



PRESIDENCY UNIVERSITY

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Bengaluru

Student Handbook 2023

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**STUDENT HANDBOOK 2023:
RULES, POLICIES AND CODE OF CONDUCT FOR STUDENTS**

1.0 INTRODUCTION

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

2.0 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.

- 2.1. The students shall be admitted to a Program of Study of the University subject to fulfillment of eligibility criteria, as prescribed from time to time, by the University for the respective Program of Study. The eligibility criteria for admission to the various Programs of the University would be clearly specified in the respective Program Regulations and Curriculum, issued periodically.
- 2.2. 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.
- 2.3. Every student duly admitted to the University for a Program after compliance with prescribed formalities and payment of prescribed fees, deposits, as applicable, and other amounts and submission of prescribed documents and certificates shall be allotted a Unique Identification Number.
- 2.4. If a student fails to pay the University Fee and Deposits, as applicable, for admission to a

Program of Study, and/or fails to produce all the mandatory documents and certificates required for admission to the University, before the prescribed last date thereof, the Provisional Offer of Admission to the student shall stand withdrawn.

- 2.5. If a student desires to join the University on the basis of Lateral Entry or Transfer of Credits from other Institutes/Universities during the Program, she/he shall be examined for eligibility for admission as per the procedure and criteria laid down in the Academic Regulations of the University and the concerned respective Program Regulations, and admission shall be dependent on his/her eligibility so determined.

3.0 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 admission. The purpose of the Fee Policy Document is to provide all the information the student (and parents) required in this regard.

- 3.1. The University Fee is on an “Annual” basis (i.e., charged annually) and in advance, for the concerned Academic Year. It is not a “Semester” based Fee Structure. However, for the convenience of the students, the fee payment is facilitated in two installments (first in the month of June and the second, in November, of every Academic Year, irrespective of the date of announcement of results of End-Term Examinations and commencement date of the ensuing Semester).
- 3.2. The University Fee (including Deposits, where applicable) is payable through one of the following Mode:
 - i. In Cash
 - ii. By Bank Demand Draft
 - iii. Through Net-banking or Credit/Debit Card

Note: Cheques are not accepted.
- 3.3. 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.
- 3.4. In case, a student is required to repeat/re-register an Academic Year, the Annual Fee payable by her/him shall correspond to the Academic Year to be repeated, and shall be as per the Fee Policy in force at that point of time.
- 3.5. 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.
- 3.6. All disputes arising out of or in connection with this are subject to the exclusive Jurisdiction of the Courts of Bengaluru.
- 3.7. **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 Program, whichever is earlier. The payment schedule will be notified from time to time.

- 3.8. 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.

4.0 ADMISSION WITHDRAWAL AND FEE REFUND POLICY TO ADMISSIONS TO THE FIRST YEAR

- 4.1. For the purposes of these Regulations, “Admission Withdrawal” means a student admitted to the First Year of a Program of Study seeking ‘Withdrawal of Admission’. All applications for Admission-withdrawal shall be submitted using the prescribed Admission Withdrawal Form available in the Admission Office of the University. The Refund Policy of the University will apply ONLY if the student has submitted the Admission Withdrawal Form.
- 4.2. Students cancelling/withdrawing their admission up to 30 September 2023 shall be entitled to get full refund, after deducting the Processing Charge of not more than Rs. 1000/- (Rupees One Thousand Only) up to 31 October 2023.
- 4.3. Effective 1 November 2023, the following Refund Policy of UGC through its notification issued in the month of October 2018 shall apply.

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

- 4.4. 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.
- 4.5. 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.

5.0 WITHDRAWAL FROM PROGRAM AND FEE REFUND POLICY FOR SUBSEQUENT WITHDRAWALS

- 5.1. In case of a student seeking withdrawal from the Program of Study after completion of one/more Academic Year(s), the concerned student shall submit the request for withdrawal from the Program of Study using the prescribed Withdrawal Form available in the Office of the Dean of the respective School of the University. The following Refund Policy of the University for withdrawal of admissions will apply ONLY if the student has submitted the prescribed Withdrawal Form along with 'No Dues Form' duly signed respective Departmental Heads.
- 5.2. If a student submits the Withdrawal Form on or before 15th July or such other date as may be notified in this regard for the relevant Academic Year, the advance installment of University Fee for the next Academic Year, if remitted by the student, shall be refunded after deduction of a withdrawal processing fee of Rs. 5000/- (Rupees Five Thousand only), and any dues as applicable. Caution and/or Security deposit, if any, paid by the student at the time of admission, shall be refunded, after adjustment of dues, if any.
- 5.3. In case the application for withdrawal is submitted after 15th July or such other date as may be notified in this regard of the current Academic Year, the advance installment of University Fee, if paid by the student for the next Academic Year, shall not be refunded under any circumstance. Caution Money and/or Security deposit, if any, paid by the student at the time of admission, shall be refunded, after adjustment of dues, if any.
- 5.4. In case a student seeks withdrawal on account of not academically progressing to the next Higher Semester of the ensuing Academic Year, the advance installment of University Fee for the said Academic Year, if remitted by the student, shall be refunded after deduction of any dues as applicable, subject to deduction of Processing Fee of Rs. 5000/- (Rupees Five Thousand Only). Caution and/or Security deposit, if any, paid by the student at the time of admission, shall be refunded, after adjustment of dues, if any.
- 5.5. No interest shall be payable on refund of any fees/deposit.
- 5.6. 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.
- 5.7. In case of any dispute, the decision of the Vice Chancellor, Presidency University would be final and binding.

- 5.8. All disputes arising out of or in connection with this are subject to the exclusive Jurisdiction of Courts of Bengaluru.

6.0 UNIVERSITY SCHOLARSHIP POLICY

- 6.1. The University awards several scholarships to encourage meritorious students and support deserving students. In addition to Merit Scholarships, the University provides scholarships to students who have excelled in Sports, NCC and Cultural Activities. The University is committed to support deserving students whose Parents are Defense/Police/Ex-Service (Armed Forces) Personnel, Differently-abled students, Students from Economically Weaker Sections, Students belonging to SC/ST/Minority segments, Students with Single Parent (Mother) and Students who have lost both parents. The University also provides concessions to students who are Alumni of the University and to children of Staff Members of the Presidency Group of Institutions. There are Special Scholarships available to the Foreign Students from SAARC Countries. The scholarship for students of Jammu and Kashmir is awarded for all years of their Program of Study.
- 6.2. A Student can avail scholarship only under one category.
- 6.3. Students to be eligible for claim of any scholarship need to have submitted, for verification, to the Office of Registrar, the requisite Original Certificates.
- 6.4. Application with incorrect/incomplete information, non-submission of supporting documents and submission of application beyond the last date as notified by the university is liable to be rejected.
- 6.5. Receiving any Scholarship shall not be a matter of right for the student. Awarding of Scholarship/s shall be at the sole discretion of the University.
- 6.6. The various categories and details of Scholarships offered by the University shall be notified by the University at the time of admission to a new Academic Year.
- 6.7. 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.
- 6.8. Scholarships are restricted to rebate in the University Tuition Fee only and are applicable for the First-year of the relevant Program of Study.
- 6.9. 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.
- 6.10. 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.

7.0 ACADEMIC REGULATIONS

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

7.1. Academic Calendar

The academic activities of the University are regulated by the Academic Calendar approved by the Vice Chancellor, and published at the beginning of each Academic Year. The Academic Calendar is available on the Website of the University (www.presidencyuniversity.in). The University shall conduct the Classes, Tests, Mid-term Examinations, End-Term Examinations, Co-curricular Activities and other University Activities as per the Academic Calendar issued at the commencement of the Academic Year. However, the University shall reserve the right to make any changes in the Academic Calendar. It is mandatory for Students and Faculty Members to strictly adhere to the Academic Calendar for completion of Academic and other University activities.

7.2. Registration

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

7.2.1 Registration is the sole responsibility of the student. Every eligible student (refer applicable Academic Regulations for eligibility criteria) shall register in person, at the beginning of each Academic Term, on the dates specified in the Academic Calendar and/or notifications issued by the University from time to time in this regard. The eligible student shall register for the respective Courses as prescribed by the respective Program Regulations and Curriculum. Without registration, no students shall be entitled to pursue any academic activity (Course/Seminar/Practical/Project

work/Internship, etc.) for the said Semester.

- 7.2.2. An eligible student will be permitted to register for the Academic Term only after payment of the Annual University Fee and other dues/charges as applicable.
- 7.2.3. If an eligible student fails to register for an Academic Term on the notified dates, the concerned student shall not be allowed to attend the classes in the concerned Academic Term under any circumstances whatsoever. Students are cautioned that failure to register on the notified dates will result in the loss of an Academic Term/Year.
- 7.2.4. Complete details regarding Registration are provided in Regulations, as applicable to the respective students.

7.3. **Attendance Requirements**

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

7.4. **Attendance Policy**

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

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

every Course the student has registered for in the Academic Term) for appearing in the End-Term Examinations, may result in the loss of an Academic Year for the student. The student is advised to adhere to all attendance requirements as prescribed by the applicable Academic & Program Regulations and Curriculum.

7.5. Academic Performance Evaluation, Grading and Yearly Promotion

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

8.0 CURRICULUM STRUCTURE; COURSE HANDOUT/COURSE PLAN

8.1. Every student admitted to the First Year of any Program of Study shall have access to relevant Curriculum Structure at the commencement of the First Academic Year of the Program of Study. In case of changes in the Curriculum Structure at any stage of the Program of Study, every student shall be intimated of the fact of change and shall have access to the revised and updated Curriculum Structure as uploaded on the Website. Any subsequent change in the shall be notified to all students separately from time to time.

8.2. At the commencement of every Semester, every eligible student would be given the Course Handout/Course Plan as prescribed by the Academic Regulations and the relevant Curriculum Structure. The student must use the Course Handout/Course Plan diligently and adhere to the guidelines provided in the Course Handout/Course Plan in order to enhance learning and performance in the respective Courses.

9.0 UNIVERSITY TIMINGS FOR STUDENTS

The University Timings for Students is stated in Table 9.1 below:

Table 9.1: University Timings for Students	
Working Days	8.45 am to 04.15 pm

9.1. **Class Time-Table** will be published at the beginning of each Academic Term. The details of class/laboratory timings shall be notified by the respective Departments.

9.2. The University reserves the right to revise the class timings in the academic interests of the students.

9.3. Every student must be present on time, inside the classroom for every class. Students

who arrive late will be marked absent for that class.

- 9.4. **Late-comers:** All students are required to be present in the University Campus and class on time. Any student who comes late to the University (i.e., after 9:00 am) shall not be permitted to attend the first period. Such students are required to maintain University Discipline and Code of Conduct during the missed period and attend the remaining Classes/Periods. It is the sole responsibility of the students to cover up the portion of the class that he/she has missed.
- 9.5. Special training classes, extra classes and other co-curricular activities may be conducted on specified timings on any day as notified by the University or the Academic Calendar. All students must attend such notified activities without fail.

10.0 **COMPUTER LABORATORY RULES**

- 10.1. Computer Laboratories will be open during the University working hours and/or as required or notified by the Dean/HOD of the concerned School/Department. Students should use the Computer Lab for Academic Learning activities and Curricular-related Assignments/Project.
- 10.2. All Internet-based activities of the students, through the University Campus Network will be monitored for security purposes.
- 10.3. The rules governing access to the Computer Labs and conduct inside the Labs are listed below:
 - 10.3.1. Only faculty members, students and staff of the University are allowed into the Computer Lab. No visitors are allowed into the Lab without prior permission from the concerned Dean/HOD.
 - 10.3.2. Each student will be provided with Unique Email Id and Password. Students are directed to change the Password immediately. It will be the responsibility of student to safeguard his/her Password and should not be shared with any other student. Any misuse of the Email Id will amount to an act of misconduct and strict action would be initiated.
 - 10.3.3. 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.
 - 10.3.4. Students must display the Identity Cards and should be dressed as per the University Dress Code applicable to them. Students without Identity Card and/or violating the dress code shall not be permitted to enter the Lab.
 - 10.3.5. Students shall not carry any Pen Drives, CD's or other Storage Devices without prior permission from the Lab In-charge/Course Instructor and the details of these storage devices shall be registered in the Lab Register. Failure to comply with this requirement shall result in disciplinary action against the concerned student and the unauthorized storage device(s) used or possessed by the student

shall be confiscated. Whenever a student has copied any data or program from the system, the same should be shown to the Lab In-charge for verification or approval.

- 10.3.6. Students shall occupy/use only the systems as identified/assigned by the Lab In-charge/Course Instructor. Every student shall be given a unique Login username and password. The student shall not share this information to any other student. Any attempt by a student to use the system without authorization shall result in disciplinary action against him/her and/or against the student who receives the information referred to above.
- 10.3.7. Students shall not indulge in hacking or any such unethical/unauthorized attempt to access information in files/systems other than their own.
- 10.3.8. 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.
- 10.3.9. The Internet/ Wi-Fi facility is provided purely for academic learning and acquiring knowledge. Internet usage is free of cost, subject to certain conditions. Students shall vacate the system after 60 minutes if required by other fellow students. Audio or Video chatting is prohibited in all Computer Labs of the University. Students are prohibited from visiting any sites which do not add learning value or are illegal. Violation of this regulation shall be deemed - a serious act of indiscipline. Use of the Lab and/or the facilities provided therein for any purpose other than the bonafide purpose of prescribed academic learning shall be deemed to be a serious act of indiscipline and the University shall be entitled to take action as it deems fit.
- 10.3.10. Students shall not use the Internet/Wi-Fi facility to send unproductive, provocative, and illegal mails or indulge in undesirable chat. Any attempt to misuse the Internet/Wi-Fi facility shall result in disciplinary action against the concerned student, which may include withdrawal of Internet/ Wi-Fi facilities for the student, debarment from Placement Assistance and/or participation in University Competitions/Events.
- 10.3.11. Beverages and eatables are strictly prohibited inside the Lab.
- 10.3.12. 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.
- 10.3.13. 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).

11.0 RULES FOR OTHER LABORATORIES AND WORKSHOP

- 11.1. Students are to report for Laboratory and Workshop Sessions on time as per the time-table.
- 11.2. Students are required to wear laboratory/workshop uniforms as prescribed by the School of Engineering. Care should be taken by students to wear heavy duty shoes to prevent accidents in the workshop.
- 11.3. All students must maintain the Laboratory/Workshop Records as prescribed by the respective Course Handout. No student will be permitted to the Laboratory/Workshop class without the Laboratory/Workshop Records. Students are required to report to the Laboratory/Workshop sessions with their record note books and must proceed to work on their experiments only after approval/permission of the Course Instructor/Lab Instructor. Students should adhere to the instructions given by the Course Instructor and/or the Laboratory/Workshop Technician during the Laboratory/Workshop Class.
- 11.4. All Laboratory-equipment/Workshop Machinery/Appliances/Chemicals need to be handled with care by students and take the help of the Lab Instructor/Course Instructor whenever they are uncertain on how to handle any equipment.
- 11.5. Students must inform the Faculty, Laboratory Assistant/Workshop Assistant of any damages or malfunctioning of equipment immediately and as and when noticed.
- 11.6. Any damage caused to Equipment/Machinery/Appliances due to negligence or deliberate mischief by the student(s), will be recovered by the University from the concerned student in terms of penalty fees, or deduction from the Security Deposit; if applicable, paid by the student(s) at the time of admission.
- 11.7. Any unruly behavior in the Laboratory/Workshop shall be dealt with immediately by the Course Instructor/Lab Instructor, which may include sending the errant student(s) out of the Lab/Workshop and any other penalty as imposed by the Disciplinary Committee.
- 11.8. 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.
- 11.9. Students absenting themselves from laboratory/workshop sessions cannot claim to re-do the experiments as a matter of right. The discretion/decision of the HOD/Dean will be final in this case.
- 11.10. Any loss/ damage/ injury occurring to the student and/or the equipment in the Lab arising out of failure to follow or adhere to the instructions issued by the Lab/Workshop Instructor or due to acts of negligence of a student shall be the liability of the student.

12.0 CODE OF CONDUCT FOR STUDENTS

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

12.1. 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.

12.1.1. A student will not be allowed into the University Campus without the Identity Card.

12.1.2. A student must produce the Identity Card to use any University facility like Library, Preliminary Medical Centre, Canteen, Laboratories, etc.

12.1.3. A student must return the Identity Card to the University Office at the time of graduation/withdrawal/expulsion or when asked for. In case of failure to do so, Security Deposit, if any, will be forfeited and Certificates will not be issued.

12.1.4. 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.

12.1.5. The University reserves the right to ask the students to surrender their Identity Card without assigning any reason.

12.1.6. 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.

12.2. Student Dress Code

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

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

12.2.1 **General Dress-Code for Students**

Monday to Friday

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

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

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

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

Saturday

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

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

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

NCC cadets will wear uniform on Wednesdays and Fridays.

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.

12.2.2 **University Uniform for respective Schools/Programs:**

MBA Program [School of Management]:

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

LLB/LLM Programs [School of Law]:

Every newly admitted student of a Law Program of the School of Law shall be provided with a set of the University Uniform for Law students consisting of, one (01) University Blazer, one (01) Tie, two (02) shirts and one (01) pair of

trousers. All students of Law Programs must come to the University wearing the full University Uniform with formal shoes on every Monday and Thursday.
BBA/B.COM Programs [School of Commerce]:

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

12.2.3 Dress Code for Special Events/Programs in the University:

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

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

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

12.2.4 Violation of the University Student Dress Code:

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

12.3. 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.

12.3.1. Use of Mobile Phones is strictly prohibited in the Academic Blocks, which includes Classrooms, Laboratories, Workshop, Library, Moot Court and the Corridors of Academic Blocks and Administrative Block.

12.3.2. Students are strictly prohibited from using Mobile phones during meetings, seminars, workshops, Guest lectures and Conferences.

12.3.3. Students may use their Mobile phones in the permissible/designated areas in the University Campus as stipulated by the University Notifications.

12.3.4. **Privacy** is of highest importance and photographs of On-Campus persons with a mobile phone shall not be taken without the consent of the person involved. [This restriction applies to DSLR Cameras as well].

12.3.5. Any Student using mobile phone in restricted areas as specified in Sub-Clauses 12.3.1 and 12.3.2 will be cautioned and the mobile phone will be confiscated.

A second violation will result in stringent disciplinary action against the student which may include a fine of Rs.1000/-, debarment from Placement Assistance and/or representing the University in any Event/Competition.

12.4. Use of Student's personal Laptop in the University

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

- 12.4.1. 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.
- 12.4.2. 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.
- 12.4.3. In case a student wants to use her/his Laptop/Tablet during a class/lecture for academic purpose, they must seek prior permission from the concerned Course Instructor to use the laptop in the classroom. Students are not permitted to use personal laptops in the classroom during a lecture without prior permission of the Course Instructor. Violation of this rule will result in strict disciplinary action, and the errant student's laptop/tablet will be confiscated by the Course Instructor.
- 12.4.4. Students are not permitted to use/take their personal Laptops/Tablets to the Computer Labs during a practical/laboratory period/class. Violation of this rule will result in disciplinary action on the student, and the errant student's Laptop/Tablet will be confiscated by the Course Instructor.
- 12.4.5. Students may use their Laptops/Tablets in the Computer/Project Laboratories to complete assignments/project work, with prior permission of the concerned Course Instructor.
- 12.4.6. Use of personal Laptops/Tablets in the University Laboratories/Classrooms for any nonacademic/curricular work or activity is strictly prohibited. Violation of this rule will result in stringent disciplinary action on the student and immediate confiscation of their Laptop/Tablet.

12.5. Student Discipline in the University Campus (Includes Hostel and Transport Facility)

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

- 12.5.1. Any violation of Regulations, Policies and Code of Conduct for Students of Presidency University as may be prescribed and be prevalent from time to time;
- 12.5.2. 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;
- 12.5.3. Failure to provide proof of identity when requested to do so and /or not producing Identity Card;
 - 12.5.4. Displaying the approved out pass before moving out of the campus during class hours.
 - 12.5.5. 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);
 - 12.5.6. Shouting, whistling, use of verbal/written abuses, derogatory or foul language/ terms against any officer, academic staff, administrative staff, other employee or student of the University;
 - 12.5.7. 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;
 - 12.5.8. Any kind of betting/gambling/extraction of money from a fellow student;
 - 12.5.9. Any act of malpractice related to any examination/test/evaluation process/ conducted by the University;
 - 12.5.10. Littering in the University Campus including classrooms;
 - 12.5.11. Mass Bunking of classes and other University activities or causing disruption in any manner of the functioning of the University;
 - 12.5.12. 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;
 - 12.5.13. Physical assault or threat to use physical force against any officer, academic staff, administrative staff, other employee or student of the University, and /or causing injury to any person within or outside the University Campus, including Hostels and Transport facility;
 - 12.5.14. Carrying any weapons or prohibited items or chemicals; or usage of/ a threat to use them;
 - 12.5.15. Violation of status, dignity and honor of students belonging to Scheduled Castes and Scheduled Tribes and/or using abusive language against them and/or indulging in any activity that tends to deride them or tarnish their reputation;
 - 12.5.16. Creating ill-will or intolerance on religious/ communal grounds. Distribution of literature/propaganda material, in print/electronic form, pertaining to his/her religion, political views and group views (based on caste, creed & place of residence) within the University Campus;
 - 12.5.17. Accessing banned sites and/or pornographic sites and/or material in the

University Campus, including Hostels.

- 12.5.18. Any behavior which could be construed as discriminatory or harassment on the grounds of sex, sexual orientation, gender, gender re-assignment, race, religion, disability or age of any student or member of staff of the University, or any visitor to the University;
- 12.5.19. Fraud or deception in relation to the university or its staff, students or visitors: Possession of duplicate Identity card/bus pass.
- 12.5.20. 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;
- 12.5.21. Theft, misappropriation, unauthorized use or misuse of the University property, or the property of its students, staff or visitors;
- 12.5.22. Failure to comply with any punishment imposed as a result of the University's disciplinary procedures or contempt of those procedures;
- 12.5.23. Ragging is strictly prohibited. Indulging in any activity that amounts to ragging or any similar act shall result in the student being suspended from the University immediately;
- 12.5.24. Any act that tends to bring the University and/or its Officials, staff or other students into disrepute and/or adversely affects its reputation and good name;
- 12.5.25. Misbehavior/disrespectful behavior, physical assault or threat to use physical force against any member of Teaching or Non-Teaching Staff of any Department/School/University, Security Staff, fellow Students and Public within or outside the Campus.
- 12.5.26. Indulging in any act either singly or with others that creates disturbance within any part of the Campus/class rooms or indulging in any activity that obstructs the smooth conduct of classes and/or academic work within the campus;
- 12.5.27. Indulging or promoting any business or trading activity within the University Campus, including Hostels and Transport Facility;
- 12.5.28. Participation and involvement in any Agitation or Public Demonstration or any other form of collective activity in or outside the University. Raising any slogans or indulging in any violent activity in pursuance of any demands or issues;
- 12.5.29. Indulging in Cyber Crimes like Hacking any University Data Centre/sending obscene communal/hate messages with criminal intent. Hacking online

classes.

- 12.5.30. Any act, whether verbal or otherwise involving the violation of the Status, Dignity, Honor and/or derogatory to women. Eve-teasing, accosting, molesting, using unrestrained abusive language, making suggestive obscene gestures, sending emails/WhatsApp/MMS to Lady Faculty Members and Students.
- 12.5.31. Public display of affection/ socially unacceptable behavior.
- 12.5.32. Any other act of commission or omission, which constitutes indiscipline in the view of the Disciplinary Committee.

12.6. Defacement/Damage/Theft of University Property

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

- 12.6.1. Penalty to recover the cost of the damaged/defaced property of the University from the guilty student(s).
- 12.6.2. Forfeiture of the Security Deposit, if any, deposited by the student at the time of Admission.
- 12.6.3. Debarment from Placement Assistance of the University and from representing the University and/or participating in any Competition/Event.
- 12.6.4. Penalty and Suspension from the University.
- 12.6.5. 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.

12.7. 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:

- 12.7.1. Tobacco Products;
- 12.7.2. Alcoholic Beverages, Spirits and Wines;
- 12.7.3. Narcotics, Drugs or Solvents;
- 12.7.4. Fire arms, Weapons or replica of a weapon or any instrument which is considered dangerous and/or destructive;
- 12.7.5. Pornographic material in any form;
- 12.7.6. Unauthorized tranquilizer medicines other than prescribed by the examining physician; or
- 12.7.7. 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 12.7.1 to 12.7.7, anywhere in the University Campus including the Hostels and in the University Buses, is a serious violation and strict disciplinary action will be taken against the errant student which includes immediate suspension from the University till the completion of enquiry by the Disciplinary Committee. The guilty student(s) may be expelled from the University on the recommendations of the Disciplinary Committee.

12.8. Social Media Usage – Code of Conduct/Communication

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

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

12.8.2 Students are not permitted to audio/video-record lectures in classrooms or actions of other students or staff without prior permission/consent.

12.8.3 Students are not permitted to provide audio or video clippings of any activity on the campus to the Media without prior permission.

12.8.4 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.

12.8.5 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.

13.0 DISCIPLINARY COMMITTEE

13.1. Any act of indiscipline pertaining to the Code of Conduct for Students listed above in Section 12.0 and its Clauses/Sub-Clauses, will be investigated by the Disciplinary Committee of the University. Based on the seriousness of the act of indiscipline, disciplinary action against the guilty student shall be imposed, 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.

13.2. All powers relating to discipline and disciplinary action are vested in the hands of the Vice Chancellor, who may delegate all powers as she/he deems fit, to such a

Person/Committee as she/he may specify in this regard.

- 13.3. The Vice Chancellor may on recommendation of the Disciplinary Committee or on her/his own order/ direct that any student found guilty of indiscipline shall:
 - 13.3.1. Be kept under disciplinary probation with or without supervision for a stated period; or
 - 13.3.2. Be suspended for a stated period; and/or
 - 13.3.3. Be fined monetarily with a specified amount; and/or
 - 13.3.4. Not receive the result in the examination in which she/he has appeared to be withheld for a stated period or cancelled; and/or
 - 13.3.5. Be debarred from one or more examinations conducted by the University; and/or
 - 13.3.6. Be debarred from the Professional/Industry Practice provisions/facility of the University; and/or
 - 13.3.7. Be debarred from the Placement Assistance of the University; and/or
 - 13.3.8. Be debarred from Registering for a specified Academic Term of the University; or
 - 13.3.9. Be expelled from the University; or
 - 13.3.10. Any other punishment which the Vice Chancellor may deem fit.
- 13.4. In case a student is found guilty of indiscipline and is punished as stated above, his/her scholarship (if awarded) under the University Scholarship Policy shall be withdrawn with immediate effect. He/she shall be liable to refund the full amount received as Scholarship from the University from the date of admission.
- 13.5. 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.
- 13.6. The decision of the Vice Chancellor regarding punishment shall be final and not open to question.
- 13.7. 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.
- 13.8. **Disciplinary Action:** If a student is found indulging in any act of indiscipline that violates the standard of ethics and conduct, the University shall initiate the required disciplinary action, without being biased. University Officials should handle students' issues with utmost care and with an open mind. Punishment must not be the sole agenda while enforcing discipline. Students are to be encouraged and motivated to adopt the right path through proper Counselling by Faculty, Mentor and/or the Student Counsellor. The nature of disciplinary actions shall be based on the severity & the frequency of indiscipline noted against that particular student's

name and the procedure followed could be any one or a combination of the below:

13.8.1. Positive Advice/ Counselling:

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

13.8.2. Warning/ Fines:

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

13.8.3. Suspension of Classes:

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

13.8.4 Rustication:

Rustication is a serious disciplinary action of the University and it involves exclusion of the student from the University for a longer period of time, however not beyond a year. It involves forfeiture of all rights and their

degree not being conferred at the time of rustication. It also implied that the student is withdrawn from all courses and fees forfeited. The Rustication order shall be issued to the student with a copy marked to the parent/guardian and the same shall be maintained in the student's disciplinary records and academic transcripts permanently. Rusticated students are not allowed to enter the University campus.

13.8.5 Expulsion:

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

13.8.6 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.

14.0 CO-CURRICULAR AND EXTRA – CURRICULAR ACTIVITIES

14.1 The University is committed to the overall development and transformation of each student by providing different mandatory co-curricular activities and extra-curricular activities such as Sports, Cultural, Hobby Clubs, etc. Some Programs include mandatory National Study Tour, Internships and other Training Programs.

14.2 NSS and NCC: Students are encouraged to become members in NSS and NCC, and actively participate in the NSS/NCC programs of the University.

14.3 Students must attend and participate in the special programs and activities organized by the University.

15.0 LIBRARY POLICY AND RULES

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

15.1 ***Classification Scheme***

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

15.2 ***Internet Browsing***

15.2.1. Internet browsing facility is available in the library only for subject-related searches and to access the electronic databases subscribed by the University.

15.2.2. Online chatting and playing games are strictly prohibited inside the library.

15.2.3. Students are not allowed to download and install any software program without the knowledge of the Library Staff.

15.2.4. Use of computers is limited to thirty minutes when others are waiting for access.

15.3 ***Use of Electronic Equipment***

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

15.4 ***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:

15.4.1. Identity cards are not transferable. Library staff may refuse to issue books to anyone who uses others' cards. Books should not be lent to others.

15.4.2. Books will be issued to all students for a period of 15 days.

15.4.3. Books borrowed should be returned on or before the date mentioned in the due date slip. Overdue charges will be collected as mentioned in Clause 15.9 below.

15.4.4. Books have to be returned to the library as and when they are recalled by the Librarian.

15.4.5. 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.

15.4.6. The Borrower is fully responsible for the books issued on his/her card. Any damage to the book or marking during the borrowed period will lead to a penalty or total replacement of the book.

15.4.7. If books borrowed are damaged or lost by the borrower, he/she should replace the book or pay the value thereof as mentioned in Clause 15.9 below.

15.5 *Rules of Borrowing Non-Book (CD-ROMs)*

Two CD-ROMs will be issued to all categories of students for a period of 2 days. Overdue charges will be collected as mentioned in Clause 15.9.

15.6 *Rules for Renewal of Books*

15.6.1. Renewal of books is done for those books that are not in demand by others.

15.6.2. Books must be brought to the library for renewal.

15.6.3. Books can be renewed twice for a 15-day period each time, if there is no demand from others.

15.6.4. In case a book is reserved by someone, then its renewal is not possible and it has to be returned to the library. Books will not be renewed more than two times at a stretch irrespective of the demand. Such books have to be returned on or before the due date and kept in the library for two working days before issuing it to the same person.

15.7 *Rules for Reservation of Books*

15.7.1. Reservation of books can only be done for those books that are on circulation. Books which are on the shelves cannot be reserved.

15.7.2. Online reservation, using the Library Software, is possible from within the University Campus.

15.7.3. If a book is reserved by more than one person, each one gets a priority number automatically based on first come, first serve basis. Such books cannot be renewed to the borrower or issued to anyone other than those reserved.

15.7.4. Whenever a reserved book is returned to the library, each member by order of priority in the reservation list, will be intimated and given two working days to borrow the books. If he/she fails to borrow it, then the next person in the list is allowed to borrow the book.

15.8 *Reference Books*

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

meant for reference within the library premises only.

15.9 *Overdue Charges, Loss of Books and Identity Card*

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

15.9.1. First 10 days after due date: Rs. 5.00 per book day

15.9.2. From 11th day after due date: Rs. 10.00 per book per day

15.9.3. Any book that is lost by the borrower must be brought to the notice of the Librarian immediately.

15.9.4. The Borrower is liable to replace the book that is lost or damaged. If unable to replace the lost book, recovery of cost of the book must be made on the following basis:

- a) Three times the current price of the book, if loss of the book is reported before the due date;
- b) Three times the current price of the book with overdue charges, if the borrower has reported the loss after the due date;
- c) If the lost book is rare in nature (i.e. not available in the market or is out of print) then, five times of the book's cost will be recovered from the borrower;
- d) Absence from the University will not be allowed as an excuse for delay in return of books;
- e) No reminders will be issued to individual defaulters; and,
- f) All books borrowed from the library have to be returned, and all outstanding dues be cleared before getting a No-Dues Certificate.

15.10 *Digital Library*

The Library Subscribes to the following Online Database which are available to Students and Faculty within the campus as well as on remote access by User ID and Password. These Online Database are subject to copyright and hence the users are required to use the content for the academic reference only. Passwords may be collected from the Librarian.

15.10.1. 'Manupatra'

15.10.2. IEEE Digital Library

15.10.3. ASTM Digital Library

15.10.4. ProQuest ABI Global

15.10.5. J-Gate (Engineering)

15.10.6. J-Gate (Social Science and Management)

15.10.7. NPTEL Lectures and Videos

15.10.8. EBSCO

15.10.9. Science Direct

15.10.10. JSTOR

15.10.11. Lexis Nexis

15.10.12. SSC Online

- 15.10.13. Hein Online
 - 15.10.14. Capitaline
 - 15.10.15. CMIE ProwessIQ
 - 15.10.16. Emerald insight
 - 15.10.17. IndiaStat
 - 15.10.18. SPSS AMOS
 - 15.10.19. Scopus bibliographical database
 - 15.10.20. DELNET - Developing Library Network
 - 15.10.21. South Asia Archives
 - 15.10.22. World E-book Library
 - 15.10.23. Library OPAC
 - 15.10.24. Shodhganga (Archive of e-theses of all Universities in India)
 - 15.10.25. Turnitin Plagiarism Check
 - 15.10.26. Ouriginal (Urkund - UGC) Plagiarism Check
- 15.11. ***Printing and Photocopying Facility***
- 15.11.1. 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.
 - 15.11.2. **Print Journals:** The Library Subscribes to 350 print journals and 50 general magazines & newspapers. List of these journals has been displayed in the library. These periodicals are only for reference and are not for circulation.
- 15.12 ***Working Hours***
- Monday through Saturday: 8.30 AM to 6.30 PM.
 During End-Term Examinations: 8.30 AM to 8.00 PM.
 Circulation (Issue & Return): 8.30 AM to 6.00 PM.
 The library will be closed on Sundays and other holidays of the University.
- 15.13 ***General Instructions***
- 15.13.1. Access to the Library is restricted to Faculty, Staff and Students of Presidency University only. Always bring your Identity card for all Library transactions, without which the Library Staff will not issue books/ other resources.
 - 15.13.2. Always use the Call Number for locating the books; the call number is printed on the spine of the book for easy identification. Approach the subject rack with the help of the Call Number. In case of any difficulty in locating the books, please contact the Library Staff for help.
 - 15.13.3. Use the Online Public Access Catalogue (OPAC) for identifying the books you require and to know the availability.
 - 15.13.4. After referring the books, please leave them on the tables. Library staff will replace them.

- 15.13.5. Personal belongings must be left in the property rack before entering the library. However, no valuables should be left in the racks and the library will not be responsible for any loss of a users' belongings left in its premises.
- 15.13.6. "A book misplaced is a book lost forever" – Replacing books in different locations on the racks should be avoided. Since the Library follows open access system, books taken out of the racks should be left on the tables. Library staff shall replace them later.
- 15.13.7. Strict silence is to be observed inside the library. If conversation becomes necessary, it should be in low tones only.
- 15.13.8. Food and Beverages are not allowed inside the library.
- 15.13.9. If any books are defaced, such as marking / underlining / folding or tearing of pages etc., twice the cost of the latest edition of the book will be charged from the student. If a student is found guilty of theft, tearing parts of the books, and/or causing damage to the library property, disciplinary action will be taken against the students with penalties ranging from forfeiture of the Security Deposit to expulsion from the University.

16.0 POLICY AGAINST PLAGIARISM

- 16.1 The University is committed to ensure the authenticity as well as accuracy of documentation of the research record, whether in a pre-registration research proposal, research progress report, pre-submission synopsis, final thesis, publications, or any other form of claims made to the academia, government, industry, media, or public at large.
- 16.2 For this purpose, the guidelines followed worldwide, shall be adopted such as those issued by the Committee of Publication Ethics (COPE) [publicationethics.org], or, The Singapore Statement on Research Integrity [www.singaporestatement.org/statement.html].
- 16.3 The Research and Innovation Council of the University shall provide Guidelines and Training, as required, to ensure that all students, in particular Undergraduate Students of Higher Semesters, Postgraduate Students, Research Scholars and Faculty Members are trained in the best practices of Research Documentation/Publishing/Communication, including how to avoid Unethical Publishing Practices, and the usage of Anti-plagiarism Software Turnitin®, iThenticate®, or other approved Software, respectively.
- 16.4 All written submissions for publication such as Project Reports/Dissertation /Papers/Theses and other Publications under the name of the University must

adhere to the Anti-Plagiarism Guidelines provided by the Course Instructor(s), Research Supervisors, Ph.D. Regulations or other University Notification to this effect, from time to time. If required, the Electronic File (text) shall be scanned using Anti-plagiarism Software (Turnitin®, or iThenticate®, or other approved Software). Also, non-text contents such as Tables, Figures, Images, Drawings, Schema, etc., shall be critically examined to ensure that the submission is free from any unethical content/practice, prior to final submission/publication.

- 16.5 Research Scholars shall submit the Anti-plagiarism scanning report of the complete Thesis at the time of submission of the Thesis for evaluation, as specified in the Ph.D. Regulations, 2022 of the University, as may be amended from time to time.
- 16.6 The Students, Research Scholar(s), Supervisor(s) and Author(s) shall be held responsible for any such document found to have unethical content/practices including, but not limited to Plagiarism, Falsification and Fabrication of Results/Data/Claims. Such Project Reports/Dissertations/Publications/Thesis shall be withdrawn by the University, regardless of their consequences to their authors, including cancellation of Registration for the Course(s) concerned and/or withdrawal of their Ph.D. degrees, if awarded. Such Research Scholars may also be debarred from admission to any program, in the University.

17.0 MEDICAL CARE POLICY

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

Norms/Directions/Instructions or failure to adhere to the prescribed Code of Conduct.

17.3 The University has Trained & Qualified Nursing Staff and has an Ambulance Facility on Campus.

18.0 PARKING FACILITY

18.1 The University provides limited parking space for the two-wheeler and four-wheeler vehicles of students for which each student shall be issued a *Vehicle Identity Sticker* from Administration Office of the University. Any vehicle without the sticker shall not be permitted to enter the University Campus.

18.2 Students must park their vehicles in the allocated parking zones. Every student using the parking facility must comply with the parking and traffic guidelines displayed on the University Campus.

18.3 Students using two-wheelers must wear helmets while riding their vehicle. Students without helmets will not be allowed to park their two-wheeler vehicles in the allotted parking area.

18.4 Exceeding speed limits within the Campus is strictly prohibited.

18.5 Any violation of these rules will result in the parking facility being withdrawn from the student.

19.0 UNIVERSITY TRANSPORT POLICY

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

19.1 Students who would like to avail 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 Year. A student availing transport facility and has not paid the Transport fee in full, shall not be permitted to use the University Transport Facility.

19.2 Transport fee are neither refundable nor adjustable under any circumstances.

19.3 The student has to opt for the available pickup/drop point on the available prefixed route at the time of applying for the transport facility.

19.4 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.

19.5 The Transport timings: pick up and departure from University Campus are fixed and announced at the beginning of each Academic Term.

- 19.6 Transportation routes and timings may be altered keeping in view its requirements during examination and other special activities of the University.
- 19.7 Students will be issued Transport ID cards at the time of allocation of transport facility and must carry the Transport ID card with them to prove identity, whenever required. Only authorized students are permitted to travel with ID cards.
- 19.8 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.
- 19.9 Intoxicants, Liquor, Tobacco, Explosive and/or weapons (knife etc.) cannot be kept /used by the student. Any violation will result in disciplinary action including expulsion from the University.
- 19.10 Instructions and Rules for students using the University Transport/Bus:
- a) All students using the University transport must be respectful to other commuters – faculty and students, the bus driver and conductor/manager.
 - b) No student shall invite friends or others to board the University Bus.
 - c) The students must be ready at the assigned bus stop at least five minutes before the bus is scheduled to depart. The bus will not wait for students who are not present at the bus stop at the assigned time.
 - d) A student must occupy the allotted / available seat only.
 - e) A student is not permitted to get down from the bus other than at the opted bus stops.
 - f) A student must follow the instructions of the Bus Driver, Conductor and Manager, if the Manager is inspecting the bus.
 - g) Students must not litter/ play loud music/ shout in the bus; or cause damage to any part of the bus.
- 19.11 A student indulging in any act of misbehavior with fellow passengers, faculty, staff or any transport staff, and/or causing damage to the University Bus, shall be subject to stringent disciplinary action, including forfeiture of the University Transport facility for the rest of the Academic Year.

20.0 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 Policy, Rules and Code of Conduct for Hostellers*** 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 Policy, Rules and Code of Conduct for Hostellers*.

- 20.1 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.
- 20.2 Nomination of a Local Guardian is imperative for admission to the Hostel, and he/she should be accessible to the Hostel Authorities in times of emergency, as a reliable contact person.
- 20.3 In case a student (Hosteller) fails to maintain a minimum 75% attendance in all Courses registered, at the end of the concerned Semester, the Hostel facility shall be withdrawn for the student. The concerned student will not be provided the University Hostel facility for the next Semester/Academic Term.
- 20.4 The Hostel Facility shall be co-terminus with the student pursuing a course of study at the University.

21.0 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 Sports Council is constituted by:

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

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

22.0 THE COUNSELLING SERVICE

The Counselling Service is an initiative by Presidency University, wherein a qualified and experienced Counsellor/Psychologist will facilitate the student in a completely confidential setting:

- a. To understand the difficulties, she/he is experiencing;
- b. Identify the cause for her/his current feelings;

- c. Put into action SMART change;
- d. Achieve her/his academic and personal potential.

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

23.0 INTERNSHIP, PROFESSIONAL PRACTICE AND PLACEMENT ASSISTANCE

The University has a dedicated Industry Interface and Placement Cell to provide assistance for Internship, Professional Practice (as applicable) and career Placements to all the eligible students. The students must strictly follow the Rules and Guidelines issued by the University on a timely basis, to avail such facilities.

- 23.1 Every student must have a minimum attendance of 75% or above, in all Courses in every Semester/Academic Term to be eligible to avail the facilities offered by the Industry Interface and Placement Cell.
- 23.2 The University shall not extend any Professional Practice or Placement support to students penalized in Disciplinary cases.
- 23.3 The students are advised to refer the Program Regulations and Curriculum, 2021 pertaining to the concerned Program of Study for more details on the Policy on Placement and Internships, as applicable to the relevant Program of study.
- 23.4 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.

24.0 ANTI RAGGING POLICY

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

24.1 Definition of Ragging

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

24.2 Anti-Ragging Measures

- According to the instructions of the Honorable Supreme Court of India and in accordance with the UGC Regulations and Karnataka State Government Guidelines, on Curbing the Menace of Ragging in Higher Educational Institutions, (2009) the University has constituted an Anti-Ragging Committee and Anti-Ragging Squads for overseeing the strict and meticulous implementation of all the directives. The members of the anti-ragging committee and anti-ragging squads along with their mobile numbers shall be displayed for the benefit of the students, especially the newly admitted students.
- The University educates the students enrolled for various programs, at the beginning of each academic year, about the Anti-Ragging Policy and Zero-Tolerance for ragging at the University.
- Each student, as well as his/her Parents/Guardian, are mandatorily required to submit online separate undertakings in the form of an official declaration at the time of admission by clicking on <http://www.antiragging.in> to the effect that they are aware of the prohibition of ragging & the punishment prescribed both by the penal laws and these regulations. All students must submit Acknowledgement Number to their Class Coordinator.
- Anti-ragging hoardings, banners and billboards are displayed at prominent places in the University campus, including hostels, canteens, messes, cafeterias, buses, playgrounds, lawns, labs, etc.
- Surprise checks of hostels/canteens/cafeteria/bus stop are carried out regularly. A close and regular liaison is maintained with the local police to guard against any instance of ragging.
- An FIR will be lodged in the Police Station on all reported ragging cases. Daily briefing for the new students is carried out by Counselors and Coordinators.
- An Anti-Ragging Committee of the students is also formed. In case any student encounters ragging by any of the senior students, he/she is immediately required to contact the members of the anti-ragging committee, who will take immediate corrective action and necessary proceedings will be initiated against the culprits engaged in ragging activities. The constitution of the University Anti Ragging Committee is placed in **Annexure – 1**.

- Punishment for Ragging:
 - a. Lodging an FIR against the Offender.
 - b. Rigorous Imprisonment for up to 3 years (under Court of Law).
 - c. Fine up to Rs. 2, 50,000/-.
 - d. Expulsion from Presidency University and subsequent debarring of admission to any other institution.

25.0 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:

- 25.1 To comply with the directives of the Honorable Supreme Court of India.
- 25.2 To establish an effective mechanism for the Prevention and Redressal of Sexual Harassment cases and other acts of gender-based violence at the University.
- 25.3 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.
- 25.4 For the purpose of this policy, "Sexual Harassment" shall include, but will not be confined to the following:
 - 25.4.1 Unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of sexual nature made, either explicitly or implicitly, in return for a term or condition of teaching/guidance, employment, participation or evaluation of a person's engagement in any University activity;
 - 25.4.2 When unwelcome sexual advances and/or verbal, non-verbal, or physical conduct - such as loaded comments, remarks or jokes, letters, phone calls or through e-mail or any other communication mediums, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds or display of a derogatory nature - have the purpose or effect of interfering with an individual's performance or of creating an intimidating, hostile or offensive environment;
 - 25.4.3 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;

25.4.4 Any act or conduct of a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of education or career development, or otherwise making the environment at the University hostile or intimidating to a person belonging to the other/same sex.

25.5 This Policy is applicable to all allegations of Sexual Harassment made by a student, against a student, employee or third party, irrespective of whether Sexual Harassment is alleged to have taken place within or outside the University premises.

25.6 The University has constituted a Committee for Prevention of Sexual Harassment to make note of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.

25.7 The disciplinary action shall be proportionate to the nature of the violation and could be in the form of warning, suspension or even expulsion from the University.

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

26.0 **PERMANENT FORM OF PERMISSION AND INDEMNITY**

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

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

27.0 **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 – 3** 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: UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009

PART D: Prevention of Sexual Harassment

PART E: Permanent Form of Permission and Indemnity

28.0 THE RIGHT TO INTERPRET, REVISE, MODIFY OR CHANGE

The University reserves the sole right to interpret, revise, modify or change all provisions contained in this Student Handbook: Rules, Policies and Code and Conduct for Students. All Rules and Policies are subject to review and periodic revision.

The Vice Chancellor is responsible for the final interpretation and will decide necessity for reviews, interpretations or possible revisions of the Rules and Policies. All changes, amendments and/or additions shall be binding on all students during the total duration of the Program of study.

29.0 JURISDICTION

All disputes in matters related to the Student Handbook: Rules, Policies and Code and Conduct for Students shall be subject to the exclusive jurisdiction of the Courts of Bengaluru only.

CONSTITUTION OF ANTI-RAGGING COMMITTEE

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

Name	Designation	Email Id	Contact No.
Dr. Surendra Kumar A. M	Pro- Vice Chancellor	surendrakumar@presidencyuniversity.in	9482350745
Ms. Sameena Ahmed	Registrar	sameena.ahmed@presidencyuniversity.in	8792503053
Dr. Krishna Kumar	Associate Dean, School of Management	krishnakumark@presidencyuniversity.in	9811504117
Dr. Sandeep Desai	Dean, School of Law	sandeep.desai@presidencyuniversity.in	9686689976
Prof Rajesh Sisodia	Director SOMs	Rajesh.sisodia@presidencyuniversity.in	8884233999
Dr. Sameer Khan	Dean, School of Computer Sciences	sameerhddinkhan@presidencyuniversity.in	9916481706
Dr Malar	Professor, Language - Kannada	malarvili@presidencyuniversity.in	8217799758
Dr Rajiv Ranjan Singh	HOD ECE	rajivranjansingh@presidencyuniversity.in	7411184414
Dr Bhagyashree	Asst Professor, School of Design	bhagyashree.nadig@presidencyuniversity.in	9011122927
Mr Syed Shoukath Ali	Head Housing Facilities	shoukathali@presidencyuniversity.in	9902299227
Mr Vinod	Parent	Vinraj96@gmail.com	9886200174
Shri Mangeelal Patel	Parent	omprakashm1196@gmail.com	6363935059
Maj Gen Gurdeep Narang	Dean Student Affairs & Chief Proctor	gurdeep.narang@presidencyuniversity.in	9648774394

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

The Constitution of the University Committee for Prevention of Sexual Harassment:

The committee shall comprise of:

- | | | |
|--------------------|---|---|
| 1. Chairperson | - | Senior Lady Official Professor of the University. |
| 2. Members | - | Two Lady Faculty Members. |
| 3. External Member | - | One Lady Official from NGO. |
| 4. Legal Expert | - | Faculty Member, School of Law. |
| 5. Secretary | - | Senior Professor. |

Responsibilities of the Committee:

The Committee members shall have the following functions, powers and responsibilities:

1. To create an academic environment that is free of sexual harassment or gender-based discrimination;
2. Receive complaints from any member of the University (including students, research scholars, staff, hostel residents and outsiders in the University premises) alleging sexual harassment by a member(s) of the University;
3. Bring matters to the notice of higher officials for any act of sexual harassment or gender-based discrimination on the University campus and/or facilities and to take further action in this regard;
4. Conduct formal inquiry, investigate and take decisions upon each complaint and recommend appropriate action to be taken, by the appropriate authority, in each instance;
5. Ensure that all information pertaining either to complaints registered and the proceedings/findings of any inquiries and/or investigations are kept strictly confidential;
6. Member Secretary of the Committee will maintain all records and minutes of the meeting;
7. The University authorities and members of the committee shall maintain full confidentiality, in respect of the matters pertaining to the complaint.

Procedures:

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

(Refer Section 27.0 of the Student Handbook)

PRO FORMA

JOINT AFFIDAVIT BY STUDENT AND PARENT/LEGAL GUARDIAN

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

I, Mr. /Ms.....,

son/daughter/ward of

<Name of Father / Mother /Legal Guardian, if both parents are not alive)

.....

....., and enrolled as a student at Presidency University, Bengaluru with

Identification Number.....; hereinafter referred to as **STUDENT**; AND,

I, Mr./Ms. <.....Name of Father/Mother/Legal Guardian, if both

parents are not alive)>, father/mother/legal guardian of Mr./Ms.<Name of the Student

..... >; hereinafter referred to as **PARENT**; do hereby jointly affirm on this the (Day), of (Month),.....(Year), the following:

PART A:

STUDENT INFORMATION AND DOCUMENTS

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

PART B:

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

3. I, STUDENT, hereby declare that I have carefully read and fully understood the Academic Regulations, Program Regulations and Curriculum Policies and Student Handbook: Rules, Policies and Code of Conduct for Students. I hereby promise to abide by, and, adhere to all the University Regulations, Rules, Policies and Code of Conduct prescribed therein.
4. I, STUDENT will adhere to all University Notifications, Circulars and Rules issued by the University from time to time.
5. I, STUDENT, hereby declare that, I shall be solely responsible for any kind of violation of the undertakings and declarations that I have given herewith, and shall be liable for the penalties to the extent of expulsion from the University.

PART C:

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

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

UNDERTAKING BY PARENT/ GUARDIAN

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

Date: ____/____/____

Signature:

Address:

Name:

PART D:

PREVENTION OF SEXUAL HARASSMENT

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

PART E:

PERMANENT FORM OF PERMISSION AND INDEMNITY

16. I, STUDENT, hereby declare that my participation in all the University activities such as travel on industrial internship, tours and participation in similar curricular and extra-curricular programs which may involve activities, industrial tours and other expeditions/tournaments organized by the University is fully on my own will and in full agreement with the Permanent Form of Permission and Indemnity.

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

Signature of PARENT (Father/Mother/Legal Guardian)

Signature of STUDENT

Name of Father/Mother/Legal Guardian

Name of Student:

ID Number:

Signature of Witness 1.

Signature of Witness 2.

Name of Witness 1.

Name of Witness 2.

Place: _____ Date: __

<NOTARIZED>