित (ज्ञेय) तत्व के पास पहुँच जाते हैं, उसे जान पाते हैं, वही साधन न्याय है॥

**( गौतम ऋषि-न्याय सूत्र )**

न्याय दर्शन भारत के छः वैदिक दर्शनों में एक दर्शन है।

इसके प्रवर्तक ऋषि अक्षपदि गौतम हैं। जिनका न्याय सूत्र इस दर्शन का सबसे प्राचीन एवं प्रसिद्ध ग्रन्थ है।

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## कुल-गीत

शुभ न्याय मिले, अन्याय टले,  
हो सत्यमेव जयते।  
जयति जय सत्यमेव जयते॥ ध्रु॥

कर्तव्य भाव की हो दीक्षा,  
मौलिक अधिकारों की रक्षा।  
मानवता-धर्म निभाने की,  
जन-जन को सुलभ रहे शिक्षा॥  
इसको पाने के लिए सदा  
हम धर्म-मार्ग चलते।  
जयति जय सत्यमेव जयते॥ 1॥

तन स्वस्थ रहे, मन उपकारी,  
बौद्धिक संपद भी, होगी न्यारी।  
संकल्प यही हम अपनाते,  
हर निर्णय हो जन-हितकारी॥  
सेवा का भाव लिए मन में  
सत्कर्म सदा करते।  
जयति जय सत्यमेव जयते॥ 2॥

अनुशसित संस्कारित शुचिता,  
है छात्रों की प्रतिभादाता ।  
राई विधि विश्वविद्यालय से,  
गर्वित होगी भारत माता॥  
अर्जित सारे गुण अर्पित कर,  
वन्दन माँ का करते।  
जयति जय सत्यमेव जयते॥ 3॥



## FROM THE DESK OF THE VICE-CHANCELLOR

Dr. B.R. Ambedkar National Law University is here to meet the demands of fast-changing nature of the legal services at the national as well as the global level, and to establish an exemplary brand in the legal world. Our curriculum, research orientation and state of the art facilities are designed to produce the best lawyers ready to serve in the legal field and to contribute towards building a strong nation. Our pursuit to create an environment that promotes an integrated approach of theory and practice coupled with the focus on Indian learning and ethics is specially crafted. Internship programs, workshops on Moot Courts, trial –advocacy training, client counseling sessions, field visits, inter-university competitions are designed to train the students who are entering the noble field of this profession. Along with the relevant professional skills needed in the field, we also lay equal emphasis on the qualities of discipline, hard work, dedication and determination by closely monitoring students' progress regularly. Our dedicated faculty and administrative staff are ever ready to facilitate and help the young minds in their academic and research pursuits.



I welcome you all to the Academic Session (2020-21) at DBRANLU, Sonapat, with a commitment to deliver the best citizens for the society and our nation.

**Prof. Viney Kapoor Mehra**  
**Vice-Chancellor**

## FROM THE DESK OF THE REGISTRAR.....

Dr. B.R. Ambedkar National University is a young and emerging national level institution of higher education and research in the sphere of legal education. It has been established to create new benchmarks in the field of legal education with a mandate to transform and re-define the process of legal education to meet the challenges of an ever-evolving humane society.



DBRANLU aims to ignite the bright minds of the students with the spirit of social responsibility and to facilitate the social engineering process using value-based legal education in every walk of life. Our motto is to chisel a new generation of able, competent, and socially sensitive legal professionals to serve society at local as well as a global platform.

**With these words, I welcome all and invite future leaders to join this prestigious institution to be a catalyst of social change.**

**Dr. Amit Kamboj  
Registrar**

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## **ABOUT THE UNIVERSITY**

Dr. B.R. Ambedkar National Law University, Sonapat was established by the State Government of Haryana in the year 2012 under the Haryana Act No. 15 of 2012 (State Legislature) under the name of National Law University, Haryana enacted by the legislature of the State of Haryana. As a tribute to Dr. B.R. Ambedkar, a great social reformer and architect of our present legal system and the constitution, the state legislature of Haryana through an amendment in 2014 amended the name of this University to Dr. B. R. Ambedkar National Law University, Sonapat.

## **VISION**

Dr B.R. Ambedkar National Law University, Sonapat is established to serve the society by providing competent and pragmatic law-abiding citizens with scientific and objective temper bearing all-round personality. In the era of everchanging technology and innovations, we envisage a robust process of legal education by imparting value-based, intellectually stimulating academic environment to serve the nation. Our primary vision is to shape the legal education as an instrument to bring positive change in society.

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## OBJECTIVES

- To evolve and impart comprehensive legal education at all levels for excellence in the law and its interdisciplinary branches.
- To organize advance studies and promote research from the very beginning.
- To disseminate legal knowledge and process relevant to the national development by keeping an academic calendar punctuated with visits, seminars, talks etc.
- To promote socio-cultural, legal, and ethical values to foster the rule of law and the objectives enshrined in the Constitution of India.
- To improve the ability to critically analyze the contemporary issue of public concern and engaging with them through the prism of legal implications to benefit people at large.
- To liaison with the institutions of higher learning and research for giving the best exposure to our students.
- To be a name to reckon with in the field of law with exclusive periodicals, magazines, journal, and reports dealing with the subject of law.
- To promote legal awareness and providing legal aid to serve the society.



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## **INFRASTRUCTURE**

### **ACADEMIC BLOCK**



The academic and administration blocks are built on the latest architecture marvel with modern teaching aids, and all other types of equipments required for academic pursuits are being installed. University classrooms are supported with the latest teaching aids to create an environment conducive to learning.

### **LIBRARY**



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University has well-designed spacious library premises with reading halls having adequate seating capacity. University Library is being equipped with the books, magazines, newspapers etc. In addition to this, online database of S.S.C. online & E.B.C. reader has also been provided to the students.

## HALLS OF RESIDENCE



DBRANLU has separate Halls of Residence for boys and girls with ample space and rooms as a fully residential university. University will follow the culture **'home away from home'** and offer exciting opportunities for character building and learning.

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## **UNIVERSITY DEGREE PROGRAMME**

DBRANLU is currently offering B.A. L.L. B. (Hons.) Five- Year Integrated course. The eligibility criteria for admission will be based exclusively on the merit in the Common Law Admission Test (CLAT). However, to qualify for the entry:

- A. The candidate must have passed the Higher Secondary School Examination (10+2) of the Haryana School Education Board or its equivalent examination with a minimum of 45% marks in the aggregate (40% marks in case of SC/ST candidates).
- B. The candidates are required to produce the following certificates/documents at the time of counseling/admission at DBRANLU- 12th Pass Certificate and D.M.C., Matric Certificate (as proof of D.O.B.), Character Certificate, Gap year Certificate, Category Certificate, Domicile Certificate, and Proof of ward of Land Owners Certificate (If applicable).
- C. University has planned to start online diploma and certificate courses with a option of indigenous languages aiming to promote Indian Culture and System, that is:
  - 1. Diploma in Patent and Intellectual Property Law.
  - 2. Diploma in Cyber Law with A.I. (Artificial Intelligence)
  - 3. Diploma in Corporate Law.
  - 4. Diploma in Shastric Jurisprudence and Danda Vidhan
  - 5. Certificate Course in Drafting, Pleading and Conveyancing.

## Scheme of Study for B.A.LL.B. (Hons.) 5-Years Integrated Course of DBRANLU

First Semester		Second Semester	
Paper-I Paper-II Paper-III Paper-IV Paper-V Paper-VI	English - I Political Science- I Sociology - I History - II Law of Torts + MV Act, 1988 Law of Contracts - I (General Principles) + SRA, 1963	Paper-I Paper-II Paper-III Paper-IV Paper-V Paper-VI	English - II Political Science- II Sociology - I (Social Psychology) Legal History - II Legal Methods (Legal Writing, Law and Equity Law of Contracts -II (special contracts) + SOGA,+ 1930+IPA, 1932
Third Semester		Fourth Semester	
Paper-I Paper-II  Paper-III Paper-IV Paper-V Paper-VI	English - III Political Science- III (Comparative Legal System) Sociology - III (Law & Society) Legal History Jurisprudence Family Law-I	Paper-I Paper-II Paper-III Paper-IV Paper-V Paper-VI	Sanskrit/Hindi Interactional Relation and Organisation Economics - I Environment Law Property Law Family Law-II
Fifth Semester		Sixth Semester	
Paper-I Paper-II Paper-III Paper-IV Paper-V Paper-VI	Economics - II Constitution - I Criminal Law -I (I.P.C.) Labour and industrial Law-I Law of Evidence Company Law	Paper-I Paper-II Paper-III Paper-IV Paper-V Paper-VI	Basic Computer and Electronic Research Constitution - II Criminal Law -II (Cr. P.C) Labour and Industrial Law -II Administrative Law (Incl. RTI Act) Competition Law & Consumer Protection Act 2019
Seventh Semester		Elghth Semester	
Paper-I  Paper-II Paper-III Paper-IV Paper-V Paper-VI	Interpretation of Statutes & Principles of Legislation Civil Procedure Code -I Public International Law Rent Laws Taxation Law Professional Ethics, Accountancy For Lawyers & Bench Bar Relations (Compulsory Clinical Course- I)	Paper-I Paper-II Paper-III Paper-IV  Paper-V Paper-VI	Intellectual Property Law Civil Procedure Code - II (Incl. Limitation Act) Cyber and IT Laws Registration Act and (Stamp Act, Court Fees Ac and Suits Valuation Act) Human Rights Alternative Dispute Resolution and Legal Aid (Compulsory Clinical Course -II)
Ninth Semester		Tenth Semester	
Paper-I Paper-II  Paper-III  Paper-IV Paper-V Paper-VI	Health Laws Media and Law OR Air and Space Law OR Law and Agriculture Human Rights, Interactional Humanitarian & Refugee Law OR International Trade Law Specialization Paper - II Specialization Paper - III Practical Training Drafting, Pleading and Conveyancing (Compulsory Clinical Course - III)	Paper-I Paper-II  Paper-III  Paper-IV Paper-V Paper-VI	Women and Law Criminology, Penology And Victimology OR Forensic Law Banking Law & Negotiable Instruments OR Law of Insurance OR Biological Diversity Law] Specialization Paper - II Specialization Paper - IV Moot Court and Internship (Compulsory Clinical Course- IV )

SPECIALISATION PAPER-I	SPECIALISATION PAPER-II	SPECIALISATION PAPER-III	SPECIALISATION PAPER-IV
<b>1. Business Law Group</b> Insolvency Laws and Corporate Governance	<b>1. Business Law Group</b> Arbitration Law (including foreign arbitration)	<b>1. Business Law Group</b> Socio Economics Offences or private International Law	<b>1. Business Law Group</b> International Commercial Law
<b>2. Constitutional Law Group</b> Comparative Constitutional Law	<b>2. Constitutional Law Group</b> Public Employment & Service Laws	<b>2. Constitutional Law Group</b> Citizenship and Immigration Laws	<b>2. Constitutional Law Group</b> Election Laws
<b>3. Criminal Law Group</b> Emerging Area of Criminal Justice	<b>3. Criminal Law Group</b> Administration of Criminal Justice (Custodial)	<b>3. Criminal Law Group</b> Forensic Science and Investigation of Crimes	<b>3. Criminal Law Group</b> Socio Legal Dimension of Gender Justice
<b>4. International Law Group</b> International Organizations	<b>4. International Law Group</b> International Humanitarian and Refugee Law	<b>4. International Law Group</b> International Criminal Law and ICC	<b>4. International Law Group</b> Air and Space Law
<b>5. Family Law Group</b> Law of Marriage and Divorce under Personal Law	<b>5. Family Law Group</b> Law of Succession under personal Law	<b>5. Family Law Group</b> Law of Maintenance and Guardianship	<b>5. Family Law Group</b> Law of Endowments, Wakf Board and Trust
<b>6. Labour Law Group</b> Laws related to Industrial Relations	<b>6. Labour Law Group</b> Laws related to Social Security including Unorganized Sector	<b>6. Labour Law Group</b> Law related to Equality and Empowerment of Women	<b>6. Labour Law Group</b> Labour Jurisprudence and the I.L.O.

**Note: Internship Training in each Semester is compulsory.**

## FEES STRUCTURE

The Fee Structure of B.A. L.B. (Hons.) Five Years Integrated Course applicable for students to be admitted during the Academic Session 2020-21 is as below

Sr No.	Fee Details	Annual Fee	First Half (at the time of admission)	Second Half (before 10 <sup>th</sup> of January)
1.	Admission Fee		Rs. 5000*	--
2.	Tuition Fee	Rs. 80000 US \$4000 or equivalent in INR for the NRIs	Rs. 40000	Rs. 40000
3.	Amenities Fee	Rs. 15000	3. 4. 5. Rs. 43000 7. 8.	--
4.	Campus Development Fund	Rs. 15000		
5.	Moot Court Fee	Rs. 3000		
6.	Examinations Fee	Rs. 3000		
7.	Library Fee	Rs. 2000		
8.	Health and sports Facility	Rs. 5000		
9.	Refundable Security	Rs. 20000**	Rs. 20000**	--
10.	Hostel Rent (Double Occupancy) and other charger (A/c, Water, Electricity, Wi-fi Sanitation, recreation etc.)	Rs. 40000	Rs. 20000	Rs. 20000
11.	<b>Total Fee</b>	<b>Rs. 188000</b>	<b>Rs. 128000</b>	<b>Rs. 60000</b>
12.	Advance Mess bill adjustable against actual bill	Rs. 40000	Rs. 20000	Rs. 20000

\*One Time Payable

\*\*Refundable

## Schedule of Academic Calendar Session 2020-2021

### Semester- 3<sup>rd</sup> and 4<sup>th</sup>

Sr.No.	Events	Dates
1.	Admission Process	01.08.2020 to 31.08.2020
2.	Commencement of Classes of Students of 2 <sup>nd</sup> year (3 <sup>rd</sup> Semester)	05.08.2020
3.	Mid-Term Examinations of 3 <sup>rd</sup> Semester	15.10.2020 to 21.10.2020
4.	Diwali Break	13.11.2020 to 16.11.2020
5.	Internship Programme	21.12.2020 to 14.01.2021
6.	Preparatory Leave for End Semester Examinations	15.01.2021 to 17.01.2021
7.	End Semester of Classes (4 <sup>th</sup> Semester)	18.01.2021 to 29.01.2021
8.	Commencement of Classes (4 <sup>th</sup> Semester)	30.01.2021
9.	Mid-Term Examinations	05.04.2021 to 10.04.2021
10.	Preparatory Leaves for End Semester Examinations	05.06.2021 to 07.06.2021
11.	End Semester Examinations	08.06.2021 to 18.06.2021
12.	Internship Programme	19.06.2021 to 17.07.2021

### Semester-1<sup>st</sup> and 2<sup>nd</sup>

Sr.No.	Events	Dates
1.	Admission Process	16.10.2020 to 31.12.2020
2.	Induction/Orientation Programme	28.10.2020 to 30.10.2020
3.	Commencement of Classes of Students of 1 <sup>st</sup> year (1 <sup>st</sup> Semester)	02.11.2020
4.	Diwali Break	13.11.2020 to 16.11.2020
5.	Mid-Term Examinations of 1 <sup>st</sup> Semester	04.01.2021 to 09.01.2021
6.	Preparatory Leaves for End Semester Examinations	10.03.2021 to 12.03.2021
7.	End Semester Examinations	13.03.2021 to 25.03.2021
8.	Commencement of Classes (2 <sup>nd</sup> Semester)	30.03.2021
9.	Mid-Term Examinations	07.06.2021 to 12.06.2021
10.	Preparatory Leave for End Semester Examinations	31.07.2021 to 02.08.2021
11.	End Semester Examinations	03.08.2021 to 13.08.2021
12.	Internship Programme	17.08.2021 to 11.09.2021

\*This Academic Calendar is Tentative and subject to the directions/advisories issued by Govt./Statutory Bodies/Local Administration in respect of COVID-19 pandemic.



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## FRAMEWORK OF STANDARDS FOR QUALIFICATIONS

The framework deals with the assessment and the grading system, attendance requirements, and the rules and regulations that a student needs to follow, focusing on academic integrity.

- A. **Academic Integrity** - We, at DBRANLU, demand unwavering academic integrity from the students. Academic integrity is an essential central value that rests on the mutual trust and understanding between the teacher and the students. In addition to this, the academic assessment of the students is going to be a continuous process helping them out to know about various facets of learning.
- B. **Attendance** -University upholds the virtue of classroom learning and regular participation in the class integral to the overall knowledge. Students are expected to be part of all the campus activities like field projects, seminars, talks, workshops, etc. These engagements are seen as a significant stepping stone for the students to excel in life. Students must have 75% attendance (online/physical) over the semester to appear for the end-semester exams. Exceptions on medical grounds can be considered only after the due approval from the Vice-Chancellor.
- C. **Academic support** – Exemplary academic support provided at DBRANLU goes way beyond traditional learner –teacher



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outcomes. However, in case of emergency, the students can reach out the faculty after the stipulated office hours also.

- D. **Students Wellness, Counselling, and other Facilities-** University provides counselling, workshops and sessions regularly to relieve students of undue pressure that might crop up. Various psycho-sociological problem-assistance and ways to cope-up with campus life form the core of the overall counselling sessions/workshops. University provides primary healthcare and medical facilities to the students. In case of a severe emergency, University Dispensary is being setup.

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## FACULTY MEMBERS

**DBRANLU** provides the qualified and dedicated Faculty committed to provide the best academic support and lead towards all-round development of the students.

### TEACHING FACULTY:

1. **Dr Pradeep Kumar (Assistant Professor, Law)**  
Email ID- [drpkbharat@gmail.com](mailto:drpkbharat@gmail.com)
2. **Dr Renu Sharma (Assistant Professor, Law)**  
Email ID- [sm\\_gndu@yahoo.co.in](mailto:sm_gndu@yahoo.co.in)
3. **Dr Akash (Assistant Professor, English)**  
E-mail ID [ramanandiakash@gmail.com](mailto:ramanandiakash@gmail.com)
4. **Dr Gurjeet Kaur (Assistant Professor, Pol.Science)**  
E-mail ID [gurjeetbhullar01@gmail.com](mailto:gurjeetbhullar01@gmail.com)
5. **Dr Kapil Dev (Assistant Professor, Sanskrit)**  
E-mail ID [kapilshastri.ju@gmail.com](mailto:kapilshastri.ju@gmail.com)
6. **Dr Rita Ghial (Assistant Professor, Law)**  
E-mail ID [ritaghial@gmail.com](mailto:ritaghial@gmail.com)
7. **Dr Kaluram Palsaniya (Assistant Professor, History)**  
E-mail ID [karan.nvs2007@gmail.com](mailto:karan.nvs2007@gmail.com)

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8. **Mr Harmeet Singh (Assistant Professor, Pol Science)**  
E-mail ID [harrie196@gmail.com](mailto:harrie196@gmail.com)
  9. **Dr Amit Guleria (Assistant Professor, Law)**  
E-mail ID [amitdbranlu@gmail.com](mailto:amitdbranlu@gmail.com)
  10. **Mr Kushagra Prasad (Assistant Professor, Sociology)**  
E-mail ID- [prasadkushagra06@gmail.com](mailto:prasadkushagra06@gmail.com)
  11. **Mr Gajendra Kumar Pandey (Assistant Professor, Hindi)**  
E-mail ID [dbranlu.hindi@gmail.com](mailto:dbranlu.hindi@gmail.com)
  12. **Ms Swati (Assistant Professor, Law)**  
E-mail ID [sharma.swati051994@gmail.com](mailto:sharma.swati051994@gmail.com)
  13. **Ms Neelam Dwivedi (Assistant Professor, Economics)**  
E-mail ID- [dwivedi.neelam007@gmail.com](mailto:dwivedi.neelam007@gmail.com)

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#### **NON-TEACHING STAFF-**

1. Dr. Veena Singh (Deputy Registrar/ Controller of Examination)  
Email: [dr.office@dbranlu.ac.in](mailto:dr.office@dbranlu.ac.in)
2. Dr. Satish Kumar (Assistant Registrar)  
Email: [ar.office@dbranlu.ac.in](mailto:ar.office@dbranlu.ac.in)
3. Mr. Tilak Raj Arya (Finance Officer)  
Email: [accountsbranch@dbranlu.ac.in](mailto:accountsbranch@dbranlu.ac.in)
4. Mr. Rakesh Malhotra (Assistant Librarian)  
Email: [library@dbranlu.ac.in](mailto:library@dbranlu.ac.in)
5. Mr. Krishan Kumar (Superintendent)  
Email: [academic@dbranlu.ac.in](mailto:academic@dbranlu.ac.in)
6. Mr. Arvind ((Superintendent)  
Email: [academic@dbranlu.ac.in](mailto:academic@dbranlu.ac.in)
7. Mr. Abhishek Bhardwaj (Assistant)  
Email: [academic@dbranlu.ac.in](mailto:academic@dbranlu.ac.in)
8. Mr. Anil Kumar (Assistant)  
Email: [establishment@dbranlu.ac.in](mailto:establishment@dbranlu.ac.in)
9. Mr. Vijay (Clerk)  
Email: [academic@dbranlu.ac.in](mailto:academic@dbranlu.ac.in)

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# **ACADEMIC GUIDELINES AND PROCESSES SOCIETIES/CLUBS**



## **1. STUDENT-FACULTY MENTORSHIP PROGRAM**

Student-Faculty Mentoring Program provides a pathway for DBRANLU students to connect with University faculty outside classrooms. Designed for the students' benefit, this program aims to foster personal relationships between faculty and students outside their traditional academic and classroom roles. The faculty mentor will act as an experienced peer to provide personal and professional guidance and support on academic, professional, and social issues, helping their mentees achieve and identify or clarify their career/personal goals.

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## **2. NATIONAL SERVICE SCHEME**

National Service Scheme is a central sector scheme of Government of India, Ministry of Youth Affairs and Sports. N.S.S. has been launched this year in DBRANLU for the students to take part in various government led community service activities and programs. N.S.S. aims to provide hands-on experience to young students in delivering community service.

## **3. MOOT COURT SOCIETY**

Moot Court Society was the first one to be established in the University. The society conducts meetings every week and deliberates upon various facets of Courting. DBRANLU conducted two Moot Court Competitions in the academic session of 2019-20. Students are encouraged to participate in various regional/national Moot Court Competitions. More than 40 students represented DBRANLU in the last academic year in various State and National level Moot Court Competitions. To work towards their excellence and nourish them with the best practices in the field of law has been a constant endeavor that DBRANLU is striving towards.

## **4. DAKSHTA: THE QUIZZING SOCIETY**

The quizzing society was formed in the last academic session to nourish and empower students with the best quizzing practices. Weekly factual analysis, in-house quizzes, discussions are conducted to enrich the students' knowledge. Our students

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participated in various national quiz competition at Delhi, Lucknow, Dehradun etc. One of our teams stood 4th in the National Quiz conducted by N.L.U., Lucknow in February 2020. To keep students engaged during the COVID-19 times, society has worked vigorously to help and aid students with various quizzes.

## **5. CULTURAL COMMITTEE**

To celebrate and promote the rich cultural heritage of India through various cultural and allied activities, DBRANLU has its Cultural Committee in place. Faculty Coordinators of the committee are Dr. Renu Sharma (Assistant Professor, Law) and Dr. Gurjeet Kaur (Assistant Professor, Political Science). Over last year the committee has organised various celebratory and promotional functions at the campus as well as online. The student's participation in the organisation of the event is designed on rotational basis to give each and every student a fair chance to showcase their creative side.

## **COURSE PATTERN AND EVALUATION RULES OF B.A.LL.B. (HONS.) 5 YEAR INTEGRATED COURSE**

The whole course will be divided into 10 semesters in five years. In each semester there will be six subjects. The pattern of the course curriculum, the question paper and other related matters will be as under:

### **1. COURSE EVALUATION: -**

- I. The course evaluation focuses on summative evaluation pattern.
- II. Each paper of the semester will be of 100 marks which will be cumulated in grade point system.
- III. There will be Mid-Term theory examination out of two modules and End-Term theory examination out of all four modules of each paper. The Mid-Term examination will be of 20 marks for each paper and End-Term examination will be of 60 marks for each paper.
- IV. For each subject/paper, the students of the first six semesters will be assigned a project topic by the respective subject teacher. The project will be of 15 marks with further division of marks as under: -
  - (i) Written submission 10 Marks
  - (ii) Class Room Presentation and Viva-Voce 05 Marks
- V. Marks for Attendance:

For each subject, 05 marks will be assigned for attendance and



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Class Room Behaviour and Attentiveness/Interaction in the class. Out of 05 marks, maximum 03 marks will be for attendance and maximum 02 marks for Class Room Behaviour and Interaction as under: -

(i) above 95% attendance:	05 marks
(ii) above 90% to 95% attendance:	02 marks
85 to 90% attendance:	01 mark

## **2. ATTENDANCE RULES:**

- I. Every student will be required to attend minimum 85% lectures in each subject during the Semester.
- II. If any student falls short of attendance, he/she will not be allowed to appear in the End Semester Examination. Such student may be allowed to appear in repeat/supplementary examination on attending deficit lectures through special classes arranged for detained students on payment of prescribe fee to be given in fee structure.
- III. (i) Benefit of attendance will be given to those students who participated in Moot Court, Debates, Quiz Competitions, Co-Curricular Activities, Blood Donation Camps, other Competitions /Functions representing the University with its prior permission.

Provided that such students must have actually attended minimum 65% lectures delivered to that class.

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(ii) Deemed lectures will be counted as per actual days of participation and actual travelling days.

- IV. (i) In case of serious ailments when a student is admitted as an indoor patient in a clinic/hospital or otherwise confined to bed, the number of classes missed will be deducted from the total classes held for his/her class and attendance will be calculated accordingly.

Provided such student must have actually attended at least 50% of the lectures delivered to that class without the aforesaid relaxation.

(ii) Students availing Medical Leave are required to submit their Medical Certificate issued by a qualified doctor who administered the treatment, immediately on joining University after their illness/confinement.

(iii) Subsequent submission of Medical Certificate will not be considered for Medical Leave.

- V. The Vice-Chancellor will constitute a Condonation Committee to recommend condonation/addition of attendance as per rules.

- VI. Student who has 70% or above attendance in any subject but less than 85% may be allowed to appear in that subject by the Vice-Chancellor on the recommendation of the aforesaid Committee subject to payment of Rs. 25/- per one percentage of shortage from 85% of aggregate attendance of all subject taken together.

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VII. Subject to the provisions in rules III and IV above, a student with less than 70% per cent of attendance in any subject will not be allowed to appear in the End-Term Examination.

Provided that Vice-Chancellor may allow such student to appear in the examination in extreme cases of hardship on the production of sufficient proofs thereof, in case the attendance is not below 50%.

VIII. In case of late admission in the First Semester, attendance will be counted from the date of admission. For other classes, a student becoming eligible for promotion on late declaration of result / re-evaluation result, and takes admission thereafter, he/she will be deemed to have taken admission on the actual date of admission or within seven working days of the declaration of result, whichever is earlier.

IX. Marks for Class Room Behavior and Interaction will be awarded by the respective teacher to be included in the secured marks for each paper by the Examination Branch.

### **3. PROJECT EVALUATION: -**

- I. A project topic will be assigned to each student for each paper. A written project report will be submitted by the student before presentation which will be of about 20-25 pages along with the plagiarism report.
- II. The project report/**assignment** will be evaluated by the concerned faculty member of the University.
- III. In case, similarity index report is above 15% in the project report/**assignment**, awarded zero mark.

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IV. There will be no postponement of scheduled dates of project viva/presentation. In exceptional circumstances, when the students are to represent the University in some competition with the prior permission from the University or a case of serious illness certified by the Medical Officer, the student may request for re-scheduling of viva/ presentation.

#### **4. SCHEDULE OF MID-TERM EXAMINATION:**

- I. Mid-Term examination will be held in the month of September/ October in the odd Semester and in the month of March/April in even Semester. Dates for Mid-Term examination will be notified in the Academic Calendar.
- II. There will be no exemption from the Mid-Term examination. In exceptional circumstances like participation in competition or event outside the University with prior permission, request to appear in some interview of SSB/Central/State Services or death of blood relation or in case of serious illness of the student or his/her blood relation duly certified by the Government Medical Officer or any other reason beyond the control of the student, exemption may be allowed on the production of supporting documentary proof. In such cases, a student will be allowed average marks in the End-Term examinations out of total 80 marks **of a subject.**

#### **5. PASS PERCENTAGE:**

Each student should secure at least 50% marks in the Mid-Term examination and the End-Term examination taken

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together (i.e. at least 40 marks out of 80 marks). Students will **pass** project examinations by securing **minimum** 50% marks (including marks for Attendance and Class Behaviour).

To pass the paper, the student will pass theory examination and project examination separately. The student will be given reappear result for theory or project examination separately. In re-appear examination, marks for attendance/class behaviour will be **carried forward**.

#### **6. RE-APPEAR:**

- I. A candidate will have 03 chances to pass a paper i.e. one as a regular student and two as a re-appear candidate. Failing this, he/she will have to appear afresh in all the papers of that semester by taking fresh admission in that semester. The re-appear candidate will submit the examination form along with the prescribed fee.

#### **7. PROMOTION TO NEXT SEMESTER:**

- I. Promotion to Even Semester will be automatic.
- II. Promotion to Third Semester will be allowed to students who have passed minimum 75% papers of the First and Second Semester **taken together**.
- III. Promotions to Fifth Semester will be allowed to students who have passed all the papers of first two Semesters and minimum 75% papers of Third and Fourth Semesters **taken together**.
- IV. Promotion to Seventh Semester will be allowed to students

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who have passed all the papers of first four Semester and minimum 75% papers of Fifth and Sixth Semesters **taken together.**

- V. Promotion to Ninth semester will be allowed to students who have passed all the papers of first sixth semesters and minimum 75% papers of seventh and eighth semesters **taken together.**

**Student not fulfilling aforesaid promotion criteria will be declared fail in that class and** will have to take re-admission in the same class.

#### **8. RE-APPEAR EXAMINATION:**

- I. Re-appear examination of the 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup> 7<sup>th</sup> & 9<sup>th</sup> will be held in the month of December with End-Term Examination.
- II. Re-appear examination of the 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>, & 10<sup>th</sup> semester will be held in the month of May along with regular examination.

**The candidate will be allowed to take re-appear examination on deposit of prescribed fee & submission of Examination Form.**

#### **9. RE-EVALUATION**

- I. A candidate who wishes to seek re-evaluation of his/her answer books/Term Paper offered against optional paper may apply for the same to the Re-evaluation Branch on prescribed application form for Re-evaluation. The candidate is required to submit the prescribed fee of Rs.750/- (Rupees Seven Hundred

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and Fifty) per paper along with the application form for the Re-evaluation.

- II. Re-evaluation is permissible in End-Term Examination including Repeat Examination but not in Mid-Term Examination.
- III. The application for Re-evaluation along with the prescribed fee should reach University office within thirty (30) days from the date of the declaration of result of the examination.
- IV. After the due date, no Re-evaluation application will be accepted.
- V. A candidate may be allowed to withdraw his/her application for Re-evaluation within ten (10) days of the submission of his/her Re-evaluation form but before the declaration of result, whichever is earlier. The fee deposited by the candidate will not be refunded in any situation.

#### **10. REPEAT EXAMINATION**

- I. The Repeat Examination will be held in the months of June/July after declaration of the result of Even Semesters examination.
- \* In case candidate has applied for Re-evaluation of any paper of May End-Term Examination and is required to appear in Repeat Examination before the declaration of Re-evaluation result, such candidate will be given the benefit of best result out of two *i.e.* Re-evaluation or Repeat Examination.
- II. The Repeat Examination will be allowed to the student who

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fail to meet eligibility criteria for promotion to the next higher class, after the even Semester examination.

- III. The candidates who are to appear for Repeat examination will be required to deposit prescribed fee and submit the Examination Form, within seven working days of the declaration of result of May examination.
- IV. The Detailed Marks Certificates of student, who will pass the course through Repeat Examination, will be issued with the mention of "Repeat Examination."
- V. 1) The Repeat Examination will not be allowed to student who have been detained for shortage of attendance in more than six subjects of odd and even Semester taken together.
- 2) In appropriate cases, the Vice-Chancellor, on the recommendation of Condonation Committee, may allow a student detained for shortage of attendance to take Repeat Examination on his/her request.
- 3) The marks obtained in Mid-Term examination of the detained student will be carried forward to be included in the marks obtained in Supplementary/Repeat Examination, as the case may be.
- VI. The student who has missed/failed in both Mid-term and End-term examination and is to appear in Repeat/Supplementary Examination will be given theory examination out of 60 marks for the respective subject.



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## **11. RULES FOR DETENTION OF STUDENTS AND RELATED MATTERS**

- I. The students who have not qualified the required number of papers of the previous class(s) through End-Term or Repeat examination, as per DBRANLU Regulation will be detained and will not be promoted to the next higher class.
- II. The detained student may re-appear in the papers he/she has failed in the Semester examination (odd/even, as the case may be) by availing the permissible number of chances.
- III. When a student is attending classes of the next class provisionally before the declaration of End-Term/Repeat examination and subsequently found ineligible for not qualifying required number of papers, his/her provisional promotion to next class will stand cancelled automatically.
- IV. The detained candidate will be required to pay the hostel charges/mess bills on the monthly basis for his/her stay before the declaration of result. In such cases, stay of any number of days in a calendar month will be treated as stay for the whole month.
- V. Where a candidate has already deposited the fee/charge for the next class before the declaration of result of previous class and subsequently got detained because of non fulfillment of eligibility condition, the fee paid by him/her may be adjusted in the fee payable on fulfilling of eligibility conditions in the next academic year, or if the student opt for discontinuation of study

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at DBRANLU, the Semester fee any be refunded after deducting the Hostel charges.

VI. 1) A detained student may take causal admission of attending classes of the subject in which he/she has failed. In such a case, he/she will pay the prescribed fee/per subject per Semester in addition to Hostel/Mess charges.

Explanation: In case of casual admission, the students need not to meet condition of minimum attendance. However, he/she will abide by all rules and regulations relating to students discipline.

2) In case odd semester classes are in progress but the student is detained for failing in even Semester subject or vice-versa, such student may pay a prescribed fee for availing library and other facilities.

VII. The fee payable by detained student will be Rs. 10,000/- per subject/semester.

## **12. SCOPE AND APPLICATION-**

- These regulations will apply to all the students of DBRANLU in all the courses.
- All the students are required to maintain good conduct and discipline in the University.
- Any student committing a breach of Code of Conduct will be liable to be punished under the DBRANLU regulations.

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### 13. CODE OF CONDUCT –

The code of conduct is the general norms of good behavior prescribed for DBRANLU students. The students will:

- a) Not do anything unbecoming of DBRANLU students.
- b) Maintain cordial relations with their classmates.
- c) Respect the culture and tradition of fellow students.
- d) Wear the uniform on the specified day and follow the dress code.
- e) Wear an identity card as per the directions issued by the authorities.
- f) Not use of mobile phones in the classroom, official functions and the library.
- g) Uphold the basic principles of honesty and truthfulness.
- h) Maintain the Code of Conduct as notified by the University from time to time.

**The Hostel Code of Conduct** at DBRANLU, the students, will:

- a) Not stay back in the hostels during the class hours.
- b) Not invite any outsider in the hostel premises.
- c) Maintain hygiene in the respective hostel rooms and save the-renewable resources.
- d) Not take their meals to the hostel rooms.

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- e) Maintain the Code of Conduct as notified by the University from time to time.

**Annexure-1**

**Examination/Related Fee Structure**

<b>Sr. No.</b>	<b>Type of Fee</b>	<b>Fee in Rupees</b>
<b>1.</b>	<b>Casual Admission (Including Library and other related Services)</b>	<b>10,000/-</b>
<b>2.</b>	<b>Shortage of Attendance</b>	<b>25/- per one percentage of shortage from 85%- of attendance.</b>
<b>3.</b>	<b>Reappear Examination</b>	<b>1000/-</b>
<b>4.</b>	<b>Repeat Examination</b>	<b>1000/-</b>
<b>5.</b>	<b>Reevaluation</b>	<b>750/-</b>

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# LIBRARY RULES

## 1. Membership:

The following are entitled to membership:

- Students of the University
- Employees of the University

## 2. Timing schedule:

- Library will be open from 8:00 am to 08:00 pm on all working days and from 10:00 am to 4:00 pm on weekends. Library will remain closed on all gazette holidays. Circulation (Issue and return) of books will be from 8:30 am to 4:30 pm on all working days only. There will be no Circulation (issue or return) of books on weekends.
- This schedule is subject to change by the university librarian with the approval of the competent authority.
- Regarding the opening of the Library, please ensure from the Librarian a day before the holiday or weekend.

## 3. Admission to the Library:

Only registered members will be permitted admission to the Library. He / She must show his/her Identity-cum-Library Card at the Library's checkpoint/entrance counter, failing which admission in the Library may be refused. However, non-members will be allowed admission only with the permission of the university librarian. Any member who would like to use the Library will enter his/her name in Visitor's Register maintained at the library

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entrance counter and will keep his/her personal Book (s) and other belongings at the property counter. The University Librarian reserves the right to deny any unauthorized or undesirable person and send the visitor outside of the Library.

#### **4. Circulation Rules:**

##### **4.1 Recall of Books**

The Librarian is empowered to recall any book at any time; if the necessity arises, failure to return books will entail overdue charges from the Date of recall.

##### **4.2 Use and Validity of Identity-Cum-Library Card:**

Bar-coded identity-cum-Library Card issued to the Registered Members is strictly Non Transferable. It will be valid up to the Date specified on the Identity-cum-Library Card. No book will be loaned against invalid or canceled Identity-cum-Library Card.

##### **4.3 Loss of Identity-Cum-Library Card:**

Members will be responsible for the loss and misuse of Identity-Cum-Library Card. A member who loses his / her Identity-Cum-Library Card will submit an application of request to the Academic Branch after obtaining the NO DUES from the Library for the issuance of duplicate Identity-cum-Library Card. He/she will pay Rs.200/- for the duplicate Identity –cum-Library Card at the university cashier. Duplicate Identity –cum-Library Card will be issued after two weeks from the Date of his/her application of request. Nevertheless, the member will be responsible for any misuse of the lost Identity-cum-Library Card.

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## **5. Over Due Charges**

The books on the loan will be returned on or before the due Date mentioned on the due date slip pasted in the Book, failing which overdue charges will be realized/collected from the member. In case a member does not pay the fine, the Librarian is authorized to detain his / her membership card till the amount is cleared.

The overdue charges are as follows:

### **5.1 Books**

An overdue charge of Rs. 5 per Book per day will be levied if a book is kept beyond the permissible loan period by the member.

**5.2** For a Book / Journal lost, the overdue charges will be calculated up to the period the loss report in writing is received in the Library. However, he will pay the cost/replacement of the book/journal within 15 days of the loss report, failing which the overdue will be charged as per rule 5.1.

These overdue charges may be remitted, in special cases, at the discretion of the Librarian up to Rs. 500/-. Requests of remittance of overdue charges exceeding Rs. 500/- will be referred to the Vice-Chancellor.

## **6. Loss of Books, Journals, or Non-print materials (Audio-visuals, DVD, CD, etc.):**

### **6.1 Books lost, damaged**

A book lost by the member will be replaced to the satisfaction of the University librarian or, the borrower will pay the net

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current published price of the Book. In case the current price of the Book is not ascertained from any standard bibliographic source, then the double cost of the Book + binding charge may be fixed by the Library advisory committee from time to time. The Indian edition of the Book will be replaced by the Indian edition and the foreign edition book by the foreign edition. If the foreign edition is returned with the Indian edition, the same will be accepted, but the difference in the cost of the original edition and the current price of the Indian edition replaced will be realized. The exchange rate applicable in all cases will be the current conversion rate of the Reserve Bank of India or any other Nationalized Bank of India.

## **6.2 Multi-Volume Publications:**

If a volume of multi-volume publication is lost or damaged, the member may be allowed to replace the lost volume(s) of the same edition. In case the volume is not available in the market, the current cost of the complete set will be charged. If the latest edition of the multi-volume publication is available in the market, the set of new editions may be accepted as a replacement or the cost thereof may be charged.

## **6.3 Bound Paper Back Books**

In case of loss of Bound Paper Back Book, binding charges (Rs.250/- towards the binding cost) will be realized in addition to the cost of the Book as per rule at 6.1 above. The binding charge may be reviewed by the Library Advisory Committee from time to time, keeping in view the actual cost.



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#### **6.4 Non-print materials (Audio-Visuals, DVD, CD, etc.):**

The CD, DVD which is supplied by the publisher with a book free the member will have to replace the CD or pay the cost of the Book supplied with the CD.

#### **7. Damage to the Reading Material:**

**7. 1** Borrowers must check the physical condition of the reading material themselves at the time of borrowing. They will be held responsible for any damage or mutilation noticed at the time of return.

**7. 2** The University Librarian will be competent to impose any of the following penalties if any member is found guilty of damaging/mutilating/disfiguring a book or any other reading material:

**7.2.1** To realize the current cost of the Book (s), binding cost as applicable and or fine.

**7.2.2** To realize the cost of the complete set of the Journal or other non-print material and or fine if mutilated or damaged in any other form.

#### **8. Access to the Book:**

The University Library follows an "Open Access System." The members will have the privilege of free access to stack areas. It is mandatory for all library users to get the belongings checked at the checkpoint before leaving the Library.

#### **9. Photocopy Services and Facilities:**

The University Library will provide photocopy services to

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members for academic literature only, that is, books, journals and other reading material, subject to copyright laws at the rates approved by the competent authorities. These may, however, interruptions on account of the mechanical failure of the machine or due to leave / absence of the "Operator" or any unforeseen reasons.

#### **10. No Dues Certificate (NDC)**

Students / Faculty members will be required to clear their dues from the Library at the time of leaving the University. No dues certificate will be issued by the Library only after return of issued library documents/paying dues, if any, by students / all university employees along with library-cum-identity Card. Academic / Exam Branch will not be issued examination Roll numbers to the students without NDC from the Library. No officer will issue a relieving/discharge certificate and release the final payment to any university employee without obtaining an NDC from the University Library.

- 11.** The University Librarian will prepare the list of books, journals and non-print materials that are either unserviceable or obsolete and place the same before the Library Advisory Committee and further action is to be taken as per the decision of this committee with the approval of the competent authority.

#### **12. Discipline and Decorum within the University Library premises and other guidelines:**

- 12.1.** All the members will maintain perfect silence & discipline in the Library premises, should not disturb other users in any way and observe the Library rules.

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- 12.2.** Personal belongings are not allowed inside the Library. Bags, Personal books, Printed materials, files, rain-coats, umbrellas and issued books not meant for return will be kept at the property counter at member's own risk and responsibility.
  - 12.3.** Using mobile phones and audio instruments with or without a speaker or headphone is strictly prohibited in the library premises.
  - 12.4.** Staying in groups in the Library is forbidden.
  - 12.5.** Any refreshments, eatables and soft drinks are not allowed anywhere on the library premises.
  - 12.6.** Keep chairs at their proper place without making noise.
  - 12.7.** Students will not be marking, underlining, doodling, defacing and damaging the library material in any way. If anyone is found doing so, he/she will be charged the full replacement of the cost of the book/material and disciplinary action can also be taken.
  - 12.8.** Members found staying in groups, talking loudly, shouting or quarreling, eve-teasing, or any other act of indiscipline will be liable to punishment.
  - 12.9.** Smoking / Spitting / Sleeping inside the Library is strictly prohibited.
  - 12.10.** Notices, publicity materials/wall writings, etc., are not allowed in any part of the Library premises.
  - 12.11.** The library books/documents must be returned to the Library on the last working day during vacations.
  - 12.12.** The library member will show the books and other materials that are being taken outside of the Library to the staff

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at the checkpoint/entrance counter of the Library. The Library reserves the right to check the contents of the items at the checkpoint/property counter.

**12.13.** The Library will not be responsible for any damage or loss to equipment plugged into a power point in the Library or to data stored thereon as a result of power fluctuations or any other cause.

**12.14.** Any member found guilty of carrying any book or any other reading / published material or property of the Library outside of the Library without proper issue or authorization will be liable to disciplinary action/withdrawal of Library services and/or fine. The nature of punishment will be determined by the University Librarian with the approval of the competent authority.

**12.15.** The University Librarian will be competent to impose any one or more of the following penalties if any act of discipline:

i). Warning

ii). Fine

iii). Temporary or permanent withdrawal of library facilities or cancellation of membership.

iv). In-case of indiscipline of serious nature, the Librarian will be competent to recommend the case to competent authorities for rustication from the University.

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# THE HALL OF RESIDENCE REGULATIONS

## 1. ADMISSION:

- (I). Dr. B. R. Ambedkar National Law University, Sonapat, is a residential university, so it is compulsory for every student to stay in the hostel. Students have to stay in the hostel, even if they are local residents.
- (II). Allotment of the hostel generally will be made on the double sharing basis. However, in a special case Vice-Chancellor, on the recommendation of the Chief-Warden, may consider single room allotment on the payment of higher fee. Hostel admission will be renewable at the start of each academic year.
- (III). Every boarder will be admitted or re-admitted to the hostel within fifteen days of the opening of the University. Thereafter, no admission or readmission will be allowed except with the prior permission of the Chief-Warden/Vice-Chancellor.
- (IV). Every boarder will vacate his/her room within three days of the completion of his/her End-Term examinations.
- (V). Unauthorized occupants will be expelled from the hostel. It is the responsibility of the boarders to report such unauthorized occupation to the authorities. Permission to stay in the Guest rooms in the hostel can be given on availability of Guest room with the prior permission of the Warden for a maximum period of two days to the parents/guardians of the boarders on

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payment of Rs. 500/- per day excluding mess charges or on such revised higher charges as prescribed by the University from time to time.

- (VI). If a boarder entertains an unauthorized person in any manner in the hostel/University premises, he/she shall be subject to disciplinary action as per rules.

## **2. RESIDENCE:**

- (I). Hostels will remain closed during the vacations as specified in the Academic Calendar of the University from time to time. Boarders will not be allowed to stay in the hostels during that period. However, in exceptional cases, Warden with the approval of the Chief- Warden can permit a boarder to stay in the hostel for a specific period of vacation.
- (II). Boarders will not remain absent from the hostels except under conditions prescribed under these Rules:
- (A). No boarder will be allowed to remain absent from the hostel after 7.00 p.m. (winter) and 8.00 p.m. (summer) unless he has taken special permission of the Warden.
- (B). No boarder will remain in the hostel during the class hours except with prior the permission of the H.O.D. and Warden.
- (C). No boarder will leave the hostel or remain outside when the University is in session except with the prior permission of the Wardens on a prescribed form.

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- (D). No boarder will leave the hostel without the prior written permission of the Warden except in an emergency. In the latter case the Warden will be informed in writing at the earliest possible opportunity.
- (E). Boarders going out on authorized tours or for participation in academic activities or games or sports etc. will inform the Warden in writing, countersigned by the H.O.D./Incharge of the activity before leaving the hostel.
- (III). Every hostel room is provided with the essential furniture & fixtures. Occupants of the room will be responsible for the safety and security of furniture and fixtures of his room. He will handover the charge of the articles to the appropriate authority at the end of each academic session at the close of the hostel.
- (VI). No furniture will be removed in the hostel from one place to another without the prior permission of the Warden.
- (V). Boarders will not play any music or musical instruments at a high-level sound. Violation of this rule may result in a disciplinary action.
- (VI). No licensed or unlicensed fire arms or any or lethal weapons including dagger etc. or any contraband materials whatsoever in any form will not be allowed in the hostel under any circumstances. Breach of this Rule by any boarder will result in not only expulsion of the boarder from the hostel but also rustication from the University.
- (VII). No boarder will be permitted to use any intoxicating drug or

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alcoholic drinks in the hostel. Even possession of these prohibited articles will call for not only expulsion of the boarder from the hostel but also rustication from the University with necessary reporting to the Distt/Police administration.

(VIII). No boarder will be allowed to hold any political meeting with any outside bodies whomsoever within the hostel premises.

(IX). In and out timings at the campus gate will be decided by the University administration and boarders will abide by these timings.

(X). No female visitor including any girl student will be allowed inside the Boys' hostel and no male visitor including any male student will be allowed inside the Girls' hostel.

(XI). Parents/Guardian may visit the hostel for a short period maximum up to two hours only during the day time with prior written permissions of the Warden. In case of emergency the permission may be given on verbal request but all such cases must be reported in writing at the earliest. Over and above these Rules, a boarder will also abide by the Regulation governing maintenance of discipline amongst the students of the University framed from time to time.

### **3. TOBACCO, LIQUOR, DRUGS, NARCOTICS ETC. :**

Possession and consumption of tobacco, liquor, drugs, narcotics etc. is prohibited on campus. Anyone found in possession of or consuming or abetting consumption of tobacco, liquor, drugs and narcotics or any other prohibited drug is liable to punishment including rustication from the University.



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#### **4. DECORUM AND DRESS CODE:**

Students are expected to behave in a decorous manner with fellow students in general and with student of the opposite sex in particular, in and outside the campus. In decorous behaviour with students, Administrative staff or Faculty will be seriously viewed. Students must wear University uniform when required. Students are expected to dress decently on and outside the campus. Students must be properly dressed while in the Mess Hall.

#### **5. DAMAGE TO HOSTEL / UNIVERSITY PROPERTY:**

Any damage to the property of the University will be severely dealt with. Anyone damaging any property in the University or the Halls of Residence is liable to punishment which may include fine, suspension from hostel or even from the University. The cost of the damaged property will be recovered from the resident(s) guilty of the damage to such property.

#### **6. LEAVE FROM HALLS OF RESIDENCE:**

Residents are permitted to leave the Campus for night outs on weekends/holidays. The residents should apply for leave of absence to the Warden during notified timings only. Students are strictly advised to take permission on Saturday during tea break for Sunday night out. Students should return to campus by 6.00 p.m. Any application for leave of absence from the Halls of Residence will be made only to the Warden. In case of absence of the Warden of the Halls of Residence for Girls and vice versa or in case of

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absence of both the Wardens, the residents should take permission from the person authorized. Application made to any other person will not be entertained under any circumstance. Students are generally not permitted to take leave during working days. In exceptional cases, parents should send a written request addressed to the Vice-Chancellor/ Registrar and only on his approval, Wardens will grant leave from Halls of Residence. In such cases, students will not be granted attendance credit.

#### **7. HOSTEL TIMINGS:**

The Time to get back to the Halls of Residence is by or before 7:00 p.m. (winter) and 8:00 p.m. (summer).

#### **8. SOCIAL ETIQUETTES:**

Food or utensils from the dining hall will not be taken to the rooms, corridors, and open spaces. However, in case of a resident falling sick, permission must be taken from the Warden for taking food to the resident's room. The utensils will be returned immediately after the use. Residents are not allowed to keep pets in the Halls of Residence. They are not allowed to keep and use vehicles. Use of electrical appliances like air conditioner, heater, iron and refrigerator is not allowed. Those who want to use any electrical appliances like electronic kettle, induction plate, iron, room-cooler are required to take prior permission from the Warden and pay tariffs as decided by the administration. Those found using electrical appliances without permission would have to pay a fine of Rs. 1000/- for each unauthorized use every time. Residents would maintain cleanliness in the bathrooms. Complaints

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regarding electricity, water works, etc. may be entered in the Maintenance Register kept in the hostel office for the purpose. Halls of Residence will be maintained and cleaned by the Housekeeping staff. However, residents have to clean their own rooms. Students are strictly advised not to keep valuables and cash with them. In case of unavoidable circumstances, the excess cash may be deposited with any Faculty member or Warden. Residents are advised to use locks with triplicate keys of which one has to be deposited at the Warden's office. This is to avoid breaking of locks or latches in case of loss of keys. University will not be responsible for loss or damage of the resident's belongings and will not entertain any allegation of theft against hostel staff or residents.

**Students are advised not to visit the residence of Wardens except in case of emergency.**

#### **9. HOSTEL MESS:**

- (I). Selected boarders will accept the responsibility of the membership of the Mess Committee.
- (II). All the boarders will deposit the mess charges timely as per schedule fixed on the date fixed by the University administration failing which suitable disciplinary action will be taken against the defaulters.
- (III). It will be compulsory for every boarder to take their meals in the hostel.

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- (IV). A boarder who declares a no meal in the hostel with the prior written permission of the authority will continue to pay the hostel establishment fees. A boarder will pay meal charge of minimum diets when he/she is away from the hostel on an authorized leave of absence for more than fifteen days.
- (V). Boarders will take their breakfast normally from 7.30 a.m. to 9.00 a.m., lunch from 1.00 p.m. to 2.30 p.m. and dinner from 8.00 p.m. to 10.00 p.m. No meals will be served after the above timings.
- (VI). Boarders will, unless they are ill, take their meals in the dining hall. Meals may be served in the room provided it is recommended by the Medical Officer or the Warden and timely intimation for such service is given. Mess crockery/utensil will not be taken out of the dining hall.
- (VII). No boarders will ill-treat or punish any staff of the mess or the hostel including a cleaner. Complaint against them will be made in writing to the Warden who will take appropriate action.
- (VIII). Proper discipline, etiquette and manner of the Dining Table will be maintained. Discussion in high pitch over Dinning Tables should be avoided.
- (XI). In case of non-availability of sufficient place in the Dining Hall boarder should wait for the changeover, system of first come, first serve will be followed in Dinning Hall.
- (X). Boarders are not permitted to enter into the Pantry, cooking area unless specifically authorized by the competent authority.

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## **10. GUIDELINES FOR VISITORS:**

- (I). Boarders are advised to inform their parents and friends about the visiting hours, so that visit of the guest inside the Campus can be facilitated smoothly.
- (II).Visitors are permitted to visit up to the Visitors Room and boarders are required to meet their guests at visitor's room only.
- (III). Visitors should not to be taken in the rooms allotted to the boarders in the Hostel Campus.
- (IV). Visitors will be subject to frisking/checking before visiting the complex or at the time of leaving the complex.
- (V).Visitor's vehicle will not be permitted beyond the parking area due to Security reasons however in case of old parents/lady members permission can be accorded by the authority.

## **11. SECURITY:**

- (I). Boarders will be responsible for the safety and security of their valuables, cash, mobile, lap-top and other items which can be easily pilfered.
- (II).Boarders must ensure that their locker are intact and lock system fully functional, if not, they should have their own brief with lock system to keep their valuable cash etc. in safe custody.
- (III). Boarders must obtain out pass from the Warden in case, they have to go out of Campus for any reasons beyond

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permitted hours in order to establish their identity and to avoid any complications outside the Campus.

- (IV). Boarders must not keep knives beyond the prescribed size or the lethal weapons even if it is licensed.
- (V) Permission to allow boarders to keep two-wheeler is generally dissuaded but in exceptional cases permission can be granted by the Chief-Warden of the University on the request of the parents, if security norms are fulfilled.
- (V). Boarders who are granted permission for keeping two-wheeler are required to obtain security clearance from CSO of the University for that purpose.

**Certified copy or Xerox copy of following documents are required to be submitted for permission of two-wheeler.**

- (I). Ownership along with Registration No.
- (II). Validity and fitness certificate.
- (III). Insurance Certificate (If any)
- (IV). Driving License of the individual.
- (VI). Parking of vehicles inside the Hostel Campus is strictly forbidden. Parking of permitted two-wheeler will be done only in the notified area.
- (VII). Timings of incoming and outgoing of boarders to /from the University Campus will be regulated as per the instructions issued on the subject from time to time.

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(VIII). Boarders will be liable to make entry in the incoming/outgoing registers maintained at gate in order to ascertain their whereabouts safety in case of any emergency.

## **12. EXTRA-CURRICULAR ACTIVITIES:**

- (I). Boarders may, with the prior approval of the Sports Committee and the Warden, organize sports, games, programs and competitions for the healthy promotion of their academic, cultural, athletic and social welfare activities.
- (II). Such sports, games, programs and competition will be organized with the permission of the Warden having concurrence of the Vice-Chancellor in this regard.
- (III). Boarders will follow the rules in respect of usage of common sports facilities e.g. gymnasium, swimming pool. University will have right to levy appropriate charges for usage of these facilities.

## **13. DISCIPLINARY CONTROL:**

- (I). Every boarder living in the hostel will be subject to the disciplinary control, primarily of the Warden and in the absence of the Warden, any other officer authorized in this regard.
- (II). There will be Disciplinary Committee consisting of the Chief Proctor as ex-officio member, Chief-Warden as a convener and any other teacher as a member thereof.
- (III). Where a hostel boarder(s) is found involved in a case of indiscipline in the hostel, he/she will be dealt with strictly.

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(IV). Any contravention or violation of these Rules will be subject to punishment provided in Appendix-A.

**14. JURISDICTION OF AUTHORITIES:**

All cases of indiscipline in the hostel will be dealt with by the Hostel Warden. He will be competent authority to impose penalties subject to the quantum and conditions prescribed in Appendix-A (Maintenance of Hostel Discipline) of the Hostel Rules.

**15. POWER OF INQUIRY FROM BOARDERS:**

Any authorized person of the University will have the power of demanding from the boarders their identity cards and such other information as may be desired by the aforementioned persons concerned. Boarders failing to provide the concerned information, will be liable to disciplinary action vide Appendix-A.

**16. VIOLATION OF LAW OF THE LAND:**

All cases of indiscipline amounting to the violation of the law of the land will be reported to the warden, who may after proper investigation, report the matter to the Chief-Warden for necessary action.

**17. SAVINGS CLAUSE:**

Any question of discipline in hostel or conduct not dealt with in these Rules will be dealt with by the Hon'ble Vice-Chancellor.



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# DISCIPLINARY REGULATIONS FOR STUDENTS

## 1. ANTI-RAGGING REGULATIONS –

- **General Code of Conduct** – Ragging is prohibited in the University. Strict measures will be taken if any student is found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of something promoting ragging. Strict action will be betaken against such students based on the U.G.C. Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009 and "The Haryana Prohibition of Ragging in educational institutions Ordinance, 2012".
- **Instructions Against Ragging** – We, at DBRANLU, look forward to making our campus student-friendly so that everyone can grow and learn. We take pride in putting forward the best practices for the overall benefit of the students.
- **What Constitutes Ragging?**
  - a) Any conduct by the student/s in verbal or written form which has the effect of teasing, treating harshly or handling any kind of rudeness.
  - b) Indulging in activities promoting indiscipline which is likely to cause annoyance, hardship, physical or psychological harm or any kind of fear.
  - c) Forcing any student to do any act which is against his/her

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will and potential of causing a detrimental effect on the mental health of that student.

- d) Any act which disrupts or disturbs the regular academic activity of any student.
- e) Exploiting the services - academically and financially (forceful expenditure).
- f) Any act/incidence of physical abuse like sexual abuse, homosexual slurs, assaults, stripping, obscene/lewd remarks, gestures or any kind of bodily harm.
- g) Any act through the use of social media which has the potential of disturbing the mental state of an individual.
- h) Any act which has the potential of mental abuse (bullying and exclusion) targeted at another student on the grounds of caste, color, race, ethnicity, gender, sex, appearance, religious orientations, economic background etc.

In case of any incidence of ragging, the students will contact H.O.D./Dean/Dean Student Welfare for further course of action to be followed.

## **2. INDISCIPLINE –**

Indiscipline is categorized according to the gravity of the act as under:

- A. **Indiscipline** – It includes incidences such as causing the disturbance in the classroom/hostels, use of abusive language and obscene gestures, leaving Campus without permission

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and reporting late, cooking meals in the hostel rooms and changing rooms without informing the Warden, using unauthorized electronic gadgets, organizing parties in the hostel rooms, bringing vehicle without due permission and any other notified by the University from Time to Time.

**B. Serious Indiscipline** – Incidents of serious indiscipline will include misbehavior with the teachers/university authorities/administrative staff etc., smoking, drinking or use of intoxicants at the Campus, bringing or supplying any intoxicants, threatening fellow students/ employees, damaging or defacing the University property and any other act notified by the University from Time to Time.

**C. Grave Indiscipline** – Incidences of grave indiscipline includes ragging in any form, physical assault on any person inside the Campus, indecent behavior (sexual nature), an act of violence or moral turpitude that is an offence under any law in force in the country committed at or outside the Campus, three repeated incidents of serious indiscipline will be considered as grave indiscipline.

### **3. PUNISHMENTS/PENALTIES FOR INDISCIPLINE –**

**A. Indiscipline** – Any student found guilty of indiscipline will be liable for a fine up to Rs. 5000 with or without community service in the form of duty in the Library, Computer lab, Hostel, Sports field, etc., for the period specified by the Committee.

**B. Serious Indiscipline** – Any student found guilty of serious

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indiscipline will be liable for a fine up to Rs. 10000 with or without community service at the Library, Computer lab, Hostel, Sports field, etc., for the period specified by the Committee.

**C. Grave Indiscipline** – A student found guilty of grave indiscipline will be- liable to a fine as determined by the Vice-Chancellor OR Debarred from examination with or without any fine OR Rusticated from the University/Hostel.

Note- Debarring of a student from an examination may be for one or more papers in a semester/s or more than one semester. Rustication will be construed as an expulsion of the student from the University.

#### **4. PROCEDURE TO DEAL WITH AN ACT OF INDISCIPLINE –**

- a. The matter will be reported by the Warden/Teacher/Dean to the DSW.
- b. The DSW will hold an inquiry through a committee consisting of the following -Chief Warden, Warden/Faculty Member, Nominee of the Vice Chancellor.
- c. Report of any incidence of indiscipline will be completed within five days with the guilty students given a chance to put their case forth.
- d. For any grievance regarding disciplinary action, the student can send a review application to the Registrar. The decision of Registrar will be final and cannot be challenged.

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## **5. PROCEDURE TO DEAL WITH AN ACT OF "SERIOUS INDISCIPLINE" –**

- a. Matter of "serious indiscipline" will be taken by the Administrative Officer/Warden/Senior Faculty to the Dean of Student Welfare.
- b. The DSW will conduct a preliminary inquiry and submit his/her report to the Registrar.
- c. Report by the Registrar will be put forward for the consideration of the Vice Chancellor
- d. Vice Chancellor may constitute a Committee to inquire into any case of SI. The Committee will comprise of DSW, Faculty Member, Chief Warden.
- e. The Committee will allow the student who committed any act of SI to put his case forward and then making recommendations to Vice Chancellor regarding the nature of the act and the punishment proposed.
- f. The Vice Chancellor, on perusal of the recommendations of the Committee, may pass an appropriate order/award punishment. The decision of the Vice-Chancellor will be final.

## **6. PROCEDURE TO DEAL WITH AN ACT OF "GRAVE INDISCIPLINE" –**

- a. On any matter concerning "Grave Indiscipline," the matter will be immediately reported to the Vice-Chancellor by anyone having information about the "grave indiscipline."

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- b. Based on the information received, the Vice-Chancellor may pass an order of suspension of the student from classes and also constitute a committee that will look into the matter. The Committee would comprise of- Registrar, D.S.W., Senior Faculty member, Hostel Warden.
  - c. After looking at all the facts and collection of the information associated with the act of "Grave Indiscipline," the student will be given a fair opportunity to explain his/her position.
  - d. The Committee will submit its final report to the Vice Chancellor along with the proposed nature and the quantum of punishment.
  - e. The Vice-Chancellor may pass an appropriate order/punishment. In case the punishment deals with debarring the student from examination or rustication from the University, an adequate opportunity of hearing to the student and his/her parents will be given.
  - f. Executive Council can further arrive at an appropriate decision on the guilt and punishment after considering the recommendation of the V.C.

## Appendix-II

**Maintenance of Hostel Discipline** Without prejudice to the generality of the foregoing provisions "indiscipline" and "misconduct" in the hostel will include the following and if the allegation of indiscipline/misconduct against a boarder is found correct, he/she will be liable to disciplinary action as indicated below:

	Acts	Punishment
	<b>INDISCIPLINE IN THE HOSTEL :</b>	
1.	Act of ragging in the Hostels	Rustication from the University and an FIR with the police authority.
2.	Leaving the hostel over-night without obtaining prior permission in writing	Warning and on repetition of this thrice, the boarder will be expelled.
3.	Irregularity in attendance in hostel and/or dasses and default in payment of hostel dues.	Warning and on repetition of this thrice, the boarder will be expelled
4.	Accommodation of unauthorized guest in the hostel rooms.	Do
5.	Failure to inform about the number of guests during grand feast.	Do
6.	Taking meals frequently from outside bodies whatsoever in the hostel.	A fine of Rs. 500/- at least, on each occasion.
7.	Holding political meeting with outside bodies whatsoever in the hostel.	warning by the arthritics and imposition of fine up to Rs. 5000/- Two such offence will result in expulsion.
8.	Organizing games, sports other programs etc. without informing the warden.	A Fine of Rs. 200/-
9.	Playing of music or musical instruments between 10:00 p.m. and 8:00 a.m. or during permitted hours with interfering sounds.	A Fine of Rs. 500/-
10.	Use of air conditioner, desert cooler, electric heater etc. without permission of authority	Warning by the authorities and imposition of fine up to Rs.1000/- when such mistake in repeated twice the boarder will be expelled.
11.	Change of seat in the hostel without prior permission of the warden.	Do
12.	Entertaining guests/outsider without written permission of the wardens.	Warning by the warden with a fine up to Rs. 1000/- Two such offences will result in expulsion.
13.	Smoking, chewing of Pan Masala/ Gutka/Tabacco.	Rs. 500/- Maximum up to three occasions subsequently expulsion from the hostel.

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14.	Damage in any form to the hostel property.	Recovery of the actual loss, apart from the punishment as decided by the Vice-Chancellor or the recommendation of Chief-Warden.
15.	Remain in the hostel during the class hours without any prior permission.	Warning by the appropriate authority. In case of repetition of such act thrice the boarder may be suspended from hostel pending inquiring in the matter.
<b>B.</b>	<b>MISBEHAVIOUR IN THE HOSTEL</b>	
1.	Manhandling or physical assault of any hostel or mess staff.	Suspension from hostel, pending inquiry. punishment at the discretion of disciplinary committee.
2.	Manhandling, assault or battery of any one in the hostel premises.	DO
3.	Removing any furniture or fixture of the hostel without permission.	Rs. 1000/- Fine on each occasion. Repetition of this thrice will result in expulsion from the hostel.
4.	Abuse drugs/indulgence in intoxicants.	Expulsion from the Hostel.
5.	Keeping arms and other contraband material ETC.	DO