



BRAINWARE UNIVERSITY

398, Ramkrishnapur Road, Barasat, North 24 Parganas, Kolkata - 700 125

NOTICE

Ref. No.: BWU/REG/NTC/STD/2022/052

Date: July 23, 2022

STUDENTS' RULES & REGULATIONS

Following activities of the students shall be deemed as acts of indiscipline:

- ✘** Disruption of, or improper interference with the academic, administrative, sporting, social or any other activities of the University and/or any directions/instructions issued therein, within the University premises or elsewhere;
- ✘** Obstruction of, or improper interference with, the functions, duties or activities of any student, academic and non-academic staff of this University, or any authorized visitor of this University;
- ✘** Use of violent, indecent or offensive behaviour or language or any defamatory statements within the University premises or elsewhere;
- ✘** Fraud, deceit, impersonation, cheating or dishonesty in relation to the University or its staff;
- ✘** Action likely to cause injury, harm, damage or impair safety within the premises;
- ✘** Action likely to cause sexual or racial harassment of any student, staff or any other employee of the University or to any authorized visitor of this University;
- ✘** Misuse or, unauthorized use or, damage to or, defacement of the University's property caused intentionally and recklessly, or misappropriation of such property which includes damage to resources and furniture by the way of writing names/painting/scribing.

Conducts which constitute criminal offence:

1. Any untoward incident that takes place within the campus.
2. Impersonation.
3. Damages the name, fame and reputation of the University:
 - Stealing and damaging items within the premises;
 - Ragging inside or outside University premises (Refer the Anti-Ragging Regulations as per UGC Guideline and abide by those, failing which the students are liable to be prosecuted and also be punished accordingly);



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- Being instrumental directly or indirectly for mass absenteeism or boycott of classes resulting in vitiating the atmosphere of the University;
- Threatening, physically preventing or using any other means to prevent any student from attending classes;
- Defacing materials, books, periodicals, magazines maintained in the library or any other department of this University;
- Giving interviews to the media or any other outside agency demeaning this University ;
- Using abusive language and creating nuisance in the premises of this University disturbing the peace and independent rights of fellow students and faculty members;
- Indulging in activities like smoking, consuming drugs, alcohol, weeds or such other reproachable activities on Campus/ in Hostel which is construed as a social offence at large;
- Indulging in creation of web pages, blogs or any other web based material regarding the University or its activities or persons thereof, without obtaining prior permission from the authorities;
- Organizing any activity without the permission of the authority within the premises.
- Students defaulting in any respect will be liable for disciplinary action as decided by the university.

Rules to be followed in laboratory

- ✓ All the labs follow certain safety and academic norms for smooth functioning. Students are advised to keep themselves updated on those norms and follow them accordingly.
- ✓ Any removable data storage device or, hardware attachments for software operations cannot be taken in or out, without written approval of the Head of the Department. In violation of the same, appropriate legal action shall be taken for commission of offences of piracy / theft/infringement of IPR.
- ✓ While studying in the University, students will have to operate machines and tools carefully and observe all safety regulations and see that no damage is caused to self, others or to the University's property, machinery, equipment or other movable/immovable property. In case of any damage to the Institute's property, the concerned student shall indemnify of the damage caused. Any decision regarding the extent of their liability on such account shall be at the discretion of the University, which shall be final.
- ✓ Students will not operate any machinery / equipment without the permission of the instructor.
- ✓ In case of any damage, misplacement or theft of any machinery / equipment, the concerned students shall be held responsible for the same while working in a laboratory.
- ✓ The nature of learning in any programme may require the students to purchase tools, stationary items from time to time. Specific instructions in this regard will be given by the concerned department / faculty at the beginning of various courses.
- ✓ The University will take utmost care of the students, but in case of any natural calamities, war, or riots, University shall not be liable for the safety and security of individual student.



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- ✓ In case of medical emergency during the laboratory class, the student must inform the faculty member / technical assistant forthwith without any hesitation.
- ✓ Students are strictly prohibited to use social networking sites during laboratory class hours.
- ✓ Students must take permission from the class teacher for using personal pen drive or any other device in the laboratory.

University Protocol

- ✓ Use of mobile phone in the classrooms, library, laboratory, workshop area and others is strictly prohibited. If a student found to be guilty of using cell phone in the above-mentioned areas, the same shall be confiscated.
- ✓ Every student is expected to carry his / her Photo Identity Card while entering into the campus. A student is expected to show the Identity Card at any point of time whenever asked for.
- ✓ No Guest / Visitor shall be allowed with the students in the class/laboratory/ library.
- ✓ Students must help keeping the campus neat and clean and also preserve and maintain the greeneries. Eatables / beverages are not allowed inside the study areas including Class, Laboratories and Library. Students should have their Tiffin inside the canteen/cafeteria. Smoking is strictly prohibited inside the university campus.
- ✓ Students must make all possible efforts to conserve electricity and water. They must switch off lights & fans when they leave the class room/ hostel room, laboratory and others.

Academic Calendar

- ✓ Each academic session is divided into two semesters – Odd (July to December) and Even (January to June). However, the first semester for newly admitted students may begin a little later depending on completion of admission formalities.
- ✓ Every year, the University shall draw out a calendar of academic and associated activities, which shall be adhered to as far as possible. The academic calendar shall be notified to the students through the notice board.

Attendance

- ✓ Punctuality and strict adherence to university timings are to be maintained at any costs. In case of absence, whether medical or otherwise, there should be written application from parents/guardians. In case of long absence (5 days or more), written application is to be submitted to the respective Head of the Department.
- ✓ A student shall be eligible to appear at the Semester Examination provided he/she pursues a regular course of study in respective department and attends at least 75% (**80% for the Students of the Department of Pharmacy Technology**) of the theoretical and practical classes on an average, held during the semester. The attendance shall be counted from the commencement date of each



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semester.

- ✓ A student who has been absent for short periods due to participation in cultural, sports, other academic/official assignments in the interest of the university /government with prior written permission of the head of the department, shall be permitted a maximum of additional concession of 10% in attendance and would be eligible for appearing at examination with a minimum of 65% **(70% for the Students of the Department of Pharmacy Technology)** of attendance in a semester.
- ✓ Students with low attendance would be given special assignments related to the topics missed by them, under the guidance of the concerned teacher and based on certification of satisfactory clearance from the teacher; the students may be allowed to appear for examination.
- ✓ In the case of a student on medical leave, he/ she is required to inform his/her departmental teacher for permission and also required to submit Medical Fitness Certificate within two working days of resuming his/her studies.
- ✓ Students are requested to check students' forum on regular basis to check their updated attendance status.

Dress Code

- ✓ The expectations for student attire are designed to reflect the principles of modesty, distinction, and appropriateness. All students are expected to dress modestly, in conservative fashions and with a level of propriety that encourages purity. It is considered immodest to wear clothing that is tight-fitting. Men and women should be distinctive in their appearance.
- ✓ Boys - Formal or Jeans Pant with Shirt/T-Shirt/Kurta
(Not allowed: Torn Jeans/Cut Jeans /Bermuda/ Shorts/Sleeveless garments)
- ✓ Girls – Sari/ Chudidhar / Jeans pant with long tops/ Long Kurta/Formal shirt and trouser/ Long skirts/ Any full length garment. (Not allowed: Torn Jeans/ Cut Jeans/Shorts/Three quarters/ Sleeveless garments/Transparent Tops/garments)
- ✓ Guardian - Formal Dress

Canteen/ Food Court

- ✓ Canteen/Food court timings and rules should be followed strictly.
- ✓ Change of sitting arrangement in canteen and food court is not permissible.
- ✓ One must leave the canteen/food court immediately after consuming their meal, for convenience of others.
- ✓ Food wastage is prohibited for all. In violation of the said norms, appropriate steps shall be taken forthwith.

Payments & Fees

- ✓ Students are suggested to clear their payments as per their Invoice Card by the following mode within due date, otherwise it may attract a fine of INR 50/- per day.
 - Cash



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- Demand Draft in favour of “BRAINWARE UNIVERSITY” payable at Kolkata
 - Pay TM
 - BHIM App
 - UPI App
 - Net Banking
 - Student Portal
 - Debit Card or Credit Card through POS
- ✓ Students are also suggested to pay their payments to the Accounts department only and ask for a receipt for each payment.

Students’ Forum

- ✓ Every student is entitled to access Students’ Forum by using student code and password. University authority will upload all notices in this forum.
- ✓ Departmental notices will also be uploaded on Students’ Forum by the respective department.
- ✓ Examination and Placement related notices will be also uploaded on this Forum.
- ✓ Students can post their queries and suggestion in this forum and respective person will attend the query within 72 hours.
- ✓ Students can post their problems at the section namely “ I have a problem” in the students’ Forum.

Library rules and regulations

The hours of service

On normal working days, the services of the following sections of the UNIVERSITY LIBRARY will remain open as below:

Central Library

Reading Room	9:00A.M. to 7:00P.M.
Lending Section	9:15A.M. to 6:30P.M.
Internet Section	9:30A.M. to 6:30P.M.
Membership Section	10:30A.M. to 6:00P.M.



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Pharmaceutical Technology

Reading Room	9:00A.M. to 6:00P.M.
Lending Section	9:00A.M. to 6:00P.M.
Internet Section	9:30A.M. to 6:00P.M.

School of Law

Reading Room	9:00A.M. to 6:00P.M.
Lending Section	9:00A.M. to 6:00P.M.
Internet Section	9:30A.M. to 6:00P.M.

Institute of Nursing

Reading Room	9:30A.M. to 6:00P.M.
Lending Section	9:30A.M. to 6:00P.M.
Internet Section	9:30A.M. to 6:00P.M.
Membership Section	10:00A.M. to 5:30P.M.

Note:

- ✓ Under urgent, abnormal or, unforeseen circumstances, the library or, any of its sections may be opened later or, close earlier than the scheduled hours at the discretion of Librarian or, Registrar or, Vice Chancellor.
- ✓ Reference sections remain open on all the days excepting Sundays and Listed Holidays.

Library Membership

- ✓ All registered students of the University are eligible to become members of the central Library.
- ✓ To become a member of Library, a student has to submit duly filled in card with 1 stamp-sized photographs, and his/her address proof to the library staff for further guidance. Members shall always notify any change of his/her permanent address to the Librarian in written form immediately after such changes.
- ✓ Membership to the library is not transferable.
- ✓ Library identity card or other identity cards are to be shown if demand at the time of entering into



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the library or whenever asked for the library.

- ✓ Undesirable or unauthorized persons shall have no access to the library and if found in the library they shall be liable to expulsion from the library by the Librarian.

Instructions for the users

- ✓ While in the library, every person shall observe all basic and elementary principles of library ethics, obey the rules and procedures of the library, and maintain discipline enforced by the Librarian.
- ✓ Dress code for students will be observed in the library even beyond class hours.
- ✓ Conversation, gossiping, sleeping, smoking sitting on top of the table and loitering are not allowed in the library.
- ✓ Uses of mobile phones are not allowed within the library/ class/ laboratories area.
- ✓ The arrangement of chairs in the reading rooms should not be disturbed.
- ✓ Users are not allowed to take cuttings from newspapers. If a student requires any article, the same may be photocopied with permission of the Librarian.
- ✓ No reader shall bring any non-member into the library, nor shall lend, even temporarily library books borrowed by him/her to others. Violation of the same shall be dealt with strictly, as per the provisions laid down herein above.
- ✓ Without obtaining special permission from the Librarian, nobody shall enter into the stack-room or any part of the library, not ordinarily open to him/her.
- ✓ Any official of the University or the security personnel shall have the authority to examine everything that passes into or out of the library.
- ✓ Upon any violation of the library rules, the privileges and membership of students may be canceled.
- ✓ Readers detected to be acting in contravention to Rules mentioned herein above shall be liable to be deprived of the facilities of the Reading Room temporarily or permanently.
- ✓ No reader who has been thus excluded from the privileges of the library shall be allowed to use the reading rooms or to borrow books unless and until such person is reinstated by the Library Committee.
- ✓ Every member of the library shall be responsible for the safe custody of any library book borrowed by him/her for study in the library reading room or for use at home.
- ✓ Library book issued for use in the reading room shall not be taken out side of the library without prior permission of the Librarian.
- ✓ Library books shall never be left unattended on the table in the reading room. The borrower shall be held responsible for loss, mutilation or damage, if any, while the book stands issued on his/her account.

Circulation Rules

- ✓ User privilege: 4 books for 15 days for UG and PG students, for MTECH and PhD students 2 books for 30 days.
- ✓ No book shall be issued and delivered to any person other than a duly registered borrower in person or someone having on each occasion a written authority from him/her to receive a book or books



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- on behalf of such registered borrower.
- ✓ At the time of borrowing a book, either for use in the library reading room or for use at home, every borrower is expected to examine it carefully and bring to the notice of the Officer-in-charge of the issuing counter, cases of mutilation, defacement or damage, if any, immediately; otherwise if any mutilation, defacement or damage be detected subsequently, the person to whom the book was issued last will be held responsible for such damage, defacement or mutilation.
 - ✓ Persons held responsible for loss, damage, defacement or mutilation of books shall be liable to compensate/indemnify the library in such way as may be determined by the library committee.
 - ✓ In case of loss, damage, defacement or mutilation of library books, the Registrar will award final decision based on the report of the library committee, wholly or partially suspend the library privileges allowable to a person who is held responsible or is suspected to be responsible for the offence.
 - ✓ Borrowed items by University students must be returned on or, before the due date failing which the borrower will need to pay overdue charges for continuation of membership.
 - ✓ Absence, illness and such others are not acceptable excuses for waiver of overdue charges. However, if the due date falls on a University holiday, the item may be returned on before the due date.
 - ✓ Repeated failure to return borrowed items on time and or, failure to return such items in spite of reminders, may lead to denial of borrowing facility for a period to be decided by the Librarian.
 - ✓ Before leaving the return counter at the time of returning a borrowed item, the student should make sure that his/her responsibility is duly discharged by cancelling the item against his/her name.
 - ✓ Students and research scholars found defaulters in respect of returning library books more than twice in the course of two consecutive months or, those who do not return books after a third reminder may be denied privileges and facilities of the library, both reference and lending, by the Librarian.
 - ✓ In case of loss of library identity card, a duplicate card may be issued, at the discretion of the Librarian, for which a fee of INR 50/- will have to be paid. Another duplicate card for students be issued against a charge of INR.100/- for subsequent second loss. Thereafter no duplicate card shall be issued.
 - ✓ Reference materials, loose issue of periodicals and CD-ROMs/DVDs, project reports are among items which are not meant to be issued.
 - ✓ A student can renew an item only once, provided there is no requisition for that particular item.

The rules & regulations framed hereinabove may, from time to time, be changed, altered, modified and amended or newrules may be incorporated by the Authority concern, as and when required.

Sd/- **Mahua Pal**
Registrar
Brainware University