



D Y PATIL
DEEMED TO BE
UNIVERSITY
— SCHOOL OF —
MANAGEMENT
NAVI MUMBAI

D.Y. Patil
Deemed to be
University
School Of Management



WELCOME KIT

Bachelors of
Business Administration
2023-26



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NAVI MUMBAI



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D. Y. Patil Deemed To Be University (Navi Mumbai)

**Established under Section 3 of the UGC Act, 1956,
vide Notification No. F.9-21/ 2000-U.3 dated 20th June 2002 of Government of India
Re-accredited (2nd Cycle) by the National Assessment and Accreditation Council
(NAAC) 'A' Grade with CGPA of 3.40
Re-accredited NAAC 'A++'
An ISO 9001: 2015 Certified University**

**Address: Vasantdada Patil Marg, Sector 4, CBD Belapur, Navi Mumbai, Maharashtra- 400614
Website: - www.dypatil.edu**

- ★ Ranked 100 for MBA by India today 2022
- ★ Top Private Management University by Times Education Icons 2022
- ★ Top Private MBA institutions (West Zone) by Outlook I Care 2022
- ★ Top Private MBA institutions (Mumbai) 2022
- ★ Top Private MBA institutions (India) 2022
- ★ Ranked 69 for MBA by TOI 2022
- ★ Ranked 69 for MBA by TOI 2021
- ★ Best B-School 2021
- ★ Top-100 Living experience 2021
- ★ Top 100- Private B-School 2021
- ★ Top-100 - Future Orientation 2021
- ★ Overall Rank 2021
- ★ Top emerging private B-School in Mumbai – Top Private University 2021
- ★ Amongst top 100 B-Schools in India 2021
- ★ Ranked 78 for MBA by India today 2021
- ★ Top Private Universities in Mumbai 2020
- ★ Amongst top 100 B Schools in India 2020
- ★ Ranked 101 for MBA by India today 2020
- ★ Ranked 69 for Overall by TOI 2020
- ★ Ranked 81 for Overall by TOI 2019
- ★ India's Top B Schools (India's most Definitive B-School rankings) 2018
- ★ Top B School by Business Today 2017
- ★ Top 68 B school by Outlook India 2017
- ★ Top 11th in Mumbai B-School 2017
- ★ Top B School by times on All India Basis 2017
- ★ Best B School from Future Orientation 2017
- ★ Top B School by Career 360 2016
- ★ Top B School by Business World 2016



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NAVI MUMBAI

Prof. Dr. R. Gopal
Director and HOD

Dear Students of 2023 Batch,

Welcome to D.Y. Patil deemed to be University School of Management (DYPUSM) and we are delighted that you selected this Institute as a milestone for your cognitive journey

You are on the forefront of a journey to discover one of D.Y. Patil University's defining characteristics which is an unwavering commitment to the freedom of speech and expression. All stakeholders of this university are encouraged to Speak, Write and Learn without fear. Liability and mutual respect are vital to all of us, yet, freedom of expression does not mean the freedom to harass or threaten others. In your time with us, you will find that we encourage all stakeholders of this institute to be engaged in healthy debate, discussion and even humble disagreement, which not only enables our students to think analytically but face all challenges with utmost care and ease.

We, at DYPUSM take immense pleasure in welcoming you to a new chapter of your life. The coming year be an exciting and thrilling one, as you get engaged to organize and partake of various Conferences, Guest Lectures, Industrial Visits and also various extracurricular events under the Cultural, Sports, Literary committees. In all these past years, this exposure has proven to lift up our stakeholder's overall personality not just as students but also as individuals who will see themselves rooted with strong foundations and placed at high places in the industry. The learning ambience at DYPUSM will provide you with multiple opportunities to enhance Managerial skills and to develop your Personality for a challenging future.

“Our Institute is like a family and a family is nothing without its Members”

We welcome you to DYPUSM and we wish you a wonderful time ahead.

IMPORTANT INFORMATION AT A GLANCE

- Application form Fee** : Rs. 500/- payable by Cash / demand draft drawn in favour of '*D.Y.Patil University Department of Business Management*' payable at Navi Mumbai.
- Date of Availability of** : Available at Sector- 4, CBD Belapur, Navi Mumbai Campus
- Application forms** : Available online on www.dyatil.edu/schools/management
- Last date for receipt of** : Should reach the below address by 1st August 2023
- Completed Application Form : School of Management**
D.Y.Patil Deemed To Be University, Navi Mumbai
"Dnyanpushpa Niketan", Plot No. 10,
Sector- 4, CBD Belapur,
Navi Mumbai - 400614.
Tel : (022) - 27589200
- Commencement of Classes** : Will be notified at the time of admission
- Documents to be brought** :
1. SSC Mark sheet & Passing Certificate.
 2. 11th Std Result/Mark sheet
 3. HSC Transfer Certificate and Migration Certificate
 4. Aadhar Card
 5. Birth Certificate
 6. Income /Salary Certificate of Parent
 7. Residence Proof
 8. Backward Class / Caste Certificate if applicable, duly certified by the competent authority.
 9. Passport (in case of Foreign Nationals/ Wards of Indian Origin/ Wards of Non-resident Indians)
 10. Physical fitness certificate from a registered Medical practitioner.

ADMISSION PROCESS

INTRODUCTION

- ◆ For admission to BBA programmes conducted at School of Management, Sector- 4, CBD Belapur, Navi Mumbai- 400614
- ◆ The medium of instruction for the above programmes is English. The duration of the BBA programme is 3 years Full Time.
- ◆ The programme available are:

Sr.No	Name of the Course	Eligibility
1	BBA in Finance	HSC with a minimum of 45% marks in any discipline or equivalent*
2	BBA in Marketing	
3	BBA in International Business	
4	BBA in Banking and Insurance	
5	BBA in Hospital Administration	HSC with a minimum of 45% marks in any discipline or equivalent, however preference will be given to the candidate having Biology as one of their subject*
6.	BBA in Business Analytics	<ul style="list-style-type: none"> • 10+2 pass with any stream (Science, Commerce and Arts) • 45% marks in 10+2 • Admission is based on personal interview
7.	Integrated BBA & MBA Program	<ul style="list-style-type: none"> • 10+2 pass with any stream (Science, Commerce and Arts) • 45% marks in 10+2 • Admission is based on personal interview

INSTRUCTIONS FOR FILLING THE APPLICATION FORM

1. Candidates are advised to retain with them a photocopy of the completed application form before sending the form to the Admission Committee for their personal record and future reference.
2. Write in **CAPITAL LETTERS** only and tick in appropriate boxes using a blue or black ballpoint pen.
3. Ensure that the candidate's name and date of birth are the same as those mentioned in their High School or board Certificate.
4. Fill in the form completely. **Incomplete application forms will be rejected.**

SUBMISSION OF APPLICATION FORM

The Application form fee payable is Rs. 500/-. The fees is payable by cash /demand draft drawn in favour of D.Y.Patil University , Department of Business Management a nationalized /scheduled bank , payable at Navi Mumbai. Particulars of the draft must be filled in the body and drawn on the forms as well in both parts of the receipt attached along with the form. The candidates should write their full name, address and application number on the reverse of the demand draft. It will be the responsibility of the candidate to ensure that his/her demand draft for application form fees reaches the office of the Coordinator of Admission Committee within the specified time and date.

INCASE OF ONLINE TRANSACTION

Account Name : D. Y. PATIL UNIVERSITY DEPARTMENT OF BUSINESS MANAGEMENT

Name of Bank : BANK OF BARODA Branch : NERUL BRANCH

Account No : 27410200000725 (current account)

RTGS / NEFT IFSC CODE : BARB0NERULX (fifth character is ZERO)

SN/PIO/NRI CATEGORY

As students from countries other than India come from a wide range of countries graduating at different times each year, an examination for them becomes a difficult task, as such . The students desirous of getting admission in this category are exempted. Preference will be given to the foreign Nationals and wards of Persons of Indian Origin settled abroad.

The candidates in general Category who desire to be considered for admission against vacant seats in FN/PIO/NRI category and who agree to be governed by the fee structure of this category, will have to submit a separate application which can be obtained from the Admission Office of the University in addition to application. The vacant seats will be filled on the basis of inter-se-merit of such application based on their Entrance test marks.

Documents required for admissions under FN/PIO/NRI category (Having results of qualifying examination declared)

Attach the original documents or attested copies of

- Indian Embassy in the student's country OR mission / Embassy of the student's country in New Delhi , OR Ministry of education in student's country
- Provisional admission application form completed in all respects
- Eight passport size photographs
- 10+2 or equivalent mark sheet /grade sheet
- 10th or equivalent mark sheet / grade sheet

- Gap Certificate if applicable
- Migration certificate
- Student's Passport
- Sponsor's passport and Visa
- Sponsor's Letter
- Registration Certificate
- Residence permit
- NOC from AIU- All India University, Delhi

Interested students / parents should approach University office for the details and compliance of the documents.

Reservation will be as per the directive of the government of India (MHRD)

COMMENCEMENT OF CLASSES

The date of commencement of classes will be communicated to the candidates at the time of counselling. Candidates will be required to be present in the campus for the orientation programme, so that, they are aware of the various requirements, facilities, structure and organization of the school and the University.

DISCIPLINE

The candidates admitted in the school of the University are subject to the discipline and conduct rules of the University. A Disciplinary Committee will deal with all cases either so moto or when referred to it by the Director of the School or the Vice Chancellor of the University. The decision of the Vice-Chancellor shall be final in this regard. Please see general code & conduct.

DISCLAIMER

D.Y.Patil Deemed to Be University, Navi Mumbai has not authorised and individual agent or agency to deal with the admissions to its Department. The University will not be responsible for any activities of such individual agents/ agencies.

Whilst every effort has been made to ensure accuracy of contents at the time of publication of the Entrance Test prospectus, the University reserves the right to amend or alter information without notice. No liability can be accepted by the University in connection with such alterations or amendments. All differences and disputes arising in the interpretation and implementation of the sections of the prospectus will be referred to the Vice Chancellor and his decision shall be final and binding.

DISCIPLINARY MEASURES AGAINST RAGGING

The D.Y.Patil Deemed to Be University does not allow ragging in its campuses including Hostels. We have anti-ragging Committee to monitor and prevent ragging.

This is as per the guidelines of the University Grants Commission (UGC) here is an extract from the report of the Committee Constituted by the University Grants Commission to frame guidelines to curb the menace of ' Ragging in University / educational institutions.

Forms of Ragging

Ragging is found to take the following forms (the list is only indicative and for exhaustive)

Crisp orders

- To address seniors as 'Sir'
- To perform mass drills
- To copy class notes of the seniors
- To serve various errands
- To do menial jobs of the seniors
- To ask/answer vulgar questions
- To look at pornographic pictures to shock the Fresher's out of their innocence
- To force to drink alcohol, scalding tea, etc.
- To force to do acts with sexual overtones, including homosexual acts
- To force to do acts which can lead to physical injury /mental torture or death
- To strip, kiss, etc.
- To do other obscenities

PUNISHMENTS

The following could be the possible punishments for those who are found guilty of participation in our abetment of ragging. The quantum of punishments shall, naturally, depend upon the nature and gravity of the offence as established by the Disciplinary Committee or the Court of Law.

- Cancellation of Admission
- Suspension from attending classes.
- Withholding /withdrawing scholarship/fellowship and benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results
- Debarring from representing the School in any national or international meet, tournament, youth festival, etc.
- Expulsion from the institution for periods varying from 1 to 1 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution.
- **If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his explanation is found unsatisfactory, the authority would expel him from the institution.**

FREQUENTLY ASKED QUESTIONS (FAQ'S)

WHO SHOULD APPLY TO BACHELORS OF BUSINESS ADMINISTRATION?

The Bachelors of Business Administration (BBA) is aimed at recent Higher Secondary School pass outs that have the motivation & desire to build a strong foundation for a career in management & business administration.

WHAT KIND OF STUDENTS ARE THE BBA AIMED AT?

BBA is aimed at students who are just stepping into their career. The programme is suitable for students who want to increase their knowledge of business & management to:

- Enhance their existing career & accelerate their promotion prospects
- Pursue MBA
- Change career by changing function, or industry Start their own business

The highly international nature of the programme also makes it suitable for students who want international mobility. Above all, it is a preparation for general management with a global outlook rather than particular countrycentric one.

WHAT KIND OF CAREER DOES THE BBA PREPARE YOU FOR?

DYPUSM offers a plethora of programs in management to cater to the needs of Industry. The programs and minimum eligibility for each are as follows:

BBA PROGRAMS

- Marketing
- Finance
- International Business
- Banking & Insurance
- Hospital Administration
- **Analytics**

WHAT WOULD BE THE DURATION AND STRUCTURE OF THE PROGRAM?

The 3 year full time program consists of six semesters, each semester being of six month duration. The first semester mainly comprises of subjects related to general management, which would provide insights into managerial concepts. Here the focus is to give the students a firm grounding on the managerial skills and in honing their interpersonal skills through a series of practical based sessions.

In the subsequent semesters, the focus shifts to specialization based subjects relevant to the specific stream. The course curriculum has been designed in consultation with our industry partners who are also our knowledge partners. The classroom training is supplemented by guest lectures by specialists, industrial visits, summer & winter training projects & assignments. Other co-curricular activities include an Intercollegiate Festival, i.e. Paramount, National Research Conference, Seminars, Corporate Round Tables and Workshops.

The aim is to ensure an overall development of the students by building interaction between students of the institutes & personnel from various industries. The course is outlined on the CBCS basis, where the student is allowed to choose subjects from a wide variety of the subjects. Students can choose from the Elective subjects from Semester I itself.

WHAT IS THE ADMISSION PROCESS?

Prospectus and forms are available at the information desk of the Institute at Sector-4, CBD Belapur, Navi Mumbai on payment of Rs. 500/- OR the same form can be downloaded from our website and couriered to the college address with Rs. 500/- only by DD drawn in favour of D. Y. Patil University Department of Business Management payable at Navi Mumbai. (Add Rs.100/- for outstation students towards postal charges).

WHAT IS THE SELECTION PROCEDURE?

The selection criterion takes into account, Educational Qualification / Performance / Results of DYPCET & Group Discussion & Personal Interview, Work experience & Extra Curricular Activities (Sports, Cultural, etc.)

ELIGIBILITY FOR BBA

Sr.No	Name of the Course	Eligibility
1	BBA in Finance	HSC Passed with a minimum of 45 % marks* in any discipline or equivalent*
2	BBA in Marketing	
3	BBA in International Business	
4	BBA in Banking and Insurance	
5	BBA in Hospital Administration	HSC Passed with Biology & minimum of 45 % marks* in any discipline or equivalent* Preference will be given to candidates - HSC passed with Biology
6.	BBA in Analytics	<ul style="list-style-type: none"> • 10+2 pass with any stream (Science, commerce and arts) • 45% marks in 10+2 • Admission is based on personal interview

**5% Relaxation in percentage for reserved category*

WHAT ARE THE STEPS INVOLVED?

1. At the time of admission, students need to submit the following Original Certificates
 - 10th class Mark sheet & Passing Certificate
 - 12th class Mark sheet & Passing Certificate
 - (Original) Address Proof (Aadhar Card or Passport)
 - School Leaving Certificate / Birth Certificate
 - Caste Certificate & Caste Validity Certificate
 - Latest 2 coloured photograph (Formal)
2. Student has to submit 2 sets of attested photocopies of all above mentioned documents along with the Admission Application Form. In case of reserve categories, 5% relaxation in HSC percentages will be given.

HOW WILL THE PROGRAMME BE TAUGHT?

Pedagogical tools are matched to the needs of individual programs & emphasize active participation rather than passive assimilation. The case method of study is the major tool. It is supplemented by group exercise, role-play, games, lecture-cum discussion & presentation by students. Simulation Technique is also used. The overall teaching methodology is Industry & employment oriented, with an emphasis on sharing & imparting knowledge through a plethora of Workshops, Conferences, Case studies, Guest lectures & Industrial Visits. The Department, yearly, organizes more than 45 Guest Lectures.

DOES THE LEARNING HAVE A PRACTICAL ORIENTATION?

While pursuing research in their own fields of interest, members of faculty often act as consultants and advisers to industry & government, & many hold directorships in a range of organizations or in some cases run their own businesses. These activities help to maintain the practical relevance of the School's teaching & research.

WHAT FORM DOES THE LEARNING TAKE?

Most of learning takes the form of structured lectures & case studies. The style is participatory & classes frequently include case analysis & discussions. We also carry out many projects & group work, field investigations & visits, as well as individual research and simulations.

HOW ACCESSIBLE ARE THE FACULTY TO THE STUDENTS?

Faculties are there to support students throughout their BBA journey & are sometimes available outside class times to discuss academic issues. Students will also have an opportunity to interact more closely with faculty through their involvement in various activities that run year around.

DOES THE DEPARTMENT HAVE LINKAGES WITH OTHER ACADEMIC / RESEARCH BODIES?

Yes, the department has developed Linkages with several National/ International, academic/ research bodies.

1. University of South Carolina has signed a MoU with the DYPUSM to work together in the areas of Faculty & Student Research, Faculty and Student teaching learning process, Faculty Exchange Programs.
2. Wockhart Foundation Inspiration Clubs has signed a MOU with Department for Socially Involved Projects.
3. University of Cochin - KVM Trust-KVM College of Engg. & Information Technology has signed a MOU with Department on the following areas: Faculty Exchange Program, Faculty Training Program, Student Exchange Program, Research Programs, and Placement Activities.
4. University of Calicut's, Naipunya Institute of Management and Technology Kerala, Harrison College, USA & a consultancy organization MCAI has signed MOU with Department with respect to study abroad programs, Twinning or Matriculation Agreements, Management Development Programs, Consortium Models, Faculty/cultural exchange and joint collaborative efforts.

WHAT ABOUT STUDENT'S HOLISTIC DEVELOPMENT?

Education with a holistic perspective is concerned with the development of student's intellectual, emotional, social, physical, artistic, creative & spiritual potentials. Various events are conducted round the year, Inter- collegiate festivals, Conferences, Workshops & Seminars are organized by the students themselves. This opportunity helps them to understand the importance of team spirit, leadership, professionalism & importance of commitment. We also celebrate important Indian festivals in order to remind the students of their roots & culture. While imparting knowledge in students, we also focus strongly on inculcating good values in students. We firmly believe in the holistic development of every student & ensure that every student walks out of DYPUSM not just as a Degree holder, but also as a better Human being.

WHAT ABOUT THE PLACEMENTS?

Academic brilliance and technical expertise are at the core of your candidature. You need to have them in order to become eligible for your dream job. However, what will set you apart and convince the recruiter to hire you are your communication skills and soft skills. Brush up on these skills and practise interview skills to clear your personal interviews.

The D.Y.Patil Deemed to be University, School of Management provides 100% Placement Assistance to all the students

WHEN DO CAMPUS PLACEMENTS HAPPEN IN THE INSTITUTE?

The campus placement procedure takes place in the mid of the fifth semester. It starts in the month of September and goes on until the end of the academic year and sometimes even beyond that.

CAN EVERY STUDENT IN THE INSTITUTE PARTICIPATE IN CAMPUS PLACEMENTS?

The students who meet the eligibility criteria mentioned by the organizations can participate.

WHAT ARE THE STAGES OF THE RECRUITMENT PROCESS?

General protocol followed by the organizations is as follows:

1. Pre-placement Talk
2. Aptitude Test/Technical Test
3. Group Discussion.
4. Technical/HR Interview.
5. MR (Management Round) Interview.

INDUSTRIAL VISITS-

Does The Institute arrange any kind of Tour for Students?

Industrial visits has its own importance in a career of a student who is pursuing a professional degree. It is considered, as a part of college curriculum and objectives of industrial visit is to provide students an insight regarding internal working of companies. Industrial visits bridge the gap between theoretical training and practical learning in a real-life environment. We know that theoretical knowledge is not enough for making a good professional career. Therefore with an aim to go beyond academics, D Y Patil Deemed to be University School of Management take their students on National and International Industrial Visits to different places across the globe. Typically, we visit places like Chandigarh, Shimla, Manali, Nainital, Kerla, Bangalore, etc. in India and places like Dubai, Hong Kong, Singapore, London, etc. for International Visits. Some Industrial Visits are also One-day Industrial Visits to places like, The Bombay Stock Exchange, Securities and Exchange Board of India (SEBI), The Reserve Bank of India (RBI) Bombay Dyeing and Manufacturing Company Ltd. and many other organizations from different sectors which are nearby.

FOR FURTHER DETAILS KINDLY CONTACT:

- **Tel : + 91- 22- 2758 9200 (10 am to 6 pm)**
- **Fax no : + 91- 22- 2757 5064 (10 am to 6 pm)**

UGC RULES AND REGULATIONS

UNIVERSITY GRANTS COMMISSION, BAHADURSHAH ZAFAR MARG,
NEW DELHI - 110 002

NO. F 1-16/2007 (CPP-II) April, 2009

UGC REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009

In exercise of the powers conferred by Clause (g) of Sub-Section (I) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely-

1. Title, commencement and applicability:

- 1.1 These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".
- 1.2 They shall come into force with immediate effect.
- 1.3 They shall apply to all the universities established or incorporated by or under a Central Act, a Provincial Act or a State Act, to all institutions deemed to be university under Section 3 of the UGC Act, 1956, to all other higher educational institutions, including the departments, constituent units and all the premises (academic, residential, sports, canteen, etc) of such universities, deemed universities and other higher educational institutions, whether located within the campus or outside, and to all means of transportation of students whether public or private.

2. Objective:

To root out ragging in all its forms from universities, colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. Definitions: - For the purposes of these Regulations:

- 3.1. "college" means any institution, whether known as such or by any other name, which provides for a programme of study beyond 12 years of schooling for obtaining qualification from a university and which, in accordance with the rules and regulations of such university, is recognized as competent to provide for such programme of study and present students undergoing such programme of study for the examination for the award of such qualification.
- 3.2. "Head of the institution" means the 'Vice-Chancellor' in case of a university/ deemed to be university, 'Principal' in case of a college, 'Director' in case of an institute.

3.3. "institution" means a higher educational institution (HEI), like a university, a college, an institute, etc. imparting higher education beyond 12 years of schooling leading to a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.

3.4. "Ragging" means the following:

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

3.5. "Statutory/Regulatory body" means a body so constituted by a Central/ State Government legislation for setting and maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils.

3.6. "University" means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, an institution deemed to be university under Section 3 of the UGC Act, 1956, or an institution specially empowered by an Act of Parliament to confer or grant degrees.

4. Punishable ingredients of Ragging:

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion.
- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of the above-mentioned offences against the victim(s);
- Physical or psychological humiliation;
- All other offences following from the definition of "Ragging"

5. Measures for prohibition of ragging at the institution level:

- 5.1 The institution shall strictly observe the provisions of the Act of the Central Government and the State Governments, if any, or if enacted, considering ragging as a cognizable offence under the law on a par with rape and other atrocities against women and ill-treatment of persons belonging to the SC/ST, and prohibiting ragging in all its forms in all institutions.
- 5.2 Ragging in all its forms shall be totally banned in the entire institution, including its departments, constituent units, all its premises (academic, residential, sports, canteen, etc.) whether located within the campus or outside and in all means of transportation of students whether public or private.
- 5.3 The institution shall take strict action against those found guilty of ragging and/or of abetting ragging.

6. Measures for prevention of ragging at the institution level:

6.1 Before admissions:

- 6.1.1 The advertisement for admissions shall clearly mention that ragging is totally banned in the institution, and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately (for punishments, see section 8 below).
- 6.1.2 The brochure of admission/instruction booklet for candidates shall print in block letters these Regulations in full (including Annexures).
- 6.1.3 The 'Prospectus' and other admission related documents shall incorporate all directions of the Supreme Court and /or the Central or State Governments as applicable, so that the candidates and their parents/ guardians are sensitized in respect of the prohibition and consequences of ragging. If the institution is an affiliating university, it shall make it mandatory for the institutions under it to compulsorily incorporate such information in their 'Prospectus'.
- 6.1.4 The application form for admission/ enrolment shall have a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the applicant (English version given in Annexure I, Part I), to be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and to the effect that he/she has not been expelled and/or debarred from admission by any institution and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
- 6.1.5 The application form shall also contain a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the parent/ guardian (English version given in Annexure I, Part II), to be signed by the parent/ guardian of the applicant to the effect that he/ she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/ her ward in case the latter is found guilty of ragging and/or abetting ragging.

- 6.1.6 The application for admission shall be accompanied by a document in the form of the School Leaving Certificate/Transfer Certificate/ Migration Certificate/ Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon a student who has a negative entry in this regard.
- 6.1.7 A student seeking admission to the hostel shall have to submit additional undertaking in the form of Annexure I (both Parts) along with his/ her application for hostel accommodation.
- 6.1.8 At the commencement of the academic session the Head of the Institution shall convene and address a meeting of various functionaries/agencies, like Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging in the Institution and steps to be taken to identify the offenders and punish them suitably.
- 6.1.9 To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably multicolour with different colours for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.
- 6.1.10 The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.
- 6.1.11 The institution shall identify, properly illuminate and man all vulnerable locations.
- 6.1.12 The institution shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.
- 6.1.13 The institution shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, leaflets, seminars, street plays, etc.
- 6.1.14 The faculties/ departments/ units of the institution shall have induction arrangements (including those which anticipate, identify and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.

6.2 On admission:

- 6.2.1 Every fresh student admitted to the institution shall be given a printed leaflet detailing when and to whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committees, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc., so that the fresher need not look up to the seniors for help in such matters and get indebted to them and start doing things, right or wrong, at their behest. Such a step will reduce the freshers' dependence on their seniors.
- 6.2.2 The institution through the leaflet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.
- 6.2.3 The leaflet mentioned above shall also inform the freshers about their rights as bonafide students of the institution and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
- 6.2.4 The leaflet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.
- 6.2.5 The institution shall also organize joint sensitization programs of' fresher's and seniors.
- 6.2.6 Freshers shall be encouraged to report incidents of ragging, either as victims, or even as witnesses.

6.3 At the end of the academic year:

- 6.3.1 At the end of every academic year the Vice-Chancellor/ Dean of Students Welfare/ Director/ Principal shall send a letter to the parents/ guardians of the students who are completing the first year informing them about the law regarding ragging and the punishments, and appealing to them to impress upon their wards to desist from indulging in ragging when they come back at the beginning of the next academic session.
- 6.3.2 At the end of every academic year the institution shall form a 'Mentoring Cell' consisting of Mentors for the succeeding academic year. There shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of I Mentor for 6 freshers and I Mentor of a higher level for 6 Mentors of the lower level

6.4 Setting up of Committees and their functions:

- 6.4.1 The Anti-Ragging Committee: - The Anti-Ragging Committee shall be headed by the Head of the institution and shall consist of representatives of faculty members, parents, students belonging to the freshers' category as well as seniors and non-teaching staff. It shall monitor the anti-ragging activities in the institution, consider the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.
- 6.4.2 The Anti-Ragging Squad: The Anti-Ragging Squad shall be nominated by the Head of the institution with such representation as considered necessary and shall consist of members belonging to the various sections of the campus community. The Squad shall have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the said Committee.
- 6.4.3 Monitoring Cell on Ragging:- If the institution is an affiliating university, it shall have a Monitoring Cell on Ragging to coordinate with the institutions affiliated to it by calling for reports from the Heads of such institutions regarding the activities of the Anti-Ragging Committees, Squads, and Mentoring Cells, regarding compliance with the instructions on conducting orientation programs, counselling sessions, etc., and regarding the incidents of ragging, the problems faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of undertakings from candidates/students and their parents/guardians every year, and shall be the prime mover for initiating action by the university authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

6.5 Other measures:

- 6.5.1 The Annexures mentioned in sub-clauses 6.1.4, 6.1.5 and 6.1.7 of these Regulations shall be furnished at the beginning of each academic year by every student, that is, by fresher's as well as seniors.
- 6.5.2 The institution shall arrange for regular and periodic psychological counselling and orientation for students (for fresher's separately, as well as jointly with seniors) by professional counsellors during the first three months of the new academic year. This shall be done at the institution and department/ course levels. Parents and teachers shall also be involved in such sessions.
- 6.5.3 Apart from placing posters mentioned in sub-clause 6.1.9 above at strategic places, the institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, by holding counselling sessions, workshops, painting and design competitions among students and other methods as it deems fit.

- 6.5.4 If the institution has B.Ed. and other Teacher training programs, these courses shall be mandated to provide for anti-ragging and the relevant human rights appreciation inputs, as well as topics on sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counseling approach.
- 6.5.5 Wardens shall be appointed as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline, as well as the softer skills of counseling and communicating with the youth outside the class-room situations. Wardens shall be accessible at all hours and shall be provided with mobile phones. The institution shall review and suitably enhance the powers and perquisites of Wardens and authorities involved in curbing the menace of ragging.
- 6.5.6 The security personnel posted in hostels shall be under the direct control of the Wardens and assessed by them.
- 6.5.7 Private commercially managed lodges and hostels shall be registered with the local police authorities, and this shall be done necessarily on the recommendation of the Head of the institution. Local police, local administration and the institutional authorities shall ensure vigil on incidents that may come within the definition of ragging and shall be responsible for action in the event of ragging in such premises, just as they would be for incidents within the campus. Managements of such private hostels shall be responsible for not reporting cases of ragging in their premises.
- 6.5.8 The Head of the institution shall take immediate action on receipt of the recommendations of the Anti-Ragging Squad. He/ She shall also act *Suo motto* if the circumstances so warrant.
- 6.5.9 Freshers who do not report the incidents of ragging either as victims or as witnesses shall also be punished suitably.
- 6.5.10 Anonymous random surveys shall be conducted across the I st year batch of freshers every fortnight during the first three months of the academic year to verify and cross-check whether the campus is indeed free of ragging or not. The institution may design its own methodology of conducting such surveys.
- 6.5.11 The burden of proof shall lie on the perpetrator of ragging and not on the victim.
- 6.5.12 The institution shall file a FIR with the police / local authorities whenever a case of ragging is reported, but continue with its own enquiry and other measures without waiting for action on the part of the police/ local authorities. Remedial action shall be initiated and completed within the one week of the incident itself
- 6.5.13 The Migration / Transfer Certificate issued to the student by the institution shall have an entry, apart from those relating to general conduct and behavior, whether the student has been punished for the offence of committing or abetting ragging, or not, as also whether the student has displayed persistent violent or aggressive behavior or any inclination to harm others.

- 6.5.14 Preventing or acting against ragging shall be the collective responsibility of all levels and sections of authorities or functionaries in the institution, including faculty, and not merely that of the specific body/ committee constituted for prevention of ragging.
- 6.5.15 The Heads of institutions other than universities shall submit weekly reports to the Vice-chancellor of the university the institution is affiliated to or recognized by, during the first three months of new academic year and thereafter each month on the status of compliance with anti-ragging measures. The Vice Chancellor of each university shall submit fortnightly reports of the university, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the Chancellor.
- 6.5.16 Access to mobile phones and public phones shall be unrestricted in hostels and campuses, except in class-rooms, seminar halls, library etc. where jammers shall be installed to restrict the use of mobile phones.

6.6 Measures for encouraging healthy interaction between freshers and seniors:

- 6.6.1 The institution shall set up appropriate committees including the course in-charge, student advisor, Warden and some senior students to actively monitor, promote and regulate healthy interaction between the freshers and senior students.
- 6.6.2 Freshers' welcome parties shall be organized in each department by the senior students and the faculty together soon after admissions, preferably within the first two weeks of the beginning of the academic session, for proper introduction to one another and where the talents of the freshers are brought out properly in the presence of the faculty, thus helping them to shed their inferiority complex, if any, and remove their inhibitions.
- 6.6.3 The institution shall enhance the student-faculty interaction by involving the students in all matters of the institution, except those relating to the actual processes of evaluation and of faculty appointments, so that the students shall feel that they are responsible partners in managing the affairs of the institution and consequently the credit due to the institution for good work/ performance is due to them as well.

7. Measures at the UGC/ Statutory/ Regulatory body level:

- 7.1 Regulatory measures:
- 7.1.1 The UGC and other Statutory /Regulatory bodies shall make it mandatory for the institutions to compulsorily incorporate in their 'Prospectus' the directions of the Supreme Court and/or the Central or State Governments with regard to prohibition and consequences of ragging, and that non-compliance with the directives against ragging in any manner whatsoever shall be considered as lowering of academic standards by the erring institution making it liable for appropriate action.
- 7.1.2 The UGC (including NAAC and UGC Expert Committees visiting institutions for various purposes) and similar Committees of other Statutory/Regulatory bodies shall cross-verify that the institutions strictly comply with the requirement of getting the undertakings from the students and their parents/ guardians as envisaged under these Regulations.

- 7.1.3 The UGC and other funding bodies shall make it one of the conditions in the Utilization Certificate for sanctioning any financial assistance or aid to the institution under any of the general or special schemes that the institution has strictly complied with the anti-ragging measures and has a blemish-less record in terms of there being no incidents of ragging during the period pertaining to the Utilization Certificate.
- 7.1.4 The NAAC and other accrediting bodies shall factor in any incident of ragging in the institution while assessing the institution in different grades.

7.2 Incentives for curbing ragging:

- 7.2.1 The UGC shall consider providing special/ additional annual financial grants-in-aid to those eligible institutions which report a blemish-less record in terms of there being no incidents of ragging.
- 7.2.2 The UGC shall also consider instituting another category of financial awards or incentives for those eligible institutions which take stringent action against those responsible for incidents of ragging.
- 7.2.3 The UGC shall lay down the necessary incentive for the post of Warden in order to attract the right type of eligible candidates, and motivate the incumbents.

7.3 Monitoring mechanism to ensure compliance:

Apart from the monitoring mechanism built in under different sub- clauses of these Regulations, there shall also be the following monitoring mechanism:

- 7.3.1 The UGC shall constitute an Inter-Council Committee for prevention of Ragging consisting of representatives of the AICTE, the IITs, the NITs, the IIMs, the MCI, the DCI, the NCI, the ICAR and such other bodies which have to deal with higher education to coordinate and monitor the anti-ragging movement across the country and to make certain policy decisions. The said Committee shall meet at least twice a year in the normal course.
- 7.3.2 The UGC shall also have an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State level and university level Committees for effective implementation of anti-ragging measures.

8 Punishments:

8.1 At the institution level:

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- 8.1.1 Suspension from attending classes and academic privileges
- 8.1.2 Withholding/ withdrawing scholarship/ fellowship and other benefits
- 8.1.3 Debarring from appearing in any test/ examination or other evaluation process
- 8.1.4 Withholding results
- 8.1.5 Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- 8.1.6 Suspension/ expulsion from the hostel
- 8.1.7 Cancellation of admission
- 8.1.8 Rustication from the institution for period ranging from I to 4 semesters
- 8.1.9 Expulsion from the institution and consequent debarring from admission to any other institution for a specified period
- 8.1.10 Fine ranging between Rupees 25,000/- and Rupees 1 lakh
- 8.1.11 Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

8.2 At the university level in respect of institutions under it:

If an institution under a university (being constituent of, affiliated to or recognized by it) fails to comply with any of the provisions of these Regulations and fails to curb ragging effectively, the university may impose any one or any combination of the following penalties on it:

- 8.2.1 Withdrawal of affiliation/ recognition or other privileges conferred on it
- 8.2.2 Prohibiting such institution from presenting any students then undergoing any programme of study therein for the award of any degree/diploma of the university
- 8.2.3 Withholding grants allocated to it by the university, if any
- 8.2.4 Withholding any grants channelized through the university to the institution
- 8.2.5 Any other appropriate penalty within the powers of the university.

8.3 At the appointing authority level:

The authorities of the institution, particularly the Head of the institution, shall be responsible to ensure that no incident of ragging takes place in the institution. In case any incident of ragging takes place, the Head shall take prompt and appropriate action against the person(s) whose dereliction of duty lead to the incident. The authority designated to appoint the Head shall, in its turn, take prompt and appropriate action against the Head.

8.4 At the UGC/Statutory/Regulatory body level:

If an institution fails to curb ragging, the UGC/Statutory/Regulatory body concerned may impose any one or any combination of the following penalties on it:

- 8.4.1 Delisting the institution from section 12B of the UGC Act or any similar provision in the Act of the Statutory/Regulatory body concerned
- 8.4.2 Withholding any grants allocated to it
- 8.4.3 Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the UGC/Statutory/Regulatory body concerned
- 8.4.4 Declaring that the institution does not have the minimum academic standards and warning the potential candidates for admission accordingly through public notice and posting on the UGC Website/ Website of the Statutory/Regulatory body concerned.
- 8.4.5 Taking such other action within its powers as it may deem fit and impose such other penalties as provided till such time as the institution achieves the objective of curbing ragging.
- 8.4.6 Collaborating with one another to work out other possible deterrents.

AFFIDAVITS TO BE SUBMITTED

ANNEXURE- I

BY THE STUDENT (ON Rs.100 STAMP PAPER)

I, _____
(full name of student with admission/ registration/ enrolment number) S/O, D/O
Mr./Mrs./Ms. _____, having
been admitted to _____ (name of
the institution) _____, have
received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher
Educational Institutions, 2009, (herein after called the "Regulations") carefully read and fully
understood the provisions contained in the said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 & clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I here by solemnly aver and undertake that
 - a. I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I here by affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
6. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name:

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

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

SIGNATURE OF DEPONENT

Solemnly affirmed and signed in my presence on this the _____ (day)
_____ of _____ (month) _____, _____ (year)

after reading the contents of this affidavit.

OATH COMMISSIONER

*The form need to be filled on Rs.100/- stamp paper and it should be submitted to head of the University
Departments and Deans/Directors of Constituent College*

AFFIDAVITS TO BE SUBMITTED

ANNEXURE- II

AFFIDAVIT BY PARENT/GUARDIAN (ON RS.100 STAMP PAPER)

I, Mr./Mrs./Ms. _____
(full name of parent/guardian) father/mother/guardian of, _____
_____ (full name of student with admission / registration /
enrolment number) _____, having been admitted to _____
_____ (name of the institution)
_____, have received a copy of the UGC Regulations on
Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called
the "Regulations"), carefully read and fully understood the provisions contained in the
said Regulations.

2. I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
4. I here by solemnly aver and under take that
 - a. My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b. My ward will not participate in or abet or propagate through any act of. Commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this _____ day of _____ month of _____ year.

Name: _____

Address: _____

Telephone / MobileNo.: _____

Signature of deponent

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

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

SIGNATURE OF DEPONENT

Solemnly affirmed and signed in my presence on this the _____ (day)
_____ of _____ (month) _____, _____ (year)

after reading the contents of this affidavit.

OATH COMMISSIONER

*The form need to be filled on Rs.100/- stamp paper and it should be submitted to head of the University
Departments and Deans/Directors of Constituent College*

AFFIDAVITS TO BE SUBMITTED

ANNEXURE- III

ATTENDANCE AFFIDAVIT FORMAT (ON RUPEES 100 STAMP PAPER)

I, Mr/Mrs

Father/Mother of

studying in DY Patil deemed to be University School Of Management presently
in _____ year pursuing _____
course, agree to the following rules and regulations which have been inform to me at the
time of admissions the same is also listed in the admission prospectus.

- ◆ A student is supposed to have 100% attendance during his/her each semester. As per the University rules 25% is considered for any medical issues. Hence 75% attendance is compulsory. Below 75% NO Medical Reason will be considered and my ward will not be allowed to sit for the semester and exam. This rule is applicable throughout the course for all semesters till the course is completed.
- ◆ My ward will not be allowed to attend his/her term and exams if attendance is not 75%.
- ◆ If my ward is participating in any events and activities of the institute due to which he/she has not been able to attend the classes it is his/her responsibility to get the attendance approved from the concern teacher for whose event he or she was selected or was working and then take the approval of the Director.
- ◆ No personal reasons will be considered for my wards attendance below 75%
- ◆ It is mandatory to clear your appearing semester fees and any due fees of the previous semesters, before you are allowed to appear for the current examination.
- ◆ If my ward's fees are not paid within the stipulated time period as informed by the college he/she will not be eligible to attempt their term and exam.
- ◆ No extra time beyond the college regulated dates will be given to me for submitting the fees and I will bear the late fee charges if any applicable.
- ◆ Timely submission of the examination form and fees has to be done by my ward failing which examination hall ticket will not be issued to my ward and he/she will not be eligible to appear for the exams.
- ◆ My ward has to abide by the submission deadlines for all subjects, failing which he she will not be granted the internal marks and will have to bear with no marks being granted for the internal assessment.
- ◆ Anti-Ragging affidavit submission is a regulation by Government of India mandatory and if my ward does not submit the same he/she will not be allowed to continue his/her admission in the college.

- I am very well informed that normally there are two parent teacher meetings for which my ward is intimated at the college so it is my wards responsibility to inform me about the date and the time of the parent teacher meeting. In case I am not able to come on the schedule date, I will inform the concern college authorities about the same. I am also aware that I can visit the college after taking appointment from the concerned class mentor with the objective of discussing my wards academic performance.
- In no way I will hold the college responsible for my wards performance or absenteeism if I myself have not attended the parent teachers meetings.

I agree to all about terms and conditions and it is my responsibility that I and my ward abide by all about rules of the institute for successful completion of his course program

Declared this _____ day of _____ month of _____ year.

Name of Parent: _____

Signature : _____

Address: _____

Telephone / MobileNo.: _____

.....

Name of Student: _____

Signature : _____

Address: _____

Telephone / MobileNo.: _____

RULES & CODE OF CONDUCT FOR STUDENTS

A. GENERAL CODE OF CONDUCT:

1. Self discipline is the best discipline.

All students are expected to observe rules & regulations so as to ensure the smooth functioning of the college. Violation of the rules will invite disciplinary action as per the UGC regulations, The D Y Patil University and other relevant rules as laid down by the statutory bodies.

2. Students should come to school of Management in formal Attire as prescribed by the college. Students are expected to avoid any form of attire or behavior which could be considered indecent/unsuitable in the judgment of any faculty or member.
3. Students are required to display the ID cards given by the college during their stay in the Campus. The security persons in this regard will have the full authority to check the ID cards and Personal belongings. Refusal by a student to produce ID card as and when demanded shall result in disciplinary actions.
4. While in the campus, student behavior must at no point disturb the conduct of lecture.
5. It is the responsibility of the student to read notice regularly.
6. Smoking, Drinking and gambling in any form within the campus premises is strictly prohibited.
7. Cell phones/Mobiles phones or other such device should not be used within the college premises except in the Canteen or the Boys/Girls Common room.
8. No society or Associations will be formed in the School as no person will be invited to address a meeting without the written permission of the Director.
9. No student shall communicate or write any information regarding the School/ University in any manner to the Press or Media.
10. 75% attendance is mandatory; Students are warned that in case this is not met then their names are liable to be strike off from the University. Attendance shall not be waived off on account of employment.
11. In case of illness student must inform the teacher in charge and must produce the necessary medical certificate within 7 days.
12. Students should refrain from any type of unruly/undisciplined/indecent behavior eitherinside or outside campus and be only concerned about enhancing the reputation and image of theCollege. Any unwelcome behavior brought to the notice of the management will invite disciplinary action.

13. Students are NOT allowed to occupy or use Director's room, Faculty rooms, Conference rooms or Administrative department without the explicit permission from the concerned authority.
14. Prior permission from the management is required to be taken for organizing any Gettogether/ Function/ Party or any other event and use of college facilities.
15. Ragging in any form is strictly prohibited within the premises of the college/department/classroom as well as on public transport. Any individual or group of individuals who indulge in an act or practice of ragging constitutes gross indiscipline and such individual/ groups shall be dealt with as per the ordinance. This includes individual or collective acts or practices that involve physical assault or threat or use of physical force, which violate the status, dignity, and honor of any student.
Any complaints regarding ragging should be brought to the notice of the Prevention of ragging committee members. The names and the telephone numbers of the members are displayed in the Campus.
16. Sexual Harassment is an important issue in the University. **In case of such issue the students are requested to contact the PREVENTION OF SEXUAL HARRSSMENT committee. The names and the telephone numbers of the members are displayed in the Campus.**

B. ACADEMIC RULES AND DISCIPLINE:

17. On all working days the lectures sessions are scheduled to start at or around 8.15am as per mentioned timetable or as per Schedule determined by the teaching faculty. The each session will be of 50 minutes. The specific schedule for each lecture session will be mentioned in the timetable displayed on the noticeboard.
18. Students are expected to be in the classrooms at least 5 minutes before start of a lecturesession.
19. No student can enter or leave the lecture session while the lecture session is in progress,without the permission of the concerned faculty.
20. Students must conduct themselves in an appropriate manner during a lecture session so as NOT to disturb the proceedings of an ongoing session.
21. During the progress of various lecture sessions all students should maintain silence in the campus premises.
22. A student is expected to attend all lecture sessions barring unforeseen circumstances. 75% attendancein mandatory for appearing in the end term examination. There will be no relaxation of this rule and the decision of the management will be final.
23. Some days are likely to be earmarked for guest lectures, debates, cultural activities, Group assignments; workshop etc. students are expected to attend all guest lectures, industry seminars, cultural functions etc. organized by the college. Unauthorized absenteeism from such program would invite disciplinary action.

24. Resorting to unfair means of any type in any evaluation process or examination is a serious offence. Any such act will attract serious punishment ranging from cancellation of the concerned examination to rustication from the college. The decision of the management will be final in all such cases.
25. During the program, students are NOT expected to take any leave barring unforeseen circumstances that include:
 - a. Medical reasons for self only
 - b. Any emergency situations in the family.
26. Students are expected to take leave in writing from the concerned faculty whose lecture session is being missed. If any test or examination is held during such period, a student is NOT entitled for a re examination. However, the discretion in this regard will vest with the concerned faculty.

C. LIBRARY RULES:

27. Students should wear ID cards in the library.
28. Library book will be issued to the students only against the library cards.
29. Every student will be issued only 2 books at a time for a maximum period of 7 days and as per the due date stamped on a borrowed book. On Expiry of the period, if student fails to return the book (s) will have to pay fine of Rs 10/-per day for a week and Rs 25/- per day further. The amount of fine can be varied from time to time at the discretion of the director.
30. Library cards are non-transferable, meaning thereby no issue will be made to a student against the library card of any other student.
31. The library is expected to be used only for issuance/ return of the books as well as for study. Any other type of activities including Group discussions etc will NOT be permitted inside the library premises.
32. All library books must be returned after the course or program is completed and within the due date fixed by the college from time to time. The passing certificates and mark sheets will NOT be given without the clearance and No Dues Certificate from the librarian.
33. Student should familiarize themselves with library timings and rules and regulations displayed on the notice boards from time to time.
34. Students have to take care of their belongings while in the college campus.

D. COMPUTER LABORATORY RULES:

35. Students are NOT allowed entering IT lab without ID cards.
36. Students should write their details like Name, Class, In-Out time etc in the register as and when they enter the IT lab or leave the IT lab.
37. Student should familiarize themselves with IT lab timings and rules and regulations displayed on the notice boards from time to time.
38. A student is NOT allowed to work in the IT lab when he/she has a lecture session. In case of any breach of this rule, disciplinary actions will be taken.
39. Students are NOT allowed to carry any kind of eatables, water bottles and any other belongings in the IT lab.
40. The IT lab is expected to be used only for academic purpose only. Visiting internet sites that are unethical, banned and NOT for academic purposes is strictly prohibited. Similarly chatting of any type or playing computer games is strictly prohibited, if any student is found to indulge in any such activities, it will attract disciplinary actions.

E. DISCIPLINARY PROCEDURES:

41. On happening of any specific event of indiscipline/ even calling for disciplinary action, the Director will constitute an "Enquiry Committee" comprising faculty members and /or outside experts to investigate the charges. On completion of the enquiry proceedings and based on the report of the enquiry committee the Director or any other authority assigned by him/her for this purpose may decide to impose penalty in case the charges are proved. The penalty imposed will be commensurate with the nature, seriousness and extent of the act.
42. The punishment, as a consequence of disciplinary action, could be any one or combination of the following
 - Warning
 - Censure
 - Fine
 - Suspension
 - Rustication

BBA- FEES STRUCTURE

(FOR BATCH 2023-26)

YEAR	TUTION FEES	
	Core & Sectoral Programs	Business Analytics
First year Fees	₹ 1,50,000/-	₹ 2,75,000/-
Second year Fees	₹ 1,50,000/-	₹ 2,75,000/-
Third Year Fees	₹ 1,50,000/-	₹ 2,75,000/-

BBA+MBA INTEGRATED NORMAL FEES STRUCTURE

YEAR	TUTION FEES
First year Fees	₹ 3,45,000/-
Second year Fees	₹ 3,45,000/-
Third Year Fees	₹ 3,45,000/-
Forth Year Fees	₹ 1,15,000/-
Fifth Year Fees	₹ 57,500/-

BBA+MBA INTEGRATED ANALYTICS FEES STRUCTURE

YEAR	TUTION FEES
First year Fees	₹ 4,40,000/-
Second year Fees	₹ 4,40,000/-
Third Year Fees	₹ 4,40,000/-
Forth Year Fees	₹ 4,40,000/-
Fifth Year Fees	₹ 1,10,000/-

BBA BUSINESS ANALYTICS FEES STRUCTURE

YEAR	TUTION FEES
First year Fees	₹ 2,75,000/-
Second year Fees	₹ 2,75,000/-
Third Year Fees	₹ 2,75,000/-

BBA- FEES STRUCTURE

BBA ENROLLMENT FEES

*Only at the time of filling up the Enrollment Form-1st year

- Enroll ment for Maharashtra State will be ₹ 10,000/- and
- Enroll ment for outside Maharashtra will be ₹ 20,000/-
- For Enroll ment DD should be in favor of **“D Y PATIL UNIVERSITY NAVI MUMBAI”**

BBA EXAMINATION FEES

- Examination fee Rs.5,000/- per semester. (10,000 per year)
- Examination fee Rs.8,000/- (If paid One year at one time.)
- The fees to be paid separately before the examination date, along with the examination form.
- The fees to be paid by demand draft in the name of 'D Y Patil University Department of Business Management' payable at Navi Mumbai.

Note: Yearly full fees have to be paid before starting the classes

REFUND POLICY

For Students applying for first year BBA (Batch 2023-26)

Course	Last Date of Refund	Amount Deducted As Processing Fees
BBA	19 th August 2023	₹ 10,000/-

The Lectures for *BBA Program* will begin from *15th September 2023* (Tentative Date)

This is to inform that D.Y. Patil deemed to be University does not encourage any touts / agents / consultants or any such fraudulent, which approaches the candidates for allotment of seats.

University will not be responsible for any such fraud in case the candidate approaches through such mean

BBA BUSINESS ANALYTICS-FEES STRUCTURE

BBA BUSINESS ANALYTICS ENROLLMENT FEES

*Only at the time of filling up the Enrollment Form-1st year

- Enrollment for Maharashtra State will be ₹ 10,000/- and
- Enrollment for outside Maharashtra will be ₹ 20,000/-
- For Enrollment DD should be in favor of **“D Y PATIL UNIVERSITY NAVI MUMBAI”**

BBA BUSINESS ANALYTICS EXAMINATION FEES

- Examination fee Rs.6,000/- per semester. (10,000 per year)
- The fees to be paid separately before the examination date, along with the examination form.
- The fees to be paid by demand draft in the name of **‘D Y Patil University Department of Business Management’** payable at Navi Mumbai.

Note: Yearly full fees have to be paid before starting the classes

REFUND POLICY

For Students applying for first year BBA (Batch 2023-26)

Course	Last Date of Refund	Amount Deducted As Processing Fees
BBA Business Analytics	19 th August 2023	₹ 10,000/-
After 19 th August 2023 No Refund		

The Lectures for *BBA Program* will begin from *21st August 2023* (Tentative Date)

This is to inform that D.Y. Patil deemed to be University does not encourage any touts / agents / consultants or any such fraudulent, which approaches the candidates for allotment of seats.

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D Y PATIL
DEEMED TO BE
UNIVERSITY
SCHOOL OF
MANAGEMENT
NAVI MUMBAI



Reach Us

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Landmark

Nearest Railway Station: CBD Belapur Railway Station
(C.Rly Harbour Line)

Nearest Bus Depot: CBD Belapur

Nearest Landmark:

1. Konkan Bhavan
2. CBD-Belapur Fire Brigade

