

**OFFICE OF THE DEAN STUDENT WELFARE**

No. DSW/719

Dated: 01.08.2018

**OFFICE ORDER**

Due to administrative reasons, the office order issued vide no. DSW/699 dated 27.07.2018 is hereby modified and this revised order is issued after the approval of the competent authority. All the UG, Master's and Ph.D. (new and existing) students of the university are required to abide by the following instructions:

1. University Administration has issued formats of following Affidavits to be submitted by all the UG, Master's and Ph.D. (new and existing) students of the university before the allotment of hostel room for academic session 2018-19.

A. Affidavit – I (For Hostellers on Non Judicial stamp of Rs. 10.00)

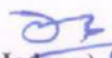
B. Affidavit – II (For Day Scholars on Non Judicial stamp of Rs. 10.00)

2. All the UG, Master's and Ph.D. (new and existing) students residing in the university hostels shall have to submit the original **affidavit-I** to the warden. The warden will allot the hostel room only after receiving the **affidavit-I** from the concerned student.
3. All the students who are not residing in the hostel (day scholars) will submit their **affidavit-II** in original to the DSW office.
4. The above **affidavits I & II** shall be included in the admission brochure and provision of collecting affidavits at the time of counseling / document verification from the newly admitted students including B.Tech. students *w.e.f.* 2019 batch shall be made by the Coordinator, Admission / Dean Technology.
5. University Administration has also issued format of leave application form available at the following link, to be used by all the UG, Master's and Ph.D. (new and existing) students of the university for permission to leave university campus after their registration and allotment of hostel room *w.e.f.* academic session 2018-19.

A. Leave application form

6. All the UG, Master's and Ph.D. (new and existing) students of the university are expected to follow the rules of the university. The summary of the rules are given below:

A. Existing Rules for University Students

  
(R.S. Jadoun) 01/08/2018

Dean Student Welfare

CC:

1. All Deans with the request to circulate amongst all advisors/wardens
2. Registrar with the request to upload this order on the Registrar portal
3. In-charge, University website for uploading above formats on the website
4. Coordinator Admission with the request to incorporate affidavits in the admission brochure and for collecting affidavits from 2019 onwards batches of students at the time of counseling/document verification
5. Dean, Technology with the request to incorporate affidavits in the admission brochure and for collecting affidavits from 2019 onwards batches of B. Tech. students at the time of counseling/document verification
6. P.S. to V.C for information of Hon'ble Vice Chancellor.