



**PRESIDENCY  
UNIVERSITY**

# **STUDENT HANDBOOK**

2025-26

**NAVIGATING YOUR JOURNEY:  
ACADEMICS, LIFE & BEYOND**

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

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***This 'Student Handbook' for Presidency University for the Academic Year 2025-2026 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.***

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## **Introduction**

Presidency University, Bangalore, is a NAAC 'A' accredited institution, renowned for its commitment to quality education and holistic student development. Established in 2013 by the Presidency Group of Institutions, it is an emerging leading educational institution in India. With a focus on innovation, research, and experiential learning, the University attracts students seeking both academic excellence and personal growth.

Offering a wide range of programmes in computer science, engineering, management, law, design, media, science, and commerce, the University blends theoretical knowledge with practical application. The experienced faculty ensures a dynamic and supportive learning environment. The University prepares students for global careers, emphasizing discipline, integrity, and adherence to its values and regulations. Every student is encouraged to uphold these standards and contribute to the University's esteemed legacy. Presidency University has earned numerous recognitions, including the QS-I Gauge Gold, ranking 6th in the Times Engineering Institute Survey, and Best University of the Year (South) by ASSOCHAM.

## **VISION, MISSION AND CORE VALUES**

### **VISION**

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

### **MISSION**

- Commit to be an innovative and inclusive institution by seeking excellence in teaching, research, and knowledge.
- 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, support industry's requirements, and inculcate a spirit of new venture.

## CORE VALUES

- **Intellectual Curiosity and Innovation:** Fostering a culture of inquiry and creativity to inspire ground-breaking ideas.
- **Interdisciplinary Approach:** Encouraging collaboration across diverse fields for holistic problem-solving.
- **Global Engagement:** Preparing students to excel in a connected and multicultural world.
- **Community Engagement:** Building meaningful connections through service and collaboration.
- **Environmental and Social Responsibility:** Promoting sustainable practices and ethical leadership for a better future.

## RECOGNITIONS

Presidency University was established under the Presidency University Act of 2013 as a state private University located in Bengaluru, Karnataka, duly legislated by the Karnataka State Legislative Assembly through Karnataka Act No. 41 of 2013.

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



Programmes approved by All India Council for Technical Education



Law Programmes Approved by Bar Council of India



Member of Association of Indian Universities



## 1. THE CAMPUS

### A. INFRASTRUCTURE

Presidency University, located in the serene Itgalpura village of North Bangalore, is approximately 25 kilometres from Bengaluru International Airport and 35 kilometres from the city limits. Set within a lush, expansive campus of nearly 100 acres, the University is surrounded by verdant landscapes that create an ideal learning environment. The campus is equipped with state-of-the-art design and technology, providing students with a modern and dynamic educational experience.

The infrastructure has been strategically developed to meet the growing needs of the student population. Advanced ICT and technological resources ensure efficient delivery of education. The University is equipped with a state-of-the-art auditorium with a seating capacity of 650, along with a spacious amphitheatre, both serving as venues for a diverse range of co-curricular activities as well as academic events. Additionally, four seminar halls and conference rooms cater to both departmental and University-wide events.

The campus also boasts of a variety of indoor and outdoor sports and recreational facilities that support the holistic development of students. Special attention is given to inclusivity, with accessible infrastructure such as wheelchair ramps, lifts, and tactile tiles designed for visually impaired students.

### B. LIBRARY AND KNOWLEDGE RESOURCE CENTRE (LKRC)

The Library of Presidency University currently is spread across three locations inside the campus. The main Library is at the Management Block, which houses books for engineering, information science, and design. Adjacent to the main Library is the Library annexe, which offers resources for management, computer science, engineering, and media studies. The law Library is situated on the 5th floor of the 'S' Block.

The main Library has a collection of over 60,700 books and subscribes to 155 national and international journals and 38 magazines. The Library subscribes to 15 online databases covering engineering, law, management, design, and humanities. The completely automated Library uses KOHA LMS (Library Management Software), and the WEB OPAC (Online Public Access Catalogue) is accessible from anywhere. The Library employs an RFID security system to safeguard its resources, complemented by a self-checkout kiosk and a Dropbox to streamline book circulation. PUL actively supports academic publishing by maintaining high standards of quality and relevance, with a particular emphasis on institutional repositories and open access initiatives.

## Features of the PU Library

- The institutional repository at PUL utilizes DSpace, an open-source software platform. The Library archives e-books, faculty research articles, photographs, question papers, theses and dissertations, University documents, and the like, and anyone can easily access the resources through the link provided on the Library website.
- You can access the audiovisual material using computers and television. You can also watch live or recorded online video lectures, such as NPTEL lectures and Swayam lectures, using the television provided.
- The Library offers plagiarism check software like Turnitin and Drillbit.
- Knimbus Remote Access Platform.
- Free reprography services
- Library OPAC on-campus and off-campus
- 155 print journals, 38 general magazines, and 17 newspapers
- Mobile App - "Libraries in Hand."
- 25 computer machines with internet access
- The Library subscribes to ProwessIQ, CapitaLine, and IndiaStat databases to access economic and statistical data.

## C. LABORATORIES

Laboratories are equipped with the latest equipment and tools that cater to the needs of the students. Experienced staff members with industrial backgrounds provide training to students in laboratories to enhance their practical skills.







The University has discipline-centric laboratories as follows:

<b>Civil Engineering</b>	<b>Mechanical Engineering</b>
<ul style="list-style-type: none"> <li>• Surveying Lab</li> <li>• Concrete &amp; Highway Materials Testing Lab</li> <li>• Fluid Mechanics Lab</li> <li>• Soil Mechanics Lab</li> <li>• Engineering Geology Lab</li> <li>• Computer Aided Building Drawing Lab/ Building Information Modelling Lab</li> </ul>	<ul style="list-style-type: none"> <li>• Fluid Mechanics Lab</li> <li>• Metrology Lab</li> <li>• Mechanical Design Lab</li> <li>• Mechatronics Lab</li> <li>• Energy Conversion Engineering Lab</li> <li>• Heat &amp; Mass Transfer Lab</li> <li>• CAMD Lab</li> <li>• Foundry, Forging &amp; Welding Lab</li> </ul>
<b>Electrical &amp; Electronics Engineering</b>	<b>Petroleum Engineering</b>
<ul style="list-style-type: none"> <li>• Electrical Machines Lab</li> <li>• Power Electronics Lab</li> <li>• Control Systems Lab</li> <li>• Power System Simulation Lab</li> <li>• Electrical CAD Lab</li> <li>• Power System Stimulation Lab</li> </ul>	<ul style="list-style-type: none"> <li>• Petroleum Geology Lab</li> <li>• Drilling Fluid and Cement Lab</li> <li>• Reservoir Engineering Lab</li> <li>• Process Control Lab</li> <li>• Petroleum Testing Lab</li> <li>• Reservoir Simulation and Modelling Lab</li> <li>• Oil and Gas Processing Plant Design Lab</li> </ul>
<b>Electronics &amp; Communication Engineering</b>	<b>Computer Science &amp; Engineering</b>
<ul style="list-style-type: none"> <li>• Center for Research in Power Electronics</li> <li>• Analog Electronics Lab</li> <li>• Digital Electronics Lab</li> </ul>	<ul style="list-style-type: none"> <li>• Centre for Excellence [Tech Mahindra]</li> <li>• Centre for Excellence [Capgemini]</li> <li>• Big Data Lab</li> </ul>

<ul style="list-style-type: none"> <li>• Linear Integrated Circuits Lab</li> <li>• Analog Communication Lab</li> <li>• Microprocessor Lab</li> <li>• Micro – Controller Application Lab</li> <li>• Embedded Systems Lab</li> <li>• Computer Aided &amp; Design Lab</li> </ul>	<ul style="list-style-type: none"> <li>• Internet of Things Lab</li> <li>• Network Programing Lab</li> <li>• Internet Technologies Lab</li> <li>• System Programing Lab</li> <li>• DevOps Lab</li> <li>• Computer Programing Lab</li> <li>• Digital Design Lab</li> <li>• Cyber Security Lab</li> </ul>
<b>Law</b>	<b>Media</b>
Moot Court Hall	<ul style="list-style-type: none"> <li>• Media Studio</li> <li>• Podcasting Lab</li> <li>• Digital Media Lab</li> </ul>
<b>Design</b>	
<ul style="list-style-type: none"> <li>• Material Studio</li> <li>• Garment Construction Lab</li> <li>• Textile Lab</li> <li>• Product Design Lab</li> <li>• Space Design Lab</li> <li>• Drafting Studio</li> <li>• Model Making Studio</li> <li>• Game Design Studio</li> <li>• Communication Lab</li> <li>• Multimedia Studio</li> </ul>	

#### **D. MEDIA LAB**

The Media lab offers cutting-edge facilities, including television and radio studios, podcast recording suites, and specialized labs for content creation, production, and broadcasting. Students gain hands-on experience through various activities such as ground reporting, camera operation, and anchoring.

The Media Studio provides a dynamic space for recording discussions and shows, with training in videography, filmmaking, scriptwriting, and TV production. The Podcasting Lab focuses on audio storytelling, offering advanced tools for recording, editing, and producing diverse podcast formats. The Digital Media Lab equips students with skills in content creation, social media strategies, and audience engagement.

#### **E. LANGUAGE LAB**

The Language Lab serves as a platform for first-year and sophomore students to develop their listening, reading, speaking, and writing skills (LSRW), thereby enhancing their practical language proficiency. The language lab offers lessons for slow, average, and advanced learners covering topics such as language teaching, linguistics, and phonetics, which are challenging to convey without audio-visual aids. Students benefit from computer-enabled learning, which enhances their comprehension and overall learning experience. The main objective is to ensure that students acquire a neutral accent in English, thereby aiding their global career prospects.

#### **F. COMPUTER LAB**

The University features state-of-the-art computer labs designed to deliver quality education. There are two dedicated blocks of enriched computing facilities, like well-equipped laboratories with modern, high-end configuration computing environments, high-speed internet connectivity, ventilated, spacious, and well-furnished laboratories, and licensed software such as MS-Windows, Office 365, etc.

There are 66 state-of-the-art computer laboratories, with a total of 3664 computers enabling simultaneous access and practice for all students. Each of these computer labs has the capacity to accommodate 60 students. Also, there are dedicated laboratories for IoT, big data, AR, VR, the microprocessor lab with digital trainer kits, and robotics with high-end configuration systems like the i5 6th Gen, 16 GB of RAM, a 1 TB HDD, and TFT monitors.

<b>Sl. No.</b>	<b>Name of the Software</b>	<b>Version</b>
1	Math Works (Full Suite) for Students & Faculty	Campus-Wide Lic
2	Solid Work Education Edition 2018-2019 with 200student every year	Solidworks 2019
3	Cadence University Bundle Analog and Digital FE & BE Latest	Latest
4	Mi Power Full Package	Full Package
5	UniSim Design Academic program	R460
6	CMG Access to GEM, IMEX, or STARS Simulator	CMG-2017
7	Win Pro Pahase Behaviour	winprop
8	CMOST	cmost-ai
9	Builder pre- Processor system, Graphics & Interface	Network lic
10	Result Post- Processor system, Graphics & Interface	Network lic
11	Dynagrid	Network lic
12	Team Centre	Teamcenter
13	Team Centre Rapid Start	Teamcenter
14	Team Centre Author	Teamcenter
15	NX Academic - Core & CAD	Teamcenter
16	Adobe Creative Cloud	
17	Adobe Creative Cloud All Apps for HED - Shared Device	
18	Sophos Central Protection - End Point Protection	Intercept -x Advance - 4250 Intercept -x Advance for Server - 20
19	Microsoft 365 A3 Licence	Office 365
20	COSEC Centra PLT100/TAM100	Cosec
21	Superset - Tnpsuite [Enterprise]	Superset
22	Knimbus - OCA	Knimbus
23	Bees Software Solution	BeeS
24	Tally Prime Gold Subscription	Tally

25	Student Information/Learning Mgmt/Asset Quality System	ERP
26	SAAS License of Talentnow	Talent Acquisition
27	Xversion Recurring Pre-paid software	Version X
28	Ansys Academic Teaching Mechanical and CFD	
29	Acrobat Pro for team all apps	
30	Saral TDS - Institutional v23	
31	Acrobat Pro	Adobe Editor

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

Office of International Affairs (OIA) is dedicated to fostering global partnerships and advancing internationalization initiatives, with the core objective of providing “International Exposure to Every Student at Presidency.” OIA actively engages with diverse international and cultural environments to establish strategic alliances with premier universities worldwide. It facilitates international opportunities such as internships, articulation pathways, dual/double degrees, exchange and twinning programs, joint degrees, master’s progression, offshore teaching arrangements, and hosting international faculty. Additionally, OIA supports inbound and outbound student and faculty exchange programs, fosters global experiences, and develops strategies and policies for international collaboration. By promoting international research partnerships and nurturing existing collaborations, OIA offers invaluable support to students and faculty from various schools and departments.

Whether you are a prospective student, collaborative partner, or international visitor, the OIA is your gateway to exploring global academic opportunities. For more information or assistance, visit the Office of International Affairs at the campus or explore their page at <https://presidencyUniversity.in/life-at-presidency/international-engagement/about-us>.

Top International Universities

 <p><b>UTD</b> THE UNIVERSITY OF TEXAS AT DALLAS</p>	 <p>IOWA STATE UNIVERSITY SCIENCE with PRACTICE OF SCIENCE AND TECHNOLOGY</p>
 <p><b>VSU</b> VIRGINIA STATE Since 1882</p>	 <p>University of <b>BRISTOL</b></p>
 <p><b>TEMPLE</b> UNIVERSITY</p>	 <p>University of <b>Strathclyde</b> Glasgow</p>
 <p><b>SMU</b></p>	 <p><b>WISCONSIN</b> UNIVERSITY OF WISCONSIN-MADISON</p>
 <p>Aalen University</p>	 <p><b>LA TROBE</b> UNIVERSITY</p>
 <p><b>MACQUARIE</b> University SYDNEY · AUSTRALIA</p>	 <p><b>NUOVA</b> ACCADEMIA DI BELLE ARTI</p>
 <p>TE KUNENGA   MASSEY KI PŪREHUROA   UNIVERSITY UNIVERSITY OF NEW ZEALAND</p>	 <p><b>UTM</b> UNIVERSITI TEKNOLOGI MALAYSIA</p>

## **H. RESEARCH AND DEVELOPMENT**

Presidency University Research and Development Cell promotes research among staff and students by offering doctoral programs (Ph.D.) across various disciplines aimed at advancing knowledge and pushing disciplinary boundaries. The R&D cell offers a comprehensive foundation in each discipline while allowing doctoral students the flexibility to innovate and generate new knowledge aligned with their research interests.

The R&D Cell actively encourages faculty members to undertake research and consultancy projects funded by both governmental and non-governmental agencies, including ICSSR, DBT, DST, UGC, and others. Currently, a total of 624 Ph.D. scholars, both part-time and full-time, are pursuing their research across various schools and departments, contributing to the University's vibrant academic ecosystem.

### **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. Currently, there are 29 ongoing and completed projects that have received government funding of Rs. 1,44,32,002 and 8 consultancy projects that have received funding of Rs. 12,45,711.

### **J. ADVANCED RESEARCH CENTRES/CENTRES OF EXCELLENCE**

Presidency University has established specialized research-propelled centers of excellence with the goal of promoting advanced research in different specialized areas. Each of these centers of excellence has coordinators and is equipped with state-of-the-art research equipment and other support infrastructure facilities to facilitate advanced research by research scholars and faculty members.

<b>Research Centre(s)</b>	<b>Thrust Areas of Research</b>
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 optoelectronics, 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	Start-up, 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 (students and teaching/non-teaching staff) and provide facilities and assistance to them to start, incubate, and successfully run businesses that involve innovation and socially important and environmentally relevant technologies.

Presidency University envisions PLA as one of the leading incubators in the country. It offers state-of-the-art infrastructure and laboratories with advanced equipment to incubate start-ups. The PLA ecosystem aims to facilitate the growth of start-ups by providing pre-incubation (ideation stage) and free physical and virtual incubation support for the first 18 months. This initiative is open to all aspiring entrepreneurs with innovative ideas and aims to foster their development and success.

#### **L. PRESIDENCY UNIVERSITY LEARNING MANAGEMENT SYSTEM**

The Learning Management System delivers an effective platform to facilitate the teaching-learning process in the digital age. Customized from the world's open-source learning platform, the LMS allows students and faculty to access this platform from anywhere at any time through their specific login credentials. It supports the blended mode of education by seamlessly integrating offline and online classes and facilitating the organized execution of teaching and learning activities.

#### **M. IT DEPARTMENT**

The IT Department at Presidency University is a dedicated team of skilled professionals responsible for the management and smooth operation of the University's technological systems. The department plays a pivotal role in supporting both academic and administrative activities by ensuring the seamless function of critical digital services and maintaining the University's IT infrastructure.

#### **Key Responsibilities and Services**

- **IT Infrastructure Management:** The IT department manages key aspects of the University's technology infrastructure, including wireless internet access, computer labs, CCTV surveillance, IT services, and the upkeep of hardware and software. ensure that these systems are operational and available for students, faculty, and staff.
- **Consultancy and Support:** The team provides expert consultancy and troubleshooting services to help resolve any IT-related issues faced by faculty, staff, and students. Whether it's a minor glitch or a more significant challenge, the

department is always available for assistance.

- **Cybersecurity:** The department is tasked with protecting the University's systems, networks, and data through various cybersecurity protocols. These measures are designed to ensure the integrity and confidentiality of the University's digital assets.
- **Surveillance Systems:** The IT team is also responsible for maintaining the campus's surveillance systems, enhancing security for both students and staff by monitoring and protecting the campus environment.
- **Email and Communication Platforms:** The department supports email systems and communication tools such as Microsoft Teams, ensuring that staff and students have the tools they need to collaborate efficiently and stay connected.
- **ICT Classroom Support:** The IT department provides essential technical support for classrooms equipped with ICT tools. This includes troubleshooting, maintenance, and ensuring the systems in the classrooms are functioning properly for academic activities.

### **Policies and Compliance**

- **Strict IT Policies:** The University has established comprehensive IT policies to govern the use of its technological resources. These policies aim to ensure responsible and secure use of IT assets by all users, including students, faculty, and staff.
- **Compliance and Accountability:** All users of the University's IT resources must adhere to these policies. The IT department emphasizes the importance of understanding these policies, and non-compliance could result in disciplinary action.
- **Policy Management:** The IT department is responsible for creating, implementing, and updating these policies. work closely with other departments across the University to ensure that the policies meet the needs of the institution and remain up-to-date with current technological trends and security requirements.
- **In-house Data Centre:** To ensure reliable network connectivity and manage digital resources effectively across the campus, Presidency University operates its own data center. This in-house infrastructure provides greater control over network performance and helps maintain uninterrupted access to the University's IT resources.

#### **N. WI-FI CAMPUS**

Presidency University campus area network interconnects all campus buildings, including seminar halls, conference rooms, recreational spaces, libraries, and cafeterias. is enabled through the deployment of secured wireless access points with centralized authentication, allowing a secure network that can be accessed by students and faculty through their mobile devices or laptops.

#### **O. UNIVERSITY WEBSITE**

The University's official website features dedicated pages for all the schools and departments, academics, research, life on campus, international engagement, admissions, student affairs, and the alumni association. The detailed pages of the school and department include programmes, curriculum, faculty, research, infrastructure, and events. Additionally, the website serves as a source for academic circulars, exam notifications, admission details and updates, and other pertinent public information beneficial for students and parents alike. Visit Presidency University official website at: <https://presidencyUniversity.in/>

#### **P. PRESIDENCY UNIVERSITY 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 programs 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/UC8pJ9nysyPA4O9S0QIR9qg>

#### **Q. SPORTS FACILITIES**

Presidency University is widely recognized for its accomplishments in sports and athletics. The University offers comprehensive infrastructure and support systems to train students and enhance their athletic abilities. It organizes a range of sports events to encourage student participation and foster excellence. A dedicated sports management team, led by a director and supported by a lead coach and specialized coaches, oversees these initiatives. The University actively promotes a wide array of sports, including basketball, football, volleyball, cricket, and throw ball, among others. Additionally, it invests in high-quality equipment to ensure a modern and performance-oriented playing environment for its students.

## **R. HEALTH CARE CENTRE**

Presidency University has an in-house health clinic [infirmary] dedicated to the physical and mental well-being of the students, faculty, and other staff members. The clinic remains open throughout the week. The University also has tie-ups with the top hospitals in Bengaluru to ensure proper medical care and attention for all members of the University community.

The clinic is headed by a qualified medical professional and supported by a team of trained paramedical professionals. There are dedicated satellite sick bays at different blocks of the University, staffed by trained nurses.

## **S. STATIONERY AND REPROGRAPHIC CENTRE**

The recreation centers adjacent to 'F' Block of the campus cater to the specific needs of the students and staff, providing photocopying and printing facilities at a nominal cost. It is equipped with a wide range of stationery items and efficiently manages operations to ensure timely fulfilment of the requirements of students and employees.

## **T. RECREATIONAL SPACES**

**Landscape:** The University is a 'green campus,' featuring a wide variety of trees, lush gardens, fountains, and thoughtfully designed thematic spaces that create a tranquil environment for students to relax and unwind.

**Student Hangout Zones:** The University's amphitheater serves as a perfect venue for open-house events, such as promotional activities, recitations, and performances. Additionally, the lawns, furnished with seating arrangements, provide students with a comfortable space to study and socialize with peers.

## **U. CAFETERIA AND FOOD COURT**

The University cafeteria is spacious and offers a selection of hygienic food options at affordable prices. It is a popular venue for refreshments, discussions, and social interactions. The cafeteria caters to the diverse tastes of the student community with offerings that include South Indian, North Indian, and Chinese, American and continental cuisine. Food kiosks, located at various places throughout the campus, offer South Indian and North Indian cuisines, savorys, beverages, and a variety of delicacies.

## **V. PARKING**

The University has dedicated parking for two- and four-wheelers for employees with passes and security restrictions. Only vehicles displaying authorized stickers will be permitted to park inside the campus premises or in designated parking lots. Additionally, there is a separate parking area exclusively for students and visitors outside the campus premises.

## **W. UNIVERSITY TRANSPORT**

The University operates a dedicated fleet of buses that provide transportation to various parts of the city, facilitating the commute of students and employees to the University campus. To utilize this service, students must register with the Transportation Department and pay a nominal fee. Access to the bus is granted to only those with a valid pass.

## **X. UNIVERSITY HOSTELS**

The University provides separate hostels for boys and girls. The hostels aim to integrate academic initiatives into the intellectual, physical, and psychological well-being and development of the students. The University's code of conduct, discipline, and decorum are strictly enforced within the hostel accommodations.

## **Y. ATM FACILITY**

The University houses a Federal Bank ATM machine, catering to the financial needs of the students and staff members.

The vibrant campus life at Presidency University fosters an environment that not only supports academic excellence but also cultivates essential graduate attributes.

## **2. GRADUATE ATTRIBUTES**

Graduate attributes represent the qualities, skills, and conceptual knowledge the University student community aspires to develop, guided by the University leadership during their association with the institution. The Programme Outcomes [PO], Programme Specific Outcomes [PSOs], and Course Outcomes [COs] are systematically integrated into the curriculum to facilitate the achievement of these envisioned 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 the ability to effectively work in teams.
- Apply the knowledge and/or skills acquired through the learning process to real-life situations.
- Adapt to the changing world and serve as change agents for the advancement of lifelong learning.

### 3. HOLISTIC EDUCATION

Presidency University offers academic programs meticulously designed to equip its students with contemporary, industry-relevant knowledge, skills, and aptitude, aiding them in achieving their career objectives. The curriculum and pedagogy are intricately integrated with project-driven experiential learning coupled with assignments that foster innovative thinking. Students at the University benefit from the expertise and mentorship of distinguished academicians from renowned universities and institutions who have carved a niche for themselves in their respective domains.

### 4. DEPARTMENT OF STUDENT AFFAIRS

The curriculum is based on Choice-Based Credit System, allowing students to select from a wide range of core and elective courses. The multidisciplinary approach provides a holistic educational experience, broadening their perspectives.

Department of Student Affairs (DSA) plays a pivotal role in nurturing student talent and fostering holistic development through an extensive network of more than 50 clubs, chapters, and societies. These initiatives cover cultural, technical, social, and management domains, providing students with a diverse range of opportunities to explore their interests and enhance their skills.

Weekly activities and events, such as cultural celebrations, leadership talks, expert talks on trending technologies, hackathons and awareness programmes, encourage students to broaden their horizons and develop essential managerial and leadership skills. Students are also motivated to participate in intercollegiate and inter-University competitions, enriching their practical knowledge and learning experience. Community-focused initiatives like the NSS and the Rotaract Club instil social responsibility and contribute to societal well-being. Additionally, the DSA ensures student wellness through a dedicated counselling team that provides professional support for personal and academic challenges.

Students who wish to explore and join the club of their choice, visit the DSA page on the official website <https://presidencyUniversity.in/life-at-presidency/student-affairs>

Or visit the DSA office for any queries. Also, to stay tuned to activities and happenings of DSA, follow the official Instagram account of Presidency University at <https://www.instagram.com/presidencyUniversity/?hl=en>

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

Presidency University has always been a torchbearer of social service over the prestigious decades of its existence. It not only shapes the best careers of our students but also shapes their character as responsible citizens of our country. NSS is a step forward in fulfilling our notion. The National Service Scheme (NSS) is a central sector scheme of the Government of India under the Ministry of Youth Affairs and Sports. The NSS at 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, health camps and blood donation drives, orphanage home visits, and hundreds of programs and special camps for the overall welfare of both our students and society.

### **National Cadet Corps (NCC)**

The National Cadet Corps (NCC) Army Wing was established at Presidency University in 2021, under the aegis of the 3 Kar Battalion, Bengaluru. The NCC cadet strength at Presidency University comprises one company of 160 cadets, including both male and female participants. The unit is overseen by an Associate NCC Officer (ANO) and a Girls Cadets Administrator.

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

### **COUNSELLING & WELLNESS UNIT**

The Student Counselling Services is an initiative at Presidency University, providing psychological support for the students and faculty in the areas of personal, emotional, social, and academic/career-oriented concerns. There is a growing awareness of mental and emotional health today, thanks to various social and mass media campaigns.

Student counsellors and clinical psychologists provide professional advice and therapy to the students and are available on campus. Students can write to the counsellors, share their concerns, and seek support to comprehend the challenges the student is

encountering.

They help to:

- a. Identify the underlying causes of their current emotional state.
- b. Formulate a strategic action plan to address the student's concerns in a supportive and sensitive manner;
- c. Assist the student in building resilience and empowering them to achieve their academic and personal objectives.

### **Counselling Services**

- Individual Counselling
- Peer Support Program
- Workshops
- Working with teachers and parents
- Services provided by university student counsellors

Reach out to the student counsellors @

[namratha.j@presidencyUniversity.in](mailto:namratha.j@presidencyUniversity.in)

[shivani.mukund@presidencyUniversity.in](mailto:shivani.mukund@presidencyUniversity.in)

### **Services rendered by YourDost for Psychological Health**

Presidency University has partnered with a counselling service provider named YourDOST. It is a platform that has a panel of more than 1,000 experts in counselling. All students, faculty, and staff can avail themselves of this service for free in relative anonymity. Anyone interested can visit [www.yourdost.com](http://www.yourdost.com), register using the official University email ID, and speak to the experts.

## **5. STUDENT CHAPTERS & PROFESSIONAL SOCIETIES**

All seven schools, including the core engineering branches under the School of Engineering, actively promote co-curricular engagement through student-driven clubs and societies, with guidance from faculty mentors.

Forum of Civil Engineering (FORCE) was started by Department of Civil Engineering at Presidency University to expose students to the field of civil engineering in its entirety and give them a feel of how the industry works. Forum has organized guest lectures, workshops and industrial visits since 2018 and has launched webinar series from October 2020 to continue the journey of educating young minds despite the barriers and temporary halt posed due to the pandemic situation.



- Society of Petroleum Engineers, US (SPE) has established the Student Chapter at Presidency University. This initiative allows students to benefit from opportunities provided by SPE, including engaging in technology discussions at SPE events, networking with industry professionals, and gaining deeper insights into the petroleum industry. Active participation in SPE student chapter is an excellent way to network with peers and local industry professionals which will offer ways to develop new skills.
- The AAPG Student Chapter at Presidency University, Bengaluru, aims to enhance students' professional knowledge through distinguished lectures, workshops, and events. By collaborating with various organizations in the oil and gas industry, the chapter organizes initiatives to bridge the gap between academia and industry.
- The Institute of Electrical and Electronics Engineers (IEEE) is a global professional association dedicated to advancing technology by fostering collaboration among professionals, researchers, and students. IEEE supports professional development through resources like online courses, certifications, and mentorship while bridging the gap between academia and industry through research alignment and innovation initiatives. Additionally, it promotes ethical and sustainable practices, advancing green technologies and addressing societal challenges. At Presidency University there are four IEEE chapters namely:
  - IEEE Circuit and Systems Society (CASS)
  - IEEE Signal Processing Society (SP)
  - IEEE Communication Society (ComSoc)
  - IEEE Computational Intelligence Society (CIS)
  - IEEE Senior council
  - IEEE Nanotechnology council

## 6. ALUMNI ASSOCIATION OF PRESIDENCY UNIVERSITY (AAPU)

The Alumni Association of Presidency University, Bengaluru [AAPU] was established in 2019 and officially registered with the Registrar of Societies on 5th December 2019. AAPU has a stronghold of over 18,000 members. The association's main objective is to create a strong network between the alma mater and the alumni, encouraging them to take an active interest in the work and progress of AAPU by establishing regular engagement between them and the students. The association aims to enrich both current students and alumni through constant interaction and knowledge sharing. AAPU is looking at innovative ways to connect and grow.

AAPU launched its first alumni chapter in Bangalore, followed by one in the capital city, Delhi, and its first international chapter in Dubai established by Dr. Sameena Noor Ahmed Panali, Registrar. Committed to fostering a global alumni network, AAPU continues to expand chapters in cities worldwide.

## 7. INSTITUTIONAL SOCIAL RESPONSIBILITY

In today's fast-paced, tech-driven world, students are increasingly disconnected from the realities of their surroundings. Educational institutions play a key role in fostering social responsibility and shaping empathetic professionals.

At Presidency University, the ISR (Individual Social Responsibility) Cell aims to create a positive impact through initiatives aligned with the United Nations' Sustainable Development Goals (SDGs). Students can engage in projects through its five thematic areas, like Shiksha, Samarthya, Swasthya, Sewa, and Sanrakshan, that support quality education, skill development, healthcare access, and environmental conservation, helping them develop a sense of responsibility while contributing to the community.

Students who wish to enroll for volunteering can write to [isrcell@presidencyUniversity.in](mailto:isrcell@presidencyUniversity.in)

## 8. UNIVERSITY SCHOLARSHIP POLICY

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.

The University is committed to supporting 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 parents (mothers), 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 programme of study.

A student can avail themselves of a scholarship only under one category.

- Students to be eligible for a claim of any scholarship need to have submitted, for verification, to the Office of the Registrar, the requisite original certificates.
- Applications with incorrect/incomplete information, non-submission of supporting documents, and submission of applications beyond the last date as notified by the University are liable to be rejected.

- Receiving any scholarship shall not be a matter of right, for the awarding of scholarships shall be at the sole discretion of the University.
- 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.
- 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.
- Scholarships are restricted to rebates in the University Tuition Fee only and are applicable for the first year of the relevant programme of study.
- 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.
- If a student withdraws or discontinues from the programme, they are required to remit back the scholarship amount.
- 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.
- Students who have participated in international, national, or state-level sports competitions are eligible to avail of sports scholarships.

## 9. EXAMINATION GRIEVANCE REDRESSAL CELL

The Examination Grievance Redressal Cell provides a mechanism for the redressal of grievances related to examinations, ensures transparency in examination practices, and prevents unfair practices at the University. This cell is linking the students with the faculty in the continuous evaluation process. The University examination office, along with the faculty team, ensures the 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 a stress-free examination atmosphere in the exam hall.
- Resolve the student's grievances related to examinations and continuous assessments.
- To encourage the students to express their grievances/problems on the conduct of examinations without any fear.
- Issue of mark sheets, transcripts, provisional degree certificates, and any other

certificates as per the University examination regulations.

- Emphasize prevention of errors rather than controlling through punitive measures.
- The students or faculty members with a genuine grievance may approach the co-coordinator or member of the cell in person. In case the person is unable to appear in person, grievances may be dropped in writing or an email may also be sent to the co-coordinator of the Examination Grievance Redressal Cell.

### **Submission of Grievances**

Students and teachers can submit the grievances by using any one of the following.

- A. Filling the form available with the coordinator and members at the cell.
- B. Sending the mail: [examredressal@presidencyUniversity.in](mailto:examredressal@presidencyUniversity.in)

## **10. 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 to conduct the inquiry and impose appropriate retribution. There shall be an Internal Complaints Committee (ICC) in place in cases of any sexual harassment complaints.

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, and Procedure for Redressal of Grievance by Ombudsperson are placed in **Annexure-3**

## **11. ANTI 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 an Equal Opportunity Cell to address the issues concerning Scheduled Castes, Scheduled Tribes, Other Backward Classes, 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. Everyone must have access to basic rights to foster inclusivity and harmony. This cell organizes various activities to promote inclusive policies and practices for all. It also addresses grievances to ensure equality and equal opportunities for disadvantaged groups on campus through the effective implementation of policies, skill development programs, and societal initiatives.

## 12. 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 on the campus and in 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.

### **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 the health of a person.
- Any act that prevents, disrupts, or disturbs the regular academic activity.

## **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.
- It is mandatory for each student, as well as his/her parents/guardian 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 their acknowledgment 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/cafeterias/bus stops 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 counsellors 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:
  - Lodging an FIR against the offender.

- Rigorous imprisonment for up to 3 years (under court of law).
- Fine up to Rs. 2, 50,000/-

Expulsion from Presidency University and subsequent debarring of admission to any other institution.

### **13. 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:

- To comply with the directives of the Honourable Supreme Court of India.
- To establish an effective mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence at the University.
- 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.
- For the purpose of this policy, "Sexual Harassment" shall include, but will not be confined to, the following:
  - Unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a 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.
  - When unwelcome sexual advances and/or verbal, non-verbal, or physical conduct—such as loaded comments, remarks or jokes, letters, phone calls, or emails 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.
- 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.
- Any act or conduct of a person in authority and belonging to one sex that denies or would deny equal opportunity in pursuit of education or career development, or otherwise makes the environment at the University hostile or intimidating to a person belonging to the other/same.
- 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.

- The University has constituted a Committee for Prevention of Sexual Harassment to make note of complaints about sexual harassment, conduct inquiries, provide assistance and redressal to the victims, recommend penalties, and take action against the harasser, if necessary.
- The disciplinary action shall be proportionate to the nature of the violation and could be in the form of a 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**.

#### 14. ACADEMIC REGULATIONS

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.

To read more: <https://presidencyUniversity.in/presidency/academic-regulations>

#### 15. 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 a 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 the Discipline and Code of Conduct will be strictly dealt with, including expulsion from the University.

##### 15.1 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 student will not be allowed into the campus without the identity card.
- A student must produce the identity card to use any University facility like the Library, preliminary medical center, canteen, or laboratories.
- 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, the security deposit, if any, will be forfeited, and certificates will not be issued.
- 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.
- The University reserves the right to ask the students to surrender their identity card without assigning any reason.
- 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.

## 15.2 Student Dress Code

Personal grooming and dress code are 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 must be 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.

### General Dress-Code for Students (Monday to Friday)

- **Boys** shall wear formal trousers and shirts (half sleeves or full sleeves—tucked in) and formal shoes on all working days.
- Shirts with Chinese collars, torn jeans/trousers, cargo jeans with multiple pockets, t-shirts, kurta-pyjama, shorts, and track suits, as well as clothing with objectionable slogans, taglines, and images, are strictly prohibited.
- Students should wear shoes unless medically floaters/sandals/chappals are strictly prohibited.
- **Girls** shall adopt a modest dressing style such as comfortable-fitting formal trousers and shirts (half sleeves or full sleeves—tucked in), or a power suit/jacket with a formal shirt, or a salwar-kameez or saree, and suitable formal, tight-fitting, revealing, and sleeveless clothing; short kurtis, tops, crop tops/shirts, t-shirts, torn jeans, shorts,

and skirts are strictly prohibited for girls.

### **Saturday**

- Students may come to the University on Saturdays attired in smart casual.
- **Boys** can wear shirts/collared t-shirts/golf t-shirts with jeans/trousers and sports/canvas/casual.
- **Girls** can wear comfortable tunic tops, Shirts, Collared T- shirts / Golf T-shirts with Jeans/ trousers and sports/canvas/casual.
- NCC cadets will wear uniforms 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.

### **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 Programmes [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 Programmes (School of Commerce & Economics):**

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

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

- All students of MBA, Commerce, and Law Programmes 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.

#### **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 violations 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.

#### **15.3 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.
- Use of mobile phones is strictly prohibited in the academic blocks, which include classrooms, laboratories, workshops, libraries, moot courts, and the corridors of the academic blocks and administrative block.
- Students are strictly prohibited from using mobile phones during meetings, seminars, workshops, guest lectures, and conferences.
- Students may use their mobile phones in the permissible/designated areas in the University campus as stipulated by the University.
- **Privacy** is of the highest importance, and photographs of on-campus persons with a mobile phone shall not be taken without the consent of the person [This restriction applies to DSLR cameras as well].
- Any student using a mobile phone in restricted areas will be cautioned, and the mobile phone will be 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.

#### **15.4 Use of Students' 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 points:

- 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.

- 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.
- Students may use her/his laptop/tablet during a class/lecture for academic purposes by seeking prior permission from the concerned course. Violation of this rule will result in strict disciplinary action, and the errant student's laptop/tablet will be confiscated by the course instructor.
- 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.
- Students may use their laptops/tablets in the computer/project laboratories to complete assignments/project work with prior permission of the concerned course.
- Use of personal laptops/tablets in the University laboratories/classrooms for any non-academic/curricular work or activity is strictly Violation of this rule will result in stringent disciplinary action on the student and immediate confiscation of their laptop/tablet.

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

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

- Any violation of regulations, policies, and the code of conduct for students of Presidency University as may be prescribed and be prevalent from time to time.
- 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.
- Failure to provide proof of identity when requested to do so and/or not producing an identity card.
- Displaying the approved out pass before moving out of the campus during class hours.
- 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).
- Shouting, whistling, and use of verbal/written abuses, derogatory or foul

- language/terms against any officer, academic staff, administrative staff, other employees, or students of the University.
- 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.
- Any kind of betting/gambling/extraction of money from a fellow student.
- Any act of malpractice related to any examination/test/evaluation process conducted by the University.
- Littering on the University campus, including classrooms.
- Mass bunking of classes and other University activities or causing disruption in any manner of the functioning of the University.
- 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.
- 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 facilities.
- Carrying any weapons or prohibited items or chemicals or usage of/threat to use them.
- Violation of status, dignity, and honour of students belonging to Scheduled Castes and Scheduled Tribes and/or using abusive language against them and/or indulging any activity that tends to deride them or tarnish their reputation.
- Creating ill will or intolerance on religious/communal 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.
- Accessing banned sites and/or pornographic sites and/or material on the University campus, including hostels.
- Any behaviour that could be construed as discriminatory or harassing on the grounds of sex, sexual orientation, gender, gender reassignment, race, religion, disability, or age of any student or member of staff of the University, or any visitor to the University.
- Fraud or deception in relation to the University or its staff, students or visitors:
- "Possession of duplicate Identity Card/ Hall ticket/ Admit card / bus pass/ fee

receipt/ impersonating: with an aim to commit fraud"

- 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.
- Theft, misappropriation, unauthorized use, or misuse of the University property or the property of its students, staff, or visitors.
- Failure to comply with any punishment imposed as a result of the University's disciplinary procedures or contempt of those procedures.
- 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.
- 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 goodwill.
- Misbehavior/disrespectful behaviour, 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 the public within or outside the campus.
- Indulging in any act, either singly or with others, that creates disturbance within any part of the campus/classrooms or indulging in any activity that obstructs the smooth conduct of classes and/or academic work within the campus;
- Indulging or promoting any business or trading activity within the University campus, including hostels and transport facilities.
- Participation and involvement in any agitation or public demonstration or any other form of collective activity in or outside the raising of any slogans or indulging in any violent activity in pursuance of any demands or issues.
- Indulging in cybercrimes like hacking any University data centre/sending obscene communal/hate messages with criminal hacking online classes.
- Any act, whether verbal or otherwise, involving the violation of the status, dignity, or honor and/or derogatory to eve-teasing, accosting, molesting, using unrestrained abusive language, making suggestive obscene gestures, or sending emails/WhatsApp/MMS to lady faculty members and students.
- Public display of affection/socially unacceptable.
- Having been cautioned, making a false statement to Enquiry Committee/ Fact Finding Committee.

- Any other act of commission or omission, which constitutes indiscipline in the view of the Disciplinary Committee.

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

Students shall not indulge in any willful breakage, defacement, damage, or theft of 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:

- Penalty to recover the cost of the damaged/defaced property of the University from the guilty student(s).
- Forfeiture of the security deposit, if any, deposited by the student at the time of admission.
- Debarment from Placement Assistance of the University and from representing the University and/or participating in any Competition/Event.
- Penalty and Suspension from the University.

### **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.

### **15.7 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

- Tobacco Products;
- Alcoholic Beverages, Spirits, and Wines;
- Narcotics, Drugs, or
- Firearms, weapons, or replicas of weapons, or any instrument that is considered dangerous and/or destructive
- Pornographic material in any form;
- Unauthorized tranquilizer medicines other than prescribed by the examining physician; or
- 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,

anywhere on 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 the inquiry by the Disciplinary Committee. The guilty student(s) may be expelled from the University on the recommendations of the Disciplinary Committee.

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

The competent authority shall assign and entrust certain social media-related updates to a student committee that 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.

- 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.
- Students are not permitted to audio/video-record lectures in classrooms or actions of other students or staff without prior permission/consent.
- Students are not permitted to provide audio or video clippings of any activity on the campus to the media without prior permission.
- 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.
- 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.

## **16. DISCIPLINARY COMMITTEE**

Any act of indiscipline pertaining to the Code of Conduct for Students listed above section 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. All powers relating to discipline and disciplinary action are vested in the hands of the person/committee as she/he may specify in this regard.

The Vice Chancellor may, on the recommendation of the Disciplinary Committee or on her/his own order, direct that any student found guilty of indiscipline shall:

- Be kept under disciplinary probation with or without supervision for a stated period; or
- Be suspended for a stated period; and/or
- Be fined monetarily with a specified amount; and/or
- Not receive the result in the examination in which she/he has appeared to withheld for a stated period or cancelled; and/or
- Be debarred from one or more examinations conducted by the University; and/or
- Be debarred from the professional/industry practice provisions/facility of the University; and/or
- Be debarred from the placement assistance of the University; and/or
- Be debarred from registering for a specified academic term of the University; or
- Be expelled from the University.
- Be expelled from the hostel
- 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 a scholarship from the University from the date of admission.
- 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.
- The decision of the Vice Chancellor regarding punishment shall be final and no open to question.
- 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, mentors, 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/counsellor) who would offer him/her words of advice to guide them towards positive alternatives of behaviour. 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.

**Warning/ Fines:**

- If the student's behaviour is found inappropriate, a formal warning notice will be issued by the concerned authority in the University.
- They will be instructed further that they shall be provided with one chance to display positive/appropriate student behaviour after realizing their mistake.
- In some cases of misbehaviour, such as theft or 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 behavioural history, in case such kind of behaviour is repeated in the future.
- If students are engaged in behaviour such as smoking, consuming alcohol, and/or taking drugs, then a fine as well as strict disciplinary action may be imposed.

**Suspension from Classes**

Temporary Suspension from the University excludes the student from academic or other activities for a specified period. The suspension notice will be issued to the

student and their parents/guardian, and it will be recorded in the student's disciplinary record. The student may be withdrawn from courses and forfeit fees. After the suspension period, the student must request reinstatement by submitting a letter to the Chief Proctor/Dean Student Affairs with supporting documents. Return to the University is subject to approval by the concerned authority.

### **Rustication**

Rustication is a serious disciplinary action that excludes a student from the University for up to one year. During this period, the student's rights are forfeited, and their degree will not be conferred. The student will be withdrawn from all courses, and fees

will be forfeited. The rustication notice will be issued to the student and sent to their parent/guardian, and it will be recorded permanently in the student's disciplinary records and academic transcripts. Rusticated students are not allowed on campus.

### **Expulsion**

Students expelled from the University will forfeit all student rights, be withdrawn from

all courses, and have their fees forfeited. Expulsion prevents the student from receiving a final degree or awards. The expulsion will be recorded in the student's disciplinary records and academic transcript, and the student will not be allowed on campus. A copy of the expulsion notice will be sent to the student's parent/guardian.

### **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.

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

### **17.1 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.

- The students shall be admitted to a programmes of study of the University subject to the fulfilment of eligibility criteria, as prescribed from time to time by the University for the respective program of 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.

- 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.
- 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.
- 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.
- 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 respective programme regulations concerned, and admission shall be dependent on his/her eligibility so determined.

### **17.1 University Fee Policy**

- The University Fee Policy providing information on various University Fees, Charges, and Deposits is given to every student at the time of the purpose of the Fee Policy Document, which is to provide all the information the student (and parents) required in this regard.
- 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 instalments (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).
- The University fee (including deposits, where applicable) is payable through one of the following modes:
  - In Cash
  - By Bank Demand Draft
  - Through net banking or credit/debit card
  - *Note:* Checks are not accepted.
- The 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.
- 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 in time.

- 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.
- All disputes arising out of or in connection with this are subject to the exclusive jurisdiction of the courts of Bengaluru.

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

- 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 Programme, whichever is earlier. The payment schedule will be notified from time to time.
- 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.

#### **17.1.2 Admission withdrawal/ cancellation**

The request for cancellation of admission or withdrawal from studies is to be made in accordance with the prescribed regulations. Regulations include the procedure for cancellation/withdrawal as well as the rules for a refund.

Refund of fees in case of withdrawal of admission is governed by the UGC Guidelines prevailing at the time of withdrawal and in alignment with University Refund Policy and Processes.

#### **17.1.3 Procedure for Refund:**

##### **Before Enrolment:**

An email must be sent to the email ID mentioned in the admission letter along with scanned copies of the original fee paid receipt, the Aadhaar card copy of the student, the Aadhaar card copy of the father & mother, the cancelled cheque leaf of the parent, and the copy of the first page of the parent bank passbook.

##### **After Enrolment:**

The request letter for discontinuation is duly endorsed by the Dean/HOD, along with the no-dues form to be submitted to the Office of the Registrar. Please ensure all required details are filled out completely and obtain the necessary signatures from the respective departments in the no-due form to initiate the process of fee refund in accordance with UGC Guidelines.

Students are expected to align with the University timelines.

<b>Sl. No.</b>	<b>Percentage of Refund of Fees</b>	<b>Time line when notice of withdrawal of admission is received</b>
1.	100%	15 days or more <b>before</b> the formally notified last date of admission
2.	90%	Less than 15 days <b>before</b> the formally notified last date of admission
3.	80%	15 days or less <b>after</b> the formally notified last date of admission
4.	50%	30 days or less but not more than 15 days, <b>after</b> formally notified last date of admission

**Note:** Processing fee of up to 5% of the value refunded (other than Caution and/or Security Deposit, which will be refunded in full) subject to a maximum of Rs. 5000/- (Rupees Five Thousand Only).

- If the application for withdrawal of admission is submitted more than 30 calendar days after the date of commencement of the concerned program as announced by the University in the academic calendar or University notification in this regard, there shall be no refund whatsoever of the University fee paid by the student. The refundable caution and/or security deposit, if applicable, will be refunded.
- The refund will be processed, as per the policy, within the prescribed number of days from the date the withdrawal is completed. The University will make the refund, if any, through NEFT only to their parent's bank account, the details of which were intimated in the refund application.

#### **17.1.4 Withdrawal from Programme and Fee Refund Policy for Subsequent Withdrawals**

- A student wishing to withdraw from the Program of Study after completing one or more academic years must submit a Withdrawal Form along with a signed 'No Dues Form' from the departmental heads. The University's refund policy will apply only if these forms are submitted.
- If a student submits the withdrawal form by 15th July (or another notified date), the advance fee for the next academic year will be refunded, minus a Rs. 5000 processing fee and any applicable dues. The caution/security deposit, if paid, will also be refunded after adjusting any outstanding dues.
- If the withdrawal application is submitted after 15th July (or another notified date), the advance fee for the next academic year will not be refunded. However, the caution/security deposit, if paid, will be refunded after adjusting any outstanding dues.
- If a student withdraws due to not progressing to the next semester, the advance fee for the academic year will be refunded after deducting any applicable dues and a processing fee of Rs. 5000. The caution/security deposit, if paid, will also be refunded after adjusting any outstanding dues.
- No interest shall be payable on the refund of any fees/deposit.
- The minimum time to make the refund, as applicable, shall be thirty (30) calendar days from the date the withdrawal is completed. The University will make the refund, if any, through NEFT only to their parent's bank account, the details of which were intimated in the refund application.

- In case of any dispute, the decision of the Vice Chancellor, Presidency University, would be final and
- All disputes arising out of or in connection with this are subject to the exclusive Jurisdiction of Courts of Bengaluru.

### **17.2 Computer Laboratory Rules**

Computer laboratories will be open during the University's 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/projects. All Internet-based activities of the students, through the University Campus Network, will be monitored for security purposes.

The rules governing access to the computer labs and conduct inside the labs are listed below:

- 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 Dean/HOD concerned.
- Each student will receive a unique email ID and password, which must be kept confidential. Sharing passwords is prohibited. Misuse of the email ID will be considered misconduct, and strict action will be taken.
- 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.
- Students must display the identity cards and should be dressed as per the University dress code applicable to them. Students without an identity card and/or violating the dress code shall not be permitted to enter the computer lab.
- Students must get prior permission to bring storage devices like pen drives or CDs to the lab, and these must be registered. Failure to comply will result in disciplinary action and confiscation of unauthorized devices. Any copied data or programs must be shown to the lab in charge for verification.
- Students must use only the systems assigned by the lab in-charge or course instructor and are provided with unique login credentials. Sharing login information is prohibited. Unauthorized use of the system will lead to disciplinary action against the student involved and anyone who receives the shared information.
- Students shall not indulge in hacking or any such unethical/unauthorized attempt to access information in files/systems other than their own.
- 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.

- The Internet/Wi-Fi facility is provided purely for academic learning and internet access is free with conditions. Students must vacate systems after 60 minutes if others are waiting.
- Audio/video chatting and accessing non-educational or illegal sites are prohibited. Misuse of lab facilities for non-academic purposes will be considered a serious disciplinary offense.
- Students must not use the Internet/Wi-Fi for unproductive, provocative, or illegal activities. Misuse will result in disciplinary action, including withdrawal of access, debarment from placements, and exclusion from University events.
- Beverages and eatables are strictly prohibited inside the lab.
- 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.
- 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).

### **17.3 Rules for Other Laboratories and Workshops**

- Students must report for laboratory and workshop sessions on time as per the timetable.
- Students are required to wear laboratory/workshop uniforms as prescribed by the school. Care should be taken by students to wear heavy-duty shoes to prevent accidents in the workshop.
- Students must maintain lab/workshop records as required by their course. Entry is not allowed without these records. Work on experiments can begin only with the instructor's approval, and all instructions must be followed.
- All laboratory equipment/workshop machinery/appliances/chemicals need to be handled with care by students, and they should take the help of the lab instructor/course instructor whenever they are uncertain on how to handle any
- Students must inform the faculty, laboratory assistant, or workshop assistant of any damages or malfunctions of equipment immediately and as and when noticed.
- Students will be held responsible for any damage to equipment, machinery, or appliances caused by negligence or misconduct. The University will recover the cost through penalty fees or by deducting it from the security deposit paid at the time of admission, if applicable.
- 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 laboratory/workshop and any other penalty as imposed by the Disciplinary Committee.

- 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.
- Students absenting themselves from laboratory/workshop sessions cannot claim to redo the experiments as a matter of right. The discretion/decision of the HOD/Dean will be final in this case.
- Any loss, damage, or 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.

#### **17.4 Library Policy and Rules**

The University Library promotes a welcoming environment that is conducive to study, research, and learning. It has a good collection of all textbooks, reference books, and general reading materials along with subscription to e-journals and e-databases.

Library rules are framed for effective utilization of the Library collection & its services by the students and will be reviewed periodically in accordance with the latest updates/revisions. Students are advised to visit the Library regularly to avail its physical collection and its website to access e-resources.

#### **Classification Scheme**

The books in the Library are classified according to Dewey's Decimal Classification (DDC) scheme. The scheme allows for a systematic arrangement of materials based on subject areas. Users are requested to use OPAC computers and follow the instructions given there for easy location of books.

#### **Internet Browsing**

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

#### **17.4.1 Use of Electronic Equipment**

Use of electronic equipment such as mobile phones, audio players, and similar gadgets

is strictly prohibited inside the Library. However, students may use their personal laptops/tablets in the Library for academic work only. 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.

#### **17.4.2 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:

- Identity cards are not transferable. Library staff may refuse to issue books to anyone who uses others' books. Books should not be lent to others.
- Books will be issued to all students for a period of 15 days.
- 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 below.
- Books have to be returned to the Library as and when they are recalled by the librarian
- 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.
- The borrower is fully responsible for the books issued to him/her. Any damage to the book or marking during the borrowed period will lead to a penalty or total replacement of the book.
- If books borrowed are damaged or lost by the borrower, he/she should replace the book or pay the value as per the University Library damage & lost policy.

#### **17.5. 3 Rules for Renewal of Books**

- Renewal of books is done for those books that are not in demand at the respective library from where it has been borrowed.
- Books must be brought to the Library for renewal.
- Books can be renewed twice for a 15-day period each time if there is no demand.
- In case a book is reserved by someone, then its renewal is not possible, and it has to be returned to the books. It 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.

#### **17.5.4 Rules for Reservation of Books**

- Reservation of books can only be done through Library web OPAC, after login into the user's account.
- The collection marked as reference, print journals & magazines issues and these are not allowed to be reserved.
- If a book is reserved by more than one person, each one gets a priority number automatically based on a first-come, first-served basis. Such books cannot be renewed to the borrower or issued to anyone other than those reserved.
- When a reserved book is returned to the Library, members will be notified in the order of their priority on the reservation list. Each member will have two working days to borrow the book. If they fail to do so, the opportunity will pass to the next person on the list.

#### **17.5.5 Reference Books**

Dictionaries, encyclopaedias, handbooks, manuals, yearbooks, periodicals, back volumes of periodicals, reports, textbooks, 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.

#### **17.5.6 Overdue Charges, Loss of Books and Identity Card**

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

- First 10 days after the due date: Rs. 5 per book day
- From the 11th day after the due date: Rs. 10 per book per day
- Any book that is lost by the borrower must be brought to the notice of the librarian.
- The borrower is liable to replace the book that is lost or If unable to replace the lost book, recovery of the cost of the book must be made on the following basis
- Three times the current price of the book, if loss of the book is reported before the due date;
- Three times the current price of the book with overdue charges, if the borrower has reported the loss after the due date;
- If the lost book is rare in nature (i.e., not available in the market or is out of print), then five times the book's cost will be recovered from the borrower.
- 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 must be cleared before getting a no-dues

### **17.5.7 Library E – Resources**

The Library subscribes to the following online databases, which are available to students and faculty within the campus as well remotely through Knimbus using valid credentials. The subscribed e-databases contents are subject to copyright, and hence the users are required to use the content for academic reference only. For any assistance in accessing the subscribed resources, write to [library.services@presidencyUniversity.in](mailto:library.services@presidencyUniversity.in)

- 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

### **17.5.8 Library Print Subscription**

Library Subscribes to 155 print journals and 38 general magazines & 17 newspapers. List of these resources can be found from the library website. These periodicals are only for reference and will not be permitted for circulation.

### **17.5.9 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.

#### **Working Hours**

Monday through Saturday: 8.30 am to 6.30 am

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 University holidays.

#### **General Instructions**

- Library access is limited to the faculty, staff, and students of Presidency University. A valid identity card is required for all Library transactions, including borrowing privileges.
- Always use the call number for locating the books; the call number is printed on the spine of the book for easy identification. In case of any difficulty in locating the books, please approach Library professional.
- Use the Online Public Access Catalogue (OPAC) to identify the books you require and to know the availability.
- After referring to the books, please leave them on the tables. Library staff will replace
- Users must leave their personal belongings in the designated property rack before entering the Library. However, valuables should not be placed in the racks, as the Library is not responsible for any loss of belongings.
- "A misplaced book is a lost book." To maintain order, avoid placing books in incorrect locations on the racks. As the Library follows an open access system, books removed from the racks should be left on the tables for the Library staff to replace.
- Strict silence is to be observed inside the Library. If conversation becomes necessary, it should be in low tones.
- Food and beverages are not allowed inside the Library.
- If any books are defaced, such as by marking, underlining, folding, or tearing of pages, etc., twice the cost of the latest edition of the book will be charged to 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.

#### **17.5.10 Policy Against Plagiarism**

The University is committed to ensuring the authenticity as well as the 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 academia, government, industry, media, or the public at large.

- 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. [[singaporestatement.org/statement.html](http://singaporestatement.org/statement.html)].
- 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.
- All written submissions for publication, such as project reports, dissertations, 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, schemas, etc., shall be critically examined to ensure that the submission is free from any unethical content/practice prior to final submission/publication.
- 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 D. Regulations, 2022 of the University, as may be amended from time to time.
- 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/theses 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 such research scholars may also be debarred from admission to any program in the University.

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

The University has a dedicated industry interface and placement cell to provide assistance for internships, 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 themselves of such facilities.

- Every student must have a minimum attendance of 75% or above in all courses in every semester/academic term to be eligible to avail themselves of the facilities offered by the Industry Interface and Placement Cell.
- The University shall not extend any professional practice or placement support to students penalized in disciplinary
- The students are advised to refer to 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
- 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.

### **17.7 Medical Care Policy**

- The University is committed to taking due care of the general health and well-being of each. However, the University shall not take responsibility for 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 Centre. 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.
- The University provides minor first aid on campus and in hostels and may inform the student's parent or guardian if necessary. However, it is not responsible for incidents during this service or for medical emergencies, accidents, or injuries occurring on campus, in sports areas, during activities, or while using University transport. The University is also not liable for accidents resulting from a student's failure to follow safety guidelines or the code of conduct.
- The University has trained & qualified nursing staff and has an ambulance facility on campus.

### **17.8 University Transport Policy**

The University has its own transport facility and provides pick-up and drop-off facilities on certain prefixed routes to the students, faculty members, and staff.

- Students who would like to avail themselves of the University transport facility may



apply 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 A student availing themselves of transport facilities and who has not paid the transport fee in full shall not be permitted to use the University transport facility.

- Transport fees are neither refundable nor adjustable under any
- 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.
- 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.
- The transport timings—pick up and departure from the University campus—are fixed and announced at the beginning of each academic
- Transportation routes and timings may be altered keeping in view its requirements during examination and other special activities of the
- Students will be issued Transport ID cards at the time of allocation of transport facilities and must carry the Transport ID card with them to prove identity whenever only authorized students are permitted to travel with ID cards.
- 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.
- Intoxicants, liquor, tobacco, explosives, and/or weapons (knives) cannot be kept/used by the student. Any violation will result in disciplinary action, including expulsion from the University.
- Instructions and Rules for Students Using the University Transport/Bus:
  - All students using the University transport must be respectful to other commuters—faculty and students, the bus driver, and the conductor/manager.
  - No student shall invite friends or others to board the University.
  - 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
  - A student must occupy the allotted/available seat.
  - A student is not permitted to get down from the bus other than at the opted bus.
  - A student must follow the instructions of the bus driver, conductor, and manager if the manager is inspecting the

- Students must not litter, play loud music, or shout on the bus or cause damage to any part of the bus.
- A student indulging in any act of misbehaviour 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.

### **17.9 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*.

- 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.
- 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.
- 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
- The hostel facility shall be co-terminus with the student pursuing a course of study at the University.

### **17.10 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
- 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.

### **17.11 Parking Facility**

- 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 the administration office. Any vehicle without the sticker shall not be permitted to enter the University campus.
- Students must park their vehicles in the allocated parking.
- Every student using the parking facility must comply with the parking and traffic guidelines displayed on the University
- Students using two-wheelers must wear helmets while riding their vehicles. Students without helmets will not be allowed to park their two-wheeled vehicles in the allotted parking
- Exceeding speed limits within the campus is strictly
- Any violation of these rules will result in the parking facility being withdrawn from the student.

## **18. OTHER PROVISIONS**

### **18.1 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

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

As part of the program curriculum, your son/daughter/ward may have to travel for industrial internships, tours, and participate in similar curricular and extracurricular programs that 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 have signed this form, the student is expected to follow the instructions issued by the University until completion of their student program.

### **18.3 Issue of Certificate**

#### **Provisional Degree Certificate**

- On completion of the requirements for the award of the degree (refer to **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.

#### **18.4 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. 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*.

### **18.5 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:

- 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
- 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 the crime and occurring sheet number and date, or a notarized affidavit by the student that the non-traceable certificate was not issued by the police.
- An affidavit on 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
- The student must pay the prescribed fee as fixed by the University from time to time. The payment acknowledgement receipt should be attached with the application.
- The University will courier the duplicate certificate(s) to the applicant's communication address, or the student may collect the duplicate certificate(s) in person from the University upon receiving communication from the University.
- The minimum time taken to process and issue the *duplicate certificate(s)* shall be two (02) weeks from the date of receipt of application.

### **18.6 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. The

following documents in original must accompany the application for such request:

- Request letter duly signed by student and parent
- No due certificate duly certified by the concerned departments of the University
- University ID card
- Receipt of fees paid

### **18.7 Bonafide Certificate**

Students who wish to obtain a bonafide Certificate for various purposes like application for a bank loan, passport, scholarship, higher studies, employment verification, etc., must apply in the prescribed application form to the registrar's office. The minimum time taken to process and issue the The bonafide certificate shall be issued one (1) day from the date of receipt of the application.

### **18.8 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 the prescribed fee acknowledgment receipt. The minimum time taken to process such a request shall be two (02) weeks from the date of application.

### **18.9 Procedure to Collect Original Documents 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, the authorized person's details, and an ID proof of both should be submitted to the Registrar's Office either in person or as a scanned document through email at registrar@presidencyUniversity.in.
- The authorized person should bring the ID proof of both the authorizing and authorized parties (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**

<b>Name &amp; Designation</b>	<b>Role</b>	<b>Contact Details</b>
<b>Dr. Vidya Shankar Shetty</b> Pro-Vice Chancellor	Chairperson	<a href="mailto:provc@presidencyuniversity.in">provc@presidencyuniversity.in</a>
<b>Dr. Md Sameeruddin Khan</b> Pro Vice Chancellor (Engineering)	Member	9121061686 <a href="mailto:pro-vicechancellor@presidencyuniversity.in">pro-vicechancellor@presidencyuniversity.in</a>
<b>Dr. Abdul Sharief</b> Dean, School of Engineering	Member	9448503567 <a href="mailto:deansoe@presidencyuniversity.in">deansoe@presidencyuniversity.in</a>
<b>Dr. K. Krishna Kumar</b> Dean, School of Commerce & Economics	Member	9986999098 <a href="mailto:deansoc@presidencyuniversity.in">deansoc@presidencyuniversity.in</a>
<b>Dr. Syed Shoukath Ali</b> Director, Student Housing	Member	8050643902 <a href="mailto:shoukathali@presidencyuniversity.in">shoukathali@presidencyuniversity.in</a>
<b>Dr. Rajiv Ranjan Singh</b> HOD, Department of Electronics & Communication Engineering	Member	9742649493 <a href="mailto:rajivranjansingh@presidencyuniversity.in">rajivranjansingh@presidencyuniversity.in</a>
<b>Ms. Zareena Ali</b> Residence Officer, Girls Hostel	Member	9148572609 <a href="mailto:areena.ali@presidencyuniversity.in">areena.ali@presidencyuniversity.in</a>
<b>Dr. Malarvili K.</b> Professor, Languages -Kannada	Member	9480095845 <a href="mailto:malarvili@presidencyuniversity.in">malarvili@presidencyuniversity.in</a>
<b>Dr. Bhagyashree</b> Assistant Professor, School of Design	Member	9916443127 <a href="mailto:bhagyashree.nadig@presidencyuniversity.in">bhagyashree.nadig@presidencyuniversity.in</a>
<b>Maj. Gen. Gurdeep Narang (Veteran)</b> Director - Student Discipline, Sports and NCC	Secretary	9648774394 <a href="mailto:gurudeep.narang@presidencyuniversity.in">gurudeep.narang@presidencyuniversity.in</a>

To address and curb the menace of ragging, the University Grants Commission has enacted the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009'. In accordance with this regulation, Presidency University, Bengaluru, has constituted the anti-ragging committee.

**ANNEXURE - 2**
**CONSTITUTION OF THE UNIVERSITY COMMITTEE FOR PREVENTION OF  
SEXUAL HARASSMENT - RESPONSIBILITIES AND PROCEDURES**

<b>Name &amp; Designation</b>	<b>Role</b>	<b>Contact Details</b>
<b>Dr. Anu Sukhdev</b> Dean, Department of Student Affairs	Chairperson	9731451035 <a href="mailto:anu.sukhdev@presidencyuniversity.in">anu.sukhdev@presidencyuniversity.in</a>
<b>Dr. R. Mahalakshmi</b> Professor & Associate Dean - SOIS	Member	9842066415 <a href="mailto:mahalakshmi@presidencyuniversity.in">mahalakshmi@presidencyuniversity.in</a>
<b>Dr. Shakkeera L.</b> Professor & Associate Dean - Academics	Member	9444710836 <a href="mailto:shakkeera.l@presidencyuniversity.in">shakkeera.l@presidencyuniversity.in</a>
<b>Dr. Saira Banu</b> Professor	Member	9884127780 <a href="mailto:sairabanuatham@presidencyuniversity.in">sairabanuatham@presidencyuniversity.in</a>
<b>Dr. Pallavi R.</b> Professor	Member	9535240465 <a href="mailto:pallavi.r@presidencyuniversity.in">pallavi.r@presidencyuniversity.in</a>
<b>Dr. Komalavalli Chakravarthy</b> Professor	Member	9811820606 komalavalli @presidencyuniversity.in
<b>Dr. Anouja Mohanty</b> Associate Professor	Member	9320038238 <a href="mailto:anouja.mohanty@presidencyuniversity.in">anouja.mohanty@presidencyuniversity.in</a>
<b>Mr. Sofiul Ahmed</b> Assistant Professor	Member	78965 63767 <a href="mailto:sofiul.ahmed@presidencyuniversity.in">sofiul.ahmed@presidencyuniversity.in</a>
<b>Ms. Sai Shivani Mukund</b> Counsellor	Member	8217546605 <a href="mailto:shivani.mukund@presidencyuniversity.in">shivani.mukund@presidencyuniversity.in</a>
<b>Ms. Bhavana Chandran</b> Assistant Professor	Member	9900112231 bhavana.chandran@presidencyuniversity.in
<b>Dr. Sapna Mohan</b> Associate Dean & Head, School of Law, Christ University	External Member	9916491576 <a href="mailto:sapnamurali@gmail.com">sapnamurali@gmail.com</a>



**Procedures:**

By email: Any complaint of sexual harassment must be sent by email only to the ICC – on [puicc@presidencyUniversity.in](mailto:puicc@presidencyUniversity.in) for the purpose of confidentiality.

Direct contact: Complaints in confidentiality:

**Dr. Anu Sukhdev**, Professor & Dean- Department of Student Affairs - Chairperson

**Ms. Bhavana Chandran** –Assistant Professor, School of Law, Member Secretary

**ANNEXURE – 3**  
**STUDENT GRIEVANCE REDRESSAL COMMITTEE**

Name & Designation	Role
<b>Mr. Syed Khaja Daanish Hydri</b> (20211MEC0026) Student - SOE	Chairperson
<b>Ms. Niharika S. Hubli</b> (202031BDS0052) Student - SOD	Member
<b>Mr. M.V. Dev Anand</b> (20232MBA0159) Student - SOM	Member
<b>Ms. Varsha Reddy</b> (20211CSE0857) Student - SOCSE	Member
<b>Ms. Prakruthi Raj</b> (20221BCH0072) Student - SOC	Member
<b>Maj. Gen. Gurdeep Singh Narang</b> Director - Student Discipline, Sports and NCC	Member
<b>Dr. Anu Sukhdev</b> Professor and Dean, Student Affairs	Member

**PROCEDURE FOR REDRESSAL OF GRIEVANCE**

- 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.
- 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.

- 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.
- 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.
- If the grievance 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.
- 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 an order within a week of receipt of the grievance.
- 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.
- 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.
- At all levels a fair hearing shall be given to all parties.
- 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.

## **TYPES OF GREIVANCES**

### **Academic Related**

- Admissions
- Examination
- Assessments
- Evaluation
- Library Facilities
- Issuance of Certificates
- Add-on courses
- Research Related issues, etc.

### **Extension and Extra-Curricular**

- Alumni Registration
- Award of non-academic credits
- Physical Education, Cultural Activities, Sports, etc.

### **Amenities & Maintenances**

- Wi-Fi/Internet Connectivity
- Utility stores
- Computer facilities
- Drinking Water
- Sanitation & Hygiene
- Maintenance
- Medical Facilities
- Indoor sports facilities

### **Placement & Internships**

- On-campus or off-campus interviews
- Soft skills training
- Internships, etc.

### **General Administration**

- Collection of fees
- ID cards
- Scholarships Disbursement
- HR related Issues

- Transportation, etc.

### **Hostel Facilities**

Complaints regarding provisions/ food services

- Safety and security of one's belongings
- Bullying/harassment of any form

### **Other Related Issues**

- Safety and Security
- Discipline
- Misbehaviour
- Emergency Services etc.

### **APPELLATE AUTHORITY/OMBUDSMAN**

#### **Functions of Ombudsperson**

- The Ombudsperson shall hear appeals from an aggrieved student, only after the student has availed all other remedies provided under these Guidelines.
- 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.
- The Ombudsperson may avail assistance of any person, as amicus curiae, for hearing complaints of alleged discrimination.
- The Ombudsperson shall make all efforts to resolve the grievances within a period of 30days of receiving the appeal from the aggrieved student(s).

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

- 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.
- Institutions shall extend co-operation to the Ombudsperson or the Student Grievance Redressal Committee(s), in early redressal of grievances.
- 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

- The institution, as well as the aggrieved student, shall be provided with copies of the order under the signature of the Ombudsperson.
- The institution shall comply with the recommendations of the Ombudsperson.
- The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

**ANNEXURE - 4****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  
\_\_\_\_\_

; herein after 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 behaviour 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.

Name of Father/Mother/Legal Guardian	Name of Student: ID Number:
Name and Signature of Witness 1	Name and Signature of Witness 2
Signature of PARENT (Father/Mother/Legal Guardian)	Signature of STUDENT

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

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

<NOTARIZED>

Ittagalpur, Rajanukunte, Yelahanka, Bengaluru 560 119