



# PRESIDENCY UNIVERSITY

Established under Section 2(f) of UGC Act, 1956 | Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013  
Approved by AICTE, New Delhi

ENTERPRISE  
**4.0**  
FUTURE-READY  
CURRICULA

# STUDENT HANDBOOK

ACADEMIC YEAR 2024-25



[www.presidencyuniversity.in](http://www.presidencyuniversity.in)

PUSHB/24-25/001

This 'Student Handbook' for your University for the Academic Year 2024–2025, is a collection of information that you will find valuable to learn about campus life, amenities beyond academics and services to make your stay enjoyable and useful.

**TABLE OF CONTENTS**

| <b>S. No.</b> | <b>Description</b>  | <b>Page Number</b> |
|---------------|---|--------------------|
|               | Introduction  | 1                  |
|               | Vision, Mission and Core Values                                 | 1                  |
|               | Recognition   | 1                  |
| 1             | The Campus  | 2                  |
| 2             | The Graduate Attributes   | 8                  |
| 3             | Holistic Education  | 8                  |
| 4             | The Clubs and Societies   | 11                 |
| 5             | Directorate of Student Affairs                                  | 17                 |
|               | - University Scholarship Policy                                 | 17                 |
|               | - Student Council   | 18                 |
|               | - Examination Grievance Redressal Cell @ Office of COE          | 18                 |
|               | - The Counselling Service                                       | 19                 |
|               | - Anti Ragging  | 20                 |
|               | - Prevention of Sexual Harassment                               | 21                 |
|               | - Grievance Redressal Cell                                      | 22                 |
|               | - Equal Opportunity Cell/Caste Based Discrimination Cell        | 22                 |
| 6             | Academic Regulation   | 23                 |
|               | - University Timings  | 23                 |
|               | - Academic Calendar   | 23                 |
|               | - Registration  | 24                 |
|               | - Attendance Requirement  | 24                 |
|               | - Attendance Policy   | 24                 |
|               | - Academic Performance Evaluation, Grading and annual Promotion | 25                 |
| 7             | Curriculum Structure; Course Handouts/Course Plan               | 25                 |
| 8             | Academic Performance Evaluation and Grading System              | 25                 |
| 9             | Academic Performance Indices: SGPA and CGPA                     | 30                 |
| 10            | Display of Performance in Continuous Assessment                 | 31                 |
| 11            | Appeal for Review of Grades; Academic Appeals Board             | 31                 |
| 12            | Make-up Examinations  | 31                 |
| 13            | Code of Conduct for Students                                    | 33                 |
| 14            | Disciplinary Committee  | 39                 |
| 15            | Rules, Policies and Regulations                                 | 41                 |
|               | - Admission Rules   | 41                 |
|               | - University Fee Policy   | 42                 |
|               | - Fee Payment Schedule and Late Fee Rules                       | 42                 |

|    |   |    |
|----|---|----|
|    | - Admission Withdrawal and Fee Refund Policy for New admission  | 42 |
|    | - Computer Laboratory Rules   | 43 |
|    | - Rules for Other Laboratories and Workshop   | 44 |
|    | - Library Policy and Rules  | 45 |
|    | - Policy against Plagiarism   | 48 |
|    | - Internship, Professional Practice and Placement Assistance  | 48 |
|    | - Medical Care Policy   | 49 |
|    | - University Transport Policy   | 49 |
|    | - University Hostel Policy  | 50 |
|    | - Sports Policy   | 51 |
|    | - Parking Facility  | 51 |
|    | - Co-Curricular and Extra-Curricular Activities   | 51 |
|    | - Enterprise Resource Planning (ERP)  | 51 |
| 16 | Other Provisions  | 52 |
|    | - Joint Affidavit by the Student and Parent/Legal Guardian  | 52 |
|    | - Permanent Form of Permission and Indemnity  | 53 |
|    | - Issue of Certificate  | 54 |
|    | - Provisional Degree Certificate  |    |
|    | - Issue of Degree Certificate Before Convocation  |    |
|    | - Duplicate Certificate   |    |
|    | - Transfer and Migration Certificate  |    |
|    | - Bonafide Certificate  |    |
|    | - Issue of Transcripts  |    |
|    | - Procedure to Collect the Original Document through an Authorized Person   |    |
|    | Annexure-1: Anti Ragging Committee & Anti Ragging Squad   | 55 |
|    | Annexure-2: Constitution of the University Committee for Prevention of Sexual Harassment; Its Responsibilities and Procedures | 60 |
|    | Annexure-3: Grievance Redressal Committee   | 61 |
|    | Annexure-4: Joint Affidavit by Student and Parent/Legal Guardian  | 63 |

## INTRODUCTION

Presidency University is committed to fostering a conducive and harmonious environment in which Students, Faculty and Staff Members work together to achieve academic excellence. Students, being Members of an Academic Community, are dedicated to the achievement of excellence and are expected to meet the highest standards of Personal, Ethical and Moral Conduct. These standards require personal integrity, a commitment to practice self-accountability and a willingness to place the good of the community above the good of the self. Obligations, once undertaken, must be met, commitments kept. The Discovery, Advancement and Communication of Knowledge are not possible without a commitment to these standards. The commitment of its Faculty, Staff and Students to these standards contributes to and ensures that a Presidency University Degree is held with high regard everywhere. The University prepares students to understand and practice these standards to be fully equipped for a successful global career and above all, to be good human beings. Therefore, it is vital that every student accepts accountability and commitment to maintain discipline, decorum and conformity to all the Regulations, Policies and Code of Conduct for Students of the University.

## VISION, MISSION AND CORE VALUES

### 1. VISION

To be a Value-driven Global University, excelling beyond peers and creating professionals of integrity and character, having concern and care for society

### 2. MISSION

- Commit to be an innovative and inclusive institution by seeking excellence in teaching, research and knowledge transfer.
- Pursue research and development and its dissemination to the community at large.
- Create, sustain and apply learning in an interdisciplinary environment with consideration for ethical, ecological and economic aspects of nation-building.
- Provide knowledge-based technological support and services to the industry in its growth and development.
- To impart globally applicable skill sets to students through flexible course offerings and support industry's requirements and inculcate a spirit of new venture creation.

### 3. CORE VALUES

Intellectual Curiosity and Innovation • Interdisciplinary Approach • Global Engagement • Community Engagement • Environmental and Social Responsibility

## RECOGNITION

Presidency University is established under Presidency University Act of 2013 as a State Private University located in Bengaluru, Karnataka, duly legislated by Karnataka State Legislative Assembly through Karnataka Act No. 41 or 2013.



Recognized by UGC u/s 2(f) of the UGC Act, 1956



Law Programs Approved by Bar Council of India



Courses Approved by All India Council for Technical Education



Member of Association of Indian Universities

## **1. THE CAMPUS**

### **A) BUILDING AND FACILITIES**

The Presidency University infrastructure is in synchronization with the evolving needs of the student community given the advent of technological advancement resulting in the continuous expansion of infrastructure facilities viz. additional classrooms, faculty seating area, laboratories, studios, and upgradation of other learning resources. Physical Facilities create an ambience conducive to academic excellence and all rounded development. The University houses Auditorium, Seminar Halls, Amphitheatre, Laboratories, Conference/Board Rooms, Playground and Utility Block.

Infrastructural Facilities have been developed in accordance with the growing student strength. Adequate ICT and technological facilities enable effective transmission of education. The auditorium and amphitheater serve as launch pads for diverse co-curricular activities. Various sports and games facilities contribute to the development of students in extracurricular activities. Adequate attention is given to provide necessary infrastructural support to the differently-abled.

### **B) LIBRARY AND INFORMATION CENTRE**

The University has three Library-complexes housed in Management Block and “E Block in the School of Engineering. The staff and students can access the wealth of information in books, magazines, journals, encyclopaedias, project reports, dissertations, and annual reports in these three Libraries. All these Libraries are automated and enable easy accessibility and optimum usage through the Web Online Public Access Catalogue (WOPAC) facility. More than 54,000 books; over 3,000 CDs and DVDs; around 350 national and international journals, 20 newspapers, 50 magazines and a vast collection of electronic resources are available in the library. The e-database of the library consists of Science Direct, Scopus, Web of Science, IEEE, Manupatra, SCC Online, LexisNexis, Hein Online, EBC Reader, CMIE ProwessIQ, IndiaStat, Capitaline, ProQuest, Emerald, EBSCO, Delnet, Infilibnet, and institutional membership of National Digital Library, IIM, Bangalore and Indian Institute of Science, Bangalore. The latest version of KOHA is the automation software used in the library.

The Library is opened for use of the Students and Faculty Members between 8.30 am and 6.30 pm on all University Working Days. The Library remains open between 8.30 am and 8 pm during End-Semester Examinations

### **C) LABORATORIES**

Laboratories are equipped with the complete set of the latest equipment and tools that cater to the needs of the students. With the help of experienced staff with industrial background, students are trained in laboratories to enhance their practical skills.

The University has discipline-centric Laboratories as under:

|  |  |
|--|--|
| <b>Civil Engineering</b>   | <b>Electronics and Communication Engineering</b>               |
| Surveying Lab  | Centre for Research in Power Electronics                       |
| Concrete & Highway Materials Testing Lab                                   | Analog Electronics Lab   |
| Fluid Mechanics Lab  | Digital Electronics Lab  |
| Soil Mechanics Lab   | Linear Integrated Circuits Lab                                 |
| Engineering Geology Lab  | Analog Communication lab                                       |
| Computer Aided Building Drawing Lab/<br>Building Information Modelling Lab | Digital Communication Lab                                      |
| <b>Mechanical Engineering</b>  | Microprocessor Lab   |
| Machine Shop   | Micro-Controller Application Lab                               |
| CNC Milling  | Embedded Systems Lab   |
| CNC Turning  | Computer Aided and Design Lab                                  |
| Mechanical Measurements and Metrology Lab                                  | <b>Electrical and Electronics</b>                              |
| Fluid Mechanics and Machinery  | Electrical Machines Lab  |
| Metallurgy and Material Testing Lab  | Power Electronics Lab  |
| Engineering Graphics and Design Lab  | Control Systems Lab  |
| Energy Conversion Engineering Lab  | Electrical and Electronics Measurement and Instrumentation Lab |
| Additive Manufacturing Facility  | Electrical Workshop Lab  |
| <b>Petroleum Engineering</b>   | Power System Simulation Lab                                    |
| Petroleum Geology Lab  | <b>Computer Science &amp; Engineering</b>                      |
| Drilling Fluid and Cement Lab  | Centre for Excellence [Tech Mahindra]                          |
| Reservoir Engineering Lab  | Centre for Excellence [Capgemini]                              |
| Process Control Lab  | Big Data Lab   |
| Petroleum Testing Lab  | Internet of Things Lab   |
| Reservoir Simulation and Modelling Lab                                     | Network Programming Lab  |
| Oil and Gas Processing Plant Design Lab                                    | Internet Technologies Lab                                      |
| <b>Media Labs</b>  | System Programming Lab   |
| Media TV Studio  | DevOps Lab   |
| Media Podcast Lab  | Computer Programming Lab                                       |
| <b>Law</b>   | Digital Design Lab   |
| Moot Court Hall  | Cyber Security Lab   |
| <b>Design</b>  | <b>Basic Sciences</b>  |
| B.Design Studio  | Physics Lab  |
| Fashion Design Studio  | Chemistry Lab  |
| Game Design Studio   | Mathematics Lab  |
| Virtual Design Studio  |  |
| Product Studio   |  |
| Space Studio   |  |
| Multimedia Lab   |  |
| Textile Lab  |  |
| Production Room  |  |

#### **D) MEDIA LAB**

The Media Studio is furnished with cutting-edge tools and technology. Our Media Lab has everything you need for video or photography, from concept creation to post-production. Students use the process, they learn in class to produce content in the Media Lab. The Lab is equipped with modern software, a Mac Lab (that is integrated with the studio), fully operational lights, a green screen, cameras (still and video), and post-production equipment. Telescreen used for screening. A complete dedicated set design for Talk Shows and News Broadcasting is available.

#### **E) LANGUAGE LAB**

The Language Lab for first year and second year students provides a platform for students to develop their listening, reading, speaking and writing skills (LSRW). These classes complement the thrust of the overall curriculum, which is designed to equip students with practical language skills. The Language Lab contains lessons for slow, average and advanced learners. The topic includes language teaching, linguistics and phonetics, which are difficult to explain without audio-visual apparatus. The students appreciate computer-enabled learning as it enhances their learning and understanding. Overall, the Language Lab aims to ensure that students get a neutral accent in English which would help them in their careers globally.

#### **F) COMPUTER LAB**

University is equipped with State-of-the-Art Computer Labs for imparting quality education. The Campus is completely WIFI enabled. Each student is provided with access to Mobile and their Personal laptop at the University Campus with bandwidth for accessing study related content. All the computers are networked, controlled by central servers and administered professionally. Computer lab provides IT facilities/services to augment academic ambience of the University. The Computer Lab is well-equipped with licensed software for academic and administrative needs. The students are encouraged to use free Open-Source Software. Research activities are carried out in the Research Lab to provide technological solutions for the societal needs.

#### **G) OFFICE OF INTERNATIONAL AFFAIRS (OIA)**

OIA at Presidency University has been set-up with an objective of “International Exposure to Every Student at Presidency”. OIA provides various opportunities and support to its students and faculty members towards internationalization at home. OIA is responsible to establish new collaborations with renowned Institutions across the globe and also make efforts in sustaining the existing cooperation. OIA works with various stakeholders of the institution and the Schools/Departments towards internationalization. OIA has explored various international and cultural landscapes across the globe, with the motto of establishing partnerships with Premier Universities and to create various avenues for inbound and outbound, student and faculty exchange programs.

#### **H) RESEARCH AND DEVELOPMENT**

PU Research and Development Cell promotes research among staff and students. The purpose of academic research is to create new knowledge and push the boundaries in various disciplines. The Doctoral Program (Ph.D.) in various disciplines offered, balances solid grounding in the fundamentals of the discipline with the flexibility to combine and create new knowledge that is derived from a doctoral student's research interest. The University has a full-fledged Research & Development Cell to inculcate research capabilities among students, research scholars and the teaching fraternity. Faculty members are encouraged to take up government and non-government funded research/consultancy projects sponsored by agencies like ICSSR, DBT, DST, UGC, etc.



## I) SPONSORED RESEARCH

The Office of the Sponsored Research was established at Presidency University with the objective to inspire faculty members to carry out extensive research through a mix of incentives. The incentives are meant to motivate faculty-members to publish quality papers, file for patents, generate strong R&D proposals, undertake consultancy projects, execute in-house seed grant initiatives, establish state-of-the-art research facilities and encourage faculty/student innovations leading to possible start-ups, being incorporated.

## J) ADVANCED RESEARCH CENTRES/CENTRES OF EXCELLENCE

Presidency University has established specialized Research-propelled Centres of Excellence with a goal of promoting Advanced Research in different specialized areas. Each of these Centre of Excellence has Coordinators and are equipped with State-of-the-Art Research Equipment and other Support Infrastructural Facilities, to facilitate Advanced Research by Research Scholars and Faculty-members.

| Research Centre(s)   | Thrust Area of Research   |
|--|---|
| Centre for Research in Materials                                 | Nanomaterials, Nanostructured Coatings, Magnetism, Corrosion, Sensors, Surface Coatings   |
| Advanced Technology Research Centre with M/s Spatics, Bangalore  | Modelling, Mathematical/Numerical Simulations, Refrigeration and Air Conditioning, Nano-composites, Computational Fluid Dynamics              |
| Centre for Research in Power Electronics                         | Power electronics, grid tie inverters, Electric vehicles, Wireless power transfer for EV, Power converters                                    |
| Sustainable Development Goals Centre                             | Water, Gender, Climate change, Decent work and zero hunger  |
| Sophisticated Instrumentation Centre                             | Material science, Energy and opto electronics, Synthetic chemistry, Green Chemistry   |
| Centre of Excellence in Biofuel                                  | Biofuels, Smoke meter, Gas Analyser, Emission testing, Gas analysis, Smoke Analyser   |
| Centre for Research in Robotic and Automation                    | Artificial limbs, Automated guided Vehicles, Prosthetic, UAV, Quadcopters, Land based Vehicles, Advanced Microcontrollers and Microprocessors |
| Centre For Innovation Incubation and Entrepreneurship            | Startup, Innovative Project   |
| Centre for Heat Transfer in Nano Fluids                          | Mathematical Modelling, Cooling, Nano Fluids, Electronic Systems,   |
| Centre for Water Research  | Water Research, Detection of Metal Contaminants   |
| Centre for Excellence in Additive Manufacturing with EoS Germany | Additive Manufacturing, Innovative Designs, Prototyping   |
| IP Cell in association with KSCST Bangalore                      | Patent, IPR-related Issues  |

#### **K) PRESIDENCY LAUNCH PAD ASSOCIATION (PLA)**

Presidency Launchpad Association (Technology Business Incubator) is a non-profit organization registered as a Section 8 Company to handhold aspiring Entrepreneurs (Student and Teaching/Non-Teaching Staff) and provide facilities and assistance to them to start, incubate & successfully run businesses that involve innovation, and societally-important and environmentally-relevant Technologies.

Presidency University envisions PLA as one of the leading incubators in the country. All of the existing infrastructure and laboratories with state-of-the-art equipment will be made available to the incubated start-ups. PLA ecosystem supports start-ups to take their next big step. By providing Pre-Incubation (Ideation stage), Physical & Virtual – Incubation Support FREE for the first 18 months to support budding entrepreneurs who are Open to all and have an innovative idea.

#### **L) PU LEARNING MANAGEMENT SYSTEM**

Learning Management System delivers an apt platform to facilitate the teaching- learning process in this digital era. LMS is the customised version of the world's open-source learning platform. The students and faculty can access this platform from anywhere at any time through their specific login credentials. It facilitates the blended mode of teaching-learning process of both online and offline classes by organising and creatively executing the teaching and learning activity.

#### **M) WI-FI CAMPUS**

PU Campus area network interconnects all campus buildings, including recreational spaces, library and cafeteria. The students and faculty of the institution have direct access to broadband internet services through a Wi-Fi network. Seminar halls, conference rooms and common areas on the campus are Wi-Fi enabled through the deployment of secured wireless access points with centralised authentication to allow secure network access through laptops and Wi-Fi enabled devices.

#### **N) UNIVERSITY WEBSITE**

The University website has dedicated pages for all the Schools of the University encompassing academics, research, campus, students' service and admission. The site offers all the information required for the students and the public. Information on all the activities of different Departments, conduct of examinations, admissions, etc. are uploaded on the website. The website has a dedicated section for the Alumni Association. This virtual platform functions as a reference point for all those who are associated with the University.

#### **O) UNIVERSITY E-MAIL**

Every PU Academic and Non-Teaching Staff and Student has an E-mail ID for official communication. The information is disseminated through this means.

#### **P) PU ON SOCIAL NETWORK**

The following social networking platforms of Presidency University augment the mode of communication instantaneously to a vast number of users. The activities, events and programmes of each day are updated instantly on these platforms.

Facebook: <https://www.facebook.com/PresidencyUniversityBangalore/>

Instagram: <https://www.instagram.com/presidencyuniversity/?hl=en>

LinkedIn: <https://in.linkedin.com/school/presidency-university-india/>

YouTube: <https://www.youtube.com/channel/UC8pJ9ny-syPA409S0QIR9qg>

#### **Q) MEETING HALLS**

In order to facilitate conduct of conferences, seminars, meetings, workshops, competitions, departmental events, the Campus has a dedicated Auditorium Amphitheatre, Seminar Halls, Conference and Meeting Rooms as well as large Halls with State-of-the-art facilities, to cover both Face to Face and Virtual Interactions.

#### **R) SPORTS FACILITIES**

PU is renowned for its performance and accolades earned in Sports and Games. Dedicated Infrastructural-support Systems are made available to Students, to train and support them in the development of playing skills. The University organizes and coordinates various events that help students to perform well in sports and games. The University has in place a dedicated Sports Management Leadership headed by a Director, ably assisted by a Head Coach and Game-specific Coaches. The University encourages games like Basketball, Football, Volleyball, Cricket, Throw-ball and other games. The University spares no efforts in ensuring that the best of equipment are installed to give the students the feel of modern performance-enhancing playing conditions.

#### **S) HEALTH CARE CENTRE**

Presidency University has an in-house Health-clinic [Infirmery] dedicated for the physical and mental well-being of the Students. Faculty Members and other Staff Members. It remains open throughout the week. The University also has tie-ups with the top hospitals in Bengaluru to ensure proper medical care and attention to all members of the University-community.

The Clinic is headed by a qualified medical professional and supported by a team of trained para-medical professionals. There are dedicated Satellite Sick Bays at different blocks of the University, manned by trained nurses.

#### **T) STATIONARY AND REPROGRAPHIC CENTRE**

The Reprography centre near 'F' Block of the Campus meets the customized needs of the students and staff. It also offers photocopying and printing facilities for students at a nominal cost. Various types of stationery items are available and is equipped to take care of a large scale of operations and thus ensures that the requirements of students and employees are satisfied within the time envisaged.

#### **U) RECREATIONAL SPACES**

The University is 'Green Campus' with variety of trees, flourishing gardens, fountains and theme spaces for students to relax. The Amphitheatre of the University provides an apt platform for open house events such as promotional activities, recitation and performances. The Lawns strewn with seating arrangement, in shades offer the students a platform for them to catch up with their studies and to network with their friends.

#### **V) CAFETERIA AND FOOD COURT**

The University Cafeteria is spacious with a range of hygienic food at an affordable price. It is a popular hub for refreshments, discussions and bonding. The Cafeteria caters to the diverse student community with South India, North Indian and Chinese cuisine.

Food kiosks are located at various places within the campus offering quality food, snacks, juices and a variety of delicacies through third party food-vendors.

#### **W) PARKING**

The University has a dedicated Parking for two and four-wheelers for employees with pass and security-restrictions. Only vehicles displaying authorized stickers issued will be permitted inside to park in the campus premises/designated parking lots. There is a separate dedicated parking area exclusively for students and visitors outside the Campus premises.

#### **X) UNIVERSITY TRANSPORT**

The University has a dedicated fleet of buses plying to and fro to different parts of the City to enable the University Community (Students and Employees) to commute to the University Campus and back to their Residences. To avail this facility, students have to register themselves with the Transport Department of the University by remitting a nominal fee. The entry into the bus is through valid pass only.

#### **Y) UNIVERSITY HOSTEL**

Boys and Girls have dedicated Hostels. The Presidencian Hostels endeavour to integrate the academic initiatives into the intellectual, physical and psychological well-being and development of the students. The code of conduct, discipline and decorum of the university is made applicable to the hostel accommodation of the university.

#### **Z) ATM FACILITY**

The University houses the Federal Bank Any Time Money withdrawing machine, which facilitates the needs of the students and the staff member of the University.

## **2. THE GRADUATE ATTRIBUTES**

The Graduate Attributes reflect the qualities, skills and conceptual knowledge envisaged of university student community, which the university leadership is focused on developing during their association with the institution. The Programme Outcomes [PO], Programme Specific Outcomes [PSOs] and Course Outcomes [COs] are integrated in the curriculum to facilitate the attainment of the envisaged graduation attributes. Upon successful completion of the Program, the Graduates of the University will be able to:

- Clearly comprehend relevant domain-specific knowledge
- Demonstrate strong leadership skills and team work
- Apply the knowledge and/or skills acquired through the learning process to real-life situations.
- Adapt to the changing world and transform themselves as change agents to the advancement of lifelong learning

## **3. HOLISTIC EDUCATION**

The Academic Programs offered by Presidency University are designed and structured to equip its students with the requisite contemporary industry-relevant knowledge, skills and aptitude towards attaining their respective career goals. The Curriculum and Pedagogy are interwoven with Project-driven experiential learning coupled with assignments that trigger innovative thinking. Students at the University are taught and mentored by some of the most accomplished Academicians, from across reputed Universities/Institutions and who have carved a niche for themselves in their respective domains

The Choice Based Credit System Regime around which the Curriculum and choice of Core and Elective Courses are founded, exposes the Students of the University to a variety of multi-disciplinary courses will make them more holistic in their outlook.

We create opportunities for you to excel. We open vistas for you to pursue your dream. We endeavour to make you Industry-relevant and Corporate-worthy.

### **Collaboration with Foreign Universities**

Presidency University has strengthened its Global Education-initiatives through a plethora of Collaborations with numerous International Partnerships with world ranking institutions on Students Exchange Programme. These programmes facilitate the students to pursue a semester or two in a foreign university with credit transfer and other academic benefits. The University has collaborated with many foreign universities to provide the relevant international experience. These partnerships come with a range of exclusive benefits. The various advantages of these associations are a reciprocal exchange of faculty members and students, hosting a short-term study abroad, collaborative research and publication.

#### **AUSTRALIA**

- La Trobe University
- University of Applied Sciences Technikum Wien

#### **BELGIUM**

- UCLouvain

#### **BRAZIL**

- Escola Superior de Propaganda e Marketing

#### **CHINA**

- Nature2need Bio-Polymers and Compounds, Jiangshan\_ Zhejiang

#### **CROATIA**

- University of Dubrovnik

#### **CZECH REPUBLIC**

- University of Chemistry and Technology Prague

#### **ESTONIA**

- Tallinn University of Technology

#### **FRANCE**

- The University of Orléans
- Université Catholique de l'Ouest
- IÉSEG School of Management
- ESDES School of Business and Management
- Excelia Group
- EM Strasbourg Business School
- Kedge Business School
- Skema Business School
- The University of Tours Polytech Tours
- ESSCA School of Management
- Institut supérieur d'électronique de Paris (ISEP)

- EM Normandie Business School

- Centralesupelec - Université Paris-Saclay

#### **GEORGIA**

- Business and Technology University

#### **GERMANY**

- Hochschule Konstanz Technik, Wirtschaft und Gestaltung
- University of Applied Sciences Würzburg-Schweinfurt
- Hochschule Kaiserslautern \_ University of Applied Sciences
- University of Applied Management Studies, Mannheim
- Technische Hochschule Ingolstadt
- German University Consortium for International Cooperations - Indo German Centre for Higher Education
- Frankfurt School of Finance & Management
- Aalen University
- HTW Berlin
- Hochschule Mannheim

#### **HUNGARY**

- The University of Pécs

#### **INDONESIA**

- Universitas Andalas Limau Manis

#### **IRELAND**

- South East Technological University

#### **ITALY**

- Casaitaliana-Euroo
- Polimi Graduate School of Management
- University of Calabria
- Domus Academy Milano

- University of Pisa

**LATVIA**

- Riga Technical University

**MALAYSIA**

- Universiti Kula Lumpur
- Help University
- Heriot-Watt University
- Universiti Sains Malaysia
- UNITAR International University
- Universiti Tun Hussein Onn Malaysia
- Universiti Teknologi Mara
- Limkokwing University of Creative Technology

**MOROCCO**

- International University of Rabat

**NETHERLAND**

- Hanze University of Applied Sciences

**NEWZEALAND**

- Victoria University of Wellington

**NIGERIA**

- Skyline University

**PHILIPPINES**

- Panpacific University

**POLAND**

- WSB University

**RUSSIA**

- South Ural State University, Chelyabinsk
- Saint Petersburg University

**SOUTH KOREA**

- Solbridge International School of Business
- Woosong University

**SPAIN**

- IQS SM\_Universitat Ramon Llull
- University of Huelva

**TAIWAN**

- Southern Taiwan University of Science and Technology
- Taipei Economic and Cultural Centre
- National Formosa University
- Providence University
- Tamkang University
- National Chin-Yi University of Technology
- National Sun Yat-sen University
- Asia University
- National Yunlin University of Science and Technology
- Ming Chi University of Technology
- Chang Gung University
- National Changhua University of Education
- National University of Tainan

- Feng Chia University

- National University of Kaohsiung
- Yuan Ze University
- National Chung Cheng University
- National Chi Nan University

**THAILAND**

- Asian Institute of Technology
- Siam University

**TURKEY**

- Istanbul Aydin University
- Fenerbahçe University

**UNITED KINGDOM**

- University of Essex
- Manchester Metropolitan University
- University of Dundee
- Queen Mary University of London
- University of Liverpool
- Staffordshire University
- London School of Economics and Political Science
- University of Bristol
- Nottingham Trent University

**UKRAINE**

- Sumy State University

**UNITED STATES OF AMERICA**

- University of Texas at Arlington
- University of Alabama in Huntsville
- Drexel University
- University of Wisconsin, Madison
- Colorado School of Mines
- Illinois Institute of Technology
- Iowa State University of Science and Technology
- University of Wisconsin-La Crosse
- Central Washington University
- City University of Seattle
- Oklahoma City University
- University of Wisconsin-Stout
- Old Dominion University
- Saint Louis University
- Virginia Commonwealth University
- UCLA Extension
- Southern Methodist University
- University of Missouri-Kansas City
- Temple University

#### 4. THE CLUBS AND SOCIETIES

At Presidency University, Students are exposed to a more diverse, yet holistic approach. There are clubs headed by faculty members, and run by students where other students can join and be a part of. These clubs also encourage students to showcase their talents and skills, and develop their personalities to become talented professionals. Here are a few of those clubs:

##### **MAGAZINE CLUB**

Feed your flair for the written word by being a part of the magazine club and writing for it. No matter which profession you get into, some form of writing will be a part of it. Now imagine if you are actually a good writer, you will actually do better than others.

##### **CULTURAL CLUB**

Students with varied talents in performing arts can gather, form teams, and even take part in intercollegiate competitions. This is a great place to make friends with similar talents.

##### **BUILD CLUB**

This Club serves as a dynamic platform for research and innovation development. This initiative fosters a vibrant community of thinkers and doers, driving forward impactful projects and advancing the frontiers of knowledge. Join us in shaping the future through creativity and exploration!

##### **FILM MAKING CLUB**

A Club where Students actually learn and appreciate the intricacies of Film-making. From Editing, on Industry Standard software like FCP, to appreciating Bounce-lighting, this is a Club where a member experiences one's love towards Filmmaking.

##### **ART AND SKETCH CLUB**

Art and Sketch Club is chartered to serve the diverse needs and interests of our students. There are avenues for forming friendships, enhancing Cultural Expression, encouraging Skill Development or aiding the students for their future career.

##### **CULINARY CLUB**

The Culinary Club provides an environment for students to learn cooking skills. Students are encouraged to participate and help lead the club in cooking activities. The purpose of our Culinary Club is to help spread knowledge about food through teaching and exploring the different aspects of the Culinary Arts.

##### **DANCE CLUB**

The purpose of the Dance Club is to develop talent and allow the Students to express their creativity. Students are encouraged to take part in different Intra- and Inter-Collegiate Dance Competitions. The Group regularly participates in setting up a variety of dance competitions inside the campus. Students that participate in this Club study dance in an easy, enjoyable, and creative way. Students that participate in Dance Club stay in shape, make new friends, and acquire skills through the medium of dance.

### **DEBATE SOCIETY**

The Presidency University Debate Society is mandated to nurture every member to be an Eloquent Speaker and a Creative Writer. The Debate Society motivates critical thinking amongst students and help enhance their interest towards debate. Debate is one of the most inherently cross-disciplinary learning activities, a student can engage in debate

### **ENTREPRENEURSHIP CELL**

The purpose of this Cell is to ignite the entrepreneurship spirit among students in their quest to achieve success in establishing their venture, across its Life Cycle. The Cell aims at providing a platform for its members to equip themselves with the Business Skills envisaged of future Entrepreneurs.

### **ENVIRONMENTAL CLUB**

The Environmental Club was established with the primary goal of creating an awareness, amongst Students, of the environmental issues and equip them with the pragmatic approach to reducing environmental impact on Society. The Cell is chartered to meet its objectives through Social Outreach Programs, Knowledge-sharing Workshops, Seminar, Quiz, Debate, etc.

### **KANNADA CLUB**

The Club promotes Kannada and its culture amongst Students and Staff of Presidency University and showcase the rich heritage of Kannada Language by empowering and energizing students to exhibit their skills through active participation. The Club organizes activities like Poetry-recitation, Panel-discussions on Kannada Literature related issues, Workshops, Book Reviews, Guest Lectures, Film Screening and Quiz for the Students.

### **FASHION CLUB**

Fashion Club at Presidency University develops a fresh perspective towards fashion by improving students with fashion designing skills, exposure to different kinds of fashion shows and encouraging them to participate in inter/intra University fests. The Club inculcate the importance and sense of dressing and presentability in a professional environment and boosts confidence.

### **PHOTOGRAPHY CLUB**

The Photography Club is where you get to learn outdoor photography. Students also indulge in outdoor assignments, and appreciation. This is one of the best clubs to give creativity an outlet.

### **ROTRACT CLUB**

The Club emphasizes on developing Professional and Leadership Skills. It helps students to respect for the rights of others, based on the recognition of the worth of each individual. The Club provides opportunities for personal and group activities to serve the community and promote international understanding and goodwill of the people.

### **THEATRE CLUB**

Theatre is an art. Most of the great actors we have today have come from the theatre. There are many who were studying something else, but ended up becoming actors. Theatre is also about becoming performers and skills acquired here make students exceptional speakers and presenters.



### **MUSIC CLUB**

The Music Club offers a welcoming environment for music enthusiasts to immerse themselves in music, engage in performances, and exhibit their musical abilities. Students come here to jam, learn, and create music with a variety of influences. Throughout the year, the Club hosts a range of events, from large-scale intra-campus performances to Intense musical competitions, fruitful musical seminars and preparing students to win national competitions.

### **SPEAKERS AND ANCHORS CLUB**

The purpose is to provide the leadership opportunity that will prove to be a boon as you transition into the role of a University student just as important forming bonds of friendship, Anchors Club program is not only gratifying but really fun.

### **WOMEN EMPOWERMENT CLUB**

The purpose of this Club is to encourage women and girls, irrespective of age, position and financial status to showcase their talents in various fields to realize their true potential. Through this Club, webinars, workshops, group discussions, etc. on self-defense, basics of banking and finance, literacy for hygiene etc. are conducted by inviting eminent learned specialists in their respective fields. Awareness programs are conducted with regard to menstrual myths and taboos associate with it. This club is not just a platform for women by women, all genders serve an important role

### **GRAPHIC AND ANIMATION CLUB**

This club's goal is to encourage students' creative tendencies by providing them with practical experiences that will help them recognize and develop their innate abilities.

### **MIND BLOSSOM CLUB (MENTAL HEALTH AWARENESS CLUB)**

Formed especially to bring awareness about "importance of mental health" and "to destigmatize bring positive change in self and society, reduce discrimination and wrong notions lingering around mental health and person seeking mental health support. The Club's aim is to make mental health easily available, accessible, and approachable to everyone who seeks for mental health care support.

### **DATA SCIENCE CLUB (FORGE)**

The purpose of this club is to educate students with the real time application and recent technology in Data Science. The Club guides students with project ideas in the right direction and to build their career in the field of Data Science.

### **OMEGA CODING CLUB**

Omega Coding Club embraces the spirit of limitless innovation and creativity. This club is more than just a group of enthusiasts, it is a community where aspiring coders, tech enthusiasts, and problem solvers come together to explore, learn and thrive. This club provides a platform where students from diverse backgrounds can delve into the world of coding, programming and technology.

### **ZETA BYTE CLUB**

The aim of this Club is learning and sharing of knowledge about big data technologies, tools and techniques through workshop, training sessions, and presentations. It is a platform to find job opportunities or partners for research projects. The Club focusses on exploring emerging technologies and trends in Big Data and analyzing developments In Data Analytics, Machine Learning and Artificial

Intelligence. The club encourages students to work on real world problems and challenges in Big Data and develop innovative solutions using Big Data tools and technologies.

#### **HACKEYE CLUB**

This Club aims to educate students on various topics related to Cybersecurity and guide them to enhance the skills to excel in the field through Bootcamps, Workshops, Competitions, Guest Lectures. It also provides hands-on experience in core ethical hacking, vulnerability detection, testing, remedies and background working of attacks.

#### **GOOPS CLUB OBJ**

This Club Provide opportunities for students to learn about and experiment with DevOps tools and technologies through workshops, seminars, and conferences and contribute to the wider tech community through outreach and collaboration with other technology-related clubs and organizations. This further fosters a sense of community and support among members with similar interests and goals.

#### **GENESIS (BLOCKCHAIN CLUB)**

This club has been established to enhance the knowledge of Blockchain Technology and Skill-set amongst student community. It encourages individual and group activities, competitive participation and learning amongst students and develops team spirit and project making ideology.

#### **QUANTUM MINDS**

This Club Educate students on various topics related to Quantum Computing and guide them to enhance the skills to excel in the multi-disciplinary domain. It promotes Quantum Computing awareness, education among students and public by conducting bootcamps. Ample opportunities are provided to students to develop skills and knowledge in Quantum Computing through Workshops, Competitions and Guest Lectures. It also promotes research in Quantum Computing, develop projects and contributes to the IBM Quantum Qiskit Community. Hands-on training is provided in core Quantum Computing and Quantum Algorithm and enable students to earn IBM Quantum Qiskit Certification.

#### **ARTIFICIAL INTELLIGENTSIA SOCIETY (AIS)**

The purpose of this Society is to establish a platform for individuals interested in AI to come together and share their knowledge and expertise. It fosters a community of like-minded individuals who are passionate about AI and its potential impact on Society. This Society encourages students to test their

skills and knowledge by organizing competitions and challenges. Networking opportunities are provided with professionals in the field and potential employers. The AIS engages with wider community and raises awareness about AI and its application through outreach activities. It focusses on development and strengthening of problem solving, analysis, design, research, team work and readiness for lifelong learning in areas including but not limited to Artificial Intelligence, Machine Learning and Deep Learning.

#### **HARVEST CLUB**

The Purpose of this Club is to foster a culture of innovation by exploring and implementing cutting-edge AI and Robotics Technologies for vegetation enhancement and sustainable tillage in agriculture. It provides a platform for learning and knowledge-sharing, equipping members with the latest developments in AI, Robotics, and sustainable agriculture practices. The Club connects with the broader community to raise awareness about the benefits of technology-driven, sustainable agriculture and engage in outreach activities to support local farming communities. Members of this Club are encouraged to take up research initiatives that push the boundaries of AI and robotics in

agriculture, striving to develop new solutions and methodologies for vegetation enhancement and sustainable tillage. It instils a sense of responsibility towards sustainable agricultural practices, promoting the conservation of natural resources and biodiversity. The Club empowers members with the skills and knowledge needed to make a meaningful impact in the agricultural sector through AI and Robotics, contributing to a greener, more food-secure world.

### **BASKETBALL CLUB**

This Club has been established to provide a competitive developmental and club program that includes quality instruction in all aspects of basketball with an emphasis on fundamentals and skill development. It gives necessary skills to perform successfully in basketball and life with an emphasis on sportsmanship, respect, responsibility, leadership and teamwork. It further helps players to compete at the University and National Level competitions.

### **CRICKET CLUB**

The main goal of this Club is to provide an inclusive networking environment for students to pursue their love of cricket without regard to gender. Members can engage with like-minded peers and represent the university at the national and international levels thanks to the outstanding networking possibilities it fosters. In addition, the club pushes students to assume leadership positions and actively participate in its expansion while honing their leadership abilities. It creates an engaging environment for members by planning a dynamic schedule of student-led cricket-related events and activities. The club also stresses skill development by imparting basic cricket knowledge and rules. Members can learn various strategic techniques, put their abilities to use in live matches, and keep up with the latest in cricket programs and trends.

### **YOGA AND MEDITATION CLUB**

Health is also an important part of the campus life at Presidency University. At the Yoga & Meditation Club, students gather together and learn and experience the benefits of yoga and meditation. Many students join the club just before the exams as well to deal with the stress of the exam, and actually end up doing well.

### **MIND BLOSSOM CLUB**

The primary focus of this club is to develop a healthy lifestyle focusing on individual's mental and physical wellness besides community awareness programs on health and wellness. It helps in developing a leadership quality through team work.

### **FOOTBALL CLUB**

The Primary Focus of this club is to promote the benefit of sports and activity from a physical, mental, and social viewpoint for all participants. It provides a competitive developmental and club program that includes quality instruction in all aspects of football with an emphasis on fundamentals and skill development. The club further provides necessary skills to perform successfully in football and life with an emphasis on sportsmanship, respect, responsibility, leadership and teamwork.

### **VOLLEYBALL CLUB**

Volleyball is one of most popular games and is today widely played across the world. Various tournaments are conducted in many countries. People like to watch and play this game. The game is simple, quick, entertaining and does not require much equipment. Presidency University has a full-fledged volleyball court. Like any other sports it also requires stamina, agility, and endurance and to help the players achieve in this sport.

### **KABADDI AND KHO-KHO CLUB**

Kabaddi and Kho-Kho is a traditional Indian sport. This Club helps and motivate the players to learn the game and to perform their best. It further helps players to compete at the University and National Level competitions.

### **MARTIAL ARTS AND SELF-DEFENSE CLUB**

The objective of this club is to instil students' peaceful, non-violent conflict resolution skills and to help them work out ways to avoid physical altercations. The club encourages to learn and practice the art of self-defense to improve physical and mental well-being, as well as providing a superb source of self-empowerment, self-discipline and social empowerment. It allows players to compete at the University and National Level competitions.

### **THROWBALL AND HANDBALL CLUB**

The club provides a platform for students to develop their throwball and handball skills, fosters teamwork and sportsmanship, and organizes practice sessions, friendly matches, and tournaments. It also encourages students to stay physically active, and compete at the University and National Level competitions.

### **TOASTMASTERS CLUB**

Toastmasters International is an international organization that aims to foster the students in improving their Communication, Public Speaking and Leadership skills all under one roof. Presidency University along with Toastmasters International is providing a positive learning and development environment to its students; helping them to develop communication and leadership skills resulting in greater Self-Confidence and Personal Growth.

### **NATIONAL SERVICE SCHEME (NSS)**

Presidency University has always been a torch bearer of social service over the prestigious decades of its being. It not only moulds the best career of our students but also shapes their character as responsible citizens of our Country. NSS is a step forward for fulfilling our notion. The National Service Scheme (NSS) is a Central Sector Scheme of Government of India under the Ministry of Youth Affairs & Sports. The NSS in the Presidency University has added to sustainable and ecological living, higher standards of learning with awareness drives, celebrating Yoga Day with students, faculties and adopted slums alike, uplifting social standards and health camps, and hundreds of programmes, special camps for the overall welfare of both our students and society.

### **NCC AT UNIVERSITY**

The National Cadet Corps (NCC) is the youth wing of the Indian Armed Forces with its headquarters in New Delhi, India. The Cadets are given basic military training in small arms and drill. The Officers and Cadets have no liability for active military service once they complete their course. The NCC is a voluntary organization which is administered through the Ministry of Defence.

The NCC enhances awareness level of cadets to become responsible citizens of the country and encourage cadets to enrich their knowledge, develop communication skills and build character. The Cadets are involved in the conduct of social outreach activities and community development programs, adventure activities to hone leadership qualities and risk-taking abilities. It provides a platform to launch "Goodwill Ambassadors" to project the image of country overseas.

## **INSTITUTIONAL SOCIAL RESPONSIBILITY CELL (ISR CELL)**

The Institutional Social Responsibility Cell of Presidency University was established in response to the contextual features and challenging issues prevalent in Indian Society. India faces significant educational disparities, where access to quality education and resources is limited for underprivileged students. Additionally, digital literacy remains a challenge, especially in rural areas. Women empowerment is essential to overcome gender inequalities and empower women to participate fully in society. Communities face health issues, and disaster-stricken areas require immediate relief and support. Furthermore, environmental concerns call for sustainable practices to protect and restore ecosystems.

## **STUDENT CHAPTERS**

- A. Society of Petroleum Engineers, US (SPE) has established the Student Chapter at Presidency University. This will enable the students of Presidency University benefit from the opportunities provided by SPE to engage in technology discussions at SPE events, network with industry professionals, and learn more about the industry. Being active in SPE Student Chapter is a great way to network with peers and local industry professionals which will offer ways to develop new skills. SPE offers many resources and opportunities for students to expand their knowledge and enhance their skills.
- B. AAPG student chapter at Presidency University, aims at providing extra knowledge which helps budding engineers in their professional life with the help of different distinguished lectures, workshops and events. The AAPG Student Chapter collaborates with different Oil & Gas industry and organise such events wherein the gap between the industry and academia can be bridged.
- C. An IEEE Student Branch gives students a community of peers, and a connection to faculty and industry professionals who drive innovation in countless technical fields.

## **5. DIRECTORATE OF STUDENT AFFAIRS**

The Office of Student Affairs offers support for students helping them overcome the hindrances that may come in the path of their learning process. The Student Affairs Office complies with the Policies set by the University in order to facilitate a positive academic environment and help students progress smoothly in their educational journey.

### **5.1. UNIVERSITY SCHOLARSHIP POLICY**

- A. The University awards several scholarships to encourage meritorious students and support deserving students. In addition to Merit Scholarships, the University provides scholarships to students who have excelled in Sports, NCC and Cultural Activities. The University is committed to support deserving students whose Parents are Defense/Police/Ex-Service (Armed Forces) Personnel, Differently-abled students, Students from Economically Weaker Sections, Students belonging to SC/ST/Minority segments, Students with Single Parent (Mother) and Students who have lost both parents. The University also provides concessions to students who are Alumni of the University and to children of Staff Members of the Presidency Group of Institutions. There are Special Scholarships available to the Foreign Students from SAARC Countries. The scholarship for students of Jammu and Kashmir is awarded for all years of their Program of Study.
- B. A Student can avail scholarship only under one category.
- C. Students to be eligible for claim of any scholarship need to have submitted, for verification, to the Office of Registrar, the requisite Original Certificates.
- D. Application with incorrect/incomplete information, non-submission of supporting documents and submission of application beyond the last date as notified by the university is liable to be rejected.

- E. Receiving any Scholarship shall not be a matter of right for the student. Awarding of Scholarship/s shall be at the sole discretion of the University.
- F. The various categories and details of Scholarships offered by the University shall be notified by the University at the time of admission to a new Academic Year.
- G. The Conditions and Rules for the award of Scholarship/Concession in the University Tuition Fees shall be clearly prescribed in the University Scholarship Policy notified from time to time.
- H. Scholarships are restricted to rebate in the University Tuition Fee only and are applicable for the First-year of the relevant Program of Study.
- I. Students who are awarded a Scholarship for the First-year of their Program of Study shall pay the full University Fee and other charges/deposits, as applicable, prescribed in the fee document of the University from the second year of the Program till completion of the Program of Study.
- J. All students who are awarded any type of University Scholarship shall be required to give a written undertaking to abide by the Rules and Conditions relating to the award of such Scholarship.

## **5.2. STUDENT COUNCIL**

The Student Council plays a vital role in engaging students in all University fest activities. The Council Members are responsible for Planning, Organizing, and executing various events that showcase the talents and interests of the student body. The Council also promotes participation and collaboration among different Clubs, Departments, and Faculties. By involving students in all aspects of University Fest, the Council fosters a sense of community, belonging and pride among the students. The Council also provides feedback and suggestions to the University Administration to

improve the quality and diversity of the fest. Through the Student Council, students can have a voice and a choice in making their University fest a memorable and enjoyable experience.

## **5.3. EXAMINATION GRIEVANCE REDRESSAL CELL**

The examination Grievance Redressal Cell, provides a mechanism for the redressal of grievances related to examination, ensures transparency in examination practices, and prevents of unfair practices at the University. This cell is linking the students with the faculty in the continuous evaluation process. University Examination office along with the Faculty Team ensures smooth conduct of the University examinations and continuous assessment. If any grievance occurs, it will be immediately considered and redressed.

### **Objectives:**

- Monitor the Examination Process to ensure stress free examination atmosphere in the University.
- Resolve the Student's grievances related to Examinations and Continuous Assessments.
- To encourage the Students to express without fear their grievances/problems on conduct of examinations.
- Issuance of mark sheets, transcripts, provisional degree certificates and any other certificates as per the University Examination Regulations.
- Emphasize on prevention of errors rather than controlling through punitive measures

The students or faculty members with a genuine grievance may approach the Co-ordinator or Member of the Cell in person. In case the person is unable to appear personally, grievances may be dropped in writing or may also send via mail to the Co-ordinator of the Examination Grievance Redressal Cell. The Cell shall develop a responsive and accountable attitude amongst all the stakeholders in order to maintain healthy practices and smooth conduct of examination in the University.

### **Submission of Grievances**

Students and Teachers can submit the grievances by using any one of the following means:

- a) Filling the form available with the co-ordinator and members at the Cell.
- b) Sending an mail: [examredressal@presidencyuniversity.in](mailto:examredressal@presidencyuniversity.in)

#### 5.4. THE COUNSELLING SERVICE

The Student Counselling Services is an initiative at Presidency University, providing psychological support for the students in the areas of personal, emotional, social, and academic/career-oriented concerns. Qualified and experienced Counsellors/Psychologists will counsel the student in a completely confidential setting:

- a. To understand the difficulties, she/he is experiencing;
- b. To identify the cause for her/his current feelings;
- c. To devise an action plan to address the concerns of the student, as a facilitator;
- d. To help the student develop resilience and enable them to achieve her/his academic and personal goals.

The objective is to provide a neutral base for students to speak about issues they are facing and actualize possible solutions to become emotionally resilient.

#### Counselling Services Available for Students

- i. **Individual Counselling:** Working with the Counsellor one-on-one in a safe, non- judgmental and confidential environment on issues such as stress, depression, anxiety, study difficulties, family and relationship problems, eating concerns, body image concerns, bullying, gender/sexual identity concerns, self-harm, suicidal thoughts and substance abuse and so on.
- ii. **Peer Support Programme:** Fellow students, trained in peer-counselling, can offer an informal opportunity to talk through issues that are a concern to the student concerned. Students are likely to talk to each other first. It is more effective when student volunteers of this role are enabled to listen effectively, communicate sensitively, maintain confidentiality, recognize boundaries, and recognize when and how to encourage referral to the professional counsellor. The members of peer support group are supervised once in a week by the Student Counsellor of Presidency University.
- iii. **Workshops:** Short-term interactive sessions that build Self-Help Skills and Life Skills are also conducted as a part of the counselling centre's calendar, such as:
  - a. Identity Crisis
  - b. Exam Anxiety
  - c. Decision Making
  - d. Assertiveness Training
  - e. Building Resilience
  - f. Locus of control - Creating healthy boundaries
  - g. Attraction, Love and Relationships
- iv. **Working with teachers and parents:** Counsellors work along with members of the faculty and parents in terms of seeking cooperation and support for the students going through the process of counselling. These services are open to all students of the University. The contact number and Email id of the Student Counsellor are displayed on notice board and on electronic media for easy access of the students
- v. **Services provided by University Student Counsellors:** Appointments can be booked via the QR code scanner provided below. One can address their Mental Health concerns anonymously with the student counsellors. Student Counsellors articles are featured in the student magazine, where

students can find mental health tips and queries answered anonymously through question and answers.

Reach out to the student counsellors: [namratha.j@presidencyuniversity.in](mailto:namratha.j@presidencyuniversity.in)



**vi. Services rendered by YourDost for Psychological Health:** Counseling services can be availed from YourDost organization whenever student counsellors are not available. The platform is available 24/7 and is open to address all types of mental health concerns at free of cost. The platform also provides 4-6 seminars in a year for the students on a variety of mental health topics. Monthly news-letters are provided by the platform, which is circulated in the campus.

## 5.5. ANTI-RAGGING

A conducive and amicable environment is a hallmark of Presidency University. This ambience is ensured by various Committees and Bodies that make students aware of the consequences in the event of breaching the code of conduct. The Anti- Ragging committee is instituted to ensure the safety and comfort of the students and to provide an amicable environment in the Campus and the Hostels. The University is guided by the UGC Regulations on Curbing the Menace of Ragging in Higher Education Institutions. It is expected that every student reads the below mentioned guidelines and abides by the regulations.

Ragging is a cognizable offence and Presidency University will take strict action against offenders.

### A. Definition of Ragging

- Any conduct by any student or students, whether by spoken or written word or by an act, which has the effect of teasing or treating a fresher or any other student rudely
- Exploiting the students from completing academic tasks and financial extortion
- Any act of physical abuse, including all its variants – sexual abuse, homosexual assaults, and stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health of a person
- Any act that prevents, disrupts or disturbs the regular academic activity of other students.

### B. Anti-Ragging Measures

- According to the instructions of the Honourable Supreme Court of India and in accordance with the UGC Regulations and Karnataka State Government Guidelines, on Curbing the Menace of Ragging in Higher Educational Institutions, (2009) the University has constituted an Anti-Ragging Committee and Anti-Ragging Squads for overseeing the strict and meticulous implementation of all the directives. The members of the anti-ragging committee and anti-ragging squads along with their mobile numbers shall be displayed for the benefit of the students, especially the newly admitted students.
- The University educates the students enrolled for various programs, at the beginning of each academic year, about the Anti-Ragging Policy and Zero-Tolerance for ragging at the University.
- Each student, as well as his/her Parents/Guardian, are mandatorily required to submit online separate undertakings in the form of an official declaration at the time of admission by clicking on <http://www.antiragging.in> to the effect that they are aware of the prohibition of ragging & the



punishment prescribed both by the penal laws and these regulations. All students must submit Acknowledgement Number to their Class Coordinator.

- Anti-ragging hoardings, banners and billboards are displayed at prominent places in the University campus, including hostels, canteens, messes, cafeterias, buses, playgrounds, lawns, labs, etc.
- Surprise checks of hostels/canteens/cafeteria/bus stop are carried out regularly. A close and regular liaison is maintained with the local police to guard against any instance of ragging.
- An FIR will be lodged in the Police Station on all reported ragging cases. Daily briefing for the new students is carried out by Counselors and Coordinators.
- An Anti-Ragging Committee of the students is also formed. In case any student encounters ragging by any of the senior students, he/she is immediately required to contact the members of the anti-ragging committee, who will take immediate corrective action and necessary proceedings will be initiated against the culprits engaged in ragging activities. The constitution of the University Anti Ragging Committee is placed in **Annexure – 1**.
- **Punishment for Ragging:**
  - a. Lodging an FIR against the Offender.
  - b. Rigorous Imprisonment for up to 3 years (under Court of Law).
  - c. Fine up to Rs.2,50,000/-.
  - d. Expulsion from Presidency University and subsequent debarring of admission to any other institution.

## 5.6. POLICY FOR PREVENTION OF SEXUAL HARASSMENT

Presidency University is committed to creating and maintaining a community in which students and employees can work together in an environment free of violence, harassment, exploitation, intimidation and stress. This includes all forms of gender violence, sexual harassment and discrimination on the basis of sex/gender or amongst the same sex members.

The University Policy on Prevention of Sexual Harassment has been framed keeping the following objectives in view:

- A. To comply with the directives of the Honourable Supreme Court of India.
- B. To establish an effective mechanism for the Prevention and Redressal of Sexual Harassment cases and other acts of gender-based violence at the University.
- C. To create and foster an environment at the University that is completely free of sexual harassment in its various forms and to generate public opinion against all forms of gender-based violence.
- D. For the purpose of this policy, "Sexual Harassment" shall include, but will not be confined to the following:
  - i. Unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of sexual nature made, either explicitly or implicitly, in return for a term or condition of teaching/guidance, employment, participation or evaluation of a person's engagement in any University activity;
  - ii. When unwelcome sexual advances and/or verbal, non-verbal, or physical conduct - such as loaded comments, remarks or jokes, letters, phone calls or through e-mail or any other communication mediums, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature - have the purpose or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive environment;
  - iii. Forcible physical touch or molestation; Eve teasing, innuendos and taunts, physical

- confinement against one's will and any other act to impinge upon one's privacy;
- iv. Any act or conduct of a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of education or career development, or otherwise making the environment at the University hostile or intimidating to a person belonging to the other/same sex.
  - E. This Policy is applicable to all allegations of Sexual Harassment made by a student, against a student, employee or third party, irrespective of whether Sexual Harassment is alleged to have taken place within or outside the University premises.
  - F. The University has constituted a Committee for Prevention of Sexual Harassment to make note of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
  - G. The disciplinary action shall be proportionate to the nature of the violation and could be in the form of warning, suspension or even expulsion from the University.

The Constitution of the University Committee for Prevention of Sexual Harassment, its responsibilities and procedures are placed in **Annexure – 2**.

#### **5.7. STUDENT GRIEVANCE REDRESSAL CELL (SGRC)**

Presidency University is committed to providing a safe, fair and harmonious learning and work environment. In view of this, the University has a robust mechanism for redressal of students' grievances in a timely manner. The Grievances that need immediate redressal are related to academic and non-academic matters, such as assessment, victimization, attendance, charging of fees, conducting of examinations, harassment by fellow students or teachers etc. In this regard, a formal Student Grievance Redressal Cell (SGRC) is constituted in accordance with the UGC Regulation to deal with day-to-day grievances of its stakeholders, including the students.

Any student who is aware of any violations must report the same to the SGR. Said grievance must be submitted in writing and should be made within (04) days from the day of the alleged violation. The SGRC shall take note of the grievance and inform the Disciplinary Committee formed/conduct the enquiry and impose appropriate retribution. There shall be Internal Complaints Committee (ICC) in place, in cases of any sexual harassment complaints.

The purpose of the Student Grievance Redressal Committee (SGRC) is to ensure a speedy response to and accountability of all concerned to the students of Presidency University. In, order to maintain harmonious Student – Student and Faculty –Student relationships as well as creating an environment in which students can freely express their grievances without fear of discrimination or victimization. Further, counseling students to refrain from provoking others against faculty and staff of the University.

The Constitution of the School Level Grievance Redressal Committee, University Level Grievance Redressal Committee, Procedure for Redressal of Grievance, Types of Grievances, Appellate Authority/Ombudsman, Functions of Ombudsman, Procedure for Redressal of Grievance by Ombudsperson are placed in **Annexure-3**

#### **5.8. EQUAL OPPORTUNITY CELL/CASTE BASED DISCRIMINATION CELL**

Discrimination against any person on the grounds of his/her disability or physical limitations and minority status is a gross violation of universally accepted principles of equality and human rights and even constitutional obligations. Presidency University has set up Equal Opportunity Cell to address the

issues concerning Scheduled Caste, Scheduled Tribe, Other Backward Class and Persons with Disabilities.

The basic aim of the Cell is to ensure that students and faculty belonging to various diverse backgrounds of community, religion, region, gender or ability are not deprived of their basic opportunities. They all must have access to all the basic rights to promote inclusivity and harmony. Through this cell several activities are organized to promote inclusive policies and practices for all and to look into the grievances to ensure equality and equal opportunities to the disadvantaged group on Campus through proper implementation of Policies, Skills, and Programs of society.

## 6. ACADEMIC REGULATION

Every student can access the Academic Regulations of the University along with the concerned Program Regulations and Curriculum on the web portal of the University.. The students and parents must read these documents so that they are well aware of the Regulations, Policies and Rules of the University. The students are required to comply with all the Regulations, Policies and Rules issued by the University from time to time. A person seeking admission to any Program of the University shall be deemed to have read, understood and accepted the Academic Regulations and the concerned Program Regulations and Curriculum. Few important points from the Academic Regulations are summarized below for ready reference of the students. For the Batch admitted in Academic Year 2023-2024, the Academic Regulations, 2021 are applicable, as may be amended from time to time.

The **University Timings** for Students is as under:

|              |                     |
|--------------|---------------------|
| Working Days | 8.45 am to 04.45 pm |
|--------------|---------------------|

- **Class Time-Table** will be published at the beginning of each Academic Term. The details of class/laboratory timings shall be notified by the respective Departments.
- The University reserves the right to revise the class timings in the academic interests of the students.
- Every student must be present on time, inside the classroom for every class. Students who arrive late will be marked absent for that class.
- **Late-comers:** All students are required to be present in the University Campus and class on time. Any student who comes late to the University (i.e., after 8:45 am) shall not be permitted to attend the first period. Such students are required to maintain University Discipline and Code of Conduct during the missed period and attend the remaining Classes/Periods. It is the sole responsibility of the students to cover up the portion of the class that he/she has missed.
- Special training classes, extra classes and other co-curricular activities may be conducted on specified timings on any day as notified by the University or the Academic Calendar. All students must attend such notified activities without fail.

### 6.1. Academic Calendar

The academic activities of the University are regulated by the Academic Calendar and approved by the Vice Chancellor, and published at the beginning of each Academic Year. The Academic Calendar is available on the Website of the University ([www.presidencyuniversity.in](http://www.presidencyuniversity.in)). The University shall conduct the Classes, Tests, Mid-term Examinations, End-Term Examinations, Co-curricular Activities and other

University Activities as per the Academic Calendar issued at the commencement of the Academic Year. However, the University shall reserve the right to make any changes in the Academic Calendar. It is mandatory for Students and Faculty Members to strictly adhere to the Academic Calendar for completion of Academic and other University activities.

## 6.2. Registration

The University follows a Credit Based Semester System. Hence, it is mandatory for all students to register themselves at the beginning of each Semester on the dates prescribed in the Academic Calendar and through notifications issued by the University to this effect. The Process and Rules of Registration is prescribed in the Academic Regulations of the University, as is applicable to the respective Batches of the Program of Study and all the students shall strictly adhere to the provisions of the applicable Academic Regulation.

- A. Registration is the sole responsibility of the student. Every eligible student (refer applicable Academic Regulations for eligibility criteria) shall register in person, at the beginning of each Academic Term, on the dates specified in the Academic Calendar and/or notifications issued by the University from time to time in this regard. The eligible student shall register for the respective Courses as prescribed by the respective Program Regulations and Curriculum. Without registration, no students shall be entitled to pursue any academic activity (Course/Seminar/Practical/Project work/Internship, etc.) for the said Semester.
- B. An eligible student will be permitted to register for the Academic Term only after payment of the Annual University Fee and other dues/charges as applicable.
- C. If an eligible student fails to register for an Academic Term on the notified dates, the concerned student shall not be allowed to attend the classes in the concerned Academic Term under any circumstances whatsoever. Students are cautioned that failure to register on the notified dates will result in the loss of an Academic Term/Year.
- D. Complete details regarding Registration are provided in Regulations, as applicable to the respective students.

## 6.3. Attendance Requirements

To maintain high standards of academics, every student is required to attend every Lecture, Tutorial, Practical Classes and other Co-Curricular activities mandated by the Curriculum Structure of the concerned Program. Every student must attend every class scheduled in the Time-Table notified by the University. The attendance requirement shall be a **minimum of 75%** of the classes actually conducted in **every Course** the student has registered for in the Academic Term. A student with attendance shortage (i.e., less than **75%** of the classes conducted in **every Course** in the concerned Academic Term), **shall not be permitted to appear in the End-Term Examinations for the Course(s) in respect of which the student has a shortage of attendance**, irrespective of the student's academic performance in the Continuous Assessments. In case the student has an attendance below 75%, it is the sole responsibility of the student to make up the short fall of attendance.

## 6.4. Attendance Policy

Attendance will be duly recorded by the concerned Course Instructor for every Lecture, Tutorial, and Practical Class as scheduled in the concerned Time-Table for the Program of Study as notified by the

Dean of the respective School.

- A. The student shall be kept informed of her/his attendance record so as to ensure that he/she is aware of any possible shortage of attendance. Efforts will be made to inform the Parent/Legal Guardian of the concerned student regarding Shortage in attendance from time to time purely on the address provided by the student at the time of admission/revised thereafter. The student is expected to take note of such periodic notifications regarding shortage of attendance and ensure that the minimum attendance requirement is maintained. Failure to do so shall result in the student becoming ineligible to appear for the End-Term Examination of the Course concerned. In such cases, it shall be the sole responsibility of the student to register and complete the Course when it is next offered as per the applicable Academic Regulations of the University.
- B. The Student and Parent/Legal Guardian are cautioned that shortage of attendance below the minimum eligibility criteria (i.e., **minimum of 75%** of classes conducted in every Course the student has registered for in the Academic Term) for appearing in the End-Term Examinations, may result in the loss of an Academic Year for the student. The student is advised to adhere to all attendance requirements as prescribed by the applicable Academic & Program Regulations and Curriculum.

#### **6.5. Academic Performance Evaluation, Grading and Yearly Promotion**

The criteria and process of Academic Performance Evaluation, Grading and annual Progression to the next Higher Semester is prescribed in the applicable Academic Regulations of the University (refer Sections 8.0 & 15.0 of the Academic Regulations, 2021). The relevant Program Regulations and Curriculum also prescribe the methods of assessments and the weightage of marks associated with the various components of assessments. All the students must read these Regulations and understand them accordingly.

### **7. CURRICULUM STRUCTURE; COURSE HANDOUT/COURSE PLAN**

- 7.1. Every student admitted to the First Year of any Program of Study shall have access to relevant Curriculum Structure at the commencement of the First Academic Year of the Program of Study. In case of changes in the Curriculum Structure at any stage of the Program of Study, every student shall be intimated of the fact of change and shall have access to the revised and updated Curriculum Structure as uploaded on the Website. Any subsequent change in the shall be notified to all students separately from time to time.
- 7.2. At the commencement of every Semester, every eligible student would be given the Course Handout/Course Plan as prescribed by the Academic Regulations and the relevant Curriculum Structure. The student must use the Course Handout/Course Plan diligently and adhere to the guidelines provided in the Course Handout/Course Plan in order to enhance learning and performance in the respective Courses.

### **8. ACADEMIC PERFORMANCE EVALUATION AND GRADING SYSTEM**

- 8.1. The academic performance evaluation of a student in a Course shall be according to the University Letter Grading System based on the class performance distribution of the Course.

**8.2.** Academic performance evaluation of every registered student in every Course registered by the student is carried out through various components of Continuous Assessments spread across the Semester and including the Final Assessment Test. The nature of components of Continuous Assessments and the weightage given to each component of Continuous Assessments, including the End Term Final Examinations shall be decided by the DAC and communicated to the students by the respective Program Heads/ HODs.

**8.3.** Grading is the process of rewarding the students for their overall performance in each Course. The University follows the system of Relative Grading with statistical approach to classify the students based on the relative performance of the students registered in the concerned Course except in the following cases:

- Stand-alone Lab and Project courses
- MOOC courses
- ‘Skill’ based courses
- Theory Courses with a class strength less than 30

For the above listed cases, the Absolute grading method will be adopted.

Grading shall be done at the end of the Academic Term by considering the aggregate performance of the student in all components of Continuous Assessments and End Term Final Examinations prescribed for the Course. Letter Grades shall be awarded to a student based on her/his overall performance relative to the class performance distribution in the concerned Course. These Letter Grades not only indicate a qualitative assessment of the student’s performance but also carry a quantitative (numeric) equivalent called the Grade Point.

**8.4. Absolute Grading for Lab/Project/MOOC/NTCC & Skill based courses:**

- Stand-alone Lab and Project courses will be evaluated under Absolute Grading
- It is independent of Class strength
- MOOC courses will be under Absolute grading method
- ‘Skill’ based courses will be evaluated under Absolute Grading
- Theory Courses with a class strength less than 30 will also be evaluated under absolute grading

| <b>Letter Grades with Marks Range for Absolute Grading</b> |                                 |
|--|---------------------------------|
| <b>Letter Grade</b>  | <b>Marks range (Out of 100)</b> |
| O  | $\geq 90$                       |
| A+   | $\geq 85$ but $< 90$            |
| A  | $\geq 80$ but $< 85$            |
| B+   | $\geq 75$ but $< 80$            |
| B  | $\geq 70$ but $< 75$            |
| C  | $\geq 60$ but $< 70$            |
| D  | $\geq 50$ but $< 60$            |
| F  | $< 50$                          |

- 8.5. The University follows the system of Letter Grades with associated Grade Points on a scale of 10. The Letter Grades and associated Grade Points along with a brief qualitative description are summarized as under:

| <b>Letter Grades with Grade Points and Brief Qualitative Description</b> |                    |                                |
|--|--------------------|--------------------------------|
| <b>Letter Grade</b>  | <b>Grade Point</b> | <b>Qualitative Description</b> |
| O  | 10                 | Outstanding                    |
| A+   | 9                  | Excellent                      |
| A  | 8                  | Very Good                      |
| B+   | 7                  | Good                           |
| B  | 6                  | Above Average                  |
| C  | 5                  | Average                        |
| D  | 4                  | Pass                           |
| F  | 0                  | Fail                           |
| NP   | 0                  | Not Permitted                  |
| S  | -                  | Satisfactorily Completed       |
| NC   | -                  | Not Completed                  |
| U  | -                  | Audited Satisfactorily         |
| I  | -                  | Incomplete                     |

**8.6. Minimum Performance Criteria:**

**A. Theory only Course and Lab Embedded Theory Course**

A student shall satisfy the following **minimum performance criteria** to be eligible to earn the credit towards the concerned Course:

- i. A student must obtain a minimum of 30% of the total marks/weightage assigned for Mid Term and the End Term Examination in that Course.
- ii. The student must obtain a minimum of 40% of the AGGREGATE of the marks/weightage of the components of the Continuous Assessments, Mid Term Examination and the End Term Examination in the concerned Course.

**B. Lab only Course and Project Based Courses**

The student must obtain a minimum of 40% of the AGGREGATE of the marks/weightage of all assessment components in the concerned Course.

- C. A student who fails to meet the minimum performance criteria listed above in a course shall be declared as "Failed" and given "F" Grade in the concerned Course. The student shall have to re-appear in the "Make-Up Examinations" as scheduled by the University, or, re-appear in the End Term Final Examination of the same Course when it is scheduled at the end of the following Semester or Summer Term, if offered. The marks obtained in the Continuous Assessments (other

than the End Term Final Examination) shall be carried forward and be included in computing the final grade, if the student secures the minimum requirements (**as per Clause 8.6**) in the “Make-Up Examinations” of the concerned Course. Further, the student has an option to re-register for the course and clear the same in the summer term/subsequent semester if he/she wishes to do so.

D. For Pass only (Non-credit) type of courses such as Environmental Studies, Life Skills, Co-curricular/Extracurricular activities the method of assessment and minimum performance criteria are prescribed in the respective course catalogues. A student who fails to meet the minimum performance criteria in such pass only (Non-credit) courses shall be given “NC” (Not Completed) Grade. The student has to re-register for such courses and meet the minimum performance requirement to earn the “S” (Satisfactory) Grade.

E. **Continuous Assessment Tests (CAT)**

| <b>a) Assessment for Theory Courses</b>  |               |                                 |
|--|---------------|---------------------------------|
| <b>Exam Component</b>  | <b>Theory</b> | <b>Theory Embedded with Lab</b> |
| Mid Term Examination   | 25%           | 25%                             |
| End Term Examination   | 50%           | 50%                             |
| Laboratory Assessment  | NA            | 20%                             |
| Assignments/ Mini Projects/ Term Papers/ Quizzes/ Hack-a-thons, Make-a-thons, Code-a-thons, etc. | 25%           | 05%                             |
| <b>Total</b>   | <b>100%</b>   | <b>100%</b>                     |

| <b>b) Assessment for Lab/ Practice Courses</b>  |                  |
|---|------------------|
| <b>Exam Component</b>   | <b>Weightage</b> |
| All lab experiments shall be evaluated on the same day (Continuous Assessment) and marks awarded.<br>Laboratory Work/ Practical exercises, conducted in every Laboratory/Practice session/activity, including Laboratory records, practice/project reports, attendance/class participation as applicable, and as prescribed by the Course Handout.<br>Note: There will be no Midterm/ End Term Examination for Labs | 100%             |
| <b>Total</b>  | <b>100%</b>      |

Normally, for Practice/Skill based Courses, without a defined credit structure (L-T-P-C) [NTCC], but with assigned Credits (**as defined in Clause 5.2 of the Academic Regulations, 2021**), the method of evaluation shall be based only on Continuous Assessments. The various components of Continuous



Assessments, the distribution of weightage among such components, and the method of evaluation/assessment, shall be as decided and approved by the respective Department Academic Committee (DAC).

**8.7. Award of the “O” (Outstanding) Grade:**

The “O” grade stands for outstanding achievement, relative to the registered students in the course, and utmost care shall be taken in awarding of this highest letter grade.

If there are no ‘O’ grades in a class as per the Relative Grading, top three Marks above 90 will be awarded ‘O’ Grade, as a special case.

**8.8. Declaration of the “F” (Fail) Grade:**

The “F” grade denotes failure in a Course. This may be due to the following reasons:

- A. Failure to meet the minimum performance criteria for a course as listed in Clause 8.6
- B. Further, if a student is absent for the End Term Final Examination of a Course, the student shall be declared as “Fail” and given a “F” grade in the concerned Course.
- C. The “F” grade is declared as a penalty on the student in the concerned Course(s) as per the recommendations of the Unfair Means and Malpractices Committee (UMMC) and subsequent approval of the Chairperson, Board of Examinations.

**8.9. Declaration of the Placeholder Grades “NP” (Not Permitted):**

“NP” is a placeholder grade given in the concerned Course(s) to indicate that a student was not eligible to appear in the End Term Final Examinations of the concerned Course(s) due to shortage of attendance as elaborated in **Clause 6.3** and he has to re-register to earn the requisite credits.

**8.10. Additional Grades with no Grade Points: “S”, “NC” and “U” Grades:**

- A. “S” and “NC” grades are awarded for specific mandatory credit Courses as prescribed in the concerned Curriculum Structure.
- B. “S” grade (“Satisfactorily Completed”) denotes satisfactory performance and completion of a Course which is pass only or is non-credited as specified in the concerned Curriculum Structure. The requirements for obtaining “S” grade in a particular Course shall be clearly stated in the Course Handout of the concerned Course.
- C. “NC” grade is given for “Non-Completion” of Course requirements in the concerned pass only or non-credited Course and the student will have to re-register for the Course until he/she obtains the “S” grade in the Course concerned.
- D. “S” and “NC” grades have no associated Grade Points and hence are not included in the SGPA/CGPA calculations (**refer Section 9.0**).
- E. “U” grade (“Audited Satisfactorily”) is awarded in a Course that the student opts to register for Audit (**refer Clause 3.10 of Academic Regulation 2021**). It is not mandatory for the student to go through the entire regular process of evaluation for the concerned Course. However, the student has to satisfy the minimum attendance requirement for securing the “U” grade, failing which, that Course will not be listed in the Grade Card given to the concerned student (**refer Clause 8.11**).

**8.11. Grade Card:**

Grade Card is the record of the student’s performance in the Courses the student has registered for in a concerned Academic Term of the Program of study.

The Grade Card shall contain the following details pertaining to the student's academic performance:

- A. The List of Courses (which includes Course Name, Course Code and associated Credits) registered by the student in the concerned Academic Term.
- B. The Grade obtained in each of the concerned Courses
- C. The SGPA and CGPA obtained by the student based on the grading policy.
- D. The Grade Card issued to the student in the last Academic Term in which the student completes the requirements for the award of the concerned Degree (**refer Section 20.0 of Academic Regulation 2021**).

## 9. ACADEMIC PERFORMANCE INDICES: SGPA AND CGPA

- 9.1. The overall academic performance of a student shall be measured by two indices: **SGPA** which is the "Semester Grade Point Average" and **CGPA** which is the "Cumulative Grade Point Average".
- 9.2. The performance of a student in a Semester is indicated by a number, **Semester Grade Point Average**. The SGPA is the weighted average of the grade points secured in all the concerned Courses registered by the student during that Semester. SGPA for a particular

$$\text{SGPA} = \frac{\sum_{k=1}^n [C_k \times G_k]}{\sum_{k=1}^n C_k}$$

Semester is computed as follows:

where:

*n* is the number of all Courses (with Letter Grades and Grade Points, including the Letter Grades F and NP, which have zero grade points) registered by the student in the Semester concerned;  $C_k$  is the Credits assigned to Course  $k$  and  $G_k$  is the Grade Point received by the student for the course  $k$ .

- 9.3. The **Cumulative Grade Point Average** indicates overall academic performance of a student in all the Courses registered up to and including the latest completed semester.

$$\text{CGPA} = \frac{\sum_{i=1}^n [C_i \times G_i]}{\sum_{i=1}^n C_i}$$

CGPA is computed as follows:

where:

*n* is the number of **all the Courses** (with Letter Grades and Grade Points, including the Letter Grades F and NP, which have zero grade points) **registered by the student up to, and, including the latest completed Semester/Academic Term**;  $C_i$  is the Credits assigned to Course  $i$  and  $G_i$  is the Grade Point received by the student for the Course  $i$ .

- 9.4. The SGPA and CGPA are calculated to TWO decimal places.

## 10. DISPLAY OF PERFORMANCE IN CONTINUOUS ASSESSMENTS

- 10.1 Performance of all students in the components of Continuous Assessments for all Courses registered for in the concerned Academic Term, shall be communicated to the students and displayed in the concerned Department/School by the respective HOD/Dean, before the Final Assessment Test.
- 10.2 The concerned HOD/Dean shall attest and submit to the COE, a consolidated Marks Sheet of the Continuous Assessment Marks obtained by all students of a Program of study, in all the respective Courses registered for in the concerned Academic Term, before the commencement of the Final Assessment Test. A copy of the consolidated Marks Sheet shall be displayed in the concerned Department/School.

## 11. APPEAL FOR REVIEW OF GRADES; ACADEMIC APPEALS BOARD

- 11.1 The University is committed to keep the entire process of evaluation beyond reproach. A mechanism for review of grades is incorporated in the evaluation system.
- 11.2 In case of a grievance about the grade(s) awarded, a student shall first approach the concerned Program Head/HOD/Dean with a written request for review of the grade awarded in a Course (or Courses) within five (05) University working days from the date of declaration of the results of the Final Assessment Test. No request for review of grade(s) shall be admissible after five (05) University working days from the date of declaration of the results of the End Term Final Examinations.
- 11.3 The Program Head/HOD/Dean shall arrange, within five (05) University working days of the receipt of the student's request, for the concerned Faculty/Course Instructor(s) and one or two more faculty members who are familiar with the Course(s) concerned to clarify to the student concerned why she/he was awarded the particular grade. The clarification/explanation shall be submitted as a brief report to the HOD/Dean with a copy to the concerned student.

## 12. MAKE-UP EXAMINATIONS

- 12.1 Make-Up Examinations is a provision for a student to complete a Course (or Courses) where she/he received an "F" grade (**refer Section 8.0**), or, was given the place holder grade "I" (**refer Section 8.0**) to reappear in the End Term Final Examination component of a Course (or Courses), subject to the conditions mentioned below in **Clauses 12.2 to 12.5**. In no other circumstances, Make-Up Examinations shall be available to the student.
- 12.2 A student who fails to appear in the End Term Final Examinations, in some or all Courses, due to medical exigencies, specifically hospitalization, trauma or contagious disease only, and, the said student informs the Program Head/HOD/Dean concerned timely (i.e., on or before the last date of the said End Term Final Examinations), may submit a request to the concerned Program Head/HOD/Dean for the provision of the Make-Up Examinations in the Course(s) for which he/she could not attend the scheduled End Term Final Examinations.
- A. Provided further, the student must submit, along with the registration form for the Make-Up Examinations, the medical certificates, medical prescriptions, hospital discharge report, medical fitness report and all such relevant documents duly attested by the concerned

registered medical officer of the hospital where the concerned student was hospitalized or medically treated.

- B. The Program Head/HOD/Dean concerned shall submit a specific report to the Chairperson, Board of Examinations (BOE) in this regard, who shall convene a special meeting of the BOE to consider the student's application. The BOE may grant permission on the veracity of the case to permit the concerned student to avail the provision of Make-Up Examinations. On approval of the BOE, the student shall submit the application form for the Make-Up Examinations to the Examination Department of the University within the duly notified dates, along with the prescribed fee for the Make-Up Examinations fixed by the University from time to time.
- C. On the basis of the student's performance in the Make-Up Examinations and considering the marks obtained by the student in all other Continuous Assessments as prescribed by the concerned Program Regulations and Curriculum, the final letter grade awarded will replace the placeholder grade "I".
- D. In case, the BOE rejects the application of the student for Make-Up Examinations, the student shall be declared "Failed" in the concerned Course(s) and the placeholder grade "I" shall be replaced with "F" (Fail) grade in the concerned Course(s). Further, the student shall have to complete the Course(s) as per the provisions and conditions prescribed in **Clause 12.3**.
- E. If the concerned student does not avail the Make-Up Examinations, or is absent for the Make-Up Examinations, the student shall be declared "Failed" in the concerned Course(s) and the placeholder grade "I" shall be replaced with an "F" grade. Further, the student shall have to complete the Course(s) as per the provisions and conditions prescribed in **Clause 12.3**.

**12.3** A student with "F" Grade in one or more Courses, declared under the conditions stated in **Section 8.0** and/or who secured "D" Grade in one or more Courses, may avail the benefit of the Make-Up Examinations to pass the failed Course(s) and/or improve her/his CGPA to enable her/him to satisfy the criteria for promotion as prescribed in **Section 15.0 of the Academic Regulation 2021**. The student shall submit the registration form for the Make-Up Examinations to the Examination Department of the University within the duly notified date, along with the prescribed fee for the Make-Up Examinations fixed by the University from time to time.

- A. Further, if the student fails in the Course(s) attempted in the Make-Up Examinations, including the Course(s) where the student had earlier secured "D" Grade, the student will be awarded "F" grade in the Course(s) and will have to re-appear for the corresponding Make-Up Examinations or the regular End Term Final Examinations, scheduled at the end of the following Semester/Academic Term.

**12.4** The provision of Make-Up Examinations shall not be available for practice/laboratory/ skill-based Courses as described in **Clause 5.2 of the Academic Regulation 2021**. If a student has secured an "F" Grade in such a Course, the student shall complete the concerned Courses only by repeating the Courses in the Semester when they become available for registration. Further, the student is cautioned that she/he shall have to register for the concerned Course(s) only in the concerned Semester of the next Academic Year when the concerned Course(s) shall be offered, which may result in the loss of an Academic Year for the student. It is the sole responsibility of the student to ensure that she/he completes the Course(s) and/or earns the required credits as prescribed by the concerned Program Regulations and Curriculum.

- 12.5** Make-Up Examinations may be scheduled at the end of each Semester. The COE shall announce the schedule of the Make-Up Examinations at least two (02) calendar weeks before the commencement of the Make-Up Examinations.

### **13. CODE OF CONDUCT FOR STUDENTS**

Every student shall observe discipline and decorum, and proudly contribute to the academic ambience and prestige of the University. Students must treat each other with dignity and a spirit of friendship and brotherhood to create and nurture harmonious student community. Every student must respect the faculty members and every staff member of the University. For the well-being of the student community, any violation of Discipline and Code of Conduct will be strictly dealt with, including expulsion from the University.

#### **13.1 Student Identity Card**

Every student admitted to the University is provided with a University Identity Card. Each student should display their Identity Card at all times on the University Campus.

- A. A student will not be allowed into the University Campus without the Identity Card.
- B. A student must produce the Identity Card to use any University facility like Library, Preliminary Medical Centre, Canteen, Laboratories, etc.
- C. A student must return the Identity Card to the University Office at the time of graduation/withdrawal/expulsion or when asked for. In case of failure to do so, Security Deposit, if any, will be forfeited and Certificates will not be issued.
- D. Every student should preserve the Identity Card and not give it to any other student or outsider for any purpose. Any misuse of the University Identity Card (belonging to self or others) will lead to Disciplinary Action against the student, including expulsion from the University.
- E. The University reserves the right to ask the students to surrender their Identity Card without assigning any reason.
- F. In case a student loses the Identity Card, she/he should apply for a fresh Identity Card along with a penalty fee prescribed by the University.

#### **13.2 Student Dress Code**

Personal grooming and dress code is very essential for self-esteem, a sense of belonging and camaraderie, pride in the University and preparedness for corporate/professional careers. All students must follow the dress code applicable to them. Students are advised to be well groomed and dressed gracefully, befitting the image of an Ambassador of the University.

The University Uniform and Dress Code as prescribed below shall be mandatorily followed by all concerned students from Monday to Friday, on all working days. However, on working Saturdays, the students may attend classes at the University, in casual wear.

## A. General Dress-Code for Students

### Monday to Friday

**Gentlemen-students** shall wear formal trousers and shirt (half sleeves or full sleeves – tucked in) and formal shoes from Monday to Friday on all working days.

Shirts with Chinese collars, torn jeans/trousers, Cargo jeans with multiple pockets, T-Shirts, Kurta-Pajama, Shorts, Track suits, Clothing with objectionable Slogans, Tag-lines and Images are strictly prohibited.

**Students should wear shoes unless medically excused.** “Floaters/Sandals/Chappals” are strictly prohibited.

**Lady-students** shall adopt a modest dressing style such as comfortable fitting formal trousers and shirt (half sleeves or full sleeves – tucked in), or, power suit/jacket with formal shirt or, Salwar-Kameez or Saree, and suitable formal footwear. **Tight-fitting, revealing and Sleeveless Clothing, Short Kurtis, tops, Crop Tops / Shirts, T-Shirts, Torn Jeans, Shorts, Skirts are strictly prohibited for Lady students**

### Saturday:

Students may come to the University on Saturdays attired in smart casual clothes.

**Gentlemen-students** can wear Shirts/Collared T-Shirts/Golf T-shirts with Jeans/trousers and sports/canvas/casual shoes.

**Lady-students** can wear comfortable tunic tops, Shirts, Collared T-shirts / Golf T-shirts with Jeans/trousers and sports/canvas/casual shoes.

NCC cadets will wear uniform on Notified Days, for that purpose.

**Dress Code for Laboratories (Except Computer Laboratories) and Workshops** Students must come to the Labs (other than Computer Labs) and Workshops in the prescribed lab/workshop uniform and shoes.

## B. University Uniform for respective Schools/Programs:

### MBA Program [School of Management]:

Every newly admitted student of the MBA Program shall be provided with a set of the University Uniform consisting of, one (01) University Blazer, one (01) Tie, two (02) shirts and one (01) pair of trousers. All MBA students must come to the University wearing the full University Uniform with formal shoes, every Monday and Thursday.

### LLB/LLM Programs [School of Law]:

Every newly admitted student of a Law Program of the School of Law shall be provided with a set of the University Uniform for Law students consisting of, one (01) University Blazer, one (01) Tie, two (02) shirts and one (01) pair of trousers. All students of Law Programs must come to the University wearing the full University Uniform with formal shoes on every Monday and Thursday.

**BBA/B.COM Programs [School of Commerce]:**

Every newly admitted student of the School of Commerce shall be provided with a set of the University Uniform consisting of one (01) University Blazer, one (01) tie, two (02) shirts and one (01) pair of trousers. They shall come to the University attired in full uniform on all working days.

**C. Dress Code for Special Events/Programs in the University:**

All students of MBA, Commerce and Law Programs are required to be attired in their designated Uniform consisting of University Blazers and formal shoes.

Students of the other Schools must be in formal dress code and wear formal blazers and formal shoes. Gentlemen-students must wear ties. Lady-students may wear formal dresses, or sarees.

For games, sports or similar activities, students must wear the University Sportswear and/or tracksuit/ T-shirts, as prescribed.

**D. Violation of the University Student Dress Code:**

Any violation of the University Student Dress Code shall result in stringent Disciplinary Action. A caution notice will be issued to a student violating the Dress Code. Subsequent violation will result in disciplinary action against the student which may include a fine of Rs.1000/-, debarment from Placement Assistance and/or representing the University in any Event/Competition.

**13.3 Restricted Use of Mobile Phones in the University:**

Mobile Phones may be carried by students on campus, to stay connected with family and friends, however appropriate usage is equally important to ensure attention to academic sessions, safety of people and privacy.

- A. Use of Mobile Phones is strictly prohibited in the Academic Blocks, which includes Classrooms, Laboratories, Workshop, Library, Moot Court and the Corridors of Academic Blocks and Administrative Block.
- B. Students are strictly prohibited from using Mobile phones during meetings, seminars, workshops, Guest lectures and Conferences.
- C. Students may use their Mobile phones in the permissible/designated areas in the University Campus as stipulated by the University Notifications.
- D. **Privacy** is of highest importance and photographs of On-Campus persons with a mobile phone shall not be taken without the consent of the person involved. [This restriction applies to DSLR Cameras as well].
- E. Any Student using mobile phone in restricted areas as specified in Sub-Clauses 13.3.A and 13.3.B will be cautioned and the mobile phone will be confiscated. A second violation will result in stringent disciplinary action against the student which may include a fine of Rs.1000/-, debarment from Placement Assistance and/or representing the University in any Event/Competition.

**13.4 Use of Student's personal Laptop in the University**

Students may bring their Personal Laptops/Tablets to the University Campus. The rules for usage of Personal Laptops/Tablets are specified in the following Sub-Clauses:

- A. Students may use Laptops/Tablets in the Tutorial Classes if required as part of the coursework/class assignments, with prior permission of the concerned Course Instructor.
- B. Students may use their Laptops/Tablets in the Classrooms/Seminar Halls for Assignment/Seminar/Paper presentation purposes, or any other academic activity as

required/approved by the concerned Course Instructor.

- C. In case a student wants to use her/his Laptop/Tablet during a class/lecture for academic purpose, they must seek prior permission from the concerned Course Instructor to use the laptop in the classroom. Students are not permitted to use personal laptops in the classroom during a lecture without prior permission of the Course Instructor. Violation of this rule will result in strict disciplinary action, and the errant student's laptop/tablet will be confiscated by the Course Instructor.
- D. Students are not permitted to use/take their personal Laptops/Tablets to the Computer Labs during a practical/ laboratory period/class. Violation of this rule will result in disciplinary action on the student, and the errant student's Laptop/Tablet will be confiscated by the Course Instructor.
- E. Students may use their Laptops/Tablets in the Computer/Project Laboratories to complete assignments/project work, with prior permission of the concerned Course Instructor.
- F. Use of personal Laptops/Tablets in the University Laboratories/ Classrooms for any non-academic/curricular work or activity is strictly prohibited. Violation of this rule will result in stringent disciplinary action on the student and immediate confiscation of their Laptop/Tablet.

### **13.5 Student Discipline in the University Campus (Includes Hostel and Transport Facility)**

A student shall not indulge in any act of indiscipline which includes:

- A. Any violation of Regulations, Policies and Code of Conduct for Students of Presidency University as may be prescribed and be prevalent from time to time;
- B. Breach of an Undertaking or Declaration and/or refusal to obey the directions/instructions of the HOD/Dean, Registrar, Chief Proctor and/or Vice Chancellor or any other Senior University Official;
- C. Failure to provide proof of identity when requested to do so and /or not producing Identity Card;
- D. Displaying the approved Out pass before moving out of the campus during class hours.
- E. Violent, indecent, disorderly, threatening, intimidating or offensive behavior or language (whether expressed orally, in writing or electronically, including blogs, social networking websites and other electronic means);
- F. Shouting, whistling, use of verbal/written abuses, derogatory or foul language/ terms against any officer, academic staff, administrative staff, other employee or student of the University;
- G. Distribution or publication of a poster, notice, sign or any publication including audio-visual material, blog or webpage, which is offensive, intimidating, threatening or illegal;
- H. Any kind of betting/gambling/extraction of money from a fellow student;
- I. Any act of malpractice related to any examination/test/evaluation process/ conducted by the University;
- J. Littering in the University Campus including classrooms;
- K. Mass Bunking of classes and other University activities or causing disruption in any manner of the functioning of the University;
- L. Possession and/or use of banned/prohibited substances such as tobacco products, alcohol, narcotics, etc., within the premises of the University, including hostels of the University;
- M. Physical assault or threat to use physical force against any officer, academic staff, administrative staff, other employee or student of the University, and /or causing injury to any person within or outside the University Campus, including Hostels and Transport facility;
- N. Carrying any weapons or prohibited items or chemicals; or usage of/ a threat to use them;
- O. Violation of status, dignity and honor of students belonging to Scheduled Castes and Scheduled



- Tribes and/or using abusive language against them and/or indulging in any activity that tends to deride them or tarnish their reputation;
- P. Creating ill-will or intolerance on religious/ communal grounds. Distribution of literature/propaganda material, in print/electronic form, pertaining to his/her religion, political views and group views (based on caste, creed & place of residence) within the University Campus;
- Q. Accessing banned sites and/or pornographic sites and/or material in the University Campus, including Hostels.
- R. Any behavior which could be construed as discriminatory or harassment on the grounds of sex, sexual orientation, gender, gender re-assignment, race, religion, disability or age of any student or member of staff of the University, or any visitor to the University;
- S. Fraud or deception in relation to the university or its staff, students or visitors: Possession of duplicate Identity card/Impersonating with an aim to commit fraud /bus pass.
- T. Bribery or attempted bribery including but not limited to offering or giving money, gifts or any other advantage to any student or employee of the University, or any visitor to the University with the intention of inducing that person to perform his/her role improperly or of rewarding that person for performing his/her role improperly;
- U. Theft, misappropriation, unauthorized use or misuse of the University property, or the property of its students, staff or visitors;
- V. Failure to comply with any punishment imposed as a result of the University's disciplinary procedures or contempt of those procedures;
- W. Ragging is strictly prohibited. Indulging in any activity that amounts to ragging or any similar act shall result in the student being suspended from the University immediately;
- X. Any act that tends to bring the University and/or its Officials, staff or other students into disrepute and/or adversely affects its reputation and good name;
- Y. Misbehavior/disrespectful behavior, physical assault or threat to use physical force against any member of Teaching or Non-Teaching Staff of any Department/School/University, Security Staff, fellow Students and Public within or outside the Campus.
- Z. Indulging in any act either singly or with others that creates disturbance within any part of the Campus/class rooms or indulging in any activity that obstructs the smooth conduct of classes and/or academic work within the campus;
- AA. Indulging or promoting any business or trading activity within the University Campus, including Hostels and Transport Facility;
- BB. Participation and involvement in any Agitation or Public Demonstration or any other form of collective activity in or outside the University. Raising any slogans or indulging in any violent activity in pursuance of any demands or issues;
- CC. Indulging in Cyber Crimes like Hacking any University Data Centre/sending obscene communal/hate messages with criminal intent. Hacking online classes.
- DD. Any act, whether verbal or otherwise involving the violation of the Status, Dignity, Honor and/or derogatory to women. Eve-teasing, accosting, molesting, using unrestrained abusive language, making suggestive obscene gestures, sending emails/WhatsApp/MMS to Lady Faculty Members and Students.
- EE. Public display of affection/ socially unacceptable behavior.
- FF. Any other act of commission or omission, which constitutes indiscipline in the view of the Disciplinary Committee.

### **13.6 Defacement/Damage/Theft of University Property**

Students shall not indulge in any willful breakage, defacement, damage or theft of the University property (which includes any University infrastructure, equipment, furniture, sports goods, canteen facilities, hostel facilities, furniture, University buses, and such other facilities and equipment of any kind belonging to the University). Any student or group of students guilty of stealing, defacing, breaking or damaging any property, equipment, facility and/or infrastructure of the University shall be subject to stringent disciplinary action and penalties which include:

- A. Penalty to recover the cost of the damaged/defaced property of the University from the guilty student(s).
- B. Forfeiture of the Security Deposit, if any, deposited by the student at the time of Admission.
- C. Debarment from Placement Assistance of the University and from representing the University and/or participating in any Competition/Event.
- D. Penalty and Suspension from the University.
- E. Expulsion from the University.

The decision of the Vice Chancellor, based on the recommendations of the Disciplinary Committee, in such cases, shall be final and binding.

### **13.7 Banned Substances/Material in University Campus (Tobacco/Narcotics/ Alcohol Products/Weapons/Firearms and Pornographic Material)**

The following articles/substances are strictly banned in the University Campus, University Hostels and University Transport/Buses:

- A. Tobacco Products;
- B. Alcoholic Beverages, Spirits and Wines;
- C. Narcotics, Drugs or Solvents;
- D. Fire arms, Weapons or replica of a weapon or any instrument which is
- E. considered dangerous and/or destructive;
- F. Pornographic material in any form;
- G. Unauthorized tranquilizer medicines other than prescribed by the examining physician; or
- H. Any other Objectionable Material as notified by the University as such.

**NOTE:** Possession of any of the articles/substances listed above in the Sub-Clauses 13.7.1 to 13.7.7, anywhere in the University Campus including the Hostels and in the University Buses, is a serious violation and strict disciplinary action will be taken against the errant student which includes immediate suspension from the University till the completion of enquiry by the Disciplinary Committee. The guilty student(s) may be expelled from the University on the recommendations of the Disciplinary Committee.

### **13.8 Social Media Usage – Code of Conduct/Communication**

Competent Authority shall assign and entrust certain social media related updates to a Student Committee which is authorized to upload approved content on the Social Media pages of the University. They are to be mindful of what is appropriate and what is not, in order to maintain the goodwill and reputation of the University.

- A. Students are expected not to interact on behalf of the University, with Media- representatives or invite Media-personnel to the campus, without the permission of the University authorities.

- B. Students are not permitted to audio/video-record lectures in classrooms or actions of other students or staff without prior permission/consent.
- C. Students are not permitted to provide audio or video clippings of any activity on the campus to the Media without prior permission.
- D. Students are expected to use Social-Media carefully and responsibly. They are not to post derogatory comments about other individuals from the University on Social-Media or indulge in any related activities that cause grave ramifications on the reputation of the University.
- E. Students are not to create audio/video recordings or take photographs or stream audio/video content of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge/ expressed consent.

#### **14. DISCIPLINARY COMMITTEE**

Any act of indiscipline pertaining to the Code of Conduct for Students listed above in Section 13.0 and its Clauses/Sub-Clauses, will be investigated by the Disciplinary Committee of the University. Based on the seriousness of the act of indiscipline, disciplinary action against the guilty student shall be initiated, which may range from a penalty/fine and/or recovery of costs/expenses (incurred by the University to restore or replace or repair any property destroyed or damaged or defaced by the student), and suspension or expulsion from the University.

- 14.1** All powers relating to discipline and disciplinary action are vested in the hands of the Vice Chancellor, who may delegate all powers as she/he deems fit, to such a Person/Committee as she/he may specify in this regard.
- 14.2** The Vice Chancellor may on recommendation of the Disciplinary Committee or on her/his own order/ direct that any student found guilty of indiscipline shall:
  - A. Be kept under disciplinary probation with or without supervision for a stated period; or
  - B. Be suspended for a stated period; and/or
  - C. Be fined monetarily with a specified amount; and/or
  - D. Not receive the result in the examination in which she/he has appeared to be withheld for a stated period or cancelled; and/or
  - E. Be debarred from one or more examinations conducted by the University; and/or
  - F. Be debarred from the Professional/Industry Practice provisions/facility of the University; and/or
  - G. Be debarred from the Placement Assistance of the University; and/or
  - H. Be debarred from Registering for a specified Academic Term of the University; or
  - I. Be expelled from the University
  - J. Be expelled from the Hostels
  - K. Any other punishment which the Vice Chancellor may deem fit.
- 14.3** In case a student is found guilty of indiscipline and is punished as stated above, his/her scholarship (if awarded) under the University Scholarship Policy shall be withdrawn with immediate effect. He/she shall be liable to refund the full amount received as Scholarship from the University from the date of admission.
- 14.4** The University shall be entitled to issue public notice with or without the photograph of the student concerned to intimate the general public of the misconduct or the punishment imposed upon the student.

**14.5** The decision of the Vice Chancellor regarding punishment shall be final and not open to question.

**14.6** Nothing stated herein shall prevent the University from initiating or instituting appropriate action in accordance with the prevalent law, both civil and/or criminal, in addition to the actions defined above.

**Disciplinary Action:** If a student is found indulging in any act of indiscipline that violates the standard of ethics and conduct, the University shall initiate the required disciplinary action, without being biased. University Officials should handle students' issues with utmost care and with an open mind. Punishment must not be the sole agenda while enforcing discipline. Students are to be encouraged and motivated to adopt the right path through proper Counselling by Faculty, Mentor and/or the Student Counsellor. The nature of disciplinary actions shall be based on the severity & the frequency of acts of indiscipline noted against that particular student's name and the procedure followed could be any one or a combination of the below:

**Positive Advice/ Counselling:**

The student is first referred to a Mentor (Faculty/Counselor) who would offer him/her words of advice to guide them towards positive alternatives of behavior. If the student is unable to reflect upon his/her own actions and rectify them accordingly, then engaging the student with the Counsellor shall be mandatory. This will ensure positive behavioural change and if required subsequent follow-up Counselling sessions shall continue to take place.

**A. Warning/ Fines:**

If the student's behavior is found inappropriate, a formal warning notice will be issued by the concerned authority in the University. They will also be instructed further that they shall be provided with one chance to display positive/appropriate student behavior after realizing their mistake. In some cases of misbehavior such as theft, misuse/damage of institutional property, fines may be imposed. The written evidence of fines shall be recorded in the student's file as proof of behavioral history, in case such kind of behavior is repeated in the future. If students are engaged in behavior such as smoking, consuming alcohol and/or taking drugs, then a fine as well as strict disciplinary action may be imposed.

**B. Suspension of Classes:**

Temporary Suspension from the University involves the exclusion of the student's participation in academic or other activities of the University for a specified period. The suspension order shall be issued to the student with a copy marked to the Parents/Guardian. The act of suspension shall be noted against the student's disciplinary record, and if required he/she will be withdrawn from all courses. The student may forfeit fees. Suspension may include any other disciplinary action that is deemed appropriate. Once the suspension period has concluded and the student has completed all accompanying conditions of suspension, he/she must submit a letter to the Chief Proctor /Dean Student Affairs. The letter must be a request for reinstatement to the course and should contain supporting documents attached as evidence that one has complied with the terms of suspension. The student may return to the University only after an affirmative decision is made by the concerned authority.

**C. Rustication:**

Rustication is a serious disciplinary action of the University and it involves exclusion of the student from the University for a longer period of time, however not beyond a year. It involves forfeiture of all rights and their degree not being conferred at the time of Rustication. It also implied that the student is withdrawn from all courses and fees forfeited. The Rustication order shall be issued to the student with a copy marked to the parent/guardian and the same shall be maintained in the student's disciplinary records and academic transcripts permanently. Rusticated students are not allowed to enter the University campus.

**D. Expulsion:**

Students may receive the most serious disciplinary action involving permanent expulsion from the University and in such case, all their rights as a student of the University shall be forfeited. The student will be withdrawn from all courses and fees forfeited. Expulsion also implies that the student may not be conferred with the final degree certification or awards. The details shall be issued to the student with a copy marked to their Parent/Guardian. The notification of expulsion shall be maintained in the student's disciplinary records and academic transcript, permanently. The expelled students are not allowed to enter the University Campus.

**E. Postponement of Conferring of Awards and Degrees**

The University reserves the right to defer, postpone or cancel the conferring of any Award and Degree during the course of disciplinary measures or during the period of suspension.

## **15. RULES, POLICIES AND REGULATIONS**

### **15.1 Admission Rules**

The University Admissions shall be open to all persons irrespective of caste, class, creed, gender or nationality. All admissions shall be made on the basis of merit in the qualifying examinations and as per the Rules and Guidelines prescribed by the Government of Karnataka, other concerned Regulatory Bodies and the Entrance Examinations conducted by the University.

- A. The students shall be admitted to a Program of Study of the University subject to fulfilment of eligibility criteria, as prescribed from time to time, by the University for the respective Program of Study. The eligibility criteria for admission to the various Programs of the University would be clearly specified in the respective Program Regulations and Curriculum, issued periodically.
- B. A student admitted to a Program of Study, shall continue to remain registered for such a Program, till she/he successfully completes the Program or she/he withdraws from the Program in accordance with the then prevalent Regulations.
- C. Every student duly admitted to the University for a Program after compliance with prescribed formalities and payment of prescribed fees, deposits, as applicable, and other amounts and submission of prescribed documents and certificates shall be allotted a Unique Identification Number.
- D. If a student fails to pay the University Fee and Deposits, as applicable, for admission to a Program of Study, and/or fails to produce all the mandatory documents and certificates required for admission to the University, before the prescribed last date thereof, the Provisional Offer of Admission to the student shall stand withdrawn.
- E. If a student desires to join the University on the basis of Lateral Entry or Transfer of Credits from

other Institutes/Universities during the Program, she/he shall be examined for eligibility for admission as per the procedure and criteria laid down in the Academic Regulations of the University and the concerned respective Program Regulations, and admission shall be dependent on his/her eligibility so determined.

## **15.2 University Fee Policy**

- A. The University Fee Policy providing information on various University Fees, Charges and Deposits is given to every student at the time of admission. The purpose of the Fee Policy Document is to provide all the information the student (and parents) required in this regard.
- B. The University Fee is on an “Annual” basis (i.e., charged annually) and in advance, for the concerned Academic Year. It is not a “Semester” based Fee Structure. However, for the convenience of the students, the fee payment is facilitated in two installments (first in the month of June and the second, in November, of every Academic Year, irrespective of the date of announcement of results of End-Term Examinations and commencement date of the ensuing Semester).
- C. The University Fee (including Deposits, where applicable) is payable through one of the following Mode:
  - i. In Cash
  - ii. By Bank Demand Draft
  - iii. Through Net-banking or Credit/Debit Card

*Note:* Cheques are not accepted.
- D. Security Deposit, where applicable, will be refunded, after adjusting dues, if any, only when the student completes his/her Program of Study from the University, or withdraws from the University.
- E. In case, a student is required to repeat/re-register an Academic Year, the Annual Fee payable by her/him shall correspond to the Academic Year to be repeated, and shall be as per the Fee Policy in force at that point of time.
- F. The Policies relating to the University Fee and Deposits, where applicable, are the prerogative of Presidency University and may be revised from time to time. Such changes shall be binding on all the students.
- G. All disputes arising out of or in connection with this are subject to the exclusive Jurisdiction of the Courts of Bengaluru.

## **15.3 Fee Payment Schedule and Late Fee Rules**

- A. The payment of Fee for new Admissions will be as mentioned in the respective Provisional Admission Letter or shall be before the commencement of the Program, whichever is earlier. The payment schedule will be notified from time to time.
- B. The student is cautioned that failure to pay the University Fee on or before the prescribed dates shall not be eligible to Register for the concerned Academic Term and this will result in the loss of an Academic Term/Year, as the case may be.

## **15.4 Admission Withdrawal and Fee Refund Policy to Admission to the First Year**

For the purposes of these Regulations, “Admission Withdrawal” means a student admitted to the First Year of a Program of Study seeking ‘Withdrawal of Admission’. The University follows the UGC guidelines for refund of fees paid for such admission withdrawal cases. The communication for

Admission-withdrawal shall be via e-mail to withdrawal2024@presidencyuniversity.in. The Refund Policy will apply ONLY if the student has submitted the communication along the requisite documents within the date as stipulated by UGC. The University will make the refund, if any, through NEFT only, to their Parent's Bank Account, the details of which were intimated to the University.

### **15.5 Computer Laboratory Rules**

- A. Computer Laboratories will be open during the University working hours and/or as required or notified by the Dean/HOD of the concerned School/Department. Students should use the Computer Lab for Academic Learning activities and Curricular-related Assignments/ Project.
- B. All Internet-based activities of the students, through the University Campus Network will be monitored for security purposes.
- C. The rules governing access to the Computer Labs and conduct inside the Labs are listed below:
  - i. Only faculty members, students and staff of the University are allowed into the Computer Lab. No visitors are allowed into the Lab without prior permission from the concerned Dean/HOD.
  - ii. Each student will be provided with Unique Email Id and Password. Students are directed to change the Password immediately. It will be the responsibility of student to safeguard his/her Password and should not be shared with any other student. Any misuse of the Email Id will amount to an act of misconduct and strict action would be initiated.
  - iii. Students must log-in and log-out using the Lab Attendance Register kept for this purpose at the time of entry and exit from the Computer Lab.
  - iv. Students must display the Identity Cards and should be dressed as per the University Dress Code applicable to them. Students without Identity Card and/or violating the dress code shall not be permitted to enter the Lab.
  - v. Students shall not carry any Pen Drives, CD's or other Storage Devices without prior permission from the Lab In-charge/Course Instructor and the details of these storage devices shall be registered in the Lab Register. Failure to comply with this requirement shall result in disciplinary action against the concerned student and the unauthorized storage device(s) used or possessed by the student shall be confiscated. Whenever a student has copied any data or program from the system, the same should be shown to the Lab In-charge for verification or approval.
  - vi. Students shall occupy/use only the systems as identified/assigned by the Lab In-charge/Course Instructor. Every student shall be given a unique Login username and password. The student shall not share this information to any other student. Any attempt by a student to use the system without authorization shall result in disciplinary action against him/her and/or against the student who receives the information referred to above.
  - vii. Students shall not indulge in hacking or any such unethical/ unauthorized attempt to access information in files/systems other than their own.
  - viii. Any attempt to destroy or damage data or programs in individual machines as well as in the server shall result in stringent disciplinary action against the guilty/errant student, which may include debarment from Placement Assistance and/or participation in University Competitions/Events.
  - ix. The Internet/ Wi-Fi facility is provided purely for academic learning and acquiring knowledge. Internet usage is free of cost, subject to certain conditions. Students shall vacate the system after 60 minutes if required by other fellow students. Audio or Video chatting is prohibited in all Computer Labs of the University. Students are prohibited from visiting any sites which do not add

learning value or are illegal. Violation of this regulation shall be deemed - a serious act of indiscipline. Use of the Lab and/or the facilities provided therein for any purpose other than the bonafide purpose of prescribed academic learning shall be deemed to be a serious act of indiscipline and the University shall be entitled to take action as it deems fit.

- x. Students shall not use the Internet/Wi-Fi facility to send unproductive, provocative, and illegal mails or indulge in undesirable chat. Any attempt to misuse the Internet/Wi-Fi facility shall result in disciplinary action against the concerned student, which may include withdrawal of Internet/ Wi-Fi facilities for the student, debarment from Placement Assistance and/or participation in University Competitions/Events.
- xi. Beverages and eatables are strictly prohibited inside the Lab.
- xii. Mobile phones are strictly prohibited in the Lab and violation of the rule results in the confiscation of the mobile phone and expulsion from the Lab.
- xiii. If any damage is caused to any computer system or its peripherals due to negligence and or deliberate mischief by student(s), the entire cost of the system/peripherals will be recovered by the University from the delinquent student(s).

#### **15.6 Rules for Other Laboratories and Workshop**

- A. Students are to report for Laboratory and Workshop Sessions on time as per the time-table.
- B. Students are required to wear laboratory/workshop uniforms as prescribed by the School of Engineering. Care should be taken by students to wear heavy duty shoes to prevent accidents in the workshop.
- C. All students must maintain the Laboratory/Workshop Records as prescribed by the respective Course Handout. No student will be permitted to the Laboratory/Workshop class without the Laboratory/Workshop Records. Students are required to report to the Laboratory/Workshop sessions with their record note books and must proceed to work on their experiments only after approval/permission of the Course Instructor/Lab Instructor. Students should adhere to the instructions given by the Course Instructor and/or the Laboratory/Workshop Technician during the Laboratory/Workshop Class.
- D. All Laboratory-equipment/Workshop Machinery/Appliances/ Chemicals need to be handled with care by students and take the help of the Lab Instructor/Course Instructor whenever they are uncertain on how to handle any equipment.
- E. Students must inform the Faculty, Laboratory Assistant/Workshop Assistant of any damages or malfunctioning of equipment immediately and as and when noticed.
- F. Any damage caused to Equipment/Machinery/Appliances due to negligence or deliberate mischief by the student(s), will be recovered by the University from the concerned student in terms of penalty fees, or deduction from the Security Deposit; if applicable, paid by the student(s) at the time of admission.
- G. Any unruly behaviour in the Laboratory/Workshop shall be dealt with immediately by the Course Instructor/Lab Instructor, which may include sending the errant student(s) out of the Lab/Workshop and any other penalty as imposed by the Disciplinary Committee.
- H. All materials used in the laboratory/workshop are the property of the University and should not be taken out of the laboratory/workshop except under the guidance of a faculty member in charge and with the permission of the concerned HOD/DEAN.
- I. Students absenting themselves from laboratory/workshop sessions cannot claim to re-do the experiments as a matter of right. The discretion/decision of the HOD/Dean will be final in this case.
- J. Any loss/ damage/ injury occurring to the student and/or the equipment in the Lab arising out of



failure to follow or adhere to the instructions issued by the Lab/Workshop Instructor or due to acts of negligence of a student shall be the liability of the student.

### **15.7 Library Policy and Rules**

The University Library promotes a welcoming environment that is conducive for study, research and learning. It has a good collection of all textbooks, reference books and general reading materials apart from important e-resources. Library Rules are framed for effective utilization of the library by the students and will be reviewed periodically in accordance with the latest updates/revisions. Students are advised to visit the library regularly and utilize the resources available.

#### **A. Classification Scheme**

All the books in the library are classified according to Dewey's Decimal Classification scheme. Users are requested to use OPAC computers and follow the instructions given there for easy location of books.

#### **B. Internet Browsing**

- i. Internet browsing facility is available in the library only for subject-related searches and to access the electronic databases subscribed by the University.
- ii. Online chatting and playing games are strictly prohibited inside the library.
- iii. Students are not allowed to download and install any software program without the knowledge of the Library Staff.
- iv. Use of computers is limited to thirty minutes when others are waiting for access.

#### **C. Use of Electronic Equipment**

Use of Electronic Equipment such as Mobile phones, Audio players and similar gadgets are strictly prohibited inside the library. However, students may use their personal laptop/tablet in the library for academic work only with prior permission of the Librarian. A student bringing a laptop inside the library will have to enter the details of the Laptop in the Register kept for this purpose. Any misuse of the Laptop in the Library will result in the confiscation of the Laptop by the Librarian and the errant student will be debarred from bringing the Laptop to the Library.

#### **D. Rules for Borrowing Books**

Lending of Library books can be done after one produces their University Identity Card as per the rules/procedure listed below:

- i. Identity cards are not transferable. Library staff may refuse to issue books to anyone who uses others' cards. Books should not be lent to others.
- ii. Books will be issued to all students for a period of 15 days.
- iii. Books borrowed should be returned on or before the date mentioned in the due date slip. Overdue charges will be collected as mentioned in Clause 15.7.I below.
- iv. Books have to be returned to the library as and when they are recalled by the Librarian.
- v. The condition of a book must be checked before borrowing and any book found in a damaged condition will not be issued. The Library Staff must be notified immediately if any damage or defect is noticed while borrowing.
- vi. The Borrower is fully responsible for the books issued on his/her card. Any damage to the book or marking during the borrowed period will lead to a penalty or total replacement of the book.
- vii. If books borrowed are damaged or lost by the borrower, he/she should replace the book or pay the value thereof as mentioned in Clause 15.7.I below.

**E. Rules of Borrowing Non-Book (CD-ROMs)**

Two CD-ROMs will be issued to all categories of students for a period of 2 days. Overdue charges will be collected as mentioned in Clause 15.7.I.

**F. Rules for Renewal of Books**

- i. Renewal of books is done for those books that are not in demand by others.
- ii. Books must be brought to the library for renewal.
- iii. Books can be renewed twice for a 15-day period each time, if there is no demand from others.
- iv. In case a book is reserved by someone, then its renewal is not possible and it has to be returned to the library. Books will not be renewed more than two times at a stretch irrespective of the demand. Such books have to be returned on or before the due date and kept in the library for two working days before issuing it to the same person.

**G. Rules for Reservation of Books**

- i. Reservation of books can only be done for those books that are on circulation. Books which are on the shelves cannot be reserved.
- ii. Online reservation, using the Library Software, is possible from within the University Campus.
- iii. If a book is reserved by more than one person, each one gets a priority number automatically based on first come, first serve basis. Such books cannot be renewed to the borrower or issued to anyone other than those reserved.
- iv. Whenever a reserved book is returned to the library, each member by order of priority in the reservation list, will be intimated and given two working days to borrow the books. If he/she fails to borrow it, then the next person in the list is allowed to borrow the book.

**H. Reference Books**

Dictionaries, Encyclopedia, Handbooks, Manuals, Year Books, Periodicals, Back Volumes of Periodicals, Reports, Text Books, Newspapers and all those books bearing the stamp "Reference" will not be lent out. These resources are meant for reference within the library premises only.

**I. Overdue Charges, Loss of Books and Identity Card**

For late returns of books, the following overdue charges will be levied:

- A. First 10 days after due date: Rs. 5.00 per book day
- B. From 11th day after due date: Rs. 10.00 per book per day
- C. Any book that is lost by the borrower must be brought to the notice of the Librarian immediately.
- D. The Borrower is liable to replace the book that is lost or damaged. If unable to replace the lost book, recovery of cost of the book must be made on the following basis:
  - i. Three times the current price of the book, if loss of the book is reported before the due date;
  - ii. Three times the current price of the book with overdue charges, if the borrower has reported the loss after the due date;
- iii. If the lost book is rare in nature (i.e. not available in the market or is out of print) then, five times of the book's cost will be recovered from the borrower;
- iv. Absence from the University will not be allowed as an excuse for delay in return of books; No reminders will be issued to individual defaulters; and, All books borrowed from the library have to be returned, and all outstanding dues be cleared before getting a No-Dues Certificate.

**J. Digital Library**

The Library Subscribes to the following Online Database which are available to Students and Faculty within the campus as well as on remote access by User ID and Password. These Online Database are

subject to copyright and hence the users are required to use the content for the academic reference only. Passwords may be collected from the Librarian.

- 'Manupatra'
- IEEE Digital Library
- ASTM Digital Library
- ProQuest ABI Global
- J-Gate (Engineering)
- J-Gate (Social Science and Management)
- NTPEL Lectures and Videos
- EBSCO
- Science Direct
- JSTOR
- Lexis Nexis
- SSC Online
- Hein Online
- Capitaline
- CMIE ProwessIQ
- Emerald insight
- IndiaStat
- SPSS AMOS
- Scopus bibliographical database
- DELNET - Developing Library Network
- South Asia Archives
- World E-book Library
- Library OPAC
- Shodhganga (Archive of e-theses of all Universities in India)
- Turnitin Plagiarism Check
- Ouriginal (Urkund - UGC) Plagiarism Check

#### K. **Printing and Photocopying Facility**

- Photocopying of the Library materials can be obtained from the library at nominal charges as fixed by the library from time to time. Photocopy charges may be paid at the Issue Desk.
- **Print Journals:** The Library Subscribes to 350 print journals and 50 general magazines & newspapers. List of these journals has been displayed in the library. These periodicals are only for reference and are not for circulation.

#### L. **Working Hours**

Monday through Saturday: 8.30 AM to 6.30 PM.

During End-Term Examinations: 8.30 AM to 8.00 PM.

Circulation (Issue & Return): 8.30 AM to 6.00 PM.

The library will be closed on Sundays and other holidays of the University.

#### M. **General Instructions**

- A. Access to the Library is restricted to Faculty, Staff and Students of Presidency University only. Always bring your Identity card for all Library transactions, without which the Library Staff will not issue books/ other resources.
- B. Always use the Call Number for locating the books; the call number is printed on the spine of the book for easy identification. Approach the subject rack with the help of the Call Number. In case of any difficulty in locating the books, please contact the Library Staff for help.
- C. Use the Online Public Access Catalogue (OPAC) for identifying the books you require and to know the availability.
- D. After referring the books, please leave them on the tables. Library staff will replace them.
- E. Personal belongings must be left in the property rack before entering the library. However, no valuables should be left in the racks and the library will not be responsible for any loss of a users' belongings left in its premises.
- F. "A book misplaced is a book lost forever" – Replacing books in different locations on the racks

should be avoided. Since the Library follows open access system, books taken out of the racks should be left on the tables. Library staff shall replace them later.

- G. Strict silence is to be observed inside the library. If conversation becomes necessary, it should be in low tones only.
- H. Food and Beverages are not allowed inside the library.
- I. If any books are defaced, such as marking / underlining / folding or tearing of pages etc., twice the cost of the latest edition of the book will be charged from the student. If a student is found guilty of theft, tearing parts of the books, and/or causing damage to the library property, disciplinary action will be taken against the students with penalties ranging from forfeiture of the Security Deposit to expulsion from the University.

### **15.8 Policy Against Plagiarism**

- A. The University is committed to ensure the authenticity as well as accuracy of documentation of the research record, whether in a pre-registration research proposal, research progress report, pre-submission synopsis, final thesis, publications, or any other form of claims made to the academia, government, industry, media, or public at large.
- B. For this purpose, the guidelines followed worldwide, shall be adopted such as those issued by the Committee of Publication Ethics (COPE) [[publicationethics.org](http://publicationethics.org)], or, The Singapore Statement on Research Integrity. [[www.singaporestatement.org/statement.html](http://www.singaporestatement.org/statement.html)].
- C. The Research and Innovation Council of the University shall provide Guidelines and Training, as required, to ensure that all students, in particular Undergraduate Students of Higher Semesters, Postgraduate Students, Research Scholars and Faculty Members are trained in the best practices of Research Documentation/Publishing/ Communication, including how to avoid Unethical Publishing Practices, and the usage of Anti-plagiarism Software Turnitin®, iThenticate®, or other approved Software, respectively.
- D. All written submissions for publication such as Project Reports/ Dissertation /Papers/Theses and other Publications under the name of the University must adhere to the Anti-Plagiarism Guidelines provided by the Course Instructor(s), Research Supervisors, Ph.D. Regulations or other University Notification to this effect, from time to time. If required, the Electronic File (text) shall be scanned using Anti-Plagiarism Software (Turnitin®, or iThenticate®, or other approved Software). Also, non-text contents such as Tables, Figures, Images, Drawings, Schema, etc., shall be critically examined to ensure that the submission is free from any unethical content/practice, prior to final submission/publication.
- E. Research Scholars shall submit the Anti-plagiarism scanning report of the complete Thesis at the time of submission of the Thesis for evaluation, as specified in the Ph.D. Regulations, 2022 of the University, as may be amended from time to time.
- F. The Students, Research Scholar(s), Supervisor(s) and Author(s) shall be held responsible for any such document found to have unethical content/practices including, but not limited to Plagiarism, Falsification and Fabrication of Results/Data/Claims. Such Project Reports/ Dissertations/Publications/Thesis shall be withdrawn by the University, regardless of their consequences to their authors, including cancellation of Registration for the Course(s) concerned and/or withdrawal of their Ph.D. degrees, if awarded. Such Research Scholars may also be debarred from admission to any program, in the University.

### **15.9 Internship, Professional Practice and Placement Assistance**

The University has a dedicated Industry Interface and Placement Cell to provide assistance for

Internship, Professional Practice (as applicable) and career Placements to all the eligible students. The students must strictly follow the Rules and Guidelines issued by the University on a timely basis, to avail such facilities.

- A. Every student must have a minimum attendance of 75% or above, in all Courses in every Semester/Academic Term to be eligible to avail the facilities offered by the Industry Interface and Placement Cell.
- B. The University shall not extend any Professional Practice or Placement support to students penalized in Disciplinary cases.
- C. The students are advised to refer the Program Regulations and Curriculum, 2021 pertaining to the concerned Program of Study for more details on the Policy on Placement and Internships, as applicable to the relevant Program of study.
- D. The relevant Placement Rules and Guidelines will be issued to the pre-final year students of a Program of Study by the Placement Cell at the appropriate time.

#### **15.10 Medical Care Policy**

- A. The University is committed to taking due care of the General Health and Wellbeing of each student. However, the University shall not take responsibility of serious medical conditions arising out of ailments, sickness, injuries, accidents, etc. Treatment for minor ailments and first aid is provided at the University Primary Medical Center. In case a student requires further medical attention, he/she will immediately be transferred to the nearest hospital and the same shall be informed to the Parents.
- B. The University will take all precautions in providing minor first aid Medical Care within the University Campus and university hostels, and if deemed necessary inform the Parent/Legal Guardian of the concerned student. The University shall not be held responsible for any incident during the provision of this service. Further, the University shall not be held responsible in cases of any medical emergencies such as accidents which may occur inside the Campus, at the Sports Fields or in any other Outdoor Sports/activities and journeys to and from the University, including University Transport Facility. The University shall not be liable in misdeeds or any other Law for any accident/injury caused to a student due to any act of omission or commission by the concerned student and/or if such injury or harm arises due to the concerned student failing to adhere to prescribed Safety Norms/Directions/Instructions or failure to adhere to the prescribed Code of Conduct.
- C. The University has Trained & Qualified Nursing Staff and has an Ambulance Facility on Campus.

#### **15.11 University Transport Policy**

The University has its own Transport Facility and provides pick up and drop facilities on certain prefixed routes to the Students, Faculty Members and Staff.

- a. Students who would like to avail the University transport facility may apply
  - i. for the Transport Facility of the University and pay the prescribed University Transport Fee. The Transport Fee is paid as an annual fee for the concerned Academic Year. A student availing transport facility and has not paid the Transport fee in full, shall not be permitted to use the University Transport Facility.
  - b. Transport fee are neither refundable nor adjustable under any circumstances.
  - c. The student has to opt for the available pickup/drop point on the available pre-fixed route at the time of applying for the transport facility.

- d. The transport route and pick/drop points are planned considering the best interests for the entire community using the University Transport system. However, the final route and schedule are entirely at the discretion of the University.
- e. The Transport timings: pick up and departure from University Campus are fixed and announced at the beginning of each Academic Term.
- f. Transportation routes and timings may be altered keeping in view its requirements during examination and other special activities of the University.
- g. Students will be issued Transport ID cards at the time of allocation of transport facility and must carry the Transport ID card with them to prove identity, whenever required. Only authorized students are permitted to travel with ID cards.
- h. The Transport ID Cards are not transferable. Any student misusing the ID card shall be subject to disciplinary action, which may include withdrawal of the transport facility for the errant student.
- i. Intoxicants, Liquor, Tobacco, Explosive and/or weapons (knife etc.) cannot be kept /used by the student. Any violation will result in disciplinary action including expulsion from the University.
- j. Instructions and Rules for students using the University Transport/Bus:
  - i. All students using the University transport must be respectful to other commuters – faculty and students, the bus driver and conductor/manager.
  - ii. No student shall invite friends or others to board the University Bus.
  - iii. The students must be ready at the assigned bus stop at least five minutes before the bus is scheduled to depart. The bus will not wait for students who are not present at the bus stop at the assigned time.
  - iv. A student must occupy the allotted / available seat only.
  - v. A student is not permitted to get down from the bus other than at the opted bus stops.
  - vi. A student must follow the instructions of the Bus Driver, Conductor and Manager, if the Manager is inspecting the bus.
  - vii. Students must not litter/ play loud music/ shout in the bus; or cause damage to any part of the bus.
- h. A student indulging in any act of misbehavior with fellow passengers, faculty, staff or any transport staff, and/or causing damage to the University Bus, shall be subject to stringent disciplinary action, including forfeiture of the University Transport facility for the rest of the Academic Year.

### **15.12 University Hostel Policy**

The University provides safe, convenient and comfortable Hostel facilities with a Hostel Mess at a very affordable fee. Separate Hostels are provided for Boys and Girls. All hostellers must abide by the ***Hostel Management and Rules of Operations*** that will be given to all students admitted to the University Hostels. The student (hosteller) and parent/legal guardian of the student shall give an undertaking as prescribed by the *Hostel Management and Rules of Operation*.

- A. Admission to the Hostel is done on a first-come-first-serve basis, at the time of Admission to the University. Hostel accommodation is normally allotted only for the Odd and Even Semesters. Students who require Hostel Facility for the Summer Term must apply for the same and pay the prescribed Hostel Fee applicable for the Summer Term as stipulated by the University.
- B. Nomination of a Local Guardian is imperative for admission to the Hostel, and he/she should be accessible to the Hostel Authorities in times of emergency, as a reliable contact person.
- C. In case a student (Hosteller) fails to maintain a minimum 75% attendance in all Courses registered, at the end of the concerned Semester, the Hostel facility shall be withdrawn for the student. The

concerned student will not be provided the University Hostel facility for the next Semester/Academic Term.

- D. The Hostel Facility shall be co-terminus with the student pursuing a course of study at the University.

### **15.13 Sports Policy**

The University strongly encourages sports activities both indoor and outdoor games, to create a vibrant sporting culture and provide competitive and friendly recreation for students to bring out the best in each student in terms of physical fitness, “sportsmanship” and camaraderie. The University has sprawling facilities for several sports activities. To promote Sports, the University has an established Sports Council.

**Sports Council:** The Constitution of Sports Council

- Chairperson – Vice Chancellor
- Member Secretary – Director of Physical Education
- Members – Dean Student Affairs, Deans of all Schools, Physical Education Instructors and
- A minimum of two students representing each School

Several sporting events are organized throughout the Academic Year, including the University Sports Meet. Other special events and coaching programs may be conducted for interested students from time to time.

### **15.14 Parking Facility**

- A. The University provides limited parking space for the two-wheeler and four-wheeler vehicles of students for which each student shall be issued a *Vehicle* Identity Sticker from Administration Office of the University. Any vehicle without the sticker shall not be permitted to enter the University Campus.
- B. Students must park their vehicles in the allocated parking zones. Every student using the parking facility must comply with the parking and traffic guidelines displayed on the University Campus.
- C. Students using two-wheelers must wear helmets while riding their vehicle. Students without helmets will not be allowed to park their two-wheeler vehicles in the allotted parking area.
- D. Exceeding speed limits within the Campus is strictly prohibited.
- E. Any violation of these rules will result in the parking facility being withdrawn from the student.

### **15.15 Co-Curricular and Extra-Curricular Activities**

- A. The University is committed to the overall development and transformation of each student by providing different mandatory co-curricular activities and extra-curricular activities such as Sports, Cultural, Hobby Clubs, etc. Some Programs include mandatory National Study Tour, Internships and other Training Programs.
- B. NSS and NCC: Students are encouraged to become members in NSS and NCC, and actively participate in the NSS/NCC programs of the University.
- C. Students must attend and participate in the special programs and activities organized by the University.

### **15.16 Enterprise Resource Planning (ERP):**

The University has in place an ERP System that functions as a Centralized Platform for communication and collaboration between Departments as well as between Students and the University.

This System is User-friendly and operates Sub-systems and Processes as specified hereunder:

- Simplified Admission Process
- Real-time Data Record
- Automated Fee Remittance
- Student Enrolment
- Learning Management
- Centralized Data Management
- Other Transactional Processes

To login use the following Link: URL: [presidencyuniversity.linways.com](https://presidencyuniversity.linways.com)

#### **Mobile Application -**

**Play store :** Play Store Link -

<https://play.google.com/store/apps/details?id=com.linways.lms&pcampaignid>

- Your Username is your Application Number and the
- password is also the Application Number

**App store :** App Store Link- <https://apps.apple.com/in/app/linwaysv4/id1622767410>

- Your Username is your Application Number and the
- password is also the Application Number.

Example: Application Number -PU/B.TECH/XX01, PU/BBA/XX01

Once you have logged into your Linways Account, please change your password. Enter your Existing Password (Your Application Number) and then enter your Fresh Password and confirm the same. You can access the above URL, click on Student Login to view Attendance Details, Curriculum and also to effect Online Fee Remittance.

## **16. OTHER PROVISIONS**

### **16.1 Joint Affidavit by the Student and Parent/Legal Guardian**

A notarized affidavit on a Rs. 50/- stamp paper, as per the *Proforma* placed in **Annexure - 4** is to be submitted jointly by the Student and Parent/Legal Guardian to the Registrar, Presidency University. This affidavit stands as an acknowledgment and a guarantee by the student and the parent that they have read, understood and will adhere to all the University Regulations in the Student Handbook: Rules, Policies & Code of Conduct for Students, and any amendment of University Notifications, from time to time.

The Joint Affidavit consists of the following mandatory undertakings as required by the MHRD/UGC and the University:

- **PART A:** Student's Information and Documents
- **PART B:** University Regulations and Student Handbook: Rules, Policies and Code of Conduct for Students
- **PART C:** Prevention of Sexual Harassment
- **PART D:** Permanent Form of Permission and Indemnity



## **16.2 Permanent Form of Permission and Indemnity**

### Explanatory Note to the Parents/Legal Guardian of the Student:

As part of the Program curriculum, your son/daughter/ward may have to travel for industrial internship, tours and participate in similar curricular and extra-curricular programs which may involve cultural activities, industrial tours and other expeditions/tournaments organized by the University. The purpose and necessity of this undertaking is to obtain permission from you to enable your son/daughter/ward to participate in such activities stated above, and also, to indemnify the University in the event of unforeseen loss of personal property, injury and accident to limb or life, that may befall your son/daughter/ward. This, undertaking by the Parent(s)/Legal Guardian of the Student (*PART E of the Joint Affidavit described in Annexure - 4*), is a one- time exercise and once the student and parent/legal guardian has signed this form, the student is expected follow the instructions issued by the University, until completion of their student program.

## **16.3 Issue of Certificate**

### **A. Provisional Degree Certificate**

On completion of the requirements for the award of the Degree (**refer Section 21.0 of the Academic Regulation 2021**), the student may apply for a **Provisional Degree Certificate** in the prescribed application form along with the prescribed Fee notified by the University from time to time, to the Controller of Examinations of the University.

On verification of the eligibility criteria prescribed in **Clause 21.2 of the Academic Regulation 2021**, the Controller of Examinations shall issue the **Provisional Degree Certificate** to the concerned student, to the effect that the concerned student has fulfilled all the requirements for the award of the Degree in the concerned Program, and that, the Degree shall be conferred on the concerned student at the next Convocation of the University.

### **B. Issue of Degree Certificate Before Convocation**

In exceptional circumstances, a student may apply to the University with the prescribed fee and all supporting documentation if they need the Degree Certificate before the convocation date in order to pursue further education or employment where the student has secured admission or is seeking employment and must provide the Degree Certificate.

After evaluating the application's merit, the Vice Chancellor will recommend to the Chancellor whether or not to issue the Degree Certificate. The Chancellor's decision is final and enforceable. The concerned student will receive the Degree Certificate with the Chancellor's approval.

However, the minimum time taken to process and issue the *Degree Certificate* shall be two (02) calendar months from the date of receipt of the request for the issue of the *Degree Certificate*.

### **C. Duplicate Certificate**

The duplicate certificate (**Grade Cards/Provisional Degree Certificate/Degree Certificate**) will be issued only for genuine cases, if the original is lost, stolen or damaged. In such cases, the student must submit a written request in person with the supporting documents as under:

- i. Copy of FIR (First Information Report) filed with Police intimating the loss of the certificate, digitally signed by the Commissioner of Police or any Police Authority and the full sheet of the

- newspaper in which the notification regarding the loss of the Certificate is published.
- ii. A non-traceable certificate issued by the Police official duly signed by the Inspector or Sub-Inspector with a round seal (from the area in which the candidate lost the certificate) by mentioning crime and current sheet number and date or notarized affidavit by the student that non-traceable certificate not issued by the Police Official.
  - iii. An Affidavit on a non-Judicial Stamp Paper duly signed and stamped by the First-Class Magistrate/Notary Public with an undertaking to return the Duplicate Certificate in case the original Certificate(s) is found.
  - iv. The student must pay the prescribed fee as fixed by the University from time to time. Payment acknowledgement receipt should be attached with the application.
  - v. The University will courier the Duplicate Certificate(s) to the applicant communication address or the student may collect the Duplicate Certificate(s) in person from the University upon receiving communication from the University.
  - vi. The minimum time taken to process and issue the *Duplicate Certificate(s)* shall be two (02) weeks from the date of receipt of application.

#### **D. Transfer Certificate (T.C.) and Migration Certificate**

Transfer Certificate (T.C.) shall be issued by the Registrar's Office to those students who are discontinuing their course and/or passing out after completing the course. Following documents in original must accompany the application for such request:

1. Request letter duly signed by Student and Parent
2. No Due certificate duly certified by the concerned Departments of the University
3. University ID card
4. Receipt of Fees paid

#### **E. Bonafide Certificate**

Students who wish to obtain a Bonafide Certificate for various purposes like application for Bank Loan, Passport, Scholarship, Higher Studies, Employment Verification, etc, must apply in prescribed application form to the Registrar Office. The minimum time taken to process and issue the *Bonafide Certificate* shall be One (1) day from the date of receipt of application.

#### **F. Issue of Transcripts**

The Examination Department issues Transcripts for the students who wish to apply for Higher Education, Competitive Examination and Placement. The student must submit the proof along with the written request/application and payment of prescribed fee acknowledgement receipt. The minimum time taken to process such request shall be Two (02) weeks from the date of application.

#### **G. Procedure to Collect the Original Document Through an Authorized Person**

Students can authorize a person to collect the Original Document. If an authorized person is assigned to collect the Original certificate/document on the student's behalf, an authorization letter duly signed specifying the required documents to be collected, authorized person's details and an ID Proof of both should be submitted to the Registrar Office either in person or as a scanned document through email at [registrar@presidencyuniversity.in](mailto:registrar@presidencyuniversity.in). The authorized person should bring the ID proof of both authorizing and authorized (Original & copy) which is mentioned in the authorization letter. If the authorized person is a foreign national, he/she should bring the Residential Permit or passport (Original & copy).

**ANNEXURE - 1**
**ANTI-RAGGING COMMITTEE**

To take appropriate action in the incidence of ragging, of any form – the University has formed the below given Anti- Ragging Committee. There are Anti-Ragging Squads from both the teaching & non-teaching staff, who take frequent rounds around the campus, hostels & buses.

| Name                             | Designation  | Email Id   | Contact No.              |
|----------------------------------|--|--|--------------------------|
| Dr. M Dhanamjaya                 | Pro- Vice Chancellor & Chairman Anti Ragging Committee                   | provc_admin@presidencyuniversity.in  | 9945185445               |
| Dr.Sameer Khan                   | Dean, School of Computer Sciences  | <a href="mailto:deancse@presidencyuniversity.in">deancse@presidencyuniversity.in</a>   | 9121061686               |
| Dr. Abdul Sharief                | Dean, SOE  | <a href="mailto:deansoe@presidencyuniversity.in">deansoe@presidencyuniversity.in</a>   | 9448503567               |
| Dr.Krishna Kumar                 | Dean, School of Commerce & Economics                                     | <a href="mailto:deansoc@presidencyuniversity.in">deansoc@presidencyuniversity.in</a>   | 9986999098               |
| Dr Syed Shoukath Ali             | Director Housing   | <a href="mailto:shoukathali@presidencyuniversity.in">shoukathali@presidencyuniversity.in</a>   | 8050643902               |
| Dr. Uday Ravi M                  | Professor, School of Engineering   | <a href="mailto:udayaravim@presidencyuniversity.in">udayaravim@presidencyuniversity.in</a>   | 9880396669               |
| Dr Rajiv Ranjan Singh            | HoD ECE  | <a href="mailto:rajivranjansingh@presidencyuniversity.in">rajivranjansingh@presidencyuniversity.in</a>                                 | 9742649493               |
| Dr. R Ravikumar                  | Professor, SOMs  | <a href="mailto:ravikumar.r@presidencyuniversity.in">ravikumar.r@presidencyuniversity.in</a>   | 7013300106               |
| Dr Malar                         | Professor, Languages - Kannada   | <a href="mailto:malarvili@presidencyuniversity.in">malarvili@presidencyuniversity.in</a>   | 9480095845               |
| Dr Bhagyashree                   | Asst Professor, School of Design   | <a href="mailto:bhagyashree.nadig@presidencyuniversity.in">bhagyashree.nadig@presidencyuniversity.in</a>                               | 9916443127<br>8660990721 |
| Mr Vinod                         | Parent   | <a href="mailto:Vinraj96@gmail.com">Vinraj96@gmail.com</a>   | 9886200174               |
| Mr Syed Khaja Zunnoorain Hydri   | Parent   | <a href="mailto:Achiaircon77@gmail.com">Achiaircon77@gmail.com</a>   | 9845063517               |
| Maj Gen Gurdeep Narang (Veteran) | Dean Student Affairs & Chief Proctor & Secretary, Anti Ragging Committee | <a href="mailto:dean-studentaffairs_chiefproctor@presidencyuniversity.in">dean-studentaffairs_chiefproctor@presidencyuniversity.in</a> | 9648774394               |

| <b>ANTI RAGGING SQUAD FOR THE YEAR 2024-25</b> |                          |                  |               |  |
|--|--------------------------|------------------|---------------|--|
| <b>SCHOOL OF ENGINEERING</b>                   |                          |                  |               |  |
| 1  | MAJ. GEN. GURDEEP NARANG | DSA              | CHIEF PROCTOR | <a href="mailto:dean-studentaffairs_chiefproctor@presidencyuniversity.in">dean-studentaffairs_chiefproctor@presidencyuniversity.in</a> |
| <b>SCHOOL OF ENGINEERING</b>                   |                          |                  |               |  |
| 2  | DR.UDAY RAVI             | MECHANICAL ENGG. | PROF          | <a href="mailto:udayaravim@presidencyuniversity.in">udayaravim@presidencyuniversity.in</a>   |

|                               |                               |                  |  |  |
|-------------------------------|-------------------------------|------------------|--|--|
| 3                             | DR. MADHUSUDHAN M             | MECHANICAL ENGG. | ASST. PROF. - SENIOR SCALE & ASST. COE | madhusudhan@presidencyuniversity.in        |
| 4                             | DR VINUTHA CB                 | ECE              | ASSOCIATE PROFESSOR                    | vinutha.cb@presidencyuniversity.in         |
| 5                             | DR. PRADEEP KUMAR             | MATHEMATICS      | PROF. MATHS                            | pradeepkumar@presidencyuniversity.in       |
| 6                             | DR. V. RAMA LATHA             | MATHEMATICS      | ASSO. PROF.MATHS                       | vennapusaramalatha@presidencyuniversity.in |
| 7                             | DR. MOBEEN AHMAD              | MATHEMATICS      | ASST.PROF.MATHS                        | mobeen.ahmad@presidencyuniversity.in       |
| 8                             | DR. SHILPA N                  | MATHEMATICS      | PROF. SELECTION GRADE - MATHS          | shilpa.n@presidencyuniversity.in           |
| 9                             | MR. NAGANATHAN C              | L & D            | TRAINER                                | trainer12@presidencyuniversity.in          |
| 10                            | DR.DILEEP R                   | CHEMISTRY        | PROFESSOR                              | dileep.r@presidencyuniversity.in           |
| 11                            | MR.MOHAMMED SHAHNAWAZ HUSSAIN | ECE              | ASST.PROF.ECE                          | shahnawaz.hussain@presidencyuniversity.in  |
| 12                            | DR. BHANUREKHA                | ECE              | ASSOC. PROF. SELECTION GRADE- ECE      | bhanurekha@presidencyuniversity.in         |
| 13                            | MR. BHAVAN KUMAR M            | CIVIL ENGG.      | ASST. PROF. CIVIL ENGG                 | bhavankumar.m@presidencyuniversity.in      |
| 14                            | MR. SANTHOSH M B              | CIVIL ENGG.      | ASST. PROF. CIVIL ENGG                 | santhoshmb@presidencyuniversity.in         |
| 15                            | DR. MADHAVI T                 | CIVIL ENGG.      | ASST. PROF. SEL. GRADE                 | madhavit@presidencyuniversity.in           |
| 16                            | DR. SOURAV MUKHERJEE          | PETROLEUM        | ASST.PROF.PET                          | sourav.mukherjee@presidencyuniversity.in   |
| 17                            | MR. RAVI ANGADI               | EEE              | ASST. PROF. EEE                        | raviangadi@presidencyuniversity.in         |
| 18                            | DR. RANJEET KUMAR REDDY       | PHYSICS          | ASSO. PROF. PHYS.                      | ranjethkumar@presidencyuniversity.in       |
| 19                            | DR. KIRAN KUMAR NITTALI       | SOE - ENGLISH    | ASST. PROF. ENG.                       | kirankumar.nittali@presidencyuniversity.in |
| <b>SCHOOL OF CSE &amp; IS</b> |                               |                  |  |  |
| 20                            | DR. M. CHANDRA SEKHAR         | CSE              | PROF & HOD INCHARGE                    | mchandrasedkhar@presidencyuniversity.in    |
| 21                            | MR.SANTHOSH KUMAR K L         | CSE              | ASST PROF                              | santhosh.kumarkl@presidencyuniversity.in   |
| 22                            | MS.AKSHATHA Y                 | CSE              | ASST PROF SENIOR SCALE                 | akshathay@presidencyuniversity.in          |
| 23                            | MS.SRIDEVI S                  | CSE              | ASST PROF                              | sridevi.s@presidencyuniversity.in          |
| 24                            | DR.MOHANA S.D                 | CSE              | ASST PROF                              | mohana.sd@presidencyuniversity.in          |

|                             |                          |            |                            |   |
|-----------------------------|--------------------------|------------|----------------------------|---|
| 25                          | DR.ABDUL KHADAR A        | CSE        | ASSOC PROF                 | abdulkhadar.a@presidencyuniversity.in     |
| 26                          | DR.THRIMOORTHY N         | CSE        | ASST PROF                  | thrimoorthy.n@presidencyuniversity.in     |
| 27                          | DR. MANJUNATH KV         | CSE        | ASST PROF SELECTION GRADE  | manjunathkv@presidencyuniversity.in       |
| 28                          | DR. MANJULA H M          | CSE        | ASST PROF SELECTION GRADE  | manjulahm@presidencyuniversity.in         |
| 29                          | DR.MEDIKONDA SWAPNA      | CSE        | ASSOC PROF SELECTION GRADE | m.swapna@presidencyuniversity.in          |
| 30                          | DR.SRINIVASAN T R        | CSE        | PROF                       | srinivasan.tr@presidencyuniversity.in     |
| 31                          | MR.MD ZIA UR RAHMAN      | CSE        | ASST PROF                  | mdziaurrahman@presidencyuniversity.in     |
| 32                          | MS.BHUVANESHWARI PATIL   | CSE        | ASST PROF                  | bhuvaneshwari.pv@presidencyuniversity.in  |
| 33                          | MR.MUTHURAJU V           | CSE        | ASST PROF                  | muthuraju.v@presidencyuniversity.in       |
| 34                          | DR.JOE ARUN RAJA         | CSE        | ASSOC PROF                 | joe.arun@presidencyuniversity.in          |
| 35                          | MS.RANJITHA P            | CSE        | ASST PROF                  | ranjitha.p@presidencyuniversity.in        |
| 36                          | DR.HASAN HUSSAIN S       | CSE        | PROFESSOR                  | hasan.hussain@presidencyuniversity.in     |
| 37                          | MS.MONISHA GUPTA         | CSE        | ASST PROF                  | monisha.gupta@presidencyuniversity.in     |
| 38                          | MR.SAPTARSI SANYAL       | CSE        | ASST PROF                  | saptarsi.sanyal@presidencyuniversity.in   |
| 39                          | MR. S. SAKTHI            | CSE        | ASST PROF                  | sakthi.s@presidencyuniversity.in          |
| 40                          | MR.TANVEER AHMED         | CSE        | ASST PROF                  | tanveer.ahmed@presidencyuniversity.in     |
| <b>SCHOOL OF MANAGEMENT</b> |                          |            |                            |   |
| 41                          | DR. SAMIYA MUBEEN        | MANAGEMENT | ASST. PROF.SOM             | samiya.mubeen@presidencyuniversity.in     |
| 42                          | DR. GADDAM SATHEESH RAJU | MANAGEMENT | ASST.PROF.SOM              | sateesh.raju@presidencyuniversity.in      |
| 43                          | DR. JAYAKRISHNA UDUPA H  | MANAGEMENT | PROF. SOM                  | jayakrishna.udupa@presidencyuniversity.in |
| 44                          | DR CHITAMBER GUPTA       | MANAGEMENT | PROF.SOM                   | chithambargupta@presidencyuniversity.in   |
| 45                          | DR.VENKATA RANGAIAH      | MANAGEMENT | ASSOC.PROF.SOM             | venkata.rangaiah@presidencyuniversity.in  |
| 46                          | DR SUNIL M RASHINKAR     | MANAGEMENT | ASSOC.PROF.SOM             | sunilrashinkar@presidencyuniversity.in    |
| 47                          | DR. LATHANGI             | MANAGEMENT | ASSOC.PROF.SOM             | lathangi.r@presidencyuniversity.in        |
| 48                          | DR. SURESH K             | MANAGEMENT | ASSOCIATE PROF.SOM         | suresh.k@presidencyuniversity.in          |
| 49                          | DR. RAJESH P S           | MANAGEMENT | ASSOC.PROF.SOM             | rajesh.ps@presidencyuniversity.in         |

|                                |                                    |            |                     |  |
|--------------------------------|------------------------------------|------------|---------------------|--|
| 50                             | DR. AMEER HUSSAIN                  | MANAGEMENT | ASST PROF-SOM       | ameer.hussain@presidencyuniversity.in    |
| <b>SCHOOL OF DESIGN</b>        |                                    |            |                     |  |
| 51                             | MR.KARTHIK M                       | DESIGN     | ASST. PROF. SOD     | karthik.m@presidencyuniversity.in        |
| 52                             | MR.MELWIN SAMUEL RAJAMANI          | DESIGN     | ASST. PROF. SOD     | melwinsamuel.r@presidencyuniversity.in   |
| 53                             | MR.ADITHYA DASARI                  | DESIGN     | ASST.PROF.SOD       | aditya.dasari@presidencyuniversity.in    |
| 54                             | MS.NIVRITY SINHA                   | DESIGN     | ASST.PROF.SOD       | nivritysinha@presidencyuniversity.in     |
| <b>SCHOOL OF COMMERCE</b>      |                                    |            |                     |  |
| 55                             | DR KAMAL KUMAR AGARWAL             | COMMERCE   | PROFESSOR           | kamal.agarwal@presidencyuniversity.in    |
| 56                             | DR SHANKARGOUDA                    | COMMERCE   | ASSOC PROF          | shankargowdaguru@presidencyuniversity.in |
| 57                             | PROF. MARIYAPPAN                   | COMMERCE   | ASST PROF           | mariyappan.n@presidencyuniversity.in     |
| 58                             | DR. HEMANTH KUMAR V                | COMMERCE   | ASST PROF-SOC       | hemanth.kumar@presidencyuniversity.in    |
| 59                             | DR. MOUNICA VALLABHANENI           | COMMERCE.  | ASST PROF-SOC       | mounicav@presidencyuniversity.in         |
| 60                             | DR. ANOUJA MOHANTY                 | COMMERCE   | ASST PROF-SOC       | anouja.mohanty@presidencyuniversity.in   |
| 61                             | DR. ANNETTE CHRISTINA L ARUN ANAND | COMMERCE   | ASSISTANT PROFESSOR | annette.c@presidencyuniversity.in        |
| 62                             | DR. SYED ABID HUSSAIN              | COMMERCE   | ASSOCIATE PROFESSOR | syedabid.hussain@presidencyuniversity.in |
| 63                             | DR. K RENJU MATHAI                 | COMMERCE   |                     | renju.mathai@presidencyuniversity.in     |
| 64                             | DR. P S VARSHA                     | COMMERCE   | ASSISTANT PROFESSOR | varsha.ps@presidencyuniversity.in        |
| 65                             | DR. SYED AHMED WAJIH               | COMMERCE   | ASSOCIATE PROFESSOR | syed.wajih@presidencyuniversity.in       |
| <b>SCHOOL OF LAW</b>           |                                    |            |                     |  |
| 66                             | DR.MOHAMMED. SALEEM                | SOL        | ASSOCIATE PROFESSOR | mohd.saleem@presidencyuniversity.in      |
| 67                             | SOFIUL AHMED                       | SOL        | ASSISTANT PROFESSOR | sofiul.ahmed@presidencyuniversity.in     |
| 68                             | PUSHPITA DUTTA                     | SOL        | ASSISTANT PROFESSOR | pushpita.dutta@presidencyuniversity.in   |
| 69                             | RAVIKRISHNAN EM                    | SOL        | ASSISTANT PROFESSOR | ravikrishnan.em@presidencyuniversity.in  |
| 70                             | BHAVANA CHANDRA                    | SOL        | ASSISTANT PROFESSOR | bhavana.chandran@presidencyuniversity.in |
| <b>SCHOOL OF MEDIA STUDIES</b> |                                    |            |                     |  |
| 71                             | MS.PADAMAVATI S                    | SOMs       | ASST. PROF. SOMS    | padmavathi.s@presidencyuniversity.in     |

|                                |                              |   |                                       |  |
|--------------------------------|------------------------------|---|---------------------------------------|--|
| 72                             | DR.RAVI KUMAR R              | SOMs  | ASSOC<br>PROF.SOMS                    | ravikumar.r@presidencyuniversity<br>.in  |
| <b>SPORTS</b>                  |                              |   |                                       |  |
| 73                             | DR.ALAUTHEN BASHA            | SPORTS  | DIRECTOR                              | <a href="mailto:alauthen.basha@presidencyuniversity.in">alauthen.basha@presidencyuniversity.in</a>         |
| 74                             | MS.SANDHYA                   | SPORTS  | LEAD COACH                            | sandhya.kk@presidencyuniversity.<br>in   |
| 75                             | MR. SRIKANTH                 | SPORTS  | COACH                                 | <a href="mailto:srikanthv@presidencyuniversity.in">srikanthv@presidencyuniversity.in</a>                   |
| <b>HOSTEL</b>                  |                              |   |                                       |  |
| <b>BOYS HOSTEL IN CHARGES</b>  |                              |   |                                       |  |
| 76                             | SYED SHOUKATHALI             | Chief of Anti-<br>Raging squad<br>for All Hostels | <b>DIRECTOR</b><br>STUDENT<br>HOUSING | <a href="mailto:shoukathali@presidencyuniversity.in">shoukathali@presidencyuniversity.in</a>               |
| 77                             | JADDI RAO                    | Comitee<br>Member Boys<br>Hostel                  | WARDEN                                | <a href="mailto:jramarao@presidencyuniversity.in">jramarao@presidencyuniversity.in</a>                     |
| 78                             | SATHISH                      | Comitee<br>Member Boys<br>Hostel                  | WARDEN                                | <a href="mailto:Sathishp@presidencyuniversity.in">Sathishp@presidencyuniversity.in</a>                     |
| 79                             | WASEEM PASHA                 | Co-ordinators                                     | ADMIN<br>ASSOCIATE                    | <a href="mailto:wasimpasha@presidencyuniversity.in">wasimpasha@presidencyuniversity.in</a>                 |
| 80                             | PRASANJITH SHETTY            | Co-ordinators                                     | FACILITY<br>MANAGER                   | <a href="mailto:prasanjith@presidencyuniversity.in">prasanjith@presidencyuniversity.in</a>                 |
| <b>GIRLS HOSTEL IN CHARGES</b> |                              |   |                                       |  |
| 81                             | ZAREENA ALI                  | Overall<br>Incharge                               | RESIDENCE<br>OFFICER                  | <a href="mailto:zareena.ali@presidency.edu.in">zareena.ali@presidency.edu.in</a>                           |
| 82                             | SUNITA NAIR                  | Comitee<br>member                                 | WARDEN                                | <a href="mailto:sunithanair@presidencyuniversity.in">sunithanair@presidencyuniversity.in</a>               |
| 83                             | CHITRA                       | Comitee<br>member                                 | WARDEN                                | <a href="mailto:chitrachitra54968@gmail.com">chitrachitra54968@gmail.com</a>                               |
| 84                             | MARYANN GRACE<br>GRANT       | Comitee<br>member                                 | WARDEN                                | <a href="mailto:maryann.gracegrant@presidencyuniversity.in">maryann.gracegrant@presidencyuniversity.in</a> |
| <b>MAIN GATE</b>               |                              |   |                                       |  |
| 85                             | ANUP SINGH PLUS 10<br>GUARDS | Security Officer                                  | ADMINISTRATIO<br>N                    | <a href="mailto:anupsingh@presidencyuniversity.in">anupsingh@presidencyuniversity.in</a>                   |

**ANNEXURE - 2**

**CONSTITUTION OF THE UNIVERSITY COMMITTEE FOR PREVENTION OF SEXUAL HARASSMENT,  
ITS RESPONSIBILITIES AND PROCEDURES.**

| SN | Member                  | Designation   | Membership       | Mobile No   | Email id   |
|----|-------------------------|---|------------------|-------------|--|
| 1  | Dr. Anu Sukhdev         | Professor & Assistant Dean - Student Affairs              | Chairperson      | 9731451035  | <a href="mailto:anu.sukhdev@presidencyuniversity.in">anu.sukhdev@presidencyuniversity.in</a>   |
| 2  | Dr. Mohamadi Begum      | Professor   | Vice Chairperson | 9487952053  | mohamadi.begum@presidencyuniversity.in   |
| 3  | Dr. Mahalakshmi         | Professor   | Member           | 9842066415  | mahalakshmi@presidencyuniversity.in  |
| 4  | Dr. Alamelu Mangai      | Professor   | Member           | 9108743597  | alamelu.jothidurai@presidencyuniversity.in   |
| 5  | Dr. Mounica Vallabh eni | Associate Professor                                       | Member           | 9087682014  | <a href="mailto:mounicav@presidencyuniversity.in">mounicav@presidencyuniversity.in</a>         |
| 6  | Dr. Shakkeera L         | Professor   | Member           | 9444710836  | shakkeera.l@presidencyuniversity.in  |
| 7  | Dr. Saira Banu          | Professor   | Member           | 9884127780  | sairabanuatham@presidencyuniversity.in   |
| 8  | Mr. Sofiul Ahmed        | Assistant Professor                                       | Member           | 78965 63767 | <a href="mailto:sofiul.ahmed@presidencyuniversity.in">sofiul.ahmed@presidencyuniversity.in</a> |
| 9  | Ms. Bhavana Chandran    | Assistant Professor                                       | Member Secretary | 9900112231  | bhavana.chandran@presidencyuniversity.in   |
| 10 | Dr. Sapna Mohan         | Associate Dean and Head, School of Law, Christ University | External Member  | 9916491576  | <a href="mailto:sapnamurali@gmail.com">sapnamurali@gmail.com</a>                               |

**Procedures:**

1. The victim may make a formal complaint in writing in the form of a letter / email / audio recording, preferably at the earliest possible time of occurrence of the alleged incident.
2. The investigation shall proceed at the earliest possible time upon receipt of the enquiry report and the University authorities shall promptly act on the enquiry report.
3. In the event of any conflict, the matter shall be referred to the Vice Chancellor whose decision on the matter shall be final.

**By e mail:** Any complaint of sexual harassment must be sent by an email to the ICC - on [puicc@presidencyuniversity.in](mailto:puicc@presidencyuniversity.in) for the purpose of confidentiality or it can be submitted to: Dr. Anu Sukhdev, Professor & Assistant Dean- Student Affairs - Chairperson



**ANNEXURE - 3**  
**STUDENT GRIEVANCE REDRESSAL COMMITTEE**

| Sl. No | Name  | Designation                             | Membership       |
|--------|---|---|------------------|
| 1      | Dr. Dhanamjaya Madhiraju                              | Pro Vice Chancellor - Administration    | Chairperson      |
| 2      | Maj Gen Gurdeep Singh Narang                          | Dean –Student Affairs and Chief Proctor | Member           |
| 2      | Dr. Abdul Sharief                                     | Dean, SoE                               | Member           |
| 3      | Dr. Aisha Banu  | Assistant Professor and Head, SOC       | Member           |
| 3      | Dr. Deepthi P. R                                      | Professor, SOE                          | Member           |
| 4      | Dr. T.Ranjeth Kumar Reddy                             | Head – Student Mentor                   | Member           |
| 5      | Mr. Syed Khaja Daanish Hydri<br>Roll No. 20211MEC0026 | Student- SOE                            | Member           |
| 6      | Ms. Niharika S Hubli<br>Roll No. 202031BDS0052        | Student –SOD                            | Member           |
| 6      | Mr. M.V.Dev Anand<br>Roll No. 20232MBA0159            | Student -SOM                            | Member           |
| 7      | Ms. Jagruthi<br>Roll No. 20211CIT0155                 | Student -SOCSE                          | Member           |
| 8      | Ms. Prakruthi raj<br>Roll No. 20221BCH0072            | Student –SOC                            | Member           |
| 9      | Dr. Anu Sukhdev                                       | Assistant Dean, Student Affairs         | Member Secretary |

**PROCEDURE FOR REDRESSAL OF GRIEVANCE**

- i. The University shall furnish, prominently, on its website and in its prospectus, all relevant information in respect of the Student Grievance Redressal Committee(s) coming in its purview, and the Ombudsperson for the purpose of appeals.
- ii. In case of academic grievance, an aggrieved student shall first submit his/her complaint in writing to his/her mentor who shall resolve the grievance within two days. In case the mentor is unable to resolve the grievance, he shall forward it to the Chairperson of the School/Departmental Level Grievance Committee.
- iii. The chairperson of the School/Departmental Committee shall convene a Committee meeting within 2 days of receiving the complaint from the faculty mentor or from the aggrieved student in case he/she applies directly to the committee.
- iv. The chairperson shall attempt to resolve the grievance within a week of the receipt of the complaint and the action taken shall be reported to the mentor.
- v. If the grievant is not resolved/ satisfied with the solution of the school/department level committee, he/she shall appeal to the University Level Student Grievance Redressal Committee giving the reasons for his/her dissatisfaction with the decision, within a week of receipt of the decision of the school/department level committee.
- vi. The Chairperson of the University Level Grievance Redressal Committee shall convene a meeting of the committee within 2 days of receiving the complaint. The Committee shall verify

- the facts and shall either endorse the decision of the school level committee or shall issue an appropriate order within a week of receipt of the grievance.
- vii. If the grievant is not satisfied with the decision of the redressal offered by the University Level Student Grievance Redressal Committee, he/she can submit an appeal to the to the Ombudsperson, within a period of 15 days from the date of receipt of such decision.
  - viii. In case of non-academic /administration grievances, an aggrieved student can send the grievance through mail to [studentgrievance@presidencyuniveristy.in](mailto:studentgrievance@presidencyuniveristy.in) and can raise the grievance in the open forum during monthly student welfare committee meetings. The University grievance committee will forward the grievance to the concerned stake holders and help the student in resolving the grievance within one week's time.
  - ix. At all levels a fair hearing shall be given to all parties.
  - x. The law of natural justice shall be observed and a fair hearing to the grievant shall be given at all levels. The relevant provisions of the Act/Regulations shall be kept in mind while passing an order on the grievance at any level, and no order shall be passed in contradiction of the same.

#### **APPEAL AUTHORITY/OMBUDSMAN**

##### **Functions of Ombudsperson**

1. The Ombudsperson shall hear appeals from an aggrieved student, only after the student has availed all other remedies provided under these Guidelines.
2. While issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson, no appeal or application for revaluation or re-totalling of answer sheets from an examination, shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated.
3. The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
4. The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student(s).

##### **PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSON**

1. Grievances not resolved by the Students' Grievance Redressal Committee within the time period provided in these guidelines may be referred to the Ombudsperson by the university.
2. Institutions shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee(s), in early redressal of grievances.
3. The Ombudsperson shall, after giving reasonable opportunities of being heard to the parties concerned, on the conclusion of proceedings, pass such order, with reasons thereof, as may be deemed fit to redress the grievance and provide such relief as may be appropriate to the aggrieved student
4. The institution, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson.
5. The institution shall comply with the recommendations of the Ombudsperson.
6. The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

**ANNEXURE - 4**

**(Refer Clause 16.1 of the Student Handbook)**

**PRO FORMA**

**JOINT AFFIDAVIT BY STUDENT AND PARENT/LEGAL GUARDIAN**

*(To be undertaken jointly by the Student and Parent(s)/Legal Guardian of every student admitted to Presidency University on a Rs. 50/- Stamp paper duly notarized and must be submitted to the Registrar, Presidency University before DD/MM/YYYY)*

I, Mr. /Ms. \_\_\_\_\_, son/ daughter/ ward of  
<Name of Father / Mother /Legal Guardian, if both parents are not alive)  
\_\_\_\_\_, and enrolled as a student at Presidency  
University, Bengaluru with Identification Number \_\_\_\_\_; hereinafter referred to as  
**STUDENT**; AND,

I, Mr./Ms. \_\_\_\_\_ <Name of Father/Mother/Legal Guardian, if both  
parents are not alive)>, Father/Mother/Legal Guardian of Mr./Ms.  
\_\_\_\_\_  
\_\_\_\_\_  
<Name of the Student>; hereinafter referred to as **PARENT**; do  
hereby jointly affirm on this the \_\_\_\_ (Day), of \_\_\_\_\_ (Month), \_\_\_\_\_ (Year), the  
following:

**PART A:**

**STUDENT INFORMATION AND DOCUMENTS**

1. We, STUDENT and PARENT, hereby, declare that the information and mandatory documents provided by me to the Presidency University at the time of Admission are accurate and true to the best of my knowledge and belief, and based on records. We, further acknowledge that, the admission of the STUDENT may be cancelled, at any stage, if the information provided by us are found to be incorrect and/or fabricated, and/or eligibility conditions for admission to the Program of study are not substantiated and proved by authentic documents.
2. We, STUDENT and PARENT, hereby undertake, to inform the University about any changes in information regarding the communication address, mobile numbers of the STUDENT and PARENT submitted by us to the University at the time of Admission or in any other University documents.

**PART B:**

**UNIVERSITY REGULATIONS AND STUDENT HANDBOOK: RULES, POLICIES AND CODE OF CONDUCT FOR STUDENTS**

3. I, STUDENT, hereby declare that I have carefully read and fully understood the Academic Regulations, Program Regulations and Curriculum Policies and Student Handbook: Rules, Policies and Code of Conduct for Students. I hereby promise to abide by, and, adhere to all the University Regulations, Rules, Policies and Code of

Conduct prescribed therein.

4. I, STUDENT will adhere to all University Notifications, Circulars and Rules issued by the University from time to time.
5. I, STUDENT, hereby declare that, I shall be solely responsible for any kind of violation of the undertakings and declarations that I have given herewith, and shall be liable for the penalties to the extent of expulsion from the University.

**PART C:**

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

6. I, STUDENT, have accessed the copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, posted on the website ([www.presidencyuniversity.in](http://www.presidencyuniversity.in)) of Presidency University, and have carefully read it and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard.
7. I, STUDENT, hereby undertake that
  - (a.) I will not indulge in any behavior or act that may come under the definition of ragging. (b.) I will not participate in or support or propagate ragging in any form.
  - (c.) I will not hurt anyone physically or psychologically or cause any other harm.
8. I, STUDENT, hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provision of the UGC Regulations mentioned above and/or as per the law in force.
9. I, STUDENT, hereby affirm that I have not been expelled or debarred from admission by any institution.

**UNDERTAKING BY PARENT/ GUARDIAN**

10. I, \_\_\_\_\_ Father/ Mother/Guardian of \_\_\_\_\_, have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/ State Government in this regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.
11. I assure you that my son/ daughter/ ward will not indulge in any act of ragging.
12. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature:

Address:

Name:

**PART D:**

PREVENTION OF SEXUAL HARASSMENT

13. I, STUDENT have carefully read and fully understood the Policy on Prevention of Sexual Harassment (Section 24.0 of Student Handbook: Rules, Policies and Code of Conduct for Students)
14. I, STUDENT hereby undertake that I will not indulge in any behaviour or act that may come under the definition of Sexual Harassment.
15. I, STUDENT hereby agree that if found guilty of any aspect of Sexual Harassment, I may be punished as per the provision of the Policy mentioned above and/or as per the law in force.

**PART E:**

PERMANENT FORM OF PERMISSION AND INDEMNITY

16. I, STUDENT, hereby declare that my participation in all the University activities such as travel on industrial internship, tours and participation in similar curricular and extra-curricular programs which may involve activities, industrial tours and other expeditions/tournaments organized by the University is fully on my own will and in full agreement with the Permanent Form of Permission and Indemnity.
17. I, PARENT, hereby give my consent to my son/daughter/ward as named above, for participating in the co- curricular and extra-curricular activities organized by the University and for travelling on University Industrial Tours, Training, Internship and Placement related travel, excursions, expeditions, tournaments and other outstation tours organized/approved by the University.
18. I, PARENT, hereby:
  - (a.) agree to pay the University charges specified for the participation in such activities/tours and/or as determined and demanded by the University;
  - (b.) agree to reimburse the cost of any equipment issued to my son/daughter/ward on such tours/expeditions, if lost or damaged, as may be determined by the University;
  - (c.) indemnify Presidency University, Bengaluru and its Authorities and Officers, against any accident to life or limb that may occur to my son/daughter/ward on such tours/expeditions and to reimburse the cost of any medical expense arising out of such accident and/or my son/daughter/ward's sickness during such expeditions and tours; and,
  - (d.) undertake to absolve Presidency University, Bengaluru, its Authorities and Officers, from all liabilities in case of any accident/mishap occurring to my son/daughter/ward in any such expeditions and tours.

|  |  |
|--|--|
| Signature of PARENT (Father/Mother/Legal Guardian) | Signature of STUDENT                       |
| Name of Father/Mother/Legal Guardian               | Name of Student: _____<br>ID Number: _____ |
| Name and Signature of Witness 1                    | Name and Signature of Witness 2            |

Place: \_\_\_\_\_

Date: \_\_\_\_\_

<NOTARIZED>

## Presidency University

Itgalpur, Rajanakunte, Yelahanka, Bengaluru 560064

Phone : 080-23093500

[www.presidencyuniversity.in](http://www.presidencyuniversity.in)

[admission@presidencyuniversity.in](mailto:admission@presidencyuniversity.in)



To access click on "QR Code"

 PresidencyUniversityBangalore

 presidencyuni

 presidencyuniversity

PRESIDENCY UNIVERSITY

SCHOOL OF ENGINEERING

SCHOOL OF MANAGEMENT

SCHOOL OF LAW

SCHOOL OF DESIGN

SCHOOL OF MEDIA STUDIES

SCHOOL OF COMMERCE

SCHOOL OF INFORMATION Sc.