Students' Rules & Regulations 2026-27

Effective July 1, 2026

BRAINWARE UNIVERSITY
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1. VISION

Brainware University aims to cast a transformative light on society and students by promoting quality education and research facilities at affordable fees.

2. MISSION

2.1 Create market-driven, diverse and interdisciplinary undergraduate and post-graduate programmes that effectively combine quality with affordability.

2.2 Pursue significantly new educational and research initiatives and develop young professionals who will be exceptionally proficient in their own fields with an insatiable hunger for knowledge.

2.3 Seek to attain the highest standard in academic excellence by building the best possible industry-academics interface.

2.4 Actively encourage entrepreneurship among students through well-planned training programmes and creation of incubation facilities.

2.5 Proactively undertake skill development and women's empowerment in rural areas.

2.6 Develop a fully functional Centre for Liberal Arts to encourage creativity among all students.

3. CORE VALUES

3.1 Giving back to society

3.1.1 Committing to rural uplift

3.1.2 Empowerment of women

3.1.3 Imparting education and skill development

3.1.4 Encouraging entrepreneurship development

3.2 Exploration across boundaries

3.2.1 Appreciation and encouragement of varied academic disciplines

3.2.2 Respecting and celebrating the multi-disciplinary approach to learning

3.3 Love for the environment

Encouraging love, sustainability, responsibility and safeguarding the environment

3.4 Diversity and fellow-feeling

Encouraging, understanding and learning diversity and fellow-feeling

3.5 **Discovery and life-long learning**

3.6 Discovery through learning, teaching, research and innovations

3.7 Pursuit of knowledge and truth throughout life in ways that improve our communities and ourselves

4. ABOUT THE UNIVERSITY

Brainware University, located in West Bengal, India, has its roots in the Brainware Group, a prominent educational entity since the 1990s. The establishment of the University was a significant leap, made possible by the Brainware University Act passed by the Government of West Bengal. Now home to over 19,000 students, this institution offers a diverse range of 70+ diploma, undergraduate, post-graduate and doctoral programmes. The programmes span engineering, computer applications, cyber science and advanced networking, mathematics, management, commerce, hospital management, law, allied health sciences, psychology, agriculture, pharmaceutical technology, nursing, English, media science & journalism, multimedia, biotechnology, food & nutrition and more. Since its inception in February 2016, the University has enjoyed remarkable success under the visionary leadership of its Chancellor, Mr Phalguni Mookhopadhayay, a renowned educationist. The campus has state-of-the-art laboratories, expansive libraries, comfortable hostels and recreational spaces that ensure a conducive environment for holistic education.

At its core, Brainware University's mission revolves around imparting quality education, fostering research-driven curricula, and maintaining a strong bond with the industry. This vision is underscored by its recognition from the University Grants Commission (UGC) of India and various other specialised accreditations specific to its wide array of programmes.

In a remarkably short span of ten years, Brainware University has emerged as a prominent educational institution in the eastern region of India. The institution offers an extensive library stocked with national and international journals, providing ample resources for academic pursuits.

Recognizing the importance of extracurricular activities, the University promotes sports, seminars, workshops and festivals to nurture students' creativity. Moreover, students have the opportunity to join various clubs on photography, tech, drama, communication etc to explore their interests.

Brainware University's commitment to innovation and entrepreneurship is underscored by its recognition in the Atal Ranking of Institutions on Innovation Achievements (ARIIA) 2021, where it earned a "Promising" status in the category of "University and Deemed-to-be University (Private/Self-financed/Technical)" by the Ministry of Education. Additionally, the Ministry of MSME has designated Brainware University as a Host Institute for establishing a Business Incubation centre to support the entrepreneurial and managerial development of MSMEs.

5. EMBLEM OF BRAINWARE UNIVERSITY

The emblem of Brainware University serves as a profound embodiment of its core principles, rooted in education, wisdom, and moral ethics. Each element within the logo carries a significant message.

The book: At the heart of the logo lies the book, an iconic symbol of education and the pursuit of wisdom. It signifies the boundless realm of knowledge accessible to us and underscores the pivotal role of education in broadening our intellectual horizons. In the context of Brainware University, the book exemplifies the institution's unwavering dedication to furnishing its students with a comprehensive and morally grounded education.

The nib of a pen: The nib of a pen represents creativity and expression. It signifies the potent force of ideas and the capacity to articulate them with finesse. Within the Brainware University emblem, the

nib of the pen signifies the University's mission to empower its students, fostering critical thinking and effective communication, attributes that are intrinsically tied to core human values.

The stars: Stars, commonly associated with hope, optimism and the future, have a profound presence in the logo. In the context of Brainware University, these stars symbolize the students themselves, the torchbearers of a brighter future. Their central placement in the logo underscores the university's commitment to nurturing these future leaders.

The colours (light blue and light yellow): Light blue, a hue connoting intelligence, hope, and optimism, creates a tranquil backdrop, embodying serenity and peace. This colour, within the Brainware University logo, signifies the institution's dedication to cultivating a positive and supportive educational environment that empowers students to excel while upholding moral values.

Conversely, light yellow, associated with happiness, sunshine, and warmth, radiates a sense of joy and optimism. In the context of the emblem, light yellow symbolizes Brainware University's commitment to paving a path for its students toward a radiant and promising future, where ethical values shine as brightly as their aspirations.

The Brainware University logo is a powerful and emblematic representation of the institution's commitment to education, wisdom, and moral ethics. It serves as an inspiring and aspirational symbol that mirrors the university's devotion to its students and their all-round development, heralding a brighter future for all.

6. RECOGNITIONS

ज्ञान-विज्ञान विमुक्तये	UNIVERSITY GRANTS COMMISSION (UGC) Brainware University is recognised by the University Grants Commission (UGC), a statutory body of the Government of India established for the coordination, determination and maintenance of standards of university education in India.

AISHE ALL INDIA SURVEY ON HIGHER EDUCATION	MINISTRY OF EDUCATION, GOVT. OF INDIA Brainware University is recognised by the Ministry of Education, Govt. of India

	DEPARTMENT OF SCIENTIFIC AND INDUSTRIAL RESEARCH (DSIR) RECOGNIZED Brainware University is now recognised by the Department of Scientific and Industrial Research (DSIR) as a Scientific & Industrial Research Organization (SIRO).

	MINISTRY OF MSME Ministry of Micro, Small & Medium Enterprises (M/o MSME) envisions a vibrant MSME sector by promoting growth and development, including Khadi, Village and Coir Industries, in cooperation with the ministries/departments concerned, state governments and other stakeholders, by providing support to existing enterprises and encouraging the creation of new ones. Ministry of MSME has recognised Brainware University as Host Institute (HI) to set up/establish Business Incubation (BI) to provide 'Support for Entrepreneurial and Managerial Development of MSMEs'.

7. ACADEMIC CALENDAR

Every year, the University draws 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 website (https://www.brainwareuniversity.ac.in/academic-calendar.php).

Academic Calendar 2026-27

Odd Semester 2026-27	
Date	**Particulars**
July 8, 2026	Commencement of class- Odd Semester 2026-27 session of **Diploma, UG & PG (3rd / 5th / 7th / 9th Sem / Part-II)**
July 15, 2026 to July 28, 2026	Deeksharambh - Student Induction Programme for freshers
July 29, 2026	Commencement of class- Odd Semester 2026-27 session of **Diploma & UG (1st Sem / Part-I)**

August 5, 2026	Commencement of class- Odd Semester 2026-27 session of **PG (1st Sem)**
July 30, 2026 to August 8, 2026	Term End Examination (Backlog) Form Fill-up
September 21, 2026 to September 23, 2026	Class Test I
October 31, 2026 to November 6, 2026	Term End Examination (Regular) Form Fill-up
November 19, 2026 to November 21, 2026	Class Test II
November 25, 2026	Last class day of Odd Semester 2026-27 session
November 26, 2026 to November 29, 2026	Study Leave
November 30, 2026 to December 24, 2026	Term End Examination (Theory and Practical)
December 25, 2026 to January 3, 2027	Semester break
January 6, 2027	Publication of results

Even Semester 2026-27	
Date	**Particulars**
January 4, 2027	Commencement of class- Even Semester 2026-27 session (Diploma, UG & PG)
February 01, 2027 to February 10, 2027	Term End Examination (Backlog) Form Fill-up
March 01, 2027 to March 03, 2027	Class Test I
April 7, 2027 to April 14, 2027	Term End Examination (Regular) Form Fill-up
April 22, 2027 to April 24, 2027	Class Test II
May 01, 2027	Last class day of Even Semester 2026-27 session
May 2, 2027 to May 6, 2027	Study Leave
May 7, 2027 to May 31, 2027	Term End Examination (Theory and Practical)
May 31, 2027 to July 6, 2027	Semester break

June 15, 2027	Publication of results

July 7, 2027	Commencement of class- Odd Semester 2027-28 session (ongoing batches)
July 28, 2027	Commencement of class- Odd Semester 2027-28 session (1st Semester / Part-I)

8. 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 West Bengal, other concerned Regulatory Bodies and the Entrance Examinations conducted by the University.

8.1 The students shall be admitted to a Programme of Study of the University subject to fulfilment of eligibility criteria, as prescribed from time to time by the University for the respective programmes. The eligibility criteria for admission to the various programme of the University would be clearly specified on the Website of the University and also in the Prospectus.

8.2 A student admitted to a Programme of Study shall continue to remain registered for such a Programme till she/he successfully completes the course or she/he withdraws from the Programme in accordance with the then prevalent Regulations.

8.3 Every student duly admitted to the University for a Programme 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 Student Code and a unique Student Registration Number.

8.4 If a student fails to pay the University Fees and Deposits, as applicable, for admission to a Programme 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.

8.5 If a student desires to join the University on the basis of lateral entry or transfer of credits from other Institutes/Universities during the Programme, she/he shall be examined for eligibility for admission as per the procedure and criteria laid down in the Academic Regulations of the

University and the respective Programme Regulations, and admission shall be dependent on her/his eligibility so determined.

9. RESERVATION POLICY

9.1 Reservation policies of the Department of Higher Education, West Bengal, shall be followed for admission in reserved seats for SC/ST/OBC-A/OBC-B/PWD.

9.2 A 5% relaxation in marks shall be applied for all reserved category candidates (Except the programme under the School of Law)

9.3 Reservation policy of the Department of Law, Brainware University, shall follow the guidelines given by the Bar Council of India.

10. 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.

10.1 The University fee is on an "Semester" basis (i.e., charged bi-annually) and in advance, for the ensuing Semester.

10.2 The University fee (including deposits, where applicable) is payable through one of the following Modes:

10.2.1 Demand Draft in favour of "BRAINWARE UNIVERSITY" payable at Kolkata

10.2.2 PayTM

10.2.3 BHIM App

10.2.4 UPI App

10.2.5 Net Banking

10.2.6 Student Portal

10.2.7 Cash

10.2.8 Debit Card or Credit Card through POS

10.3 **In case of online payment, students MUST mail mentioning the student name, student code, transaction ID, transaction amount and screenshot of the transaction to the Accounts Department [accounts@brainwareuniversity.ac.in] on the same date.**

10.4 **Students are also advised to make their payments to the Accounts Department only and ask for a receipt for each payment.**

10.5 **Late Payment of Semester Fees:** A fine shall be levied if the semester fee is not paid within the stipulated due date. The fine shall be charged at the rate of **₹100 per day**, including **Sundays and Holidays**, from the day immediately following the due date until the date of payment.

10.6 **Issue of Refund Against Missing Money Receipt:** Any refund of **Caution Deposit** or **Course Fee** shall be processed only upon submission of the original Money Receipt (applicable where the fee was paid in cash). In case the original Money Receipt is lost or misplaced, the student must:

10.6.1 Lodge a complaint with the local Police Station and obtain a General Diary (GD) entry.

10.6.2 Submit the original GD copy to the Accounts Department.

10.6.3 Pay a fine of **₹300 per missing Money Receipt**.

10.7 **Cheque/DD Dishonour Charges:** In the event that any payment made through **Cheque** or **Demand Draft (DD)** is dishonoured or returned unpaid by the bank, a penalty of **₹1,000 per instrument** shall be charged.

10.8 Security Deposit, where applicable, will be refunded, after adjusting dues, if any, only when the student completes his/her Programme of Study from the University, or withdraws registration from the University.

10.9 Students of 1st semester and 3rd semester (lateral entry or 2nd year entry) may be allowed to change section without any charges till the first class test date of odd semester. After the first class test, section transfer will be allowed by paying INR. 4,000/- only (Rupees four thousand only) to the University for the mentioned batches only till commencement of the semester 2 for the first year and semester 4 for the lateral or 2nd year entry students subject to availability of seats and also the recommendation of the concerned official. However, the University has the right to change the section of the student for any valid reason at any time. Section transfer form is available with the respective Heads of the Department and the filled up form can be submitted to the concerned Heads of the Department.

10.10 Students have to pay backlog fees to appear for any backlog examination for the corresponding odd or even semester. Backlog fees are fixed for the Academic Session 2026-27 as INR. 2,000/- only (Rupees two thousand).

10.11 The supplementary examination is an additional opportunity for the regular students of intermediate semesters [Not applicable for Final year/graduating batches]. Students of intermediate semesters who appeared for their respective Term-end semester examinations but awarded 'F' grade in course/ courses may apply for supplementary examinations. To reappear in the supplementary examinations, the student should submit the online examinations form along with requisite fees (INR 2500/-) within the stipulated time frame as notified by the office of the Controller of Examinations.

10.12 The Policies relating to the University Fees and Deposits, where applicable, are the prerogative of Brainware University and may be revised from time to time. Such changes shall be applicable to all the students.

10.13 If the sole earning member of the family of a student (either of the parents) dies unfortunately during the tenure of his/her study in the University, the University may waive off 50% of his/her remaining tuition fees by maintaining a certain percentage of attendance and marks in the semester examination. If anyone fails to meet the criteria, the said facility may be withdrawn. The concerned student may apply with proper documents to the Dean Students' Welfare in this regard.

11. UNIVERSITY SCHOLARSHIP POLICY

11.1 Brainware Academic Excellence Scholarship (Brainware Vidyalankar)

11.1.1 Brainware Vidyalankar Scholarship offers significant tuition fee waivers for meritorious students based on their performance in the qualifying exam:

11.1.1.1 Students scoring between 90% and 94.99%: Half the tuition fees will be waived only.

11.1.1.2 Students scoring 95% or above: Tuition fees will be fully waived only.

11.1.2 The Brainware Vidyalankar Scholarship is not applicable to MPharm, BPharm, DPharm, B.Sc Nursing, and GNM programmes.

11.1.3 This scholarship is also not available for international students.

11.2 Brainware Merit Scholarship (Brainware Medha Britti)

11.2.1 To qualify for the Medha Britti Scholarship, candidates must have a minimum of 60%

throughout their academic career. The scholarship amount will vary depending on the programme.

11.2.2 Additionally, toppers from his/her last academic institution as recommended by head of the respective institution having less than 90% marks, will receive an extra INR 25,000/- off, in addition to the Brainware Merit Scholarship, students need to submit an application with photocopy of the supporting documents and the original recommendation letter from the head of the institution to the Office of Admission.

11.3 Brainware Sports Scholarship (Brainware Krira Ratna)

The Brainware Krira Ratna Scholarship offers tuition fee waivers (for a particular semester only) for students with outstanding achievements in sports. This scholarship will not be applicable for the first (odd) semester.

11.3.1 Students with international or national-level medals, trophies will have their tuition fees fully waived.

11.3.2 Those with state-level medals, trophies will receive a 50% tuition fee waiver.

11.3.3 Students with district-level medals, trophies will get a 25% tuition fee waiver.

11.3.4 An application with supporting documents will submit to Dean Students' Welfare well in advance.

11.3.5 This scholarship is not applicable for international students. Proper documentation must be submitted every semester to maintain the scholarship.

11.4 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.

11.5 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.

11.6 The various categories and details of Scholarships offered by the University are available on the official website of the University.

11.7 Each candidate can only opt for a single Brainware Scholarship either.

12. ATTENDANCE POLICY

Attendance will be duly recorded by the teacher concerned for every Lecture, Tutorial, and Practical Class as scheduled in the Time-Table for the Programme of Study as notified by the Head of the Department.

12.1 Students must maintain a minimum attendance of 75% at any course of time (80% for the Department of Pharmaceutical Technology and 100% for the Department of Nursing) in their classes, regardless of the type of absence, to be eligible to appear for exams.

12.2 Students shall be kept informed of her/his attendance record up-to-date from the student forum under student self-service portal app. Students will also be informed about the shortage of attendance twice in every month through official notification by the authority. 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 Term end examination.

12.3 Punctuality and strict adherence to university timings must be maintained at all costs. In case of absence for medical or other reasons, a written application from the student or their parents/guardians must be submitted to the respective Head of the Department, either via email or hard copy, with supporting documents, within two working days from the date of returning to the university.

12.4 A student who has been absent for short periods due to participation in cultural, sports, or other academic/official assignments in the interest of the university/government, with prior written permission from the Head of the Department, shall be granted an additional attendance concession of up to 10%. These students will be eligible to appear for examinations with a minimum attendance of 65% (70% for students of the Department of Pharmaceutical Technology) for the semester.

12.5 A student whose average attendance percentage falls below 75%, but not below a threshold specified by the University authorities at the beginning of each academic session, will be classified as a non-collegiate student. Such students may appear for the respective term-end examination upon payment of the required fees (INR 6000/- to INR 10,000/- depending on attendance percentage), which may be subject to change and will be notified by the university authorities.

12.6 Students who maintain a minimum of 75% attendance will be eligible to avail of Clinical Observership, Internship, and Placement facilities offered by the University. In the case of Nursing, 100% attendance is required in each practical area before the degree is awarded

12.7 A de-registration letter may be issued to students who have been absent from regular classes for more than 30 days without submitting a written request to the department head, and those who fail to pay all fees for the current semester.

13. UNIVERSITY PROTOCOL

13.1 The University timings for students is 8:00 am to 7:00 pm, Monday to Saturday. Students have to come within this time schedule as per the time-table which shall be published by the Department at the beginning of each semester. The University reserves the right to revise the class timings in the academic interest of the students.

13.2 Late-comers: All students are required to be present on the University campus as per his/her class time schedule. Any student who comes late to the class shall not be permitted to attend that 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 make up the portion of the class that he/she has missed.

13.3 Special training classes, extra classes and other co-curricular activities may be conducted on specified timings on any day as notified by the University.

13.4 Students must contribute to keeping the campus neat and clean, and they should also preserve and maintain the greenery. Food and beverages are not permitted in the study areas, including classrooms, laboratories, and the library. Students should consume their meals in designated areas such as the canteen, cafeteria, or common room. Smoking or consuming alcohol is strictly prohibited on the University campus. **Anyone found indulging in the use of such things or helping fellow students in such activities, a fine of up to INR 10,000/- will be imposed for each involved students.**

13.5 Students must make every effort to conserve electricity and water. This includes switching off lights and fans when leaving classrooms, hostel rooms, laboratories and other areas, as well as ensuring taps are closed after use.

13.6 Two-wheelers (Motor Cycle) and four-wheelers belonging to students or parents are not permitted to park on the campus.

13.7 In classes, laboratories, and the library, students are not permitted to have guests or visitors.

13.8 The campus is guarded by well-trained security guards including lady guards. Night patrolling is done by the security guards. A strong perimeter wall along with security lights adds to the

safety of the campus. The campus remains under observation round-the-clock through CCTV cameras positioned at strategic points.

14. 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 wellbeing of the student community, any violation of discipline and Code of Conduct will be strictly dealt with, including expulsion from the University.

14.1 Student Identity Card (ID Card)

Every student admitted to the University is provided with a Physical University Identity Card.

14.1.1 Each student should display his/her Identity Card at all times on the University campus.

14.1.2 A student will not be allowed into the University without the Physical Identity Card. Soft copies of ID cards are applicable only for the first month for first-semester students and lateral entry students after the start of odd semester classes. Following this initial period, only the hard copy of the ID card will be considered valid for the concerned students remaining his/her academic tenure.

14.1.3 A student must produce the Physical Identity Card to use any University facility like Library, Laboratories, Classroom, Sick Room, etc.

14.1.4 A student must show the Physical Identity Card at any point of time whenever asked for.

14.1.5 If a student does not use his/her Photo Identity Card inside the academic area (Classroom/laboratories) or in any events organized by the University, he/she will be marked absent for the same.

14.1.6 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 will lead to disciplinary action against the student, including monetary punishment and up to expulsion from the University. If a student uses another student's identity card, both the student who used the card and the owner of the card will be fined (INR 1000/- each). And for the stranger, University may launch a FIR in the local police station due to unauthorized

entry, and the supporting student may be fined up to INR 5000/- or expulsion from the University.

14.1.7 If an ID card is lost, the student must submit a copy of the General Diary (GD) and pay a fine an amount of INR 100/- to the Accounts Department for a duplicate ID card to be issued. In case of loss of ribbon and ID card holder, students have to pay INR 50/- to the Accounts Department for getting the fresh one. Duplicate ID Card or fresh ribbon or ID card holder will be available from the office of the Registrar – Room 611, 5th floor, Rabindra Bhavan (Building 5) by submitting filled up application form and producing original money receipt.

14.1.8 ID card is used for official purpose only, any one misuse his/her ID card will be fined upto INR. 25,000 or expulsion from the University.

14.2 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 elegantly, befitting the image of an ambassador of the University. The University Uniform and Dress Code as prescribed below shall be mandatorily followed by all students on all working days.

14.2.1 All students are advised to wear University uniform or formal dress on all working days.

14.2.2 Dress Code for Laboratories (for Allied Health Sciences, Pharmaceutical Technology and others) - Students must come to the labs/workshop with lab coat (apron) and shoes.

14.2.3 Violation of the University Student Dress Code: Any violation of the University Student Dress Code shall result in suspension from all the class on the day of violation. A caution notice will be issued by HoD of the concerned department to the student violating the Dress Code. Subsequent violation will result in disciplinary action against the student which may include a fine up to INR 1000/-.

14.3 Restricted use of mobile phones on the University campus

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.

14.3.1 Use of mobile phones is strictly prohibited in the Academic Blocks, which include Classrooms, Laboratories, Workshop, Library, Moot Court.

14.3.2 Students are strictly prohibited from using mobile phones during meetings, seminars, workshops, guest lectures and conferences.

14.3.3 Students may use their mobile phones in the permissible/designated areas on the University campus as stipulated by the University notifications.

14.3.4 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 otherwise a monetary punishment will be imposed up to INR 1000/-.

14.3.5 Any Student using mobile phone in restricted areas as specified in Sub-Clauses 14.3.1 and 14.3.2 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 up to INR 1000/- and will suspended from class for next two days.

14.4 Use of student's personal laptop in the University

Students may bring their personal laptops/tablets to the University. The rules for usage of personal laptops/tablets are specified in the following sub-clauses:

14.4.1 Students may use laptops/tablets in the theory/tutorial classes/seminar halls/Auditorium/Moot Court if required as part of the coursework/class assignments, with prior permission of the respective teacher.

14.4.2 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 teacher 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 teacher. Violation of this rule will result in strict disciplinary action, and the errant student's laptop/tablet will be confiscated by the concerned teacher or Head of the Department.

14.5 Students' discipline

A student shall not indulge in any act of indiscipline which includes the following. Any student or group of students found to be involved directly or indirectly with any of the followings shall be subject to stringent disciplinary action and penalties which include hefty amount of penalty/forfeiture of the Security Deposit, if any, deposited by the student at the time of Admission/debarment from placement assistance of the University and from representing the University and/or participating in any competition/event/suspension from the University/expulsion from the University.

14.5.1 Any violation of Regulations, Policies and Code of Conduct for Students of Brainware University as may be prescribed and be prevalent from time to time.

14.5.2 Breach of an Undertaking or Declaration and/or refusal to obey the directions/instructions of the HOD/Dean, Registrar, Controller of Examination, Pro Vice-chancellor, Vice-chancellor or other officers.

14.5.3 Failure to provide proof of identity when requested to do so and /or not producing Identity Card.

14.5.4 Violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language (whether expressed orally, in writing or electronically, including blogs, social networking websites and other electronic means).

14.5.5 Shouting, whistling, use of verbal/written abuses, derogatory or foul language/terms against any officer, academic staff, administrative staff, other employee or student or any guest of the University.

14.5.6 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.

14.5.7 Any kind of betting/gambling/extraction of money from a fellow student.

14.5.8 Any act of malpractice related to any examination/test/evaluation process/ conducted by the University.

14.5.9 Littering on the University campus, including inside classrooms, laboratories, workshop, seminar halls, auditorium, moot court, common rooms and other academic, administrative and amenity areas.

14.5.10 Mass bunking of classes and other University activities or causing disruption in any manner of the functioning of the University.

14.5.11 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.

14.5.12 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.

14.5.13 Carrying any weapons or prohibited items or chemicals; or usage of/a threat to use them.

14.5.14 Violation of status, dignity and honour of students belonging to Scheduled Castes and Scheduled Tribes and/or using abusive language against them and/or indulging in any activity that tends to deride them or tarnish their reputation.

14.5.15 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) on the University campus.

14.5.16 Accessing banned sites and/or pornographic sites and/or material on the University campus, including Hostels.

14.5.17 Any behaviour 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.

14.5.18 Fraud or deception in relation to the university or its staff, students or visitors.

14.5.19 Possession of fake Identity card.

14.5.20 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.

14.5.21 Theft, misappropriation, unauthorized use or misuse of the University property, or the property of its students, staff or visitors.

14.5.22 Failure to comply with any punishment imposed as a result of the University's disciplinary procedures or contempt of those procedures.

14.5.23 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.

14.5.24 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.

14.5.25 Indulging in any act either singly or with others that creates disturbance on any part of the campus/classrooms or indulging in any activity that obstructs the smooth conduct of classes and/or academic work within the campus.

14.5.26 Indulging or promoting any business or trading activity on the University campus, including hostels.

14.5.27 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.

14.5.28 Indulging in cyber crimes like hacking any University data centre/sending obscene/ communal/hate messages with criminal intent or hacking webinars or live streaming of any programmes.

14.5.29 Any act, whether verbal or otherwise involving the violation of the status, dignity, honour and/or derogatory to women. Eve-teasing, accosting, molesting, using unrestrained abusive language, making suggestive obscene gestures, sending emails/WhatsApp/MMS to staff members and students.

14.5.30 Public display of affection/ socially unacceptable behaviour.

14.5.31 Groupism of any kind (in social media or in the University premises) that would distort the harmony of the University.

14.5.32 Gathering or crowding in the form of strike, procession or agitation, including slogans, shouting, dharna, gherao, burning of effigy at the main gate or inside the University premises is punishable offence (for any student found involved directly or indirectly).

14.5.33 Threatening, physically preventing or using any other means to prevent any student from attending classes.

14.5.34 Creating or following unofficial social media groups using University name and logo, without prior permission.

14.5.35 Organizing any kind of activity/event by the name of Brainware University anywhere without the permission of the authority. Consumption of alcohol, weeds, or any kind narcotic substances during any event organized by the University.

14.5.36 Producing false statements, deliberate misrepresentation, includes falsifying information on a leave form, hostel out pass, or other documents pertaining to entitlements; concealment, withholding of a material fact, making false sworn statements, and attempt to mislead other students. Tampering of any official documents/notices.

14.5.37 Spreading of rumours against the University or its officials.

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

14.5.39 If any violation in this context is found, a monetary punishment of up to INR 25,000/- along with major disciplinary sanction (whichever applicable) will be imposed on the accused student/s.

14.6 Defacement/damage/theft of University property

Students shall not indulge in any wilful breakage, defacement, damage or theft of University property (which includes any University infrastructure, equipment, furniture, sports goods, canteen facilities, hostel facilities, furniture, 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:

14.6.1 5 times penalty to recover the cost of the damaged/defaced property of the University or minimum of INR. 5,000/-, whichever is higher, from the guilty student(s).

14.6.2 Forfeiture of the security deposit, if any, paid by the student at the time of admission.

14.6.3 Debarment from placement assistance of the University and from representing the University and/or participating in any Competition/Event.

14.6.4 Penalty and suspension from the University.

14.6.5 Expulsion from the University.

The decision of the Enquiry Committee, in such cases, shall be final and binding.

14.7 Banned substances/material on University campus (tobacco /narcotics /alcohol/weapons/ firearms)

The following articles/substances are strictly banned on the University campus, in the University hostels and on University transport:

14.7.1 Tobacco products;

14.7.2 Alcoholic beverages, spirits and wines;

14.7.3 Narcotics, drugs or solvents;

14.7.4 Firearms, weapons or replica of a weapon or any instrument which is considered dangerous and/or destructive;

14.7.5 Pornographic material in any form;

14.7.6 Unauthorized tranquillizer medicines other than those prescribed by the examining physician;

14.7.7 Any other objectionable material as notified by the University.

Possession of any of the articles/substances listed above in the Sub-Clauses 14.7.1 to 14.7.7, anywhere on the University campus, including in the hostels and in the University buses, is a serious violation and strict disciplinary action will be taken against the errant student. This includes immediate suspension from the University till the completion of inquiry by the Enquiry Committee. The guilty student(s) may have to pay a fine amount up to INR 25000/- and be expelled from the University on the recommendations of the Enquiry Committee.

14.8 Social media usage – Code of Conduct/Communication

The 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.

Any student or group of students found violating the following shall be subject to stringent disciplinary action and penalties which include hefty amount of penalty/forfeiture of Security Deposit, if any, paid by the student at the time of admission/debarment from placement assistance of the University and from representing the University and/or participating in any competition/event / suspension from the University/expulsion from the University.

14.8.1 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.

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

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

14.8.4 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.

14.8.5 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. If any violation in this context is found, a monetary punishment of up to INR 25,000/- along with

major disciplinary sanction (whichever applicable) will be imposed on the accused student/s.

15. RULES TO BE FOLLOWED IN LABORATORIES

All the laboratories follow certain safety and academic norms for smooth functioning. Students are advised to keep themselves updated on those norms and follow them accordingly. Any student or group of students found violating the following shall be subject to stringent disciplinary action and penalties which include hefty amount of penalty/forfeiture of Security Deposit, if any, paid by the student at the time of admission/debarment from placement assistance of the University and from representing the University and/or participating in any competition/event / suspension from the University/expulsion from the University.

15.1 Only faculty members, students and staff of the University are allowed into the Lab. No visitors are allowed into the Labs without prior permission from the respective Dean/HOD.

15.2 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 Labs.

15.3 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 institution's property, the erring student shall indemnify 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.

15.4 Students will not operate any machinery/equipment without the permission of the instructor. Do not conduct experiments or use equipment without proper authorization or supervision.

15.5 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. At the same time, a fine of five times the value of the stolen item (or minimum INR 1000, whichever is applicable) will be collected from the violator.

15.6 Clean and return all equipment, glassware, and materials to their designated places after use. Dispose of waste materials properly, according to the lab's guidelines.

15.7 If any damage is caused to machine/equipment/apparatus/peripherals due to negligence and or deliberate mischief by student(s), the entire cost will be recovered by the University from the delinquent student(s) along with a hefty fine.

15.8 The nature of learning in any programme may require the students to purchase tools, stationery items from time to time. Specific instructions in this regard will be given by the respective department/faculty at the beginning of various courses.

15.9 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.

15.10 In case of medical emergency during the laboratory class, the student must inform the faculty member/technical assistant forthwith without any hesitation.

15.11 Beverages and eatables are strictly prohibited inside the Lab.

15.12 Use of mobile phones is strictly prohibited in the Lab and violation of the rule results in the confiscation of the mobile phone and expulsion from the Lab.

15.13 Students are strictly prohibited from using social networking sites during laboratory class hours. Students are strictly prohibited from conducting video-recording of the ongoing classes during the class hours.

15.14 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.

16. RULES FOR CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

16.1 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 events, Hobby Clubs, etc. Some programmes include mandatory National Study Tour, Internships and Value Added Courses.

16.2 NSS: Students are encouraged to become members in NSS, and actively participate in the NSS programmes of the University.

16.3 Students must attend and participate in the outreach programmes and activities organized by the University.

17. 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 General Physician's chamber. 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 on the University campus and in the university hostels, and if deemed necessary, inform the parent/legal guardian of the student concerned. 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 on the campus, like the sports fields or in any other outdoor activities and journeys to and from the University, including University transport facility. The University shall not be liable for misdeeds or any other law for any accident/injury caused to a student due to any act of omission or commission by a student and/or if such injury or harm arises due to the student concerned failing to adhere to prescribed safety norms/directions/instructions or failure to adhere to the prescribed Code of Conduct.

17.3 The University has an MBBS doctor on the campus and trained & qualified nursing staff as well as a 24x7 emergency car facility on campus.

18. COUNSELLING SERVICE POLICY FOR MENTAL WELLBEING

The Counselling Service is an initiative by Brainware University, wherein qualified and experienced psychologists will facilitate the student in a completely confidential setting. 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.

18.1 To understand the difficulties, she/he is experiencing;

18.2 Identify the cause for her/his current feelings;

18.3 Put into action SMART change;

18.4 Achieve her/his academic and personal potential.

19. POLICY FOR CANTEEN / FOOD COURT

19.1 Canteen/Food Court timings and rules should be followed strictly.

19.2 Change of sitting arrangements in canteen and food court is not permissible.

19.3 One must leave the canteen/food court immediately after consuming a meal, for the convenience of others.

19.4 Food wastage is prohibited. In violation of the said norms, appropriate steps shall be taken forthwith.

19.5 Respect the queue and wait patiently for your turn. Do not engage in any behaviour that disrupts the orderly flow.

19.6 Keep the canteen or food court area clean and tidy. Dispose of waste in designated bins.

19.7 Respect the policy of the canteen or food court regarding outside food. If it is prohibited, refrain from bringing in food from outside establishments.

19.8 Keep noise levels at a reasonable level to maintain a comfortable environment for everyone.

19.9 Avoid excessive shouting, loud conversations, or disruptive behaviour.

19.10 Report any concerns or issues related to food quality, hygiene, or service to the appropriate authorities.

20. STUDENT SELF-SERVICE AND FORUM

Every student is entitled to access Student Self-Service by using Student Code and Password. By REGULARLY checking the Student Self-Service, University Website and Notice Board, the students can ensure they stay informed, meet deadlines, and take advantage of the resources and opportunities available to them. It is recommended to make it a habit to check frequently, ideally on a daily basis, to avoid missing out of any important information or updates.

Web URL: www.brainwareuniversity.ac.in/studentselfservice

Student Self-Service App is also available in **Google Play Store / Apple App Store**

How to find "Student Self-Service" App within Google Play Store:

Go to Google Play Store and search for "Brainware University". You find the "Student Self-Service" App with the App logo. Now you can download and install it.

Or you follow the link bellow:

https://play.google.com/store/search?q=brainware+university+student+self+service&c=apps&hl=en

How to find "Student Self-Service" App within Apple App Store:

From Apple App Store you search for "Brainware University". You find the "Student Self-Service" App with the App logo

Or you follow the link bellow: https://apps.apple.com/us/app/student-self-service/id6499200823

Students should regularly check Student Self-Service portal for the following updates.

- ✓ Notices uploaded by the University authority including Examination, Placement, Accounts departments
- ✓ Departmental notice and announcements
- ✓ Attendance
- ✓ Class test marks, examination results and online grade card
- ✓ Payment status and online money receipts
- ✓ Track activity and download participation certificate
- ✓ Check student's personal profile
- ✓ Know your University Mail ID from student's profile
- ✓ Know your batch name
- ✓ Know your syllabus, lecture plan and syllabus completion status
- ✓ Examination form fill-up / download admit card
- ✓ Rule books
- ✓ Admission Letter / Fee Structure / ID Card / Registration Certificate (soft copy)
- ✓ Class notes / Assignments / Lab manuals etc.
- ✓ Students can post their queries and suggestions and these will be addressed within 72 hours

21. INTERNSHIP, PROFESSIONAL PRACTICE AND PLACEMENT ASSISTANCE

The University has a dedicated Training Placement Cell (Campus to Corporate 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 of such facilities.

21.1 Every student must have a minimum attendance of 75% or above, in all courses in every semester/academic term to be eligible to avail of the facilities offered by the Industry Interface and Placement Cell.

21.2 The University shall not extend any Professional Practice or Placement support to students penalized in disciplinary cases.

21.3 The students are advised to refer the Brainware University registration form for Placement for more details on the Policy on Placement and Internships, as applicable to the relevant programme of study.

21.4 The relevant Placement Rules and Guidelines will be issued to the pre-final year students of a programme of study by the Placement Cell at the appropriate time.

21.5 Any student who violates the rules and regulations of the concerned organization during an internship, industrial visit, academic tour, observership, hospital visit, or any other off-campus academic/non-academic activities, and thereby brings disrepute to Brainware University or its stakeholders, shall be subject to disciplinary action. Such action may include a monetary penalty of up to INR 25,000/-, termination of studentship from the University, or both, depending on the nature and severity of the misconduct.

22. LIBRARY 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, journals & rare documents 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.

22.1 Classification Scheme

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

22.2 Library Hours

On every working day, the services of the following sections of the UNIVERSITY LIBRARY remain open as per the given schedule. 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/ Registrar /Pro Vice-Chancellor / Vice-Chancellor. Reference sections remain open on all working days except Sundays and University holidays.

Central Library

Reading Room	8:00A.M. to 7:30P.M.
Lending Section	8:15A.M. to 7:30P.M.
Internet Section	8:15A.M. to 7:30P.M.
Membership Section	10:30A.M. to 7:15P.M.

Library – Pharmaceutical Technology

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

Library – Law

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

Library - Institute of Nursing

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

Library - Allied Health Science & Biotechnology

Reading Room	8:00A.M. to 7:30P.M.
Lending Section	8:15A.M. to 7:15P.M.
Internet Section	8:15A.M. to 7:30P.M.
Membership Section	11:00A.M. to 7:15P.M.

22.3 Membership and general Instructions

22.3.1 All registered students of the University are eligible to become members of the University Libraries.

22.3.2 All students must specify any changes in their contact details to the library for their records.

22.3.3 Membership is not transferable.

22.3.4 Access to the Library is restricted to faculty members, staff and students of Brainware University only. Always bring your Identity card for all Library transactions, without which the Library staff will not issue books/other resources.

22.3.5 University identity cards or other identity cards are to be shown if demanded at the time of entering the library or whenever asked for.

22.3.6 Strict silence is to be observed inside the library. If conversation becomes necessary, it should be in low tones only.

22.3.7 Food and beverages are not allowed inside the library.

22.3.8 Conversation, gossiping, sleeping, smoking, eating, sitting on the table and loitering are not allowed in the library.

22.3.9 Uses of mobile phones are not allowed within the library area.

22.3.10 The arrangement of chairs in the reading rooms should not be disturbed.

22.3.11 Users are not allowed to cut clippings from newspapers. If a student requires any article, the same may be photocopied, by paying the requisite charges, with prior permission of the Librarian.

22.3.12 No reader shall bring any non-member into the library, nor shall lend, even temporarily, library books borrowed by him/her to others.

22.3.13 Without obtaining permission from the Library Staff, nobody shall enter into the stack-room or any part of the library, not ordinarily open to him/her.

22.3.14 Any official of the University or the security personnel shall have the authority to examine everything that passes into or out of the library.

22.3.15 Readers detected to be acting in contravention to Rules mentioned 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.

22.3.16 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.

22.3.17 Library book issued for use in the reading room shall not be taken outside of the library without prior permission of the Librarian.

22.3.18 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.

22.3.19 All books borrowed from the library have to be returned, and all outstanding dues be cleared before getting a No-Dues Certificate

22.4 Rules for borrowing books

22.4.1 **User privilege: 4 books for 15 days for Diploma, UG, PG students and PhD students 2 books for 30 days**.

22.4.2 No book shall be issued and delivered to any person other than a duly registered borrower in person.

22.4.3 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.

22.4.4 The borrower is fully responsible for the books issued on his/her card. 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.

22.4.5 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 before the due date.

22.4.6 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.

22.4.7 Before leaving the 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.

22.4.8 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.

22.4.9 A book can be reissued a maximum of 2 times if not requested by others and the required copy is available in the library.

22.4.10 If the damaged book belongs to a set, then the user is responsible for the entire set.

22.4.11 During power/system failures, the circulation counter services may be interrupted.

22.4.12 No book shall be returned on the day of issue, except On-site checked out/ Day-issue books.

22.4.13 User must check the Accession Number of the book/s issued to his / her name with the printed borrower's slip and the message sent to him/her before leaving the Library. No objection will be considered afterwards.

22.4.14 Every user is requested to check the status of books outstanding against his/her name soon after a transaction at the Library. Discrepancy, if any, should be brought to the notice of the Library immediately. Any complaint thereafter is not likely to be entertained.

22.5 Internet browsing

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

22.5.2 Online chatting and playing games are strictly prohibited inside the library, even card games without money.

22.5.3 Students are not allowed to download and install any software programme without the knowledge of the Library staff.

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

22.6 Overdue Charges and Loss of Books

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

22.6.1 After due date: INR 5.00 per book per day.

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

22.6.3 The Borrower is liable to replace the book that is lost or damaged along with fine amount, if any. If unable to replace the lost book, recovery of cost of the book must be made on the current price along with the fine amount (if any).

23. EXAMINATION RULES

23.1 General Rules

23.1.1 Medium of instructions and medium of examinations for all courses will be in English.

23.1.2 The minimum eligibility criteria for appearing in the examinations is 75% attendance of the total number of classes.

23.1.3 Each student has to submit duly filled in examination form (online) along with requisite

fees (if any) for each semester within the specified dates as per the notification issued by the Controller of Examinations. Failing this, a student shall not be considered eligible to appear in the respective examination.

23.2 The examination system

23.2.1 The examination system is divided as follows:

23.2.1.1 Continuous Internal Assessment (CIA): It includes class tests, assignments and presentations.

23.2.1.2 Term End Examination (TEE): At the end of the semester, a final examination is conducted to evaluate a student's performance.

23.2.2 The Continuous Internal Assessments (CIA) are conducted by the respective Departmentd under the supervision of the office of the Controller of Examinations as per the academic calendar as well as the examination calendar published by the University.

23.2.3 The Term End Examination (TEE) is conducted by the University as per the academic calendar which is notified by the Office of the Controller of Examinations.

All notifications are published through Student's Forum (i.e., Student's Self-Service) of Brainware University.

23.3 Qualifying marks

23.3.1 A student has to secure at least 40% marks separately in continuous internal assessment (CIA) and Term End Examination (TEE) for each course to pass or qualify.

23.3.2 If any student fails to pass in any course, he/she shall have to appear the course as backlog candidate.

23.3.3 It is mandatory for the student to appear in all components of the assessment of CIA as well as TEE. If a student fails to appear (i.e., absent) in any component of CIA or TEE, it will be treated as "Incomplete".

23.4 Marks Distribution and Pattern of questions

23.4.1 Distribution of marks for CIA and TEE -

Continuous Internal Assessment (CIA)	Term End Examination (TEE)
40%	60%

23.4.2 Components of evaluation

Category of Course	CIA (40 marks)	TEE (60 marks)

Courses with only theory component	20 Marks (Average of 2 Class Tests@20) + Sum of two assignments (5+5) + Presentation (10)	15 MCQ @1 mark=15 5 SAQ@ 3 marks = 15 6 LAQ@ 5 marks = 30
Courses with only practical component	Average of CIA@ 40 [Viva (10) + Performance (10) + Lab Report (20)]	Viva (20) + Lab experiment (20) + Lab Report (20)
Courses with both theory and practical components	**Theory**: **20 Marks** 20 Marks (Average of 2 Class Tests @20) **Practical**: **20 Marks** Average of CIA @20 [Viva (5) + Performance (5) + Lab Report (10)]	**Theory:40 Marks** 10 MCQ @1 mark = 10 5 @ 3 marks = 15 3 @ 5 marks = 15 **Practical:20 Marks** [Viva (5) + Lab experiment (10) + Lab Report (5)]
Courses with only project components/Term Papers/Dissertation	**40 Marks** Mid-term reviews as per the departmental guidelines/policy.	Report (40) +Viva (20)

23.4.3 Marks of the internal assessments for theory courses shall be published within seven days through Students' Forum (Online) for information of the student.

23.5 Credit Earned through online courses

Massive Open Online Courses (MOOCs): If a Candidate appeared in the examination on MOOC conducted by UGC and failed to secure pass marks in that course, then the University will provide another special chance to unsuccessful candidates for appearing in the similar examination conducted by the host University.

23.6 SGPA & CGPA calculations

Based on the grades earned, a grade card shall be issued to all the registered students on completion of the examination and publication of results in every semester. The grade card will display the course details (Course code, Course name, Letter grade, Grade points, Credit, Credit points) along with SGPA (Semester Grade Point Average), actual percentage obtained in each

semester and after successful completion of all semesters of the degree, final semester grade card will also display a CGPA (Cumulative Grade Point Average) earned taking care of the performance of all the semester examinations and overall actual percentage secured. Ranking of a student will be assessed upon the actual percentage secured.

SGPA (Semester Grade Point Average): $\Sigma(C_{ip} \times G_i) / \Sigma C_{ip}$

where C_{ip} implies credits and G_i implies Grade points of i^{th} Course

CGPA (Cumulative Grade point Average): $\sum(C_{is} \times Si) / \sum C_{is}$

where S_i implies SGPA and C_{is} implies total credits for i^{th} Semester

23.7 Grading System for 4-year UG programme

Percentage of Marks Obtained	Letter Grade	Grade Point	Performance
90.00 to 100	O	10	Outstanding
80.00 to 89.99	A+	9	Excellent
70.00 to 79.99	A	8	Very Good
60.00 to 69.99	B+	7	Good
50.00 to 59.99	B	6	Above Average
>40.00 to 49.99	C	5	Average
40.00	P	4	Pass
Below 40	F	0	Fail
	AB	0	Absent
	I	0	Incomplete

Result of a student in each semester will be defined in Grade Card as per the following order:

Result:

Letter Grade	Classification
PP	**Passed and Promoted**
PB	**Eligible for promotion with Backlog**
X	**Ineligible for Promotion**

Result (Final Semester):

Letter Grade	Classification
PPC	Programme Partially Completed
PSC	Programme Successfully Completed

23.8 Preservation of theory & practical answer scripts:

The written answer scripts from each term-end examination will be preserved by the University for six months from the date of publication of the results of the said examination. The answer scripts from class tests or other records of internal assessment will be preserved in the department for six months from the publication of the results of the end-semester examination. After this period, the scripts may be disposed of or sent for recycling in accordance with the University's rules.

23.9 Tenure of the programme

The duration of the Undergraduate honours programme is 4 years (i.e. 8 semesters). Students who desire to undergo a 3-year UG programme will be allowed to exit after completion of the third year (i.e., 6th semester). If a student wishes to leave after the completion of first year (i.e., 2nd semester) or second year (i.e., 4th semester), the student will be given a UG certificate or UG Diploma respectively provided he/ she secures a prescribed number of credits. Students who exit with a UG certificate or UG Diploma or UG 3-year degree are permitted to re-enter the programme within 3 years of exit for completion of the degree programme.

Students may be permitted to complete the 4-year UG Degree programme within 7 years from the date of admission.

23.10 Backlog Examination/ Reappearing Examination

If any candidate fails to secure the minimum passing marks or fails to attend the Continuous Internal Assessment (CIA) or Term End Examination (TEE) of any course in the previous semester, then that course will be treated as a backlog course. Candidates can reappear for the backlog course in a supplementary examination, which will be held within two months of the publication of results (i.e. Supplementary examinations), or during the normal TEE in the respective odd or even semester examinations (i.e. Backlog Examinations) during the tenure of the programme. Such candidates must submit a backlog examination form along with the requisite fees, as and when notified by the Controller of Examinations. The eligibility criteria of appearing in the Backlog or Supplementary examinations are different. Kindly refer to

examination regulations for detail information.

23.11 Review of answer scripts:

A student can apply for review of the results on theory courses only as per notification given from the Controller of Examinations, preferably within 20 days from the publication of results. **Candidates applying for review are not eligible for Post Publication View of the same course.** The selected Reviewer will check the following:

23.11.1 There is no mistake in the grand total on the title page of the answer script

23.11.2 All marks have been correctly brought forward on the title page of the answer script

23.11.3 No portion of any answer has been left un-evaluated

23.11.4 If the Reviewer has noted that apart from the above some gross mistake in evaluating the answer scripts, he/she may take necessary steps to rectify the same.

23.12 Post Publication View (PPV)

23.12.1 Photocopy of evaluated answer scripts of recently concluded examinations may be obtained by an examinee concerned once only for self-inspection on submission of application of Post Publication View to the Controller of Examinations of the University in prescribed format (available in https://www.brainwareuniversity.ac.in/downloadforms.php) on payment. It is applicable for Theory courses only. (Maximum 3 courses in a semester examination may be applied).

23.12.2 The examinees shall have to appear with original Registration card, Grade card and admit card for the concerned examination on the specified date and time as may be intimated by the University through notification to view the photocopy of answer scripts preferably within 3 weeks from the last date of submission of such application. Failing this, the candidate may not be entertained further.

23.12.3 Post-publication view does not mean reassessment or re-evaluation of the answer scripts. Photocopy of answer scripts will be provided to the candidate in the presence of an examiner to see the following:

23.12.3.1 There is no mistake in the grand total on the title page of the answer script

23.12.3.2 All totals have been correctly brought forward on the title page of the answer script.

23.12.3.3 No portion of any answer has been left un-evaluated.

Any other representation excepting the above three points shall not be admissible.

24. 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.

Several sporting events are organized throughout the academic year, including the Annual Sports Meet. Other special events and coaching programmes may be conducted for interested students from time to time.

25. FIRE SAFETY POLICY

Fire is a serious and constant threat to people and property. The University takes issues related to fire safety very seriously.

Buildings are to be evacuated immediately, whenever a fire alarm sounds, day or night. In addition, all areas will be inspected by the University personnel for issues of maintenance throughout the year. Students are expected to cooperate fully in this matter and be conscious of fire safety precautions.

25.1 Setting off a false alarm will result in suspension/or dismissal from the University and a minimum fine of INR 5000/-.

25.2 Improper use or destruction of fire safety equipment will be ground for suspension or dismissal from the University as well as a minimum fine of INR 10000/-.

25.3 Setting a fire in University buildings, whether deliberately or accidentally, will result in dismissal from the University and a minimum fine of INR 20000/-.

26. STUDENTS' GRIEVANCE REDRESSAL POLICY

26.1 General grievance

Brainware University believes in providing students with comprehensive assistance. We are committed to offering a fair and transparent platform for students to address their grievances and ensure their effective resolution. The Student Grievance Redressal Committee (SGRC) of the University serves as a bridge between students and the University administration,

promoting open communication and fostering a positive academic environment. The SGRC also provides opportunities for the redressal of grievances for students already enrolled in the University, following established norms.

To lodge a grievance, please send an email to:

grievanceredressal.students@brainwareuniversity.ac.in

OR

contact us at 03369010540.

Any student aggrieved by the decision of the SGRC may file an appeal with the Ombudsperson within fifteen days from the date of receiving such a decision. These changes make the sentences more explicit and easier to understand.

Ombudsperson

Brainware University has appointed an Ombudsperson for the redressal of student grievances. The Ombudsperson is responsible for hearing and deciding on appeals filed against the decisions of the SGRC.

Details of the Ombudsperson:

Prof Bijay Bhattacharyya

Former Professor

Department of Production Engineering

Jadavpur University

Kolkata

26.2 Students' discrimination complaint

Brainware University is dedicated to fostering a diverse environment that respects and safeguards the rights of all individuals, including those from Scheduled Castes (SC), Scheduled Tribes (ST), and Other Backward Classes (OBC). In line with the affirmative policy of Government of India and UGC, the University has established a special committee to support and oversee the progress of students/teacher and non-teaching staff from SC, ST, and OBC communities, ensuring equity among all.

The primary purpose of the Cell is to provide assistance and monitoring to students belonging to SC, ST, and OBC categories. Its responsibilities include:

26.2.1 Support and guidance: Assisting SC, ST and OBC students by providing guidance on admissions, scholarships, and other academic matters, ensuring equal opportunities for their educational pursuits.

26.2.2 Equity and inclusion: Ensuring that the rights and well-being of SC, ST, and OBC students are protected, and that they are treated with respect and dignity within the Institute's premises.

26.2.3 Grievance redressal: Addressing any grievances or instances of discrimination faced by SC, ST, and OBC members promptly and taking appropriate actions to resolve them.

26.2.4 Policy implementation: Monitoring the implementation of reservation policies and advocating their effective utilization to promote equitable representation of SC, ST, and OBC students.

26.2.5 Awareness and sensitization: Organizing awareness programmes, workshops, and initiatives to foster understanding and inclusivity among the entire Institute community, promoting a harmonious environment for all.

26.2.6 Compliance: To ensure compliance of the orders of reservation issued and other benefits admissible from time to time in favour of SCs/STs/OBCs/PwDs.

26.2.7 Liaising: To liaise with the UGC/ DoPT/ MHRD/ etc. with respect to supply of required information, answering queries and clearing doubts with respect to reservations data/information etc.

Students can lodge complaints through the following link

https://brainwareuniversity.ac.in/complaint/discrimination-complaint.php

27. BRAINWARE UNIVERSITY COPYRIGHT COMPLIANCE

27.1 For all media communications regarding Brainware University, the Vice-Chancellor and Registrar, or their appointed representatives, will be responsible.

27.2 For media releases, media notes, and media information involving Brainware University, the Vice-Chancellor or Registrar are the binding authorities for approval.

28. 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 Rule Book: Rules, Policies and Code and Conduct for Students. All Rules and Policies are subject to review and periodic revision.

The Vice-Chancellor or the Registrar are 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 programme of study.

29. DISCIPLINARY SANCTIONS

Based on the gravity of the misconduct or its recurrence, a student has to undergo disciplinary sanctions, after the investigation of the competent authority. The sanctions will be as follows:

29.1 Minor sanctions

29.1.1 Warning: The student engaged in any prohibited behavior will be issued a warning letter.

29.1.2 Tendering apology: The student engaged in any prohibited behavior may be asked to tender an apology for his/her act, undertaking that he/she shall not indulge in such or any of the prohibited behavior in future.

29.1.3 Suspension of privileges: Prohibits participation in class/lab or attendance at certain events, activities, or restricts entry inside the campus.

29.1.4 Hostel privileges: change of hostels, expulsion from hostels, compensation for damage; fines up to INR 10,000/-.

29.1.5 Forfeiture: Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.

29.1.6 Placement activity: Students involved in misconduct that hampers the University's reputation will be debarred from placement assistance.

29.1.7 Community service: As a token of punishment, guilty students may be assigned a specific number of hours of social service.

29.2 Major sanctions

29.2.1 Debarred from examinations: A student/group of students may be debarred from writing all/ any/some of the examinations.

29.2.2 Suspension: Course drop, semester drop, rustication for a specified period may be given as punishment, depending on the severity of the offence.

29.2.3 Reimbursement: Reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/ disfiguration to property or image of the University. The student/group of students may be asked to compensate for the loss that has been caused

to any person or property of the University or any property kept in the premises of the University due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property or image and thereby bringing it to its original form, if it is possible.

29.2.4 Expulsion: This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the University and such a student will not be eligible for readmission to any of the courses of this University.

30. JURISDICTION

All disputes in matters related to the Student Rule Book: Rules, Policies and Code and Conduct for Students shall be subject to the exclusive jurisdiction of the courts in Kolkata only.