

# BRAINWARE UNIVERSITY

## STUDENT HANDBOOK 2024-25

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

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## University Overview

### Vision

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

### Mission

- Create market-driven, diverse and interdisciplinary undergraduate and post-graduate programmes
- Pursue significantly new educational and research initiatives
- Seek to attain the highest standard in academic excellence
- Actively encourage entrepreneurship among students
- Proactively undertake skill development and women's empowerment
- Develop a fully functional Centre for Liberal Arts

## Core Values

- **Giving back to society** - Commitment to rural uplift and community service
- **Empowerment of women** - Promoting gender equality and women's development
- **Education and skill development** - Imparting practical knowledge and skills
- **Entrepreneurship development** - Encouraging business innovation
- **Environmental responsibility** - Promoting sustainability and environmental awareness
- **Diversity and fellow-feeling** - Celebrating multiculturalism and inclusivity
- **Discovery and life-long learning** - Pursuit of knowledge throughout life

## About the University

Established in February 2016 under the Brainware University Act by the Government of West Bengal, the university serves over 13,000 students across 62+ programs. The institution offers comprehensive education in engineering, computer applications, cyber science, management, law, allied health sciences, and many other disciplines.

## Academic Policies

### Academic Calendar

- **University Timings:** 8 AM to 7 PM, Monday to Saturday
- **Odd Semester:** July to January
- **Even Semester:** January to July
- **Examinations:** December (Odd Semester), June (Even Semester)

## Attendance Policy

### Minimum Requirements:

- General Programs: 75% attendance mandatory
- Pharmaceutical Technology: 80% attendance mandatory
- Nursing: 100% attendance mandatory

### Consequences of Low Attendance:

- Below 75%: Non-collegiate status, additional fees (INR 6,000)
- Medical/official absences: Written application with proof within 2 working days
- University activities: Up to 10% additional concession available

### Benefits of Good Attendance:

- Eligibility for clinical observership, internships, and placements
- Full access to university facilities and programs

## Grading System

The university follows a semester-based Credit and Grade Point System with Letter Grades (A+, A, B+, B, C, D, F) and calculation of SGPA and CGPA for academic progression.

## Code of Conduct

### Student Identity Card Requirements

- **Mandatory Display:** ID cards must be visible at all times on campus
- **Entry Requirement:** Hard copy ID card required for campus entry
- **Facility Access:** Required for library, laboratories, classrooms, and other facilities
- **Lost ID Policy:** File General Diary (GD) and pay INR 100 fine for replacement
- **Misuse Penalty:** INR 500 fine for using another person's ID card

### Dress Code

- **Daily Requirement:** University uniform or formal dress on all working days
- **Laboratory Dress:** Prescribed lab coat and appropriate footwear required
- **Grooming Standards:** Professional appearance befitting university ambassadors
- **Violations:** Caution notice, potential fine of INR 1,000, and placement debarment

### Mobile Phone Policy

**Restricted Areas:** Prohibited in classrooms, laboratories, workshops, library, moot court

**Prohibited Times:** During meetings, seminars, workshops, guest lectures, conferences

**Privacy Rules:** No unauthorized photography of campus persons

**Penalties:** Device confiscation, potential INR 1,000 fine, placement debarment

### Personal Laptop/Tablet Usage

- **Classroom Use:** Prior teacher permission required for academic purposes
- **Prohibited Use:** Personal use during lectures without permission
- **Penalties:** Device confiscation and disciplinary action

## Campus Life

### University Protocol

- **Punctuality:** Strict adherence to university timings required
- **Late Policy:** Late students not permitted to attend ongoing class
- **Campus Cleanliness:** Students must maintain campus hygiene

- **Food Policy:** No food/beverages in study areas (classrooms, labs, library)
- **Smoking/Alcohol:** Strictly prohibited on campus
- **Energy Conservation:** Switch off lights/fans and close taps after use
- **Vehicle Policy:** Student vehicles not permitted on campus
- **Guest Policy:** No visitors allowed in academic areas

## **Security Measures**

- Well-trained security guards including lady guards
- 24/7 night patrolling and CCTV surveillance
- Strong perimeter wall with security lighting
- Strategic camera positioning for round-the-clock monitoring

## **Support Services**

### **Medical Care Policy**

- Basic first aid facilities available on campus
- Emergency response procedures in place
- Students responsible for serious medical conditions
- Health insurance recommended for all students

### **Counseling Services**

- Mental wellbeing support available
- Professional counseling for academic and personal issues
- Confidential consultation services
- Referral services for specialized support

## **Library Services**

### **Timings:**

- Central Library: 8:30 AM to 7:00 PM (Tuesday-Saturday)
- Monday: 8:30 AM to 7:00 PM (Reference only)
- Specialized libraries with specific timings

### **Collection:**

- 16,000+ books across all disciplines
- National and international journals
- Digital resources and online databases

- Research reports and reference materials

## **Food Services**

- Multi-cuisine food court with healthy dining options
- Canteen facilities with affordable meals
- Specific timings and seating arrangements
- Hygiene and cleanliness standards maintained

## **Rules and Regulations**

### **Laboratory Rules**

- **Safety First:** Follow all safety protocols and wear appropriate protective equipment
- **Equipment Care:** Handle instruments and chemicals with proper training
- **Attendance:** Mandatory attendance for all practical sessions
- **Documentation:** Maintain proper lab records and reports
- **Prohibited Items:** No food, drinks, or unauthorized materials in labs

### **Examination Rules**

- **Eligibility:** Minimum attendance and academic requirements
- **Conduct:** Strict examination guidelines and anti-malpractice measures
- **Results:** Transparent evaluation and grading system
- **Appeals:** Formal process for result review and clarification

### **Library Guidelines**

#### **Borrowing Privileges:**

- UG Students: 4 books for 15 days
- PG Students: 4 books for 15 days
- Faculty: 5 books for 30 days
- PhD Students: 2 books for 30 days

#### **Rules:**

- Maintain silence in reading areas
- No food, drinks, or mobile phones
- Return books on time to avoid fines
- Respect library property and resources

## **Disciplinary Policies**

### **Prohibited Activities**

- Ragging (immediate suspension/expulsion)
- Violence, threatening behavior, or offensive language
- Possession of banned substances (tobacco, alcohol, narcotics)
- Theft, fraud, or misappropriation of university property
- Discrimination or harassment based on any grounds
- Academic dishonesty or malpractice
- Damage to university property
- Unauthorized social media representation of university

### **Disciplinary Actions**

**Minor Violations:** Warnings, cautions, small fines

**Major Violations:**

- Heavy fines and penalties
- Forfeiture of security deposits
- Debarment from placement services
- Suspension from university
- Expulsion from university

### **Grievance Redressal**

- **Student Grievance Redressal Committee (SGRC):** For general complaints
- **Internal Complaints Committee:** For discrimination and harassment issues
- **Ombudsperson:** Final authority for unresolved grievances
- **Process:** Formal complaint procedures with timely resolution

## **Special Programs and Activities**

### **Co-curricular Activities**

- National Service Scheme (NSS) participation
- Sports and cultural events
- Technical competitions and conferences
- Industry interaction programs
- Community service initiatives

## Placement and Career Services

- **Training and Placement Cell:** Dedicated support for career development
- **Eligibility:** Minimum 75% attendance required
- **Services:** Resume building, interview preparation, industry connections
- **Internships:** Mandatory internships for practical experience

## Entrepreneurship Support

- Business incubation facilities
- Startup mentoring programs
- Industry partnership opportunities
- Innovation and research support

## Contact Information

### Key Departments

- **Vice Chancellor:** +91 33 69010524
- **Registrar:** +91 33 69010507
- **Admissions:** +91 33 69010566
- **Examinations:** +91 33 69010530
- **Accounts:** +91 33 69010502/503
- **Library:** +91 33 69010527
- **Placement:** +91 33 69010569/570

### Emergency Contacts

- **Main Helpline:** +91 33 69010532
- **Email:** [helpline@brainwareuniversity.ac.in](mailto:helpline@brainwareuniversity.ac.in)
- **Anti-Ragging Helpline:** 1800-180-5522 (24×7 Toll Free)

## Campus Locations

### Main Campus:

398, Ramkrishnapur Road, Barasat  
Near Jagadighata Market  
Kolkata - 700 125, West Bengal

### City Campus:

Y8, EP Block, Sector V, Bidhannagar  
Kolkata - 700 091, West Bengal

## Important Notes

### Rights and Responsibilities

- **University Rights:** The university reserves the right to interpret, revise, and modify rules and regulations
- **Student Rights:** Fair treatment, access to facilities, grievance redressal
- **Student Responsibilities:** Adherence to rules, maintaining discipline, academic integrity

### Legal Jurisdiction

All matters related to the university and this handbook shall be subject to the jurisdiction of courts in Kolkata, West Bengal.

### Updates and Modifications

This handbook is effective from August 1, 2024, and may be updated periodically. Students are responsible for staying informed about policy changes through official communications.

**For the most current information and updates, please visit the official website:**

**[www.brainwareuniversity.ac.in](http://www.brainwareuniversity.ac.in) or contact the university directly.**