



Joining Instructions

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CODE OF CONDUCT FOR CADETS OF BBSB AFPA

ATTENDANCE

- a) Cadets are expected to have 100% attendance.
- b) Relaxation of maximum 10 days may be allowed to cater for sickness or other valid reasons beyond the control of the cadets for which written permission of Commandant is mandatory.
- c) A cadet whose attendance is less than the allowed percentage, whatever may be the reason for shortfall, will not be permitted to appear in the Examination.
- d) Under extreme special circumstances, Commandant may condone attendance on case to case basis on the recommendation of Training Officer.
- e) If a cadet is continuously absent for a period of TEN days without permission, a notice will be sent to the parents / guardian with intimation to Commandant by the Training Officer.
- f) If a cadet remains absent continuously for 30 days without permission, his name will be struck off the roles. Such a cadet may apply for re-admission. The cadet granted readmission will be required to pay the prescribed re-admission fee of Rs 15000/- will be governed by Academic Regulations.

CONDUCT DURING ACADEMIC ACTIVITIES

- a) Mobile/ wireless electronic devices of any nature are not permitted during any academic activity.
- b) Cadets will stick to the seating scheme of the activity.
- c) Cadets will not disrupt in any manner and will actively participate in the activity.
- d) Cadets will neither damage nor deface any facility / fixtures in the premise nor will allow any other person to do so.
- e) Cadets will give proper regards to the faculty/ lab technicians/ lab attendants and other staff members.
- f) Punctuality will be ensured by all.

Dress Code. It is pertinent that appropriate dress as per the activity be worn by all cadets and staff members. Dress should be decent and appropriate for the professional institution at all occasions. The cadets and staff have to represent the Academy in the best possible light at all times. The dress code being separately issued would be followed by all cadets.

- a) The cadets improperly dressed for any occasion will be fined Rs 50/- for every occasion.
- b) The cadets must check the Notice Boards from time to time. Everyone will follow the directions, displayed by the academy staff on the Notice Boards. Ignorance is not acceptable.
- c) Use of internet for the purpose other than academic related activities is banned in the Academy campus.

CONDUCT IN HOSTEL AND MESS

- a) Cadets will abide by the schedule given for all activities in the hostel and mess.
- b) Hostel and Mess staff will be given due respect.
- c) Any complaints/suggestions will be given to the warden. No one will get into any kind of altercation/ confrontation with staff.
- d) Cupboard discipline will be maintained.
- e) Cadets will be required to carry out personal make and mend parade on Saturdays/Sunday in own time.
- f) Food wastages will be avoided.
- g) Highest level of personal hygiene must be maintained.
- h) Cadets will be required to learn and practice table manners.
- i) Cadets will not disrupt in any manner and will actively participate in the hostel and mess duties as given.
- j) Cadets will neither damage or deface any facility / fixtures in the premise nor will allow any other person to do so

DISCIPLINARY CONTROL OF CADETS

- a) Every cadet enrolled in the Academy shall be under disciplinary control of the Commandant.
- b) At the time of admission, every cadet shall be required to sign a declaration that on admission, he submits himself to the disciplinary jurisdiction of the Commandant and several authorities of the Academy who may be vested with the authority to exercise discipline under the Acts, the Statutes, the Ordinances, the Regulations and Guidelines that have been framed therein by the Academy.
- c) Without prejudice to the generality of the power to maintain and enforce discipline under these Regulations, the following shall amount to act of indiscipline or misconduct on the part of a cadet.
 - i. Physical assault or threat to use physical force against any member of the teaching and non-teaching staff and against any cadet within the campus.
 - ii. Without written permission remaining absent from the class, test/examination or any other curricular or Co-curricular activity which he is expected to participate in.
 - iii. Carrying of, use of or threat to use of any kind of weapons.
 - iv. Misbehavior or cruelty towards any other cadet, teacher or any other employee of the Academy.
 - v. Use of drugs or other intoxicants except those prescribed by a qualified doctor.
 - vi. Any violation of the provisions of the Civil Rights Protection Act, 1976.
 - vii. Indulging in or encouraging violence or any conduct which involves moral turpitude.
 - viii. Any form of gambling.
 - ix. Any form of theft.
 - x. Any form of cheating.
 - xi. Discrimination against any cadet or a member of staff on grounds of caste, creed, language, place of origin, social and cultural background or any of them.

- xii. Practicing casteism and untouchability in any form or inciting any other person to do so.
- xiii. Any act, whether verbal or otherwise, derogatory to women.
- xiv. Smoking, use of narcotics, possession and consumption of alcoholic beverages.
- xv. Any attempt at bribing or corruption of any manner or description
- xvi. Willful destruction of the property of the Institution.
- xvii. Behaving in rowdy, intemperate or disorderly manner in the premises of the Academy, or encouraging or inciting any other person to do so.
- xviii. Creating discord, ill-will or intolerance among the cadets on sectarian or communal grounds or inciting any other cadet to do so
- xix. Causing disruption of any manner of the academic functioning of the Academy.
- xx. Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the college.
- xxi. Ragging in any form.
- xxii. Violation of the status, dignity and honour of cadets, in particular female cadets and those belonging to a SC/ST/OBC.
- xxiii. Any practice whether verbal or otherwise, derogatory to women Verbal abuse, mental or physical torture, aggression, corporal punishment, harassment, trauma, indecent gesture and obscene behavior of cadets.
- xxiv. Indulging in or encouraging in bunking or using threatening language/ threat to other cadets to do so.
- xxv. The Commandant may amend or add to the list of Act of Indiscipline, Misconduct and misbehavior under Clause above.

1. PENALTIES FOR BREACH OF DISCIPLINE

- a) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as deemed appropriate by him the Commandant, Training Officer as the case may be, may in the exercise of their powers aforesaid, order or direct that any cadet
 - I. be expelled from the institution, in which case he shall not be re-admitted to the institution from where he is expelled but it shall not preclude his admission to any other institution with the prior approval of the Commandant; or
 - II. be, for a stated period, rusticated in which case he shall not be admitted to the academy, till expiry of the period of rustication; or
 - III. be not, for a stated period, admitted to a course or courses of study of the Academy; or
 - IV. be imposed with the fine of a specified amount of money.
- b) The Commandant, in exercise of his powers aforesaid or on the recommendations of the Training Officer, may also order or direct that the result of the cadet concerned of the examination at which he has appeared, be cancelled.

c) **RAGGING**

- a) Ragging, in any form being illegal as per the decision of Hon'ble Supreme Court of India, is strictly prohibited within the premises of the Academy, its Hostels, Departments and any part of the campus as well as on public transport system. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under these Regulations.
- b) The acts or practices of ragging
- i. Physical assault or threat and/or use of physical force.
 - ii. Violate the status, dignity and honour of female cadets
 - iii. Expose cadets to ridicule and contempt and affect their self esteem
 - iv. Entail verbal abuse and aggressions, indecent gestures and obscene behavior
 - v. Compelling new comers to indulge in activities amounting to dangerous stunts/ indecent acts
 - vi. Forcing junior/newly joined cadets to parade and stage entertainment.
 - vii. Imposing financial burden by way of forced celebrations and hosting.
 - viii. Creating rowdy scenes through forcible acts and thus compelling the juniors to participate
 - ix. Forcing the new comers to create noisy and disorderly scene.
 - x. Tease, crack rough jokes and engage in rough play against companions and specially the freshers.
 - xi. Be noisy and riotous and thus disturbing the peace and tranquility of the Campus.
 - xii. Abetment to ragging whether by way of any act, practice, or incitement of ragging will also amount to ragging.

d) **PENALTIES FOR RAGGING**

- a) On receipt of a report or a determination by the relevant authority under these Regulations disclosing the occurrence of ragging incidents described in these regulations by the Commandant or by any authority under these Regulations, the cadet(s) involved in ragging, shall be expelled for a specified term, designated in the order. Non -cadets involved in reports of ragging will be proceeded with under the criminal law of India. Ex-Cadets involved in ragging and against whom necessary action is taken under these provisions, will also be rendered ineligible for a period of three years from seeking enrolment. They will, however, be given post decisional hearing, with strict adherence to the law of natural justice.
- b) In case any cadet who has obtained degree/diploma is found guilty; under these Regulations, appropriate action will be taken under the provisions of the Statutes and Regulations relating to Conduct of Examinations.

LIST OF ITEMS TO BE BROUGHT BY CADETS.

1. Socks White 2 Nos.
2. Socks Black 2 Nos.
3. Hanky White 3 Nos.
4. Undergarments White.(AS required)
5. Vest White 3 Nos.
6. Towel Big – 1 No.
7. Hand Towel – 2 Nos.
8. Patka Black 2 Nos.
9. Turban Navy Blue 2 Nos.
10. Turban Maroon Color 1 No.
11. Mosquito net white – 1 No.
12. Single bedsheet – 2 Nos.
13. Pillow Covers – 2 Nos.
14. Khesi – 1 No. (For Summers)
15. Blanket/Rajai – 1 No. (For winters)
16. White Liquid polish.
17. Black Shoe Polish and brush.
18. Repair kit containing :
 - a. Scissor small
 - b. White & black thread
 - c. Needle assorted size
 - d. Buttons assorted size & colour
19. Fixer / Shaving Kit
20. Comb
21. Hair Oil
22. Toiletry items
23. Bucket & mug
24. Steel Glass
25. Bathroom Slipper
26. Any other item required for personal use.

Note: Mobile Phone will not be allowed in Academy campus. Academy telephone would be available in the hostel.

All items should be packed in a suitcase and one-two handbags. Cadets are not required to bring any eatables. Cadets should not be in possession of any costly items like jewelry, music system or any electrical appliances.

At any time cadets should not be in possession of more than Rs 500/- as pocket money.

List of items to be supplied by Academy Tailor Shop.

Sr. No.	Particulars	Quantity
1.	Formal Academy Shirt	02
2	Formal Trouser	02
3	White + Brown (T-Shirt)	02
4	Short	02
5	Track Suit	1
6	Army Combat Dress with Name plate.	1
7	Lab Coat	1
8	Tie	1
9	Combat Belt	1
10	Blazer	1
11	Fleet Shoes	1
12	Formal Shoes	1
13	Long Shoes	1
14	Alfa & Bravo insignia	01
15	Turban /Cap insignia	01
16	Name Plate formal	01

Cadets are required to deposit Rs 7000 towards the above mention items in the following bank account:

- Name of A/c Holder =Neeraj Sood
- A/c No =150601505026
- IFSC Code=ICIC0001506
- Branch =ICICI Bank, Fatehgarh Sahib

The amount must be deposited before 05th March 2019 so that the uniform is kept ready and can be issued on arrival.

Once uniform is issued, there will be no refund on any ground. However, tailor will be responsible for any refitting if needed.

Fee Refund Policy : BBSB Armed Forces Preparatory Academy

Following Policy directives are approved on this subject:

- a) In case a cadet withdraws before commencement of the academic session, he will be entitled for refund of fee paid after deduction of Rs 5000/- plus any other committed outstanding charges including charges for the uniform.
- b) In case a cadet withdraws within 10 days of commencement of the academic session and if the seat vacated by him gets filled from waitlisted cadets, one month proportional charges would be deducted in addition to the deductions given at sub-para (a) above. However, if the vacated seat does not get filled within 10 days of commencement of the session, only hostel and food charges for balance duration will be refunded.
- c) In case a cadet withdraws after 10 days of commencement of the academic session for any reason, he will be entitled for refund of food and hostel charges for balance duration only.