

GUIDELINES FOR STUDENTS

- 1) In order to maintain the overall discipline and safety of the students and prevent entry of any unauthorized person into People's University campus, the students (Day Scholars and Hostellers) of People's University and its Constituent Units are expected to carry and wear ID cards at all times. Entry into University premises will be strictly on the basis of possession of a valid ID card.
- 2) **Day scholars are not permitted to stay in the hostels.** Hostel facilities are exclusively available for registered hostel residents to ensure proper management, security, and discipline within the hostel premises.
- 3) It is mandatory for all the students of People's University to carry and wear ID cards all times that is during the University's classes' hours etc. and cooperate with the security personnel as and when asked for in order to maintain discipline and safety on campus.
- 4) Students shall be promoted to next semester/year only after payment of their previous pending dues and deposition of advance tuition fees, Hostel/Mess Fees, Transport Fees & Re-Registration fees etc. of promoted session. Students are required to obtain 'No Dues' before Re-Registration, and for attending classes.
- 5) Students are not allowed to put any posters and banners in the University campus without prior approval of University authorities.
- 6) As per UGC regulations, it is mandatory for the students to maintain their attendance minimum of 75% per subject per term. Whosoever fails to meet the 75% attendance criteria, shall not be allowed to appear in the examination.
- 7) Students also have to abide by the guidelines and regulations related to mandatory attendance set by their respective regulatory body such as the Indian Nursing Council (INC), National Medical Commission (NMC), Dental Council of India (DCI), Pharmacy Council of India (PCI), All India Council for Technical Education (AICTE), and the Madhya Pradesh Paramedical Council.
- 8) Semester/Annual Tuition Fees to be deposited by the student at the beginning of academic year or within ten days of admission.
- 9) Students applying for scholarship are also required to deposit the Semester/Annual Tuition Fees at the beginning of academic year or within ten days of admission.
- 10) Students are instructed to refrain from making cash payments to any staff (Teaching & Non-Teaching).
- 11) In case, if any somebody demands payments through unofficial channels, please message or whatsapp at the following number: 7880131330.
- 12) All payments by students should be made only through online modes, bank transfers, demand drafts, or other non-cash methods. Any cash payments against fees charges will not be accepted.
- 13) Students are strictly advised **not to deposit** cash directly into the University's or any of its Institute accounts maintained with the Central Bank of India or ICICI Bank via challans or deposit slips.
- 14) As per UGC guidelines, it is mandatory for all the students to generate ABC IDs at the time of admission **and submit the ABC ID in the AO office of respective Institute, so that they can be registered on the NAD and the MP Online portal.**
- 15) Students are expected to adhere to the dress code approved by their colleges while attending classes, library, labs, examinations and formal functions of the University/College. They should be well turned out at all times.
- 16) Student can visit at following below mentioned link to lodge their grievances:
<https://www.peoplesuniversity.edu.in/student-grievance/>
- 17) People's University maintains a strict zero-tolerance policy towards ragging in any form. Ragging is a punishable offense as per the guidelines of the University Grants Commission (UGC) and is strictly prohibited on campus, in hostels, and in any associated premises. The anti-ragging undertaking must be completed by students online at <http://www.antiragging.in>
- 18) All students are required to adhere to the university's code of conduct to maintain a disciplined and respectful academic environment. The detailed Student Conduct Rules can be accessed at the following link:
<https://peoplesuniversity.edu.in/upload/policies/Conduct%20rules%20and%20conditions%20of%20residence%20of%20the%20students.pdf>
- 19) The admissions in respective courses are provisional and shall be considered as confirmed only after successful completion of document verification by People's University and deposition of prescribed tuition fees.
- 20) The refund of fees shall be strictly governed as per the **UGC guidelines**. Any requests for a fee refund will be processed in accordance with the People's University Policies and the prescribed rules and timelines set by the University Grants Commission.
- 21) Students are encouraged to review these guidelines to understand their rights, responsibilities, and the disciplinary measures in place for violations. Compliance with these rules ensures a safe and inclusive campus for all.

UNDERTAKING FOR FEE DEPOSITION BY STUDENT AND PARENT

(To be filled by Student and submitted in the Administrative Office)

I.....s/o-d/o
resident of.....hereby execute this undertaking on
(Dated) at Bhopal in favour of..... (College name), a
constituent unit of People’s University Bhopal, as under:

1. That I have been allotted a Postgraduate/Undergraduate/Diploma Seat in (Course) in, (College name) a constituent unit of People’s University, Bhopal by the College for the academic year
2. That for the aforesaid Postgraduate/Undergraduate/Diploma course allotted by the College in its counseling I have paid the fee of Rs (Approved/Proposed fees submitted by People’s University in MP Private Universities Regulatory Commission for fixation of fees for session _____).
3. The deposited fees shall be provisional and subject to final fixation by the MP Private Universities Regulatory Commission.
4. I shall make the payment of difference between the amount already paid by me and the difference amount that may arise as a result of the final fixation of fee structure for academic year by MP Private Universities Regulatory Commission.
5. I undertake that I shall abide by the final fee structure to be determined by MP Private Universities Regulatory Commission for the institution without any demur or protest.
6. I hereby understand that after completion of each academic session. I have to re-register for the next academic session.
7. I will deposit Annual/Semester tuition fee in advance before commencement of next academic session within a notified date, failing that my registration to the next academic session could be affected/cancelled.
8. I will deposit Annual Hostel fees in advance for the next year/session, within a notified date, failing which my hostel allotment could be affected/cancelled.(For student residing in Hostels)
9. Submit “No Dues” certificate duly certified by Dean/Principal/AO/Accountant of the Institute within notified date failing, which my registration to the next academic session could be affected/cancelled.
10. I undertake that, in case I am the recipient of any scholarship from the Government/Non-Government source, I shall still be depositing my individual tuition and other fees within the stipulated date and that my fee submission would not be regulated or would not be subject to release of scholarship amount from Government/Non-Government sources, either to me directly or through People’s University/any other source.

Student Name:

Guardian Name.....

Student Signature
signature

Parent/Guardian

STUDENT RE-REGISTRATION AND NO DUES CERTIFICATE

(To be filled by Student and submitted in the Administrative Office)

Name of Student: _____
Enrolment Number: _____ College: _____
Course/Program: _____ Batch: _____ Previous Year/Sem.: _____
Promoted Year/Sem.: _____ Student Contact Number: _____
Student Email: _____

Re-Registration Details

I, the undersigned, hereby request re-registration for the Session _____.

No Dues Clearance

I confirm that I have not incurred any dues from the previous academic session and have deposited the applicable fees for the promoted academic session. Additionally, I confirm that I have settled all dues and cleared all outstanding payments.

I further acknowledge that there are no outstanding dues in the University's records, and I am not under any disciplinary action.

Student Declaration:

I hereby declare that all the information provided above is true and correct to the best of my knowledge. I understand that any false or misleading information may result in the cancellation of my re-registration or other actions as deemed appropriate by the university administration.

Student's Signature:

Name: _____

Date: _____

For Office Use Only

Particulars	Verification By	Previous Batch Dues/ Books issued deposited (Cleared/Not Cleared)	Promoted Batch Fees Deposited (Yes/No)	Signature of Accountant/Librarian
Tuition Fees	Accountant			
Hostel Fees	Accountant			
Re-Registration Fees	Accountant			
Digitisation Fees	Accountant			
Library	Librarian		NA	
Other (Specify)				

- **Date of Re-registration Application Received:** _____
- **Remarks (if any):** _____

Forwarded to HOI through Administrative Officer

Signature
(Administrative Officer)

No Dues Certificate for Promotion to next batch

This is to confirm that _____, a student of _____, has successfully deposited the pending dues (Previous Year) and required fees for the upcoming academic session. I hereby grant permission for the student to be promoted to the next batch for the academic year _____.

Signature of Head of Institution: _____

Date: _____

Note:

- The student must ensure all dues are cleared before re-registration.
- Please submit this form to the Accounts Department of concerned college for processing.

HOSTEL UNDERTAKING

(To be filled by Student and submitted in the Administrative Office)

I.....s/o-d/o.....
resident of.....hereby execute this undertaking on
..... (Dated) at Bhopal in favour of..... (College name),
a constituent unit of People's University Bhopal, as under:

1. **Adherence to Hostel Rules and Regulations:** I undertake to abide by the rules and regulations of the university hostel, including those related to cleanliness, discipline, use of facilities, security, and general conduct.
2. **Maintenance of Hostel Property:** I agree to take proper care of the hostel property and not damage any furniture, appliances, or infrastructure. I shall be responsible for any loss or damage to hostel property caused by me or my guests.
3. **Guest Policy:** I shall ensure that I follow the hostel's guest policy and shall not bring any unauthorized visitors into the hostel premises. Any violation of the guest policy will be subject to disciplinary action.
4. **Payment of Hostel Fees:** I confirm that I have paid all applicable hostel fees and will continue to make the payments as required for the duration of my stay in the hostel.
5. **Health and Safety:** I undertake to maintain personal hygiene and safety. I will immediately report any health issues or safety concerns to the hostel authorities. I shall also abide by the hostel's policies regarding safety drills and emergency evacuation.
6. **Mess and Food Regulations:** I will follow the regulations regarding the hostel mess and dining facilities and will not engage in any activities that disrupt the smooth functioning of these services.
7. **Behavioral Conduct:** I will maintain discipline and behave respectfully towards fellow residents and hostel staff. I understand that any act of indiscipline or misconduct may lead to disciplinary actions, including eviction from the hostel.
8. **Eviction Clause:** I understand that if I violate any of the above-mentioned rules or engage in any activities detrimental to the peaceful environment of the hostel; I may be evicted from the hostel at the discretion of the hostel authorities.

Student Declaration:

I, hereby declare that all the information provided above is accurate. I undertake to follow the hostel rules and regulations during my stay. I understand that any violation of these rules may result in penalties, including eviction from the hostel.

Student's Signature:

Date:

Parent/Guardian

signature: _____

Date: _____

CONDUCT UNDERTAKING BY STUDENT

(To be filled by Student and submitted in the Administrative Office)

I,(Name of student) s/o-d/o.....
(Name of Parents/Guardian), has taken admission in (Course).....
(Institute) for the Academic Sessiondo hereby declare that:

- 1) I have not taken admission in any other school, college, institute, university, or elsewhere, and I solemnly declare that I have not been expelled, debarred, rusticated, or otherwise prohibited from admission in any school, college, institution, university, or elsewhere for being found guilty of abetting or being involved in any political or antisocial activity, or conspiracy to promote or engage in ragging in any form. I further affirm that if this declaration or undertaking is found to be false or untrue, I am fully aware that my admission is liable to be cancelled.
- 2) I shall maintain my attendance in all subjects of the course as per the norms of the Institute, University and the concerned regulatory body. I am fully aware that in the case of a shortfall in attendance in any subject, course of study, practicals, internship, Industrial training, or otherwise, I may be debarred from appearing in the examination, and any appropriate action may be taken against me. I shall be solely responsible for this.
- 3) I hereby solemnly declare and undertake that I shall not indulge in or promote any political, antisocial, ragging, eve-teasing, drug abuse, alcoholism, or any other such activities, either on or off campus. If found guilty of any such activity, I am fully aware that the Institute or University may take appropriate action, and I shall be solely responsible for the consequences.
- 4) I hereby solemnly aver and undertake that I shall not participate in, support, or promote any protests, antisocial, or illegal activities. I further affirm that if found guilty of any such activity, I shall be liable for punishment according to the Institute/University regulations.
- 5) I hereby undertake that whenever I represent the University/Institute, I shall maintain the decorum of the University/Institute, and if found guilty of any violation, I shall accept any action taken against me.
- 6) I hereby undertake that I shall not accept any clinical practice without the NOC of the University/Institute during the course. This applies to clinical courses such as Medical, Dental, Nursing, Paramedical, etc.
- 7) I do hereby undertake that I shall pay all the fees as prescribed by the Institute and University on time. Moreover, I undertake that if I discontinue the course, I shall pay any outstanding dues as well as the fees for the remaining periods.

I do hereby affirm that I am fully aware of the contents of this undertaking and also verify that the details provided by me are true to the best of my knowledge, and that no part of the undertaking is false and nothing has been concealed or misstated therein.

Verified aton (Day)..... (Month)..... (Year).....

Student's Signature: _____

Date: _____

Parent/Guardian signature: _____

Date: _____