



# STUDENT'S HANDBOOK



## LNPE

**LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION**

NAAC A++ Accredited, Category-1, Deemed to be University & 12 B Status Granted by the UGC  
(Member of the International Association of Physical Culture & Sports University)

GOVERNMENT OF INDIA, MINISTRY OF YOUTH AFFAIRS AND SPORTS

Shakti Nagar, Mela Road, Gwalior - 474 002 (M.P.) INDIA

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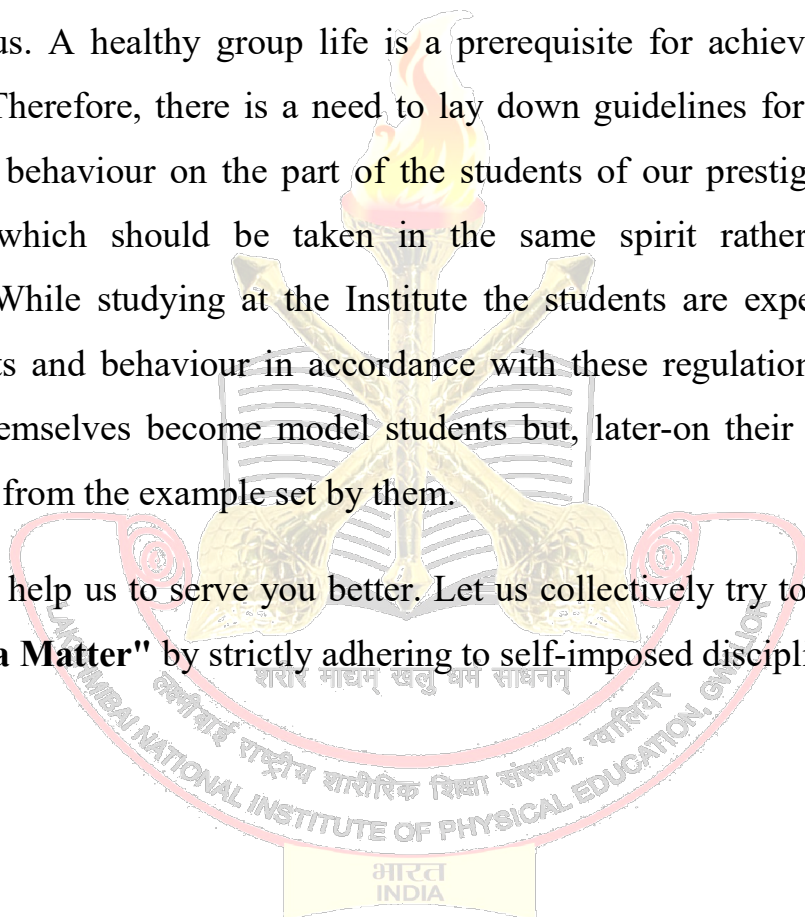
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## From Vice Chancellor's Desk...

**Dear Students,**

An educational Institution can achieve its objectives and its students can obtain maximum benefits only if an atmosphere of calm and tranquility prevails on its campus. A healthy group life is a prerequisite for achieving academic excellence. Therefore, there is a need to lay down guidelines for the expected conduct and behaviour on the part of the students of our prestigious Deemed University, which should be taken in the same spirit rather than as an imposition. While studying at the Institute the students are expected to form their thoughts and behaviour in accordance with these regulations so that not only they themselves become model students but, later-on their own students also benefits from the example set by them.

Please help us to serve you better. Let us collectively try to bring laurels to our "**Alma Matter**" by strictly adhering to self-imposed discipline.



**Prof. Vivek Pandey**  
**Officiating Vice Chancellor**

## CONTENTS

S. No.	Description	Page No.
1.	General Rules	5-6
2.	Attendance Rules	7
3.	Leave Rules	7-8
4.	General Hostel Rules for Students	8-10
5.	Hostel Rules for Male Students	10
6.	Hostel Rules for Female Students	10-11
7.	Health Centre Rules	11-12
8.	Library Rules	12
9.	Mess Rules	12-13
10.	Rules for Participation in Games / Sports / NCC / NSS Competition	13-14
11.	Leave Record	15-18
12.	Undertaking by Student & No Dues Form	19-22
13.	Undertaking by Student & Undertaking by Parent/Guardian	23
14.	Leave Application	24
15.	कविता: खूब लडी मर्दानी वो तो झाँसी वाली रानी थी	25-28

# Lakshmibai National Institute of Physical Education

NAAC A<sup>++</sup> Accredited, Category-1 Deemed to be University & 12 B Status granted by the UGC  
GOVT. OF INDIA, MINISTRY OF YOUTH AFFAIRS & SPORTS

## PERSONAL DETAILS OF THE STUDENT

1. Name of the student.....  
Class ..... Roll No. ....  
Allotted House / Hostel .....  
Mobile ..... Landline .....  
Registered E-mail ID .....
2. Mother's Name .....  
Mobile ..... Landline .....  
Registered E-mail ID .....
3. Father's Name .....  
Mobile ..... Landline .....  
Registered E-mail ID .....
4. Full correspondence address.....  
.....  
.....  
..... Pin Code .....

I certify that I have read this Rules Book thoroughly and I promise that I shall fully comply with all these rules and follow them in toto.

Paste  
Passport  
Size  
Photograph

.....  
**Signature of the Student**

## INTRODUCTION

All students should read these rules thoroughly and must comply with all the rules mentioned in the handbook. At the time of Registration to a new course, they should sign an undertaking that, they have received a copy of this Booklet and shall abide by all these rules.

### 1. GENERAL RULES

- 1.1. All students must be properly dressed according to the Institute Dress Code during all official functions and classes (on specified days) :

1.1.1. **BOYS :**

Formal Uniform (Summer)	Formal Uniform (Winter)
Black Pants (not Jeans), Shirt*, Institute Tie, Black Leather Shoes**.	Black Pants (not Jeans), Shirt*, Blazer* with Institute Tie, Black Leather Shoes**.

1.1.2. **GIRLS :**

Formal Uniform (Summer)	Formal Uniform (Winter)
Black Pants (not Jeans), Shirt*, Institute Tie, Black Leather Shoes/Bellies**.	Black Pants (not Jeans), Shirt*, Blazer* with Institute Tie, Black Leather Shoes/Bellies**.

\* To be decided by committee (UG, PG, Diplomas & Ph.D.)

\*\* To be purchased by student.

- 1.2. Students must wear the Institute Activity Uniform in all activity classes.
- 1.3. Male Students are not allowed to wear Bathroom Chappals, Shorts and collarless T-shirts in the classrooms and mess.
- 1.4. Female Students are not allowed to wear Bathroom Chappals, Shorts and sleeveless dress in the classrooms and mess.
- 1.5. The shirt / collar T-shirt should always be tucked in.
- 1.6. The students should be punctual in reporting to all instructional classes, assemblies and other engagements/programmes.
- 1.7. The students should maintain excellent conduct both inside and outside the Institute. Breach of rules may result in disciplinary action including imposition of fine, suspension, rustication and/or expulsion from the Institute. In addition, parents of the student will be informed and be required to come to the institute for personal discussion, when need be.
- 1.8. No student will move inside the campus with his/her face covered with cloth or mask.
- 1.9. Any student or group of students indulging in any undesirable behavior outside the Institute including, travelling from residential gate to station and back by hanging outside vehicles, any altercation or physical fight with either an Institute student or outsider, consumption of liquor or any illegal substance etc. will be viewed seriously and will call for strict disciplinary action.
- 1.10. Aligning with “Swachha Bharat Abhiyan”, all students should volunteer themselves to promote cleanliness by keeping the campus, play areas and hostel premises clean.



- 1.11. It is mandatory for all the students residing in the hostel to keep their respective rooms clean and tidy, which will be evaluated on regular basis.
- 1.12. They should not cause damage to the Institute property. Anybody found guilty, shall have to pay for the damage, in addition to the disciplinary action. Students are not permitted to be in possession of any type of arms or firearms in the campus.
- 1.13. Smoking, possession & consumption of liquor or prohibited drugs including syringes along with related liquid or dry medicines are strictly prohibited and considered a serious violation of rules. Student is likely to be suspended/ rusticated/expelled after verification from medical check-up (breath analyzer, blood test, etc.).
- 1.14. Students are not allowed to deal directly with Institute's officials, administrative staff and other employees. In case of any official work student need to approach authorities through Warden / Chief Warden / Mentor / Class Advisor / H.O.D.
- 1.15. The Girls hostel area (surroundings) is out of bounds for the boys and similarly boys hostel area is out of bounds for the girls.
- 1.16. Students are not permitted to indulge in any type of business transaction in the Institute campus.
- 1.17. Day scholars need to park their vehicle in prescribed common parking area (Administrative gate).
- 1.18. Student residing in the hostel are not permitted to keep motorized vehicle (Car/Scooter/Motorcycle). Any defaulter will be penalized with the fine of Rs. 1,000/- are expected to exhibit exemplary behaviour and healthy inter personal relations. If at any point of time, it is found or realized by the Institute authorities that they are involved in unhealthy relations either within the campus or outside the campus, they shall be liable for disciplinary action, including removal from the Institute.
- 1.19. Students should be appropriately dressed while going outside the hostels.
- 1.20. Ragging is strictly prohibited on and off the Campus. Strict disciplinary action will be taken if any student is found involved in ragging, as per guidelines issued by Supreme Court of India.
- 1.21. Students shall explain the reason for their absence (Duty Leave Notices / Office Orders or Leave Booklet) from the classes to their respective HOD's, Warden and Teachers.
- 1.22. Students must report in time after vacations, holidays or any kind of leave. Any students reporting late due to any ailment, is required to bring a Medical Certificate and Fitness Certificate duly signed by Civil Surgeon / Medical Board of their particular district.
- 1.23. Reporting late on any account other than Medical grounds, will be liable for disciplinary action. If due to emergent situation, a student is unable to report in time, he/she shall inform the concerned HOD either by e-mail or telephone. Student shall meet the H.O.D. on arrival to the campus and give his/her reporting in writing.
- 1.24. In order to deal with the matters of indiscipline by the students, the matter will be referred to the Student's Disciplinary Committee duly constituted by the Vice Chancellor.
- 1.25. Guardian will be authorized to sign only in case, if parents are not alive.

## 2. ATTENDANCE RULES

- 2.1. A student is required to put-in 100% attendance. However, an exemption to the extent of 15% is permitted on account of illness and pressing social engagements etc., this will be considered as “Personal Leave” of a student.
- 2.2. No students shall be given “Duty Leave” for more than 15 days in a semester. However, if the student is selected to represent the country in recognized tournament/competition with the permission of Vice Chancellor this duty leave can be extended.
- 2.3. A student is permitted to participate in a maximum of two Sports Tournaments, either within or outside Gwalior, recognized by their National Federation other than Inter University competitions in a session.
- 2.4. Any absence, without due permission from the appropriate authority, shall amount to unauthorized absence and shall be punished as per the following rules :-

Absence (theory or practical) for first three days.	@ Rs. 100/- per day
Absence (theory or practical) after three to seven days.	@ Rs. 200/- per day
Absence (theory or practical) after seven to fifteen days.	Registration will be cancelled. Re-registration will be done by payment of fee as per Institute Rules.
Absence (theory or practical) more than fifteen days.	Name of the student will be struck-off from the roll of the Institute

**Note :**

- (i) Absence from any one class will be considered as absence for one day.
  - (ii) Absence will be counted from day one (whether consecutive or in break/discontinuous) and will be cumulative in nature.
  - (iii) The student need to deposit the amount of fine to account section by the end of month. “No Dues Certificate” will be issued only after payment of fine.
- 2.5. If the attendance falls below 85%, such student/s shall not be allowed to continue and will be debarred from appearing in the end-semester examination in that subject / activity / area. Such students need to attend catch-up/remedial classes to fulfill the desired number of attendance by paying the prescribed fee.
  - 2.6. In exceptional cases, the Vice Chancellor is authorized to condone up to a maximum of 10% of attendance (i.e. up to 75% of attendance).
  - 2.7. Students in BPED-IV year, P.G. and Diploma courses will be granted three days of special leave enabling them to attend interviews/written examination for the job, if they have exhausted their personal leave. In such cases, they have to submit the documents of the same.

**3. LEAVE RULES**

- 3.1. A Maximum of 15 days Leave (including medical leave) shall be permitted in a semester.
- 3.2. The students must get their leave sanctioned in advance from the concerned officials.
- 3.3. Leave up to three days (including holidays) for students residing in the hostel shall be sanctioned by respective warden. However, for day scholar, leave will be sanctioned by HOD.
- 3.4. Leave up to five days (including holidays), will be sanctioned by HOD on the recommendation of Wardens.
- 3.5. Leave exceeding five days may be sanctioned by the Dean of concerned faculty, on the recommendation of HOD, duly forwarded by Warden.
- 3.6. Leave shall be sanctioned only on this Rules Booklet. In case, the Rules Booklet is lost, student can be re-issued on payment of Rs. 300/- only.
- 3.7. Duty Leave to attend any one seminar/conference etc. (of not more than 03 days), in a semester shall be sanctioned by concerned H.O.D.
- 3.8. In case of student being deputed for participating/officiating/coaching, duty leave shall be sanctioned by the Director of Extramurals, who shall also inform Head of Department and Wardens for such Duty Leave for necessary record.
- 3.9. Medical Leave shall be granted only, if it has been recommended by the Institute's Medical Officer. Medical Leave, sent by students from their homes while they proceeded on requested leave or after vacation, shall be treated authorized leave up to 10 days or to that proportion in which the student has not availed his personal leave, subject to informing the Institute about the same immediately either telephonically or through fax.
- 3.10. When the students are deputed by the Institute or permitted to represent University/State/Country in the tournaments recognized by the National Federations/AIU/MYAS or permitted to attend any of the aforementioned Coaching Camp or deputed for officiating/organizing any outside tournaments may be treated as duty leave.

**4. GENERAL HOSTEL RULES FOR STUDENTS**

- 4.1. Students residing in the hostel will be provided semi furnished accommodation (on sharing basis) for which student will be fully responsible. Any damage to the property of the Institute will be made good by recovering the prevailing market cost from the student/s concerned.
- 4.2. Each occupant of the room has to take charge of the room and furniture in writing every year by filling up a prescribed form available with the warden. They shall be required to handover all the articles intact to the institute before leaving the hostel for vacation or after the end of the course.
- 4.3. Students are not allowed to keep any additional articles and furniture in their room.



- 4.4. Students are not permitted to take any items from common room, washroom etc. to their respective room.
- 4.5. In case of, any damage to the property of house/hostel (like TV, Furnitures, darri, curtains, etc.) the concerned student will be liable to pay the damage charges; otherwise, all the students/residents will be held responsible and collective fine will be imposed to all.
- 4.6. Students are not allowed to entertain friends/relatives or guests in the hostels without the prior permission of the respective warden. Failing to observe this rule shall invite disciplinary action.
- 4.7. Any student who is found to be indulging in immoral activities/drug abuse/consumption of liquor and involve in undesirable activities such as physical assault, damage to property, etc., will be dealt severely and accordingly.
- 4.8. Students are not permitted to keep inflammable material, fire arms, weapons or any other articles illegal in accordance with the laws of the land and articles not belonging to them, in their rooms. They shall be held responsible if such articles are found in their rooms.
- 4.9. Smoking in any form is strictly prohibited in the hostel and campus.
- 4.10. It is mandatory for students to attend the assembly in the hostel everyday at 09:00/09:30 p.m. during winter/summer respectively.
- 4.11. Stealing articles is criminal offense, anyone found in possession of stolen articles will be severely dealt with.
- 4.12. Cooking of any kind in the room is not permitted in the hostel.
- 4.13. Unauthorized absence of student from the hostel is not permitted. Doing so shall invite disciplinary action against the defaulter.
- 4.14. The students are permitted to keep radio, music system, laptop/desktop in the room at their own risk. For keeping electrical iron, each student is required to take prior permission of the warden on payment basis towards electricity charges. Room heaters and water heaters are not allowed.
- 4.15. The students are not allowed to play the music on high volume after 10:00p.m.
- 4.16. Students are not permitted to install ACs in their rooms, however he can install the room cooler with the permission of the authorities on payment basis.
- 4.17. Students are not allowed to keep Car/Scooter/Scooty/Motorcycle.
- 4.18. The rooms have to be vacated by the student/s every time they proceed for semester/session/annual break/vacation as announced by their respective departments/Institute. The luggage has to be collectively deposited in the rooms earmarked by the competent authority.
- 4.19. Meals for the sick will be provided on the written intimation from the Institute Medical Officer. The information should reach the mess well in advance.
- 4.20. There is no provision of a local guardian for outstation students.

- 4.21. Out station students have to submit a letter of address proof from their parents duly signed by them. In case of change of address, it is the duty of the parents to submit the new address to the hostel authorities in time.
- 4.22. In case parents intend to allow their ward to come home/go to any other destination during the course of study for any personal reasons, they should send either a fax/e-mail/a letter by post, to the Warden of their hostel, and the Department in which they are enrolled.
- 4.23. No student is permitted to invite anyone into the hostel premises or keep anyone overnight under any circumstances without taking written permission from the Warden.
- 4.24. Any guest including alumni staying in the hostel with permission will follow all the hostel rules like making entry in the register etc.
- 4.25. The residents are required to sign a hostel undertaking at the time of admission and he/she need to submit NO Dues before leaving the house/hostel.
- 4.26. No outsourced food vendors will be permitted inside the hostel premises.

## **5. HOSTEL RULES FOR MALE STUDENTS**

- 5.1. Hostel gate will close at 09:00/09:30 p.m. during winter/summer respectively.
- 5.2. Male hostels are out of bound for females.
- 5.3. For any kind of maintenance requirement in the rooms, students should make an entry of the nature of complaint along with room number & the name of the hostel in a register provided at the gate.

## **6. HOSTEL RULES FOR FEMALE STUDENTS**

- 6.1. Hostel gate will close at 06.30/07:00 p.m. during winter/summer respectively.
- 6.2. Female hostels are out of bound for males.
- 6.3. General assembly at a prescribed time for girls will be held every evening in their respective hostels/combined, when required for the purpose of attendance in the presence of Matron/ Assistant Warden/Warden.
- 6.4. All students should seek permission from the Warden and make an entry in the outgoing register while leaving the campus for an outing or going to SBI, Mela Road or ATM. While going out of the campus on a week end/week days (for any specific purpose with permission), no student shall go unaccompanied.
- 6.5. The timings of entry and exit from the hostel for girls are indicated from time to time on the Hostel Notice Board and Notice Board provided at the Main Gate.
- 6.6. Gated rule (not permitted to leave Institute/hostel premises) will be imposed by respective warden, for committing any offence, which may be of minimum of one week depending upon the severity.
- 6.7. No male relatives are permitted to meet their daughter/ward inside the hostel premises and beyond the prescribed timings.

- 6.8. In case of parents visit, they can take their daughter/s for night out after seeking written permission from the warden, though no other relative can take this leverage.
- 6.9. For any kind of maintenance requirement in the rooms, students should make an entry of the nature of complaint along with the name of the hostel & room number in a register provided at the gate. The complaint shall be then reported to the maintenance department by the Matron on every day basis.
- 6.10. Engaging unauthorized persons from outside for personal work is not permitted.
- 6.11. Staff Quarters are out of bounds for the female students. In case of any emergency, written permission from the Warden is to be obtained to visit the staff quarters.
- 6.12. All students should possess Institute's I-card while leaving the campus, including going to Bank or ATM.
- 6.13. The rules for staying inside the hostel are applicable to all who stay within the premises, whether for the purpose of duty or for a visit of any kind.
- 6.14. For any kind of medical treatment outside the campus/city, all applications should be routed through the Institute doctor.
- 6.15. All kinds of personal leave/s should be approved by the concerned HOD on recommendation of warden on the prescribed leave form and the booklet, along with a written document from the parents sent by registered e-mail to the concerned department/letter by post. *If at any point of time, the mail is found to be fake, stringent action will be taken against the student.*
- 6.16. All students have to fill the Hostel leaving Form and get it approved by the concerned Warden in the case of declared vacation by the Institute, like winter/summer break which has to be deposited with the security at the Hostel Main gate along with signing of the entry/exit register.

## **7. HEALTH CENTRE RULES**

- 7.1. Students will be covered under the medical insurance policy, for which one-time (one year) premium will be charged from students as decided by the Institute from time to time, which is indicated under fee structure of the Institute's prospectus.
- 7.2. If any student gets severely injured during the activity or during the competition representing the institute, he will get leave as per Institute's Rules. For further extension of the leave depending on the severity of the case, affected students may submit application to the respective HOD duly recommended by the concerned faculty and Institute's Medical Officer for further action.
- 7.3. The injured/sick students may get Bed rest/Observation/Excuse from Physical Activity up to maximum of 10 days in a semester by the Institute's Medical Officer. It will be permissible only when it is recorded in the Sick Report Card which will be issued to each student at the time of admission. In case, it is lost by the student, a fresh card will be supplied on payment of Rs. 200/- only. Any type tampering in the card will call for disciplinary action and fine of Rs.1000/ will be imposed.
- 7.4. Students shall receive general medical treatment in the Institute Health Centre during its working hours. Emergency cases shall be referred by the Institute's medical officer to the outside medical expert, whenever necessary.

- 7.5. In emergency cases, when surgery/operation is recommended by the doctor, parents of respective student need to be physically present. If parents are unable to present, they need to provide their consent for surgery/operation through their authorized/registered e-mail id.
- 7.6. Treatment at the Institute Health Centre shall be restricted to medicines and dressings available in the stock.
- 7.7. Treatment at the Physiotherapy section will be provided to injured students.
- 7.8. Students suffering from contagious diseases will be isolated and admitted to the wards in the Health Centre or sent to the outside hospital, if necessary.
- 7.9. For any kind of medical treatment outside the campus/city, all applications should be routed through the Institute's Medical Officer.

## **8. LIBRARY RULES**

- 8.1. The hours for the opening of the library open shall be notified from time to time.
- 8.2. Perfect silence should be observed in all sections of the Library. No book(s), bags, etc. from outside will be permitted to be taken inside the Library.
- 8.3. Periodicals should be replaced back at the proper place after use. The latest issues of the periodicals will be displayed at the stand and these shall not be issued on loan to any student.
- 8.4. Books and Thesis from the reference section will not be issued to any student for reading outside the library. While referring to these books, the identity card or reference tickets should be handed over to the reference assistants on duty. Reference books will be issued only for one hour at a time.
- 8.5. Timings for issue of books and return will be specified from time to time.
- 8.6. Each student is entitled to borrow four books for a period not exceeding 7 days, at a time. A penalty of Rs. 10/- per book per day will be recovered for late return of book. The books may be reissued with the permission of Librarian if no demand for these books exists. The Librarian may recall any book from any member, if required urgently.
- 8.7. If a book is lost or damaged by the student double the cost of the book (prevailing market price) will be recovered from such member.
- 8.8. Books will be issued only on the production of the Library cards. The card will bear a photograph of student besides his/her signature.
- 8.9. The cards and books issued are not transferable. Students will be responsible for any misuse of their cards.
- 8.10. For any problem related to Library, the students should approach the Librarian for its solution.
- 8.11. If a student is caught tearing any study material from the book / periodical / thesis or is found in possession of a stolen book from the Library, strict action will be taken and cost of the book (prevailing market price) will be charged.



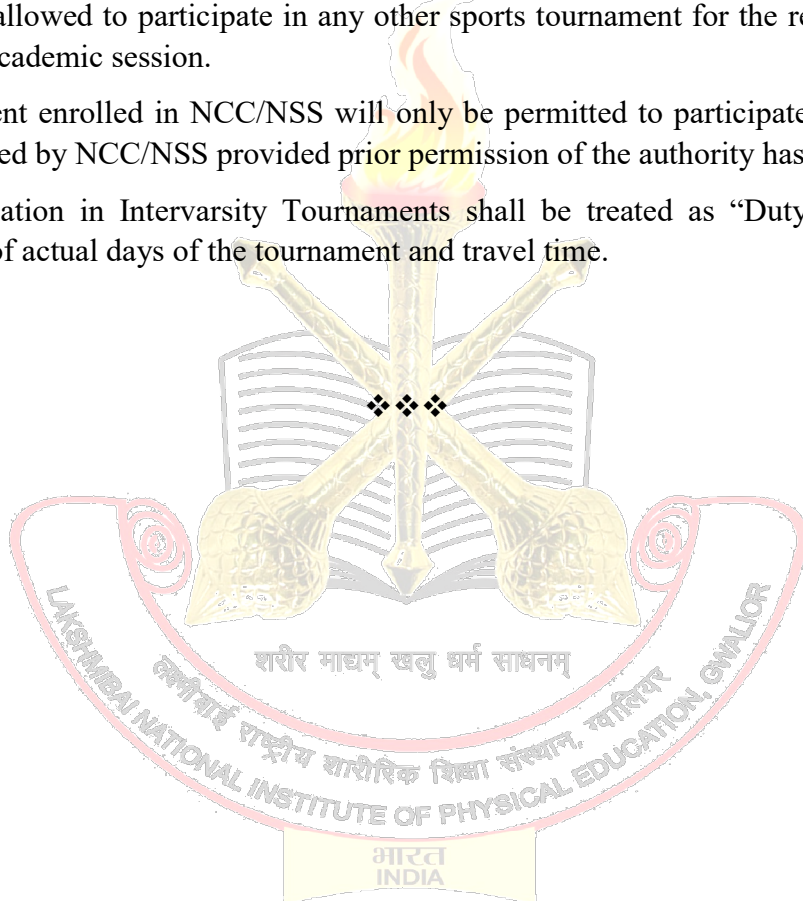
## 9. MESS RULES

- 9.1. Students are allowed to take meals in the respective boys and girls mess only.
- 9.2. In case of bed rest / injury, meals may be served in the room/ health center on the recommendation of Institute Medical Officer. The student or his / her partner / neighbour shall collect the food by submitting their I-card, which will be returned to them, at the time of returning of the utensils back to the mess. In case, Health Center Attendant carry the food in the patient/student, then he will be responsible for returning the utensils to the mess.
- 9.3. Students are not permitted to carry food/utensils to the hostel or outside under normal circumstances and if found guilty, will be penalised a fine of Rs.200/- (SOP)
- 9.4. Students should not come for the meals wearing chappals, activity dress, etc. except after Intramural Competitions.
- 9.5. Students will serve the food themselves from the counter and they should not waste any food materials and after the meals they need to keep the utensils at prescribed place. Strict disciplinary action will be taken against defaulters.
- 9.6. Meals will be served to the guests of the students in the mess hall only, with the prior permission of mess warden and will be charged as per guest rates.
- 9.7. Except Dining Hall, all other areas like Kitchen/cooking area, serving counter (inside) etc. are out of bound for students.
- 9.8. Students should maintain the decorum of the mess hall.
- 9.9. Complaints if any, regarding the quality & quantity of food and service should be brought to the notice of the mess warden/supervisor.
- 9.10. Instructions of the Mess Warden shall be adhered to in all matters relating to mess.
- 9.11. Dry ration for picnics, hostel functions etc. shall not be issued.
- 9.12. No utensils are allowed to be taken out of the Mess area except for sick (bed rest) cases. In case, any mess utensils are found in any hostel, a collective fine of Rs.1500/- will be imposed on all the residents of respective house/hostel.
- 9.13. Mess preparation area is out of bounds for the students. They have to take their meals from the counter only in the prescribed timings.
- 9.14. Student are not allowed to carry bags/bottle, etc. to the Mess. If found, a fine of Rs.500/- will be imposed for each instance.

## 10. RULES FOR PARTICIPATION IN GAMES / SPORTS / NCC / NSS COMPETITION

- 10.1. All bonafide students of the Institute may be allowed to participate in the Inter University and other games/sports competitions as per the guidelines circulated by the Institute from time to time.
- 10.2. All those, who indulge in any unlawful act or against whom a disciplinary penalty has been imposed or who have indulged in any form of ragging etc., will not be permitted to participate in any tournament/competition at least in that session.

- 10.3. In case of student allowed/permitted for participation or deputed for officiating/coaching in recognized competitions/tournaments, notice will be issued by the Director Sports, with information to the Head of Department and Wardens.
- 10.4. A student is permitted to participate in a maximum of two Sports Tournaments, either within or outside Gwalior, recognized by their National Federation other than Inter University competitions in a session.
- 10.5. A player is required to attend the Coaching Camp regularly and punctually. In case of any irregularity/indiscipline, he/she will be dropped from the camp & team and will not be allowed to participate in any other sports tournament for the remaining period of the academic session.
- 10.6. A student enrolled in NCC/NSS will only be permitted to participate in competition organized by NCC/NSS provided prior permission of the authority has been obtained.
- 10.7. Participation in Intervarsity Tournaments shall be treated as “Duty Leave” to the extent of actual days of the tournament and travel time.



(Session .....)

Name of Student ..... Class .....

Roll No. .... House/Hostel .....

[illegible]

(Session .....)

Name of Student ..... Class .....

Roll No. .... House/Hostel .....

[illegible]



(Session .....)

Name of Student ..... Class .....

Roll No. .... House/Hostel .....

[illegible]

(Session .....)

Name of Student ..... Class .....

Roll No. .... House/Hostel .....

[illegible]

**UNDERTAKING BY STUDENT**

(at the time of admission)

I, ..... student of .....(class)  
has been provided with the under mentioned furnishings in the Room No. .... at the  
time of admission to the ..... house/hostel & allotment  
of the room for the session .....

I have read hostel rules mentioned in **Student's Hand Book** and will abide by the same. I  
will be fully responsible for the facility & items provided and the same will be returned at the  
time of leaving the hostel/Institute. In case of any loss/damage to the items provided, I will be  
solely responsible which will lead to severe action and damage charges against me.

S. No.	Item(s)	Signature (Care Taker/Matron)	Signature (Warden)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Date .....

.....  
Signature of Student

**NO DUES FORM**  
(at the time of leaving the hostel)

Mr./Ms. .... student of ..... (class)  
residing in ..... House/Hostel was provided with  
Room No. .... at the time of admission for the session .....

There are no dues pending against him/her in the house/hostel.

Date .....

Place .....

.....  
Name & Signature of Warden

**UNDERTAKING BY STUDENT**

(at the time of admission)

I, ..... student of .....(class)  
has been provided with the under mentioned furnishings in the Room No. .... at the  
time of admission to the ..... house/hostel & allotment  
of the room for the session .....

I have read hostel rules mentioned in **Student Hand Book** and will abide by the same. I will  
be fully responsible for the facility & items provided and the same will be returned at the  
time of leaving the hostel/Institute. In case of any loss/damage to the items provided, I will be  
solely responsible which will lead to severe action and damage charges against me.

S. No.	Item(s)	Signature (Care Taker/Matron)	Signature (Warden)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Date .....

.....  
**Signature of Student**

**NO DUES FORM**  
(at the time of leaving the hostel)

Mr./Ms. .... student of ..... (class)  
residing in ..... House/Hostel was provided with  
Room No. .... at the time of admission for the session .....

There are no dues pending against him/her in the house/hostel.

Date .....

Place .....

.....  
**Name & Signature of Warden**



**UNDERTAKING BY STUDENT**

(at the time of admission)

I, ..... student of .....(class)  
has been provided with the under mentioned furnishings in the Room No. .... at the  
time of admission to the ..... house/hostel & allotment  
of the room for the session .....

I have read hostel rules mentioned in **Student Hand Book** and will abide by the same. I will  
be fully responsible for the facility & items provided and the same will be returned at the  
time of leaving the hostel/Institute. In case of any loss/damage to the items provided, I will be  
solely responsible which will lead to severe action and damage charges against me.

S. No.	Item(s)	Signature (Care Taker/Matron)	Signature (Warden)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Date .....

.....  
Signature of Student

**NO DUES FORM**  
(at the time of leaving the hostel)

Mr./Ms. .... student of ..... (class)  
residing in ..... House/Hostel was provided with  
Room No. .... at the time of admission for the session .....

There are no dues pending against him/her in the house/hostel.

Date .....

Place .....

.....  
Name & Signature of Warden

**UNDERTAKING BY STUDENT**

(at the time of admission)

I, ..... student of .....(class)  
has been provided with the under mentioned furnishings in the Room No. .... at the  
time of admission to the ..... house/hostel & allotment  
of the room for the session .....

I have read hostel rules mentioned in **Student Hand Book** and will abide by the same. I will  
be fully responsible for the facility & items provided and the same will be returned at the  
time of leaving the hostel/Institute. In case of any loss/damage to the items provided, I will be  
solely responsible which will lead to severe action and damage charges against me.

S. No.	Item(s)	Signature (Care Taker/Matron)	Signature (Warden)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Date .....

.....  
**Signature of Student**

**NO DUES FORM**  
(at the time of leaving the hostel)

Mr./Ms. .... student of ..... (class)  
residing in ..... House/Hostel was provided with  
Room No. .... at the time of admission for the session .....

There are no dues pending against him/her in the house/hostel.

Date .....

Place .....

.....  
**Name & Signature of Warden**

**UNDERTAKING BY STUDENT**

1. Name of student (in CAPITAL) .....  
Mobile No. ....  
Registered E-mail ID .....
2. Mother's Name .....  
Mobile ..... Landline .....  
Registered E-mail ID .....
3. Father's Name .....  
Mobile ..... Landline .....  
Registered E-mail ID .....
4. Full correspondence address .....  
.....  
..... Pin Code .....
5. Name of course .....

**DECLARATION**

I have read the student handbook and undertake to abide by all the Rules mentioned in it. The above-mentioned information given by me is true, and if found incorrect then I shall be held responsible.

Date .....

Place .....

Signature of Student

**UNDERTAKING BY PARENT/GUARDIAN**

1. I, Mr/Ms. .... hereby certify and confirm that, my ward Mr/Ms. .... is seeking admission to the house/hostel of the Institute.
2. I certify that, I have carefully read the student's handbook and give my undertaking and unconditionally agree and accept all the provisions contained therein.
3. I also certify that, my ward will be solely responsible for his/her behavior and conduct in and outside the campus. In case of any breach of rules/misconduct/unfortunate incident/accident involving my ward, the Institute & the faculty in-charge will not be held responsible.

Date .....

Place .....

Signature of Parent/Guardian

**Note : Guardian will sign only in case, if parents are not alive.**

## LEAVE APPLICATION

Dear Sir/Madam,

I, ..... student of Class .....  
 Roll No. .... in the Department of .....  
 residing in ..... house/hostel and want to go on personal leave.

### DETAILS

**Leave requested Date :** From ..... To ..... Reason .....

Address of destination .....

**Registered Mobile and E-mail ID of Father**

Mobile No. ....

E-mail ID .....

**Registered Mobile and E-mail ID of Mother**

Mobile No. ....

E-mail ID .....

I shall be solely responsible in case of shortage of attendance, my conduct & unforeseen incident/ accident after leaving the Hostel premises

.....  
**Signature of the Student**

Mobile No. ....

Email ID : .....

**Forwarded/sanctioned**

**(Signature of Warden)**

**Forwarded/sanctioned**

**(Signature of HOD)**

**Signature of Dean (Faculty)**



## कविता : खूब लड़ी मर्दानी वो तो झाँसी वाली रानी थी

सिंहासन हिल उठे राजवंशों ने भृकुटी तानी थी  
बूढ़े भारत में आई फिर से नयी जवानी थी  
गुमी हुई आज़ादी की कीमत सबने पहचानी थी  
दूर फिरंगी को करने की सबने मन में ठानी थी

चमक उठी सन सत्तावन में, वह तलवार पुरानी थी  
बुंदेले हरबोलों के मुँह हमने सुनी कहानी थी  
खूब लड़ी मर्दानी वह तो झाँसी वाली रानी थी

कानपूर के नाना की, मुँहबोली बहन छबीली थी  
लक्ष्मीबाई नाम, पिता की वह संतान अकेली थी  
नाना के सँग पढ़ती थी वह, नाना के सँग खेली थी  
बरछी ढाल, कृपाण, कटारी उसकी यही सहेली थी

वीर शिवाजी की गाथायें उसकी याद ज़बानी थी  
बुंदेले हरबोलों के मुँह हमने सुनी कहानी थी  
खूब लड़ी मर्दानी वह तो झाँसी वाली रानी थी

लक्ष्मी थी या दुर्गा थी, वह स्वयं वीरता की अवतार  
देख मराठे पुलकित होते उसकी तलवारों के वार  
नकली युद्ध व्यूह की रचना और खेलना खूब शिकार  
सैन्य घेरना, दुर्ग तोड़ना ये थे उसके प्रिय खिलवाड़

महाराष्ट्र कुल देवी उसकी भी आराध्य भवानी थी  
बुंदेले हरबोलों के मुँह हमने सुनी कहानी थी  
खूब लड़ी मर्दानी वह तो झाँसी वाली रानी थी

हुई वीरता की वैभव के साथ सगाई झाँसी में  
ब्याह हुआ रानी बन आयी लक्ष्मीबाई झाँसी में  
राजमहल में बजी बधाई खुशियाँ छायी झाँसी में  
सुघट बुंदेलों की विरुदावलि सी वह आयी झाँसी में

चित्रा ने अर्जुन को पाया, शिव से मिली भवानी थी  
बुंदेले हरबोलों के मुँह हमने सुनी कहानी थी  
खूब लड़ी मर्दानी वह तो झाँसी वाली रानी थी

उदित हुआ सौभाग्य, मुदित महलों में उजयाली छायी  
किंतु कालगति चुपके चुपके काली घटा घेर लायी  
तीर चलाने वाले कर में उसे चूड़ियाँ कब भायी  
रानी विधवा हुई, हाथ विधि को भी नहीं दया आयी

निसंतान मरे राजाजी रानी शोक समानी थी  
बुंदेले हरबोलों के मुँह हमने सुनी कहानी थी  
खूब लड़ी मर्दानी वह तो झांसी वाली रानी थी

बुझा दीप झांसी का तब डलहौज़ी मन में हर्षाया  
राज्य हड़प करने का उसने यह अच्छा अवसर पाया  
फ़ौरन फौजें भेज दुर्ग पर अपना झंडा फहराया  
लावारिस का वारिस बनकर ब्रिटिश राज्य झांसी आया

अश्रुपूर्ण रानी ने देखा झांसी हुई बिरानी थी  
बुंदेले हरबोलों के मुँह हमने सुनी कहानी थी  
खूब लड़ी मर्दानी वह तो झांसी वाली रानी थी

अनुनय विनय नहीं सुनती है, विकट फिरंगी की माया  
व्यापारी बन दया चाहता था जब यह भारत आया  
डलहौज़ी ने पैर पसारे, अब तो पलट गई काया  
राजाओं नव्वाबों को भी उसने पैरों ठुकराया

रानी दासी बनी, बनी यह दासी अब महरानी थी  
बुंदेले हरबोलों के मुँह हमने सुनी कहानी थी  
खूब लड़ी मर्दानी वह तो झांसी वाली रानी थी

छिनी राजधानी दिल्ली की, लखनऊ छीना बातों बात  
कैद पेशवा था बिठूर में, हुआ नागपुर का भी घात  
उदैपुर, तंजौर, सतारा, कर्नाटक की कौन बिसात?  
जबकि सिंध, पंजाब ब्रह्म पर अभी हुआ था वज्र-निपात

बंगाले, मद्रास आदि की भी तो वही कहानी थी  
बुंदेले हरबोलों के मुँह हमने सुनी कहानी थी,  
खूब लड़ी मर्दानी वह तो झांसी वाली रानी थी

रानी रोयीं रनवासों में, बेगम ग़म से थीं बेज़ार  
उनके गहने कपड़े बिकते थे कलकत्ते के बाज़ार  
सरे आम नीलाम छापते थे अंग्रेज़ों के अखबार  
नागपुर के ज़ेवर ले लो लखनऊ के लो नौलख हार

यों परदे की इज़्ज़त परदेशी के हाथ बिकानी थी  
बुंदेले हरबोलों के मुँह हमने सुनी कहानी थी  
खूब लड़ी मर्दानी वह तो झांसी वाली रानी थी

कुटियों में भी विषम वेदना, महलों में आहत अपमान  
वीर सैनिकों के मन में था अपने पुरखों का अभिमान  
नाना धुंधूपंत पेशवा जुटा रहा था सब सामान  
बहिन छबीली ने रण चण्डी का कर दिया प्रकट आह्वान

हुआ यज्ञ प्रारम्भ उन्हें तो सोई ज्योति जगानी थी  
बुंदेले हरबोलों के मुँह हमने सुनी कहानी थी,  
खूब लड़ी मर्दानी वह तो झांसी वाली रानी थी

महलों ने दी आग, झोंपड़ी ने ज्वाला सुलगाई थी  
यह स्वतंत्रता की चिन्गारी अंतरतम से आई थी  
झांसी चेती, दिल्ली चेती, लखनऊ लपटें छाई थी  
मेरठ, कानपूर, पटना ने भारी धूम मचाई थी

जबलपूर, कोल्हापूर में भी कुछ हलचल उकसानी थी  
बुंदेले हरबोलों के मुँह हमने सुनी कहानी थी  
खूब लड़ी मर्दानी वह तो झांसी वाली रानी थी

इस स्वतंत्रता महायज्ञ में कई वीरवर आए काम  
नाना धुंधूपंत, ताँतिया, चतुर अजीमुल्ला सरनाम  
अहमदशाह मौलवी, ठाकुर कुँवरसिंह सैनिक अभिराम  
भारत के इतिहास गगन में अमर रहेंगे जिनके नाम

लेकिन आज जुर्म कहलाती उनकी जो कुरबानी थी  
बुंदेले हरबोलों के मुँह हमने सुनी कहानी थी  
खूब लड़ी मर्दानी वह तो झांसी वाली रानी थी

इनकी गाथा छोड़, चले हम झाँसी के मैदानों में  
जहाँ खड़ी है लक्ष्मीबाई मर्द बनी मर्दानों में  
लेफ्टिनेंट वाकर आ पहुँचा, आगे बड़ा जवानों में  
रानी ने तलवार खींच ली, हुया द्वन्द्व असमानों में

ज़ख्मी होकर वाकर भागा, उसे अजब हैरानी थी  
बुंदेले हरबोलों के मुँह हमने सुनी कहानी थी  
खूब लड़ी मर्दानी वह तो झांसी वाली रानी थी

रानी बड़ी कालपी आयी, कर सौ मील निरंतर पार  
घोड़ा थक कर गिरा भूमि पर गया स्वर्ग तत्काल सिधार  
यमुना तट पर अंग्रेज़ों ने फिर खायी रानी से हार  
विजयी रानी आगे चल दी, किया ग्वालियर पर अधिकार

अंग्रेज़ों के मित्र सिंधिया ने छोड़ी राजधानी थी  
बुंदेले हरबोलों के मुँह हमने सुनी कहानी थी,  
खूब लड़ी मर्दानी वह तो झांसी वाली रानी थी

विजय मिली पर अंग्रेज़ों की, फिर सेना घिर आई थी  
अबके जनरल स्मिथ सम्मुख था, उसने मुहँ की खाई थी  
काना और मंदरा सखियाँ रानी के संग आई थी  
युद्ध क्षेत्र में उन दोनों ने भारी मार मचाई थी

पर पीछे ह्यूरोज़ आ गया, हाय घिरी अब रानी थी  
बुंदेले हरबोलों के मुँह हमने सुनी कहानी थी  
खूब लड़ी मर्दानी वह तो झांसी वाली रानी थी

तो भी रानी मार काट कर चलती बनी सैन्य के पार  
किन्तु सामने नाला आया, था वह संकट विषम अपार  
घोड़ा अड़ा नया घोड़ा था, इतने में आ गये सवार  
रानी एक शत्रु बहुतेरे, होने लगे वार पर वार

घायल होकर गिरी सिंहनी उसे वीरगति पानी थी  
बुंदेले हरबोलों के मुँह हमने सुनी कहानी थी  
खूब लड़ी मर्दानी वह तो झांसी वाली रानी थी

रानी गयी सिधार चिता अब उसकी दिव्य सवारी थी  
मिला तेज से तेज, तेज की वह सच्ची अधिकारी थी  
अभी उम्र कुल तेइस की थी, मनुष नहीं अवतारी थी  
हमको जीवित करने आयी, बन स्वतंत्रता नारी थी

दिखा गई पथ, सिखा गई हमको जो सीख सिखानी थी  
बुंदेले हरबोलों के मुँह हमने सुनी कहानी थी  
खूब लड़ी मर्दानी वह तो झांसी वाली रानी थी

जाओ रानी याद रखेंगे हम कृतज्ञ भारतवासी  
यह तेरा बलिदान जगायेगा स्वतंत्रता अविनाशी  
होये चुप इतिहास, लगे सच्चाई को चाहे फाँसी  
हो मदमाती विजय, मिटा दे गोलों से चाहे झांसी

तेरा स्मारक तू ही होगी, तू खुद अमिट निशानी थी  
बुंदेले हरबोलों के मुँह हमने सुनी कहानी थी  
खूब लड़ी मर्दानी वह तो झांसी वाली रानी थी

