



PRESIDENCY UNIVERSITY

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

Approved by AICTE, New Delhi

REGULATIONS ON DIRECTORATE OF STUDENT AFFAIRS

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RESIDENCY UNIVERSITY
BANGALORE

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REGULATIONS ON DIRECTORATE OF STUDENT AFFAIRS

(This Regulation is made in accordance with Section (viii) of the Presidency University Act)

1. PREAMBLE

- i. Presidency University is committed to foster a conducive and harmonious environment in which students, faculty and staff members work together to achieve academic excellence. Students at Presidency University are expected to meet the highest standards of personal, ethical and moral conduct. These standards require personal integrity, a commitment to practice self-accountability and a willingness to place the “good of the community above the good of the self”.
- ii. It is well recognized fact that education contributes to the social and economic development of the country as well as develop the intellectual, moral, social persona of the students. Therefore, it is but natural that the education systems should aim at the development of a holistic personality of students.
- iii. This can be done by imparting a deeper and multifarious form of human development which includes values such as respect for tradition, sensibility to culture and ideals of social service etc. Therefore, the creation of the Directorate of the Student Affairs is pivotal to guide the extracurricular activities of the students as well as act as a single point office to handle matters of student discipline and address their non-academic grievances (if any).

2. SHORT TITLE AND APPLICATION

- i. These Regulations shall be called the “Presidency University Regulations on Directorate of Student Affairs.”
- ii. These regulations shall come into effect from the date of approval by the Board of Management.

3. EXTENT AND APPLICABILITY

- i. This shall apply to individual Students, Student Groups, and Student Council;
- ii. Applicable to conduct related activities both, on and off campus. Individual or group of Students and recognized student council are expected to follow all applicable policies documented and published by the University;
- iii. Applicable at all locations of the University, university-sponsored events, and events sponsored by recognized student organizations;
- iv. Applicable to actions and behaviours of students and recognized student organizations that are exhibited directly or otherwise, either in person and/or through use of any electronic medium.

- v. Applicable to behaviour:
 - a. occurring in any University facility or on any University property;
 - b. occurring in connection with any University-sponsored, University-recognized, or University-approved program, visit, or activity;
 - c. that adversely affects the University's pursuit of its mission or policies; or
 - d. that otherwise threatens the health or safety of any member of the University Community.

4. PURPOSE AND SCOPE

The Office of the Director Student Affairs should encompass the following:

- i. Provision and facilities for the all-round professional and holistic development of students through extracurricular and extra-mural activities
- ii. Enrichment of day-to-day campus life for the students.
- iii. Participation of Students in the management of hostels, food services, sporting activities, cultural and literary activities, professional societies.
- iv. Managing the discipline of the student community and addressing their grievances regarding administrative processes and infrastructural facilities of the campus.
- v. Looking after physical and psychological wellbeing of the students by providing medical and counselling services.

5. DEFINITIONS

- i. **'Act'** means the Presidency University Act, 2013;
- ii. **'Cultural Affairs'** means the wing formed under the office of the Student Affairs that looks into cultural and extra-curricular activities of the student body and constituted under this regulation, at the level of the University;
- iii. **'Faculty'** shall comprise of Professor(s), Associate Professor(s) and Assistant Professor(s) as is the case in the University;
- iv. **'Grievance'** means a complaint of a behaviour or action which has or is likely to have an unreasonable negative impact on the student in relation to their studies and/or University life, including bullying and/or discrimination;
- v. **'Proctorial Office'** means the office of Student Affairs, which manages discipline among the student community and constituted under this regulation, at the level of the University;
- vi. **'Sporting Affairs'** means wing under the office of Student Affairs, looks into sporting activities of the student community and constituted under this regulation, at the level of the University;

- vii. **'Student'** means an individual registered at the University, whether full time or part time and including special students, at the undergraduate, graduate or postdoctoral level and including infirmary residents and fellows;
- viii. **'Student Council'** means the student council of the Presidency University;
- ix. **'Student Organization'** means a number of Students who associate with each other and have complied with formal requirements of the University.
- x. **'Student Affairs'** means the department or division of services for student success who are in-charge of supporting the academic and personal development of students at school. Departments included under student affairs may include academic advising, admissions, career services, counselling etc.
- xi. **'Vice Chancellor'** means the Vice Chancellor of the University appointed under Section 16 of the Act;
- xii. **'University'** means the Presidency University (henceforth referred to as PU or the University), a statutory University established through an Act of the State Legislature of Karnataka with headquarter at Bangalore.
- xiii. **'He'** includes **'She'**, and **'His/Him'** includes Her;
- xiv. The following abbreviations have been used to frame this regulation at the level of the Presidency University:
- VC stands for Vice Chancellor
 - DSA stands for Director of Students Affairs
 - ADSA stands for Assistant Director of Student Affairs
 - SAC stands for Student Activity Council
 - STCS stands for Sports, Technical and Cultural Societies
 - SCH stands for Student Cultural Head
 - STH stands for Student Technical Head
 - SSH stands for Student Sports Head
 - ISR stands for International Students' Representative
 - CS stands for Cultural Society
 - SC stands for Student Coordinator
 - FA stands for Faculty Advisor

6. DUTIES OF THE DSA

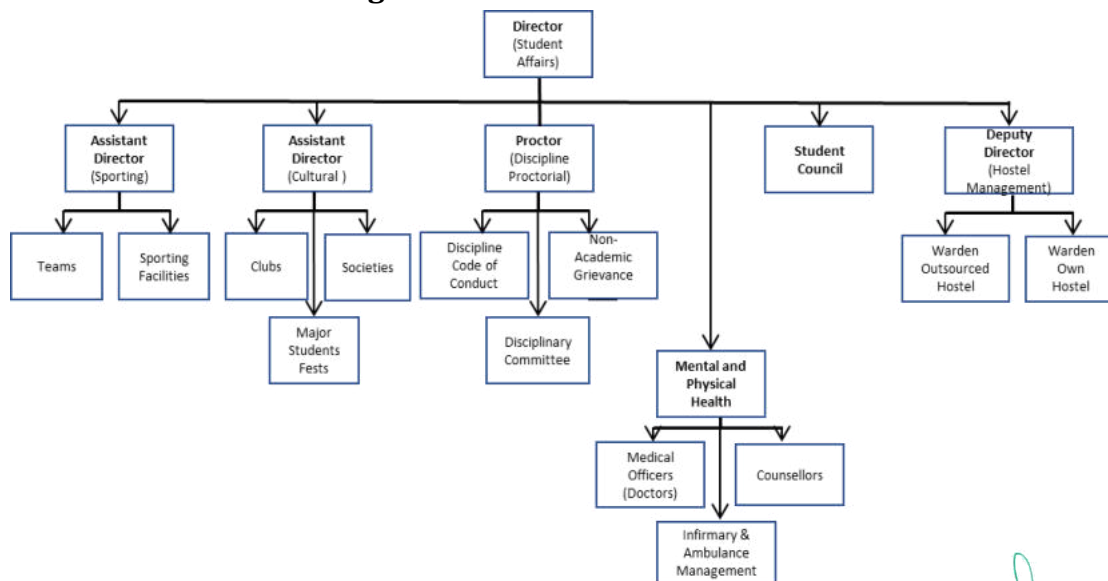
Specific duties of the Office of the DSA are enumerated as under: -

- i. Organization of social and cultural activities with students' participation;
- ii. Organization of student bodies in the University and their functioning;
- iii. Coordinate with Health and Medical services pertaining to Students;

- iv. Arrange individual Counselling to student facing issues such as stress, depression, anxiety, study difficulties, family and relationship problems, eating concerns, body image concerns, bullying, gender/sexual identity concerns, self-harm, suicidal thoughts and substance abuse and so on;
- v. Liaison between University Administration and Students;
- vi. Supervision on day-to-day essential support services needed for academic, co-curricular and extra-curricular activities of students
- vii. Provision for special care for women students, disadvantaged and differently-abled students
- viii. Planning and execution of various programs for holistic development of the students
- ix. Deputation and facilitation of students to participate in external events/programmes
- x. Facilitation in effective students' participation in the management of Hostels and organization of the students related activities
- xi. Overseeing various officers such as Sports Officer, Hostel Wardens, Cultural Officer for all matters related to students' development and comfort
- xii. Assistance in integrating new students into the campus ecosystem.
- xiii. Arrangement for congenial living and community environment within the campus including Halls of Residence for students.

To sum up, the office of the DSA functions as a nodal center to promote cooperation and fellowship among students on campus. It coordinates activities for the welfare of students. The office also provides students avenues to articulate their creativity and aspirations as well as aims at social harmony and campus peace.

Organisational Structure of DSA



As per the above organization structure, the office of the Dean (Student Affairs) is divided into following wings:

- a) Proctorial Office
- b) Cultural Affairs
- c) Sporting Activities
- d) Mental and Psychological Well-being
- e) Management of Student Hostels
- f) Student Council

7. PROCTORIAL OFFICE

This is one of the most important offices of Student Affairs, which manages discipline among the student body and looks into compliance of the code of conduct of students.

In case, of any breach of discipline, this office organizes the conduct of Disciplinary Committee (DC) as per policy pursuant to this regulation.

This office also handles various student grievances which are non-academic in nature and generally pertain to infrastructural facilities and administrative processes which may require improvement or correction in terms of student friendliness.

7.1. Staffing of Proctorial Office

The staffing pattern of the Proctorial Office would be as follows:-

- i. Proctor who will be full time staff member of DSA office
- ii. Deputy Lady Proctor who will also be the fulltime member of the DSA office.
- iii. Co-opted Deputy Proctors from various schools of the university who would-be part-time members of the DSA office, appointed for a term of two (2) years and shall be generally in the rank of Associate Professor/Professor.

8. POLICIES AND GUIDELINES UNDER THIS REGULATION FOR SUPPORTING THE WORK OF PROCTORIAL OFFICE

- i. Policy on Students Ethics and Code of Conduct
- ii. Policy on Maintenance of Discipline Among Students
- iii. Guidelines on Banning Ragging and Anti Ragging Measures
- iv. Guidelines on Prevention of Sexual Harassment
- v. Guidelines on Grievance Redressal Mechanism for the Students
- vi. Guidelines on Physical and Psychological Wellbeing of Students
- vii. Policy on Hostel Management and Rules of Operation

9. CULTURAL AFFAIRS

This wing under the office of the Student Affairs, looks into cultural and extra-curricular activities of the student body and looks into organization of the same into various clubs and societies and their management.

This wing also handles conduct of various festivals and commemoration days, which are conducted in the University annually. It is responsible for planning and organizing these large-scale events and creation of temporary infrastructural facilities and administrative processes for the same.

9.1. Organization of Cultural Wing

- i. Vice Chancellor – Chairperson
- ii. Members: DSA, Assistant Director (Cultural), Director (Administration), Proctors & Deputy Lady Proctor, Student Cultural Activity Council (4-member Student Body)

The Core Team can have less than 10 members but not more than 10 members. One person can hold more than one position in the Core Team. The Core Team takes all the key decisions of the Student Cultural Activity Council. The Core Team maintains records of such activities.

9.2. Student Cultural Activity Council (SCAC)

The SCAC would have four members and shall be appointed by the DSA based upon the credentials of the student which shall include attainment of CGPA of 6 or higher. Other criteria shall include following abilities:

- a) Organizational Skills
- b) Student's Leadership/Communication/Policy Framing Skills
- c) Track record in various Regional/State/National/International cultural competitions.

9.2.1. Composition of SCAC

- a) Student Cultural Head
- b) Student Representatives (from 2nd & 3rd Year students)
- c) International Student Representative (if any)

9.2.2. Rules for Membership SCAC

The Membership of SCAC is not open to 1st Year Students. The SCAC members must have a minimum experience of one year working with or within any of the student societies.

9.2.3. Role of SCAC Members

- a) The SCAC members shall monitor running of all the clubs executing a Club Manager's role.
- b) The SCAC members shall assist the DSA/Assistant Director (Cultural) in every aspect.

- c) The SCAC members shall be the signatory on all the documents/ bills of their respective Councils that involves communication with parties outside the Councils, with the approval of core team.
- d) The SCAC members will have the power to nullify any decision taken inside their respective Councils, with the approval of DSA/AD (Cultural).

The Cultural wing shall have various cultural societies. Each of would have a Faculty Advisor (FA) and Student Coordinator (SC)

9.3. Cultural Society

The cultural society consists of various clubs which foster promotion of different aspects of cultural and extra-curricular development. This will have usually the following Clubs:

- a) Music Club
- b) Dance Club
- c) Literary Club
- d) Dramatics Club
- e) Fine Arts Club
- f) Fashion Club
- g) Debating Club
- h) Photography and Media Club
- i) Environment Club

9.4. Managing Committees of the Clubs

- i. Each Club will have a managing committee consisting of three students (preferably one Girl student & one international student) & a Faculty Advisor (FA). The FA for each Club shall be appointed by the recommendation of DSA. The FA shall ensure smooth running of the clubs executing a supervisory role.
- ii. The FA shall be responsible for all the purchases and logistics of a particular club which he/she shall do in consultation with DSA and Student Cultural Head (SCH). The FA shall review all club activities and stocks (consumable/non-consumable) at least once in a semester. The student coordinator for each Club will be nominated by the SCH with an approval from DSA and FA.
- iii. The Student Coordinator shall have a minimum experience of 1 year as a member of a particular club and shall be chosen on the basis of his merit which is to be verified his/her FA and SCH and his/her CV. The SC would be responsible for all the club activities under the supervision of Faculty Advisor. The SC should assist the FA in every possible way.
- iv. The Faculty Advisor of the club should be responsible for managing the record of all the events conducted inside the university and also about the events where students have represented the University outside, should be submitted to the DSA/

AD(Cultural) after every or three months.

10.SPORTING AFFAIRS

This wing under the office of Student Affairs, looks into sporting activities of the student body and looks into organization of the same into various games and teams for the same. This wing also handles conduct of various student sporting tournaments (both intra-university and inter-university) which are conducted on annual basis in the university. It is responsible for planning and organizing these large-scale sporting events and creation of temporary infrastructural facilities and administrative processes for the same.

10.1. Organization of the Sporting Wing

- i. Vice Chancellor – Chairperson
- ii. Members: DSA, Assistant Director (Sports), Director (Administration), Proctors & Deputy Lady Proctor, Student Sports Activity Council (4-member Student Body)
- iii. The Core Team can have less than 10 members, but not more than 10 members. One person can hold more than one position in the Core Team. The Core Team takes all the key decisions of the Student Sports Activity Council. The Core Team maintains records of such activities.

10.2. Student Sports Activity Council (SSAC)

The SSAC would have four members and shall be appointed by the DSA based upon the credentials of the student which shall include attainment of CGPA of 6 or higher. Other criteria shall include following abilities:

- a) Organizational Skills
- b) Student's Leadership/Communication/Athletic Skills
- c) Track record in various Regional/State/National/International sporting tournaments

10.2.1. Composition of SSAC

- a) Student Sports Head
- b) Student Representatives (from 2nd & 3rd Year students)
- c) International Student Representative (if any)

10.2.2. Rules for Membership SSAC

- a) The Membership of SSAC is not open to 1st Year Students.
- b) The SSAC members must have a minimum experience of one year working with or within any of the student sports clubs/teams.

10.2.3. Role of SSAC Members

- a) The SSAC members shall monitor running of all the clubs executing a Club Manager's role.
- b) The SSAC members shall assist the DSA/Assistant Director (Sports) in every aspect.

- c) The SSAC members shall be the signatory on all the documents/ bills of their respective Councils that involves communication with parties outside the Councils, with the approval of core team.
- d) The SSAC members will have the power to nullify any decision taken inside their respective Councils, with the approval of DSA/AD (Sports).

The Sports Wing shall have various sports clubs/teams. Each of would have a Faculty Advisor (FA) and Student Coordinator (SC)

10.3. Sports Society

The Sports Society consists of various clubs which foster promotion of various sporting activities and raising SU teams for participation in inter collegiate sporting competitions. The Sports Society will have following Clubs:

- a) Cricket Club
- b) Football Club
- c) Basketball Club
- d) Volleyball Club
- e) Badminton Club
- f) Table Tennis Club
- g) Athletics Club

11. RIGHTS OF STUDENTS PARTICIPATING AND MANAGING VARIOUS STUDENT ACTIVITIES UNDER THE OFFICE OF DSA

- i. The Core Members of the society shall get an attendance relaxation of 15 percent
- ii. All other participants and members shall get an attendance relaxation of 10 percent
- iii. The students representing the University outside the Campus shall be deemed to be on Office Duty and hence present in the University.
- iv. The various SCs and the people authenticated by the Faculty Advisor shall get a relaxation for late submissions of assignments and other internals in case of a clash between submission and a Student Activity.
- v. The Student Heads of various Societies shall be the Convener for Meraki (The Cultural Festival), ABC (Technical Festival) and XYZ (The Sports Festival).
- vi. Amendments to the above provisions can only be made by Vice Chancellor upon recommendation of DSA.

12. PHYSICAL AND PSYCHOLOGICAL WELL-BEING

In accordance with the principles of the University which strongly believes that physical and psychological well-being of its student body is closely related to and is inseparable from a quest

for academic accomplishments. The University believes in multi-modal process which integrates action across protective factors such as health education; environmental modifications; nutritional interventions; lifestyle and behavioral changes.

The university also looks into matters of prevention and health protection from various risk factors such as exposure to harmful substances such as tobacco, alcohol and drugs; violence (including homicide) and road traffic injuries and psychological health issues such as depression, anxiety, self-harm escalating to suicide, substance abuse, and diet related disorders. The office of DSA along with its members of sporting wing, medical care and counselling care, has following services:

12.1. Staffing of Medical Care and Ancillary Services

- i. The University should follow generally accepted staffing norms for full time medical officer on campus is at least 1:5000 students. It is also an accepted norm that there should be one male and one lady doctor.
- ii. The paramedical staff members (nurses, compounders and nursing assistants) shall be with respect to doctors follow 1:3 ratio.
- iii. There should be a proper infirmary with beds to student ratio of 1:1000, equipped with primary life-saving devices and appropriate stock of medicines.
- iv. There shall be at least 1 ALS (Advanced Life Saving) ambulance available (24x7) on campus. One of the nursing assistants should also be certified to drive the ambulance.
- v. All the students shall be covered under group medical insurance policy.
- vi. University will enter into a formal tie-up with a large hospital within 5-kilometer radius where students can be brought in case of emergency and it should have cashless medical treatment services provision.

12.2. Staffing of Psychological Care and Ancillary Services

- i. The University should follow generally-accepted staffing norms of full time trained professional counsellor on campus is at least 1:2500 students. It is also an accepted norm that there should be one male and one lady counsellor.
- ii. There should be a proper counselling rooms with appropriate furniture at least one room per 2500 students.
- iii. University will enter into a formal tie-up with psychological hospital in the city where students with complex psychological makeup may be referred to.

Further details with respect to physical and psychological well-being operation are detailed in the Guidelines titled, **“Physical and Psychological Well-being of Students”**.

13. MANAGEMENT OF STUDENTS COUNCIL

- i. The Students Council (SC) of Presidency University is constituted to enhance the overall student experience, promote student welfare activities, address student concerns, create new opportunities for leadership development of students and initiatives to encourage better interaction and communication with the University management and administration and faculty on behalf of the students.
- ii. The purpose of the Students Council is to serve as a student participation body of the university governance by framing policies and taking appropriate decisions for the benefit of the student community. It shall serve as a channel through which the student community can voice their opinions and concerns. The SC shall continuously strive to identify student related issues and help resolve them, thus building a healthy environment in the university.
- iii. The Students Council aims to inculcate the vision, the mission and the core values of the university among the students, to provide constructive feedback on various aspects of campus life, academic discipline, library, canteen and other student facilities.
- iv. The Students Council also supports the management and staff in implementing anti-ragging measures so as to eliminate ragging from the campus.
- v. The Students Council provides suggestion on implementation of student projects for the holistic development of students to assess, identify and promote talents in Arts, culture, sports and games and various other co-curricular and extra-curricular activities like the Rotaract Club, NSS, Club activities, Toastmasters club, Peer Education Program, Cultural clubs, sports and games in order to create a positive and vibrant campus culture.

13.1. Objectives of the Students Council

- i. To foster, develop and increase students' social awareness.
- ii. To promote interaction and knowledge sharing among various stakeholders.
- iii. To nurture the aptitude of the student community for leadership development.
- iv. To promote and develop organizational and planning abilities.

13.2. Constitution of the Students Council

The student council shall have the following composition:

- i. Student Members representing Academics
- ii. Student Members representing Extracurricular and Sporting interests
- iii. Student Members representing student Hostel residents

13.3. Student Members representing Academics

These student representatives shall be nominated by each School and Departments of the University. The Dean of the School will nominate one student from the final year based on all-round academics and each department head shall nominate two students

from final and pre-final year preferably one male and one female student. This shall constitute the Student Members representing Academics.

13.4. Student Members representing Extracurricular and Sporting Interests

These student representatives shall be nominated by the office of DSA, with maximum number not exceeding 10. Out of these Student Cultural Head and Student Sporting Head shall be ex-officio members. Rest shall be from amongst the various cultural and sporting clubs. The DSA shall ensure that there is equitable representation of male and female students. This shall constitute the Student Members representing Extracurricular and Sporting Interests.

13.5. Student Members representing Student Hostel Residents

These student representatives shall be nominated by the Deputy Director (Hostel Management), Each hostel shall be represented by one member. The Deputy Director (Hostel Management) shall ensure that there is equitable representation of male and female students. This shall constitute the Student Members representing Student Hostel.

13.6. Office Bearers

The Vice Chancellor as the Patron of the Students Council shall nominate student members, to the Executive Committee of the Student Council, as per the above-mentioned process.

- i. President
- ii. Vice President
- iii. Secretary

The President would be nominated from amongst the final year students; The Vice President would be nominated from amongst the third-year students; while The Secretary would be nominated from amongst the second-year students, based on Vice Chancellor's perception of him/her having all-round abilities and leadership potential.

13.7. Tenure

The tenure of the Students Council shall be one year, and the nominated members would be sworn in by 1st September of each academic year.

13.8. Pledge of the Students Council

The student members shall be sworn in the Students Council by the following pledge:
"We, the students of Presidency University Students Council shall strive for the holistic development of the student community. We shall work towards the welfare of the student community and shall always strive to be role models and exemplars to the rest of the student community. We shall continuously strive to maintain an atmosphere which is cordial, welcoming, in the university".

13.9. Meeting of the Students Council

The council shall meet on First Monday of every month to review the events and activities and a report of the same shall be shared with the Directorate of Student Affairs.

14. MANAGEMENT OF STUDENT HOSTELS

University provides student hostel, a place where students live, and which is supervised by University Administration. The onus is on the University to provide a comfortable hostel life to their students.

Under the Office of DSA, there shall be provision for a team under Deputy Director (Hostel Management) which will look after both university owned student hostels and the hostels being provided under outsourcing arrangements.

The guidelines and rules of hostel management and operations are defined as, **“Hostel Management & Rules of Operation”**

15. FUTURE AMENDMENTS

This regulation can be amended from time to time, based on operating experience, rules and regulations in force and in consonance with ordinances, rules and regulations made for governing student welfare and activities.