

B. Tech 2021-2025

STUDENT HANDBOOK
Issued in August 2021

Table of Contents

Serial Number	Description	Page Number
1.0	About the Student Handbook	5
2.0	Academic Regulations	6
	2.1 Attendance Norms	6
	2.2 Examinations	6
	2.2.1 End Term Examinations	6
	2.2.2 Continuous Evaluation	7
	2.2.3 Use of Turnitin	8
	2.3 Total Marks	9
	2.4 Eligibility to be promoted to Second Year	9
	2.5 Eligibility to Graduate	9
	2.6 Research publication and competitions requirements	9
	2.6.1 Competitions	9
	2.7 Fees for courses being repeated with the next batch	10
	2.8 Requirement to maintain minimum grade	10
	2.9 Issue of Certificates and Transcripts	10
	2.10 Grading Norms	10
	2.11 Re-Exam	11
	2.12 Re Evaluation	11
	2.13 Re- Totaling	11
	2.14 Review of Answer Sheet	11
	2.15 Examination Regulations	11
	2.16 Code of Ethics	12
	2.17 Using Unfair Means in Examination	13
	2.18 Students who are caught in Unfair Means shall be penalized	13
	2.19 Course and Faculty Feedback	13
	2.20 Dressing, Grooming and Behaviour	14
	2.21 Classroom guidelines	15
	2.22 Of Note	17
	2.23 Mobile Phone Policy	17
	2.24 General Behaviour	17
	2.25 Usage of Facilities	17
3.0	Program Information	18
	3.1 Learning Management System	18
	3.2 Teaching Assistants	18
	3.3 International Exchange Program	18
	3.3.1 Objectives of the International Student Exchange Program	18
	3.3.2 Enrolling for the International Exchange Program	19
	3.4 Courses & Credits	20
4.0	Placement Policy	23
	4.1 Criteria for eligibility to participate in the Placement Process	23
	4.2 A student is deemed to have opted out of placements, if	23

Serial Number	Description	Page Number
	4.3. Opting out from Placements	25
	4.4 Pre Placement Offers (PPOs)	26
5.0	Convocation	27
	5.1 Awards& Medals	27
	5.2 Invitees per Student	27
	5.3 Dress Code	27
	5.4 Graduation Gowns	27
	5.5 Dress Rehearsal	27
	5.6 Group Photograph	28
	5.7 Convocation Certificate & Transcript	28
	5.8 Exit Procedure	28
6.0	Campus Policy	29
	6.1 Identity Cards	29
	6.2 Staying On Campus	29
	6.3 Smoking, Alcohol and Drug Consumption	30
	6.4 Vandalism	30
	6.5 Cooking	30
	6.6 Sexual Harassment	30
	6.7 Physical Violence	30
	6.8 Safety	30
	6.9 Leaving the Campus	31
	6.10 Dress Code	31
	6.11 Vehicles	31
	6.11.1 Bicycles on Campus (BYOB – Bring Your Own Bicycle)	31
	6.11.2 Parking and Use of Vehicles	31
	6.12 Posters on Campus	32
	6.13 Religious Guidelines	32
	6.14 Environmental Protection	33
	6.15 Pets	33
	6.16 Overnight Visitors	33
	6.17 Safety and Health	33
	6.18 Fire Safety	33
	6.19 Student ID cards	34
	6.20 Decision to be binding	34
	6.21 Right to Alter, Amend Rules	34
7.0	Campus Facilities	35
	7.1 Meals	35
	7.2 Dining Hall (The Oval)	35
	7.3 Vacating rooms during summer breaks for maintenance	35
	7.4 Housekeeping	35
	7.5 Laundry	35
	7.6 Pest Control	36

Serial Number	Description	Page Number
	7.7 Security	36
	7.8 Convenience Store	36
	7.9 Library	36
	7.10 IT Policy	37
	7.10.1 Woxsen University Identity	37
	7.10.2 Email	38
	7.10.3 Internet Access	38
	7.10.4 Device Policy	39
	7.10.5 Important Elements of Discipline	39
	7.10.6 IT will do the following	40
	7.11 Other Student Policies	40
	7.12 Smoking	41
	7.13 Alcohol	41
	7.14 Drugs	41
	7.15 Regulations on entry and exit	41
	7.16 Anti-Ragging Policy	41
	7.16.1 What Constitutes Ragging	42
	7.16.2 Administrative Action in the event of ragging	42
	7.17 Sexual Harassment and Violence Policy	43
	7.17.1 Complaints Committee	43
	7.17.2 Procedure for Registering Complaints	44
	7.17.3 Enquiry Procedures;	44
	7.17.4 Redressal	45
8.0	Student Code of Conduct	46
	8.1 General Behaviour	46
	8.2 Consequence of violation	46
	8.3 Confidentiality	46
	8.4 Use of the School's Name and Logo	47
	8.5 Electronic Information Policy	48
	8.6 All users should note the following	48
9.0	Fees	49
	9.1 Late Fee Payment	49
	9.2 Not being permitted to attend classes	49
	9.3 Suspension from campus	49
	9.4 Expulsion from the University	49
	9.5 Withdrawal from the Program	49
	9.6 Influencing other students	49
10.0	Emergency Contact information	50
11.0	Declaration by Student	51

1.0 About the Student Handbook

The Student Handbook contains comprehensive information on Academic Regulations, Program Information, Placement Policy, Convocation, Campus Policy, Campus Facilities, Student Code of Conduct, Fee Payment rules and Emergency Contact Numbers.

It is designed to assist the student in all aspects of life as a B.Tech student at School of Technology, Woxsen University.

We urge you to carefully read the contents of the book, follow the guidelines contained herein and make the best use of the resources and facilities available on the campus.

2.0 Academic Regulations

2.1 Attendance Norms

Attendance Percentage	Penalty
85% and Above	None
80% and above but less than 85%	1 grade downgrade or 'D' Grade whichever is higher.
75% and above but less than 80 %	2 grade downgrade or 'D' Grade whichever is higher.
Less than 75%	<p>Students with attendance below 75% will be awarded a 'D' Grade.</p> <p>A B.Tech 1st year student who has less than 75% attendance in 4 or more courses in an academic year will not be eligible for being promoted to the second year of B.Tech.</p> <p>A B.Tech 2nd Year student who has less than 75% attendance in 4 or more courses in the academic year will not be eligible for being promoted to the second year of B.Tech.</p> <p>A B.Tech 3rd Year student who has less than 75% attendance in 4 or more courses in the academic year will not be eligible for being promoted to the Third year of B.Tech.</p> <p>A B.Tech 4th Year student who has less than 75% attendance in 4 or more courses in the academic year will not be eligible to receive the B.Tech degree.</p> <p>In above the cases the student will be required to attend the courses where he/she is short of attendance along with the next batch.</p>

A student who comes to the class ten minutes after the class has started will be permitted to enter but will be marked absent. A student who comes to the class fifteen minutes after the class has started will not be permitted to enter the class. The 15 % relief in attendance has been given to provide for eventualities such as health issues or pressing personal commitments. Further relaxation in attendance norms will not be given on such grounds.

2.2 Examinations

2.2.1 End Term Examinations

End-term examinations will be administered by the Examination Department. The Examination Department will declare the results. Students are required to take the examinations in the allotted timeslot.

A student will be required to score a minimum of 15 marks out of 40 in end term exams. A student scoring less than 15 marks in the end term exam will receive 'F' Grade.

A student who receives an 'F' Grade will be given a second attempt to clear the 'F' Grade. If the student is unable to clear the 'F' Grade in the second attempt, a third attempt will be given. A student will be given a third attempt in a maximum of two courses in an academic year. If with all the second and third attempts the student is still not able to clear the 'F' Grade(s), the student will have to repeat the year.

A first year B. Tech student who receives 'F' Grade in any course will not be promoted to the next year. A student of second year who receives an 'F' Grade in any course will not be promoted to the next year. A student of third year who receives an 'F' Grade in any course will not be promoted to the next year. A student of fourth year who receives an 'F' Grade in any course will not be entitled to receive the degree in that year. In either of the above cases he/she will have to repeat the course along with students of the next batch.

If a student misses the regular end term exam, he/she will be given a make-up exam which will be deemed to be the second attempt. The rules governing the second attempt will apply to the make-up exam.

2.2.2 Continuous Evaluation

Continuous evaluation will be done by the faculty teaching the course. The percentage of marks assigned to continuous evaluation is 60 percent. A student will be required to score a minimum of 25 marks out of 60 in order to pass. The faculty teaching the course may give a re-examination in certain components of the continuous evaluation at his/her discretion. Only one re-examination attempt will be given for any specific component.

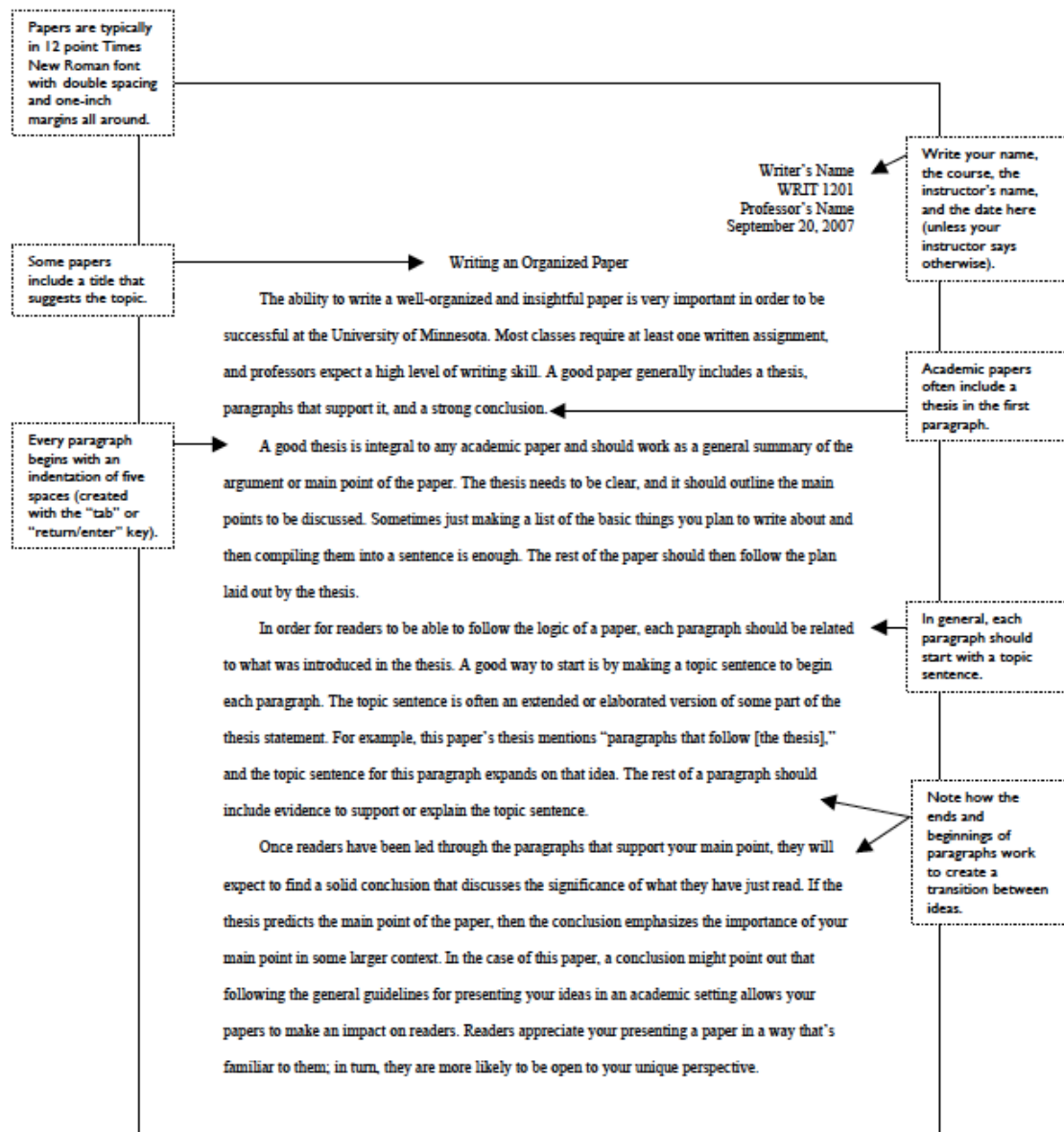
In relation to Assignments, they shall adhere to the following guidelines:

1. The title shall reflect 'what's to come'. It should be impactful and sharp, while remaining focused.

2. Structure your essay as per the format in the document attached for your reference. You may find below a suggestive matrix. Pay close attention to transitioning sentences between paragraphs.
3. Pay attention to the font and spacing. Use 12-point Times New Roman font with double spacing and one-inch margins all around (unless indicated otherwise).
4. Follow the Three Cs: Clear, Concise, and Comprehensive

Academic Paper Format

Here is an example of what an academic paper typically looks like. Using standard fonts, margins, and indentations helps your paper gain credibility with an academic audience; readers who are comfortable with your paper's format can pay close attention to the ideas you're communicating.



2.2.3. Use of Turnitin

The Institute also has a campus license for Turnitin to enable ethical practices in learning. Students asked to submit their assignments in the Turnitin platform with an upper bound of 10% plagiarism that fosters ethical practices. Submissions exceeding this percentage will receive an “F” or similar.

2.3 Total Marks

A student has to score a minimum of 40 marks out of hundred in the combined evaluation which is the sum of the end term evaluation and the continuous evaluation. A student receiving less than 40 marks out of 100 in the combined evaluation will receive an ‘F’ Grade in that course. A student will have to avail of the reexamination options available in order to improve the marks in case he/she falls short of the required marks for passing.

2.4 Eligibility to be promoted to subsequent years

A first year B. Tech student who receives ‘F’ Grade in any course will not be promoted to the next year. A student of second year who receives an ‘F’ Grade in any course will not be promoted to the next year. A student of third year who receives an ‘F’ Grade in any course will not be promoted to the next year. A student of fourth year who receives an ‘F’ Grade in any course will not be entitled to receive the degree in that year. In either of the above cases he/she will have to repeat the course along with students of the next batch.

2.5 Eligibility to Graduate

A student who receives an ‘F’ Grade in any course will be required to clear the ‘F’ Grade availing of the options mentioned above. If the student still fails to clear the ‘F’ Grade after exhausting all the options available, he/she will be required to repeat the course with the next batch. In such case the student will graduate in the next year upon clearing the ‘F’ Grade.

2.6 Research activity participation and contribution

Students of the B. Tech, School of Technology shall contribute towards research and development through innovation in the form of patent or publication. During the program students are expected to publish at least one patent application or research article that can be derived from minor or major project works in their respective areas of interest. It is necessary for students to collaborate with the faculty members to ensure quality work. This requirement will determine the completion of the program.

Knowledge created by the university advances education and society at large. This knowledge is disseminated with the publication of research output from the university. Research output is considered a significant parameter to assess a university's performance.

2.6.1 Competitions

Students are required to take part in at least two national/international competitions within the course of their program. Students should collaborate with faculty member who will be acting as a mentor throughout their journey in the competition.

2.7 Fees for courses being repeated with the next batch

Students who are required to repeat a course with the next batch will be required to pay the tuition fee and variable fees on a pro rata basis and the fees under other heads for the full year.

2.8 Requirement to maintain minimum grade for B. Tech Program

At the end of an academic year students having CGPA 2.0 are not eligible to be promoted for the next year. Such students are required to re-take the courses with the junior batch to improve their grades.

2.9 Issue of Certificates and Transcripts:

Students will be given their final grade transcript and certificates only after the student has completed all the requirements of the program.

2.10 Grading Norms

Grade	Grade Points
A+	4
A	3.75
A-	3.5
B+	3.25
B	3
B-	2.75
C+	2.5

C	2.25
C-	2
D	1.75
F	0

- Score of below 40 out of 100 will lead to “F” grade.
- Score of 40 and above but less than 50 will lead to “D” grade.
- Scores of 50 and above will be subject to relative grading.

Students will be required to score a minimum of 10 marks out of 30 in the end term examination.

2.11 Re-Exam

If a student receives less than the minimum passing marks in the end term exam or in the continuous evaluation, a re-examination will be conducted as explained above. The Re-Exam Fee will be Rs. 5000/- for the first Re-Exam and Rs. 7000/- for the second Re-Exam.

2.12 Re Evaluation

If a student believes that the marks received in the end term examination are lower than they should be, the student may apply for re-evaluation of the answer paper. The fee for re-evaluation is Rs. 4000/-. The application for re-evaluation shall be done through Bridge. Students may apply within 15 days of receiving their scores. After this time, no re-evaluation will be conducted.

2.13 Re- Totaling

If the student believes that there is a totaling error in the end term examination, the student may apply for a re-totaling within a week of the marks being released. The fee for re totaling application is Rs. 1000/-. However if an r-totaling error is found, the deposited fees would be refunded.

2.14 Review of Answer Sheet

If a student would like to review his or her end term answer book, he/she may apply for review. The fee for answer book review is Rs. 1000/-

2.15 Examination Regulations:

- Students are required to be seated in examination hall ten minutes before the scheduled time
- Students are advised to carry only permitted stationery and devices to the examination hall.
- Every student is required to carry the Institute Identity Card and produce it on demand.
- In an open book examinations, sharing course material/text books/stationary items/ calculators is not allowed.
- Students may not carry any material on their person which could provide assistance in answering the questions.
- Students may not engage in talking to other examinees or see the answers being written by other examinees while the examination is in progress.
- Mobile phones are strictly not permitted in the examination hall, if a student found carrying a mobile phone, he/she will be considered to be indulging in unfair practice and will be subject to the provisions of Unfair Means under the regulations of the University irrespective of whether they were using the mobile phone or not.
- The decision of the Invigilator will be considered as final decision for that particular examination
- A student arriving late for the examination will be admitted into the examination hall only with the written authorization of the Controller of Examination or any other person designated to authorize late entry.

2.16 Code of Ethics

Refrain from offences such as copying, cheating, plagiarizing, lying and colluding with fellow students in a manner not permitted by the concerned faculty, giving or receiving unauthorized aid, and resorting to bribery or intimidation to obtain an advantage over others.

Students may mention appropriate citations in any academic exercise such as take-home assignments, exams, project reports, quizzes, class participation and others, as determined by the faculty member. Some examples of violation of the code include:

1. Plagiarism
2. Sharing oral and written information during examinations or consulting written materials not authorized by the faculty member.

3. Unauthorized collaboration
4. Reworking a quiz or exam for re-grading, without the faculty member's approval.
5. Giving or receiving aid not permitted on a take-home examination or assignment.
6. Submitting another student's work as one's own

2.17 Using Unfair Means in Examination

1. Unfair means in examination will constitute the following.
2. In possession of mobile, tablet, laptop, music players, smart watches, assisted or virtual reality devices and games consoles in the examination hall.
3. Talking to other students after the distribution of question paper.
4. Looking at other student's answer sheet. The invigilator's decision in these matters is final.
5. More than one use of restroom in the entire duration of the examination.
6. Using printed or handwritten material other than examination question paper and authorized answer sheets.
7. Scribbled notes in body or apparel.

2.18 Students who are found to be using unfair means shall be penalized as follows

1. First offence will lead to cancellation of answer sheet and award of zero marks in that examination.
2. Second offence will lead to automatic annulment of marks in other subjects in the term leading to student appearing for reexamination for all papers in the term.
3. Third Offence will lead to program office calling the parent and informing them of the repeated violations and a severe penalty in terms of repeating the year with re-payment of the fees.
4. Fourth offence will lead to expulsion from the University.

2.19 Course and Faculty Feedback

At the end of each course, students will complete a feedback form on the course and its instructor.

Feedback given will be summarized and shared with the faculty. Feedback of individual students will not be shared with the faculty and no student's identity will be made available to faculty. It is mandatory for each student to complete the feedback form.

2.20 Dressing, Grooming and Behaviour

Minimum requirements: to be dressed in business formals from Monday to Thursday. On Friday and Saturday, students might dress in casual attire with the exception of printed t-shirts, shorts, ripped jeans, sandals, or similar.

1. Formal Dressing – For the benefit of all the students, we are documenting what generally qualifies as interview formals as under.

a. Women

- i. Invest in 1-2 good dark colour pant suits. Invest in 4-5 collared Shirts – Solid Light Colours. Invest in a pair of plain black close toed kitten heels and a pair of plain black close toed flat shoes.
- ii. The suit pants can be replaced with a skirt – knee length – which can be paired with the same suit.
- iii. Cotton Kurta and cotton leggings set – sober colours, with no embellishments, plain open face sandals – flats & kitten heels – 2 pairs which can be used with multiple outfits.
- iv. 2 Saree Sets (saree and blouse) – cotton blouse with half sleeves. It is important to get comfortable in a saree and unless you drape it often, you will not be able to carry it when required (formal occasions).
- v. Shoes must be free of embellishments – better to be sober than sorry.

b. Men

- i. Invest in 1 set of Dark Suit – 3 Color options – Black, Blue or grey.
- ii. 2-3 solid color shirts – Light colours – whites, blue and light grey. Printed shirts are not formal.
- iii. 2-3 Ties that match the shirts – Stripes, checkered or light solid – (options for striped ties available on Amazon and tie kart).
- iv. 1-2 belts with a simple buckle. Black or dark brown ONLY.
- v. 2 pairs of formal shoes – plain black and brown – (Remember- brown doesn't go very well with black and most blues.).
- vi. 3 pairs of socks with each of the suits (6-9 pairs in total) – same colour as the suits.

c. It's called hygiene for a reason:

- i. Keep your nails and hands clean.

- ii. Cut your nails as frequently as required.
- iii. Comb your hair – tousled hair is not formal. Fancy hair doesn't go well with most employers.
- iv. Clean shave- Beards are overrated, especially patchy ones. Shave as often as you can. If you have a skin ailment, produce a certificate and get it treated, if possible. A patchy or fancy beard is often frowned upon.
- v. If you want to grow a full beard, keep it trimmed and well maintained.
Collar should be buttoned while wearing a tie. The tie should be straight and well fitted, not hanging.

2.21 Classroom guidelines

- a. Missing lectures is not acceptable. Continuous absence for 4 or more times, without prior consent by the Program Chair, will lead to disciplinary action by the same authority, which can be in the form of credits, marks or suspension from the concerned subject.
- b. Coming late for lectures is not acceptable. Repeated late arrival for three or more times will translate into an "absent" marking.
- c. Disturbing or disrespecting the concerned faculty in any way is not acceptable. The same shall be reported to the Program Chair, who will consider disciplinary actions as stated in point a.
- d. If you have to complete an errand or a job – speak to the faculty and take permission for the required delay before class.
- e. The desktop specification will be as follows: Processor: Core i5 or Core i7, RAM:16 GB or 32 GB, Storage:512 GB- 1 TB
- f. In the unfortunate event that you are running late for a session and cannot speak to the faculty in person – inform the faculty via SMS or email or WhatsApp- State the time by which you will join the session, the reason you are running late. Reach the class at the time indicated in the message.
- g. In the unfortunate event that you have to miss a lecture – inform the faculty in advance via SMS or EMAIL or WhatsApp – stating clearly that you will be absent and WHY. Preferably email with a copy marked to the pertinent authority.
- h. In the event that you have to miss class for a sustained period of time, send an email to the Program Chair with copy to the Dean and once approved, share that approval with the required faculty.
- i. Find out what you enjoy doing- Lock yourself in a room, speak to your friends. Find out. Sooner the better.
- j. Communicate. Everyone has problems- You are not the only one. Talk to people around you. You will feel better and may find a solution. Failing to do so, you may push

yourself down a hole that may be difficult to get out of. Most importantly – The world is not going to wait because you have problems. So managing them is important.

- k. Learn to prioritise – A family wedding, a party, an errand – all can wait until you finish your education. You are here to learn management and then get a job. Put the learning first and the job / career will follow.
- l. Your Health is your responsibility. If you do not invest in your health and fail to take care of yourself, the only person who will lose is you. Exercise every day and take care of your diet.

2.22 Of Note:

1. You don't attend sessions to mark yourselves present or complete a formality. You do it to become a better person than what you were yesterday.
2. Interview Formals are mandatory on the stipulated days. You need to get used to them or else you will be uncomfortable and that creates a bad impression in any interview.
3. If you are unable to read, try audio books. If you can't read the newspaper daily, watch the daily news. Understand that being unaware about your surroundings and the world you live in isn't an option.
4. You need to maintain hygiene and keep themselves presentable. It is unacceptable to look shabby.
5. Discipline is not optional. Courtesy is not optional. Good manners are not optional. Decency is not optional.
6. Learning is not an option – if you believe that you can get a job without learning what is being taught in class, then go out in the real world and start swimming among the sharks. Let's see how long it takes for you to get eaten alive...Don't waste your time.
7. Inaction is not an option. Failure is mandatory. If you don't try and fail – you will not learn.
8. Words have no meaning. Apologies don't cut ice anymore with anyone – Saying you are sorry is superficial; Showing your regret may make a difference- Actions speak louder than words!
9. If your faculty is not doing enough – demand more of him/her. If he/she is wrong in some manner – inform him/her. If he/she has been unclear – seek clarity. If he/she has offended you in some way – communicate.
10. **Students are required to keep their LinkedIn profile upto date as per Woxsen University standards.**

2.23 Mobile Policy

Students are advised to refrain themselves from using mobile phones during the class hours, unless specified by the concerned faculty. In case of violation, the faculty or the faculty associate shall confiscate the mobile and handover the same to the Program Director. The mobile will be returned back to the students after the term ends and communication will be sent parents/guardian. Arguing with any of the faculty / faculty associate / staff in this process will lead to honor code violation.

2.24 General Behaviour

In the Academic Block and inside lecture-rooms, students will behave in a professional manner. They should dress in a socially acceptable manner and not disturb others in any manner through their speech or action. Talking while academic sessions are in progress and distracting other students and the teacher are considered serious forms of indiscipline. Under no circumstances should students argue with the teachers. Using mobile phones, laptops or other devices when sessions are in progress is prohibited unless specifically permitted by the faculty.

2.25 Usage of Facilities

Students are prohibited from misusing, damaging or removing devices and equipment in the Academic Block and in lecture-rooms, such as Computers, speakers and projectors. Indulging in such practices will result in the concerned students being penalized in a manner that the School's authorities consider appropriate.

3.0 Program Information

3.1 Learning Management System

Woxsen University - School of Business uses Learning Management System for all academic activities such as Program announcements, uploading content - study material, grades and attendance.

Students are expected to take their own printouts of class notes or other files that have been uploaded on the Learning Management System.

3.2 Teaching Assistants

Students are encouraged to take part in the Teaching Assistantship initiative.

Teaching Assistants (TA) are indispensable to our system of higher education. A TA is a student enrolled at Woxsen University who assists senior professors in teaching and research.

The ideal candidate would be:

- Inquisitive, creative, and curious
- Sociable and easy to talk to
- Passionate about connecting with fellow students
- Organized and careful about time management
- Devoted to learning
- Attentive to details
- Excellent at oral and written communication
- Highly knowledgeable about their subject area

3.3 International Student Exchange Program

Woxsen's relentless efforts towards providing Global Exposure & Study Opportunity to its students has transpired into partnerships with World's leading Universities. With Exclusive International Student Exchange Programs, our meritorious students will get an opportunity to study one semester or more abroad.

3.3.1 Objectives of the International Student Exchange Program

- To provide global exposure & international competencies to our students in Management studies.
- To promote international mobility of our meritorious students

- To acquaint students with challenges & opportunities in the international business world.

3.3.2 Enrolling for the International Exchange Program

Students will be given a choice of registering for either of the student exchange programs on offer. Students will be required to pay the registration fee of Rs. 50,000/- for registering for the exchange program. The registration fee will cover the cost of airfare to and from the country where the host school is located. Registrations once made may not be cancelled. Registration fee is non-refundable.

3.4 Courses & Credits

3.4.1 Program - Computer Science Engineering

B.Tech in Computer Science and Engineering					
SEMESTER I			SEMESTER II		
Subject	Cred its	Hours/ Week	Subject	Cred its	Hours/ Week
Physics	3	3	Data Structure	3	3
Engineering Mathematics	3	3	Probability and Statistics	3	3
Basic Electrical & Electronics	4	4	Digital Electronics	3	3
Programming for Problem Solving	3	3	Discrete Mathematics	3	3
Chemistry	3	3	English	3	3
Environmental Sciences	0	2	Design Thinking	0	2
Practical			Practical		
Basic Electrical Engineering Lab	1	2	Digital Electronics Lab	1	2
Physics Lab	1	2	Data Structure Lab using C	2	4
Programming for Problem Solving Lab	1	2	English Communication lab	1	2
Chemistry Lab	1	2	IT Workshop (Sci Lab/MATLAB)	1	2
Engineering Graphics & Design	1	2			
Total (Credits and Hours/Week)	21	28	Total (Credits and Hours/Week)	20	27
SEMESTER III			SEMESTER IV		
Subject	Cred its	Hours/ Week	Subject	Cred its	Hours/ Week
Computer Organization & Architecture	3	3	Computer Networks	3	3
Operating Systems	3	3	Data Analytics and Visualization	3	3
Fundamentals of Web Technologies	3	3	Theory of Automata	3	3

Object Oriented Programming	3	3	Design & Analysis of Algorithms	3	3
Software Engineering	3	3	Artificial Intelligence	3	3
Database Management Systems	3	3	Python Programming	3	3
Practical			Practical		
Database Management Systems Lab using MongoDB	1	2	Data Analytics and Visualization Lab	1	2
Operating Systems Lab	1	2	Computer Networks Lab	1	2
Web Technology Lab	1	2	Design & Analysis of Algorithms	1	2
Object Oriented Programming Lab using Java	1	2	Python Programming Lab	1	2
Total (Credits and Hours/Week)	22	26	Total (Credits and Hours/Week)	22	26
Social Internship 1 credit					
SEMESTER V			SEMESTER VI		
Subject	Cred its	Hours/ Week	Subject	Cred its	Hours/ Week
Compiler Design	3	3	Machine Learning	3	3
Software Testing	3	3	Microprocessor and Embedded Systems	3	3
Software Project Management	3	3	Computer Graphics	3	3
Cloud Computing & Virtualization	3	3	Full Stack Development	3	3
Web Application Development	3	3	Cryptography	3	3
Practical			Practical		
Software Testing Lab	1	2	Cryptogrphy Lab	1	2
Web Application Development Lab	1	2	Machine Learning Lab	1	2
Virtualization Lab using Google/AWS	1	2	Full Stack Development Lab	1	2
Compiler Design Lab using JAVA/C	1	2	Microprocessor and Embedded Systems Lab	1	2
Minor Project - I	3	1	Minor Project - II	3	1
Total (Credits and Hours/Week)	22	24	Total (Credits and Hours/Week)	22	24
Internship - 2 credits					
SEMESTER VII			SEMESTER VIII		
Subject	Cred its	Hours/ Week	Subject	Cred its	Hours/ Week
Information and Cyber Security	3	3	Entrepreneurship	3	3
Dev-Ops	3	3	Environmental Management & CSR (E)	3	3
Human Computer Interfacing (UI/UX)	3	3	Introduction to Quantum Computing	3	3
Developing Life Skills	3	3	HELP Values	1	2
Practical			Practical		
Major Project - I	6	12	Major Project - II	6	12

Total (Credits and Hours/Week)	18	24	Total (Credits and Hours/Week)	16	23
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3.4.2 Program – Data Science and AI Engineering

B.Tech in Data Science and AI Engineering					
SEMESTER I			SEMESTER II		
Subject	Credits	Hours/Week	Subject	Credits	Hours/Week
Physics	3	3	Data Structure	3	3
Engineering Mathematics	3	3	Probability and Statistics	3	3
Basic Electrical & Electronics	4	4	Digital Electronics	3	3
Programming for Problem Solving	3	3	Discrete Mathematics	3	3
Chemistry	3	3	English	3	3
Environmental Sciences	0	2	Design Thinking	0	2
Practical			Practical		
Basic Electrical Engineering Lab	1	2	Digital Electronics Lab	1	2
Physics Lab	1	2	Data Structure Lab using C	2	4
Programming for Problem Solving Lab using C	1	2	English Communication lab	1	2
Chemistry Lab	1	2	IT Workshop (Sci Lab/MATLAB)	1	2
Engineering Graphics & Design	1	2			
Total (Credits and Hours/Week)	21	28	Total (Credits and Hours/Week)	20	27
SEMESTER III			SEMESTER IV		
Subject	Credits	Hours/Week	Subject	Credits	Hours/Week
Computer Organization & Architecture	3	3	Computer Networks	3	3
Operating Systems	3	3	Data Analytics and Visualization	3	3
Data Analytics	3	3	Theory of Automata	3	3
Object Oriented Programming	3	3	Design & Analysis of Algorithms	3	3
Software Engineering	3	3	Artificial Intelligence	3	3
Database Management Systems	3	3	Data Engineering and Modelling	3	3
Practical			Practical		
Database Management Systems Lab using MongoDB	1	2	Data Analytics and Visualization Using R	1	2
Operating Systems Lab	1	2	Computer Networks Lab using NS2/NS3	1	2
Data Analytics Lab using Python/R	1	2	Design & Analysis of Algorithms using C/JAVA	1	2
Object Oriented Programming Lab using C/JAVA	1	2	Data Engineering and Modelling Lab using Python/R	1	2
Total (Credits and Hours/Week)	22	26	Total (Credits and Hours/Week)	22	26
Social Internship 1 credit					

SEMESTER V			SEMESTER VI		
Subject	Credits	Hours/Week	Subject	Credits	Hours/Week
Compiler Design	3	3	Machine Learning	3	3
Software Testing	3	3	Connecting Devices and IoT	3	3
Software Project Management	3	3	Computer Graphics	3	3
Cloud Computing & Virtualization	3	3	Full Stack Development	3	3
Big Data and Business Analytics	3	3	Data Sciences	3	3
Practical			Practical		
Software Testing Lab	1	2	Data Sciences Lab	1	2
Big Data and Business Analytics Lab	1	2	Machine Learning Lab	1	2
Virtualization Lab using Google/AWS	1	2	Full Stack Development Lab	1	2
Compiler Design Lab using JAVA/C	1	2	IoT Lab	1	2
Minor Project - I	3	1	Minor Project - II	3	1
Total (Credits and Hours/Week)	22	24	Total (Credits and Hours/Week)	22	24
Internship - 2 credits					
SEMESTER VII			SEMESTER VIII		
Subject	Credits	Hours/Week	Subject	Credits	Hours/Week
Information and Cyber Security	3	3	Entrepreneurship	3	3
Dev-Ops	3	3	Environmental Management & CSR (E)	3	3
Neural Networks and Deep Learning	3	3	Natural Language Processing	3	3
Developing Life Skills	3	3	HELP Values	1	2
Practical			Practical		
Major Project - I	6	12	Major Project - II	6	12
Total (Credits and Hours/Week)	18	24	Total (Credits and Hours/Week)	16	23

3.4.3 Program – Automation and Robotics Engineering

B.Tech in Automation & Robotics Engineering					
SEMESTER I			SEMESTER II		
Subject	Credits	Hours/Week	Subject	Credits	Hours/Week
Physics	3	3	Data Structure	3	3
Engineering Mathematics	3	3	Probability and Statistics	3	3
Basic Electrical & Electronics	4	4	Digital Electronics	3	3
Programming for Problem Solving	3	3	Discrete Mathematics	3	3
Chemistry	3	3	English	3	3
Environmental Sciences	0	2	Design Thinking	0	2

Practical			Practical		
Basic Electrical & Electronics Lab	1	2	Digital Electronics Lab	1	2
Physics Lab	1	2	Data Structure Lab using C	2	4
Programming for Problem Solving Lab using C	1	2	English Communication lab	1	2
Chemistry Lab	1	2	IT Workshop (Sci Lab/OCTAVE)	1	2
Engineering Graphics & Design (SciLab)	1	2			
Total (Credits and Hours/Week)	21	28	Total (Credits and Hours/Week)	20	27
SEMESTER III			SEMESTER IV		
Subject	Cred its	Hours/ Week	Subject	Cred its	Hours/ Week
Computer Organization & Architecture	3	3	Computer Networks	3	3
Operating Systems	3	3	Data Analytics and Visualization	3	3
Fundamentals of Web Technologies	3	3	Theory of Automata	3	3
Object Oriented Programming	3	3	Design & Analysis of Algorithms	3	3
Software Engineering	3	3	Artificial Intelligence	3	3
Database Management Systems	3	3	Microprocessor and Interfacing	3	3
Practical			Practical		
Database Management Systems Lab using MongoDB	1	2	Data Analytics and Visualization Using R	1	2
Operating Systems Lab	1	2	Computer Networks Lab NS2/NS3	1	2
Web Technology Lab	1	2	Design & Analysis of Algorithms using C/JAVA	1	2
Object Oriented Programming Lab using JAVA	1	2	Microprocessor Lab	1	2
Total (Credits and Hours/Week)	22	26	Total (Credits and Hours/Week)	22	26
Social Internship 1 credit					
SEMESTER V			SEMESTER VI		
Subject	Cred its	Hours/ Week	Subject	Cred its	Hours/ Week
Compiler Design	3	3	Machine Learning	3	3
Software Testing	3	3	Microcontroller and Embedded Systems	3	3
Software Project Management	3	3	Computer Graphics	3	3
Cloud Computing & Virtualization	3	3	Control Systems & Navigation	3	3
Connecting Devices and IoT	3	3	Realtime Operating System	3	3
Practical			Practical		
Compiler Design Lab using JAVA/C	1	2	Realtime Operating System Lab using ROS	1	2

IoT Lab	1	2	Machine Learning Lab using Python	1	2
Software Testing Lab	1	2	Control Systems Lab using Octave	1	2
Virtualization Lab using Google/AWS	1	2	Microcontroller and Embedded Systems Lab	1	2
Minor Project - I	3	1	Minor Project - II	3	1
Total (Credits and Hours/Week)	22	24	Total (Credits and Hours/Week)	22	24
Internship - 2 credits					
SEMESTER VII			SEMESTER VIII		
Subject	Credits	Hours/Week	Subject	Credits	Hours/Week
Information and Cyber Security	3	3	Entrepreneurship	3	3
Robotic Technology	3	3	Environmental Management & CSR (E)	3	3
Computer Aided Mechanical Design & Analysis	3	3	Computer Vision & Image Processing	3	3
Developing Life Skills	3	3	HELP Values	1	2
Practical			Practical		
Major Project - I	6	12	Major Project - II	6	12
Total (Credits and Hours/Week)	18	24	Total (Credits and Hours/Week)	16	23

Total credits for the program closure = 166.

The program structure is subject to revisions if found necessary.

4.0 Placement Policy

The Office of Corporate Relations of Woxsen University facilitates the process of final placements by creating an interface between recruiters and the students of the Program. Student must honor the commitment made by Woxsen University the recruiters on their behalf.

In the event of non-conformance to the placement rules and procedures, Woxsen University reserves the right to initiate corrective action. Efforts to market the programs with its merit, is made by the Office of Corporate Relations with the endeavor to get companies to recruit across specializations. However, the final decision rests with the companies regarding candidates' eligibility criteria and their decision is honored by Woxsen. Therefore, the selection process specified by the company will be followed.

4.1 Criteria for eligibility to participate in the Placement Process

1. A minimum of 80% attendance in every course of the program.
2. A minimum of 80% attendance in all skill development workshops conducted by the institute.
3. A minimum of a minimum of 90% attendance in all guest lectures, webinars and corporate events.
4. Zero backlogs of courses that are completed.
5. A minimum CGPA is 2.6/4 at the end of Semester 6 of B. Tech. **(Please note that attendance and CGPA regulations will be followed strictly. No consideration will be given at any point during the season.)**
6. A minimum Grade of 'B' in Internship Program.
7. A minimum Grade of 'B' in Placement Preparatory Program.
8. Clearance of all fee payments and other dues to Woxsen University.

4.2 A student is deemed to have opted out of placements, if:

1. The student has not applied to any three companies under either of their Major Areas that have visited the campus for recruitment.
2. Till such time as a student receives an offer for employment, it is mandatory for a student to appear for the recruitment process of all the companies visiting the campus for recruitment where the student fits the criteria specified by the company and the JD is related to the student's Major or Minor specialization. Failing to participate in the process will make the student ineligible for placements and the student will be deemed to have opted out of placements.
3. Once a student receives an offer for employment, the student is not permitted to participate in the placement process anymore. In the event of a bigger brand coming to the campus, the student will be given one more opportunity to appear for an interview.
4. Indulging in any activity that brings disrepute to Woxsen University and damages the brand "Woxsen", shall be viewed very seriously and disciplinary action shall be initiated.
5. Students shall maintain professional attire and behavior in the classroom/online classes and campus.
6. Applications for participating in the recruitment process of a company are invited based on the eligibility criteria regarding programs, academic qualifications, work experience, etc. indicated by the company.
7. Attending the company's briefing session during the recruitment process is mandatory.
8. Depending on the convenience of the recruiting company, the recruitment process may be conducted in company's office, on Woxsen premises or at some

mutually convenient location. The choice of location will be made by the recruiting company.

9. Companies usually share information about the position [Job Description (JD)] beforehand while many give a general idea about the opportunity. Students are expected to be well versed with the organization, its products and the role which is being offered.
10. Students who are shortlisted by the companies have to attend the entire process. If they are absent for any step of the entire process, they will be debarred from placement.
11. Students are expected to be mobile and have the capability to adjust and respond to dynamic situations successfully.
12. In case a student deliberately attempts to under-perform in the interview, apply and not attend the interview, negotiate packages with organizations which offer fixed packages and negotiate location with any company, he/she will not participate in the placement process thereafter. Further, the student will not be eligible for any subsequent support.
13. Location constraints will **NOT** be entertained.
14. Please be informed that, if any student decides not to join the company after accepting the offer letter, there will be many issues like effecting the brand Woxsen, future relationship between the institute and the company, and effecting the joining of the fellow students who got placed in the same company. Hence, it is utmost important not to withdraw joining the company post acceptance of the offer letter.
15. In other rare cases, apart from the ones described above, the final decision will rest with the Senior Management Team, Woxsen, Hyderabad.
16. It is mandatory for the students to remain in the company they join from the institute for at least 12 months
17. Non-adherence to following timelines, given by the Placement Committee will lead to debarment from placements.

4.3 Opting out of Placements

- In case a student wishes to opt out of the placement process (final or internship), the student must submit a letter to the Office of Corporate Relations and must officially withdraw from the placement process.
- A student has to withdraw from the final placement process if he/she is keen to seek an opportunity outside. The student needs to seek the approval of the Office of Corporate Relations, i.e., submit the Placement Withdrawal Form duly completed with the names of such companies and other details where he/she is applying to. The Office of Corporate Relations approaches many companies and would like to continue

the cordial relationship with them. Thus, if one wants to opt out, he/she should do so before the entire process begins.

- If one wants to opt out of placement, he/she will be allowed to opt out subject to the following conditions:
 - He/She is not already placed in any other company through Woxsen's placement process.
 - He/She is not a part of any company's recruiting process (on campus) at any point in time. However, if one has already applied to companies outside Woxsen, then he/she need to inform the Office of Corporate Relations and will be out of placements. Failure to meet these requirements may result in a disciplinary action against the candidate
 - After opting out, the student will not be allowed to re-enter the placement process at a later stage.

4.4 Pre Placement Offers (PPOs)

As a policy, Woxsen encourages candidates to work towards PPOs in order to strengthen the executive placements.

- PPOs made by the companies have to be routed through the Office of Corporate Relations.
- Students getting PPO/PPI offer directly from the companies are required to convey the same to the Office of Corporate Relations via a formal letter or an e-mail message to the Office of Corporate Relations. Students found to be deliberately withholding such PPO/PPI offer, will be subject to disciplinary action. In case a student fails to inform the Office of Corporate Relations before the appointed date, he/she would be considered to have accepted the PPO.
- The Corporate Relations Team will try to ensure that all companies desiring to make a PPO offer do the same before the deadline; however, any PPO offer made after the deadline will result in automatic rejection if the student is already placed in the lateral/executive placements by the time the offer is made.
- If the company makes an offer after the placement season starts and the student is still not placed, he/she will have to decide whether to accept or reject the PPO within 24 hours of being informed.
- In cases where the candidate refuses the PPO based on profile (e.g. Marketing, finance, HR etc.), the candidate will not be allowed to take part in any further processes of companies offering placements.

- A PPO received by the student will be treated at par with a Placement Offer received at the Campus.

5.0 Convocation

5.1 Awards& Medals

Woxsen University does not certify the rank in class, but recognizes meritorious performance through the Woxsen University Scholastic Awards.

This is awarded to student in recognition of academic performance throughout the Program as determined by the CGPA.

Disqualification: Students who have failed in a course or those who have not maintained the highest level of academic and personal integrity or have violated to honour Code are not eligible for any honours.

5.2 Invitees per Student

Each student is eligible to receive two free invitations for the convocation ceremony for his/her immediate family. Invitation card entitles the bearer to a graduation seat and high tea/lunch.

5.3 Dress Code

Business casuals; for better photographs, men should wear dark trousers and formal shoes; ladies dark salwars / saris and formal shoes. No slippers, sneakers or floaters.

5.4 Graduation Gowns

The gowns, hood, cap and tassel will be given one day before the convocation day at the Program office. These have to be returned soon after the convocation ceremony is over.

5.5 Dress Rehearsal

This includes wearing the gown, seating order, procession and awarding of certificates. Attend this rehearsal without fail, and do not keep your classmates waiting by arriving late. The order in which the names are called out at the convocation ceremony will be sent out later.

5.6 Group Photograph

The batch photograph will be taken on the rehearsal day - make sure you are there on time! Everyone gets a complimentary copy of the picture.

5.7 Convocation Certificate & Transcript

During the convocation ceremony a photocopy of the certificate is handed over. After completing the exit formalities you may collect your original certificate, transcript and two attested copies from the Program office. Students graduating in absentia can receive their certificate & transcript and/or copies by courier along with the refund of deposit.

Photocopies of academic transcripts you submit to Woxsen University at the time of admission become part of your permanent academic record and will not be returned to you. You may obtain additional copies of transcripts by writing to the Controller of Examinations at COE@woxsen.edu.in

Duplicate Transcripts may be obtained by paying Rs.1000 for the first transcript. The processing time is 5 to 7 working days for transcripts. Transcript requests over the phone will not be processed. All requests must be made in writing.

5.8 Exit Procedure

After graduation and before your departure from Woxsen University, students are required to complete a set of procedures including the return of Library books, settling debit notes, completing exit surveys, alumni information documents, etc. a day before the Convocation ceremony. Details of these procedures will be shared with you closer to the date of departure. The Program office will take appropriate action where students fail to complete the formalities specified in the exit procedures document.

6.0 Campus Policy

6.1 Identity Cards

All students are required to wear their valid identity card issued to them by the School at all times.

6.2 Staying On Campus

- Students must ensure that the doors are locked, and all electrical switches are switched off when not in use.
- Students must use water judiciously while on campus and must always keep in mind conservation of water. Water is a very scarce resource which we cannot afford to waste.
- Students are required to bring with them their mattress, bedsheets, blankets and pillows.
- All visitors must register at the security station/main gate upon arrival and departure. No visitors are allowed after 9.00 pm. No visitor, under any circumstance, is allowed to stay in the hostel if the student does not provide prior intimation to the 6.5 Student Affairs Division/Campus Manager. Students are personally responsible for ensuring all visitors comply with the rules and regulations and they would not cause any inconvenience to other students. Visitors are strictly prohibited from staying overnight. However, if the student informs the concerned authorities well in advance, exceptions or alternative arrangements for stay may be made.
- Students cannot stay on the premises after their academic term has concluded. Special permission will be required to be obtained in writing from the School for doing so. For internship projects, students will have to make their own arrangements for stay outside the campus.
- Students are solely responsible for valuables they keep on the premises, including cash, jewellery, mobile phones and other devices. The School will not be responsible for loss or theft of any valuables. Students must obtain prior permission before organizing any social events in the hostel or anywhere in the campus.
- Girls are not permitted to enter the sections reserved for boys in the residential premises. Similarly, boys are not permitted to enter the sections reserved for girls in the residential premises. Violation will result in the student(s) being expelled from the campus

- Students are not permitted to put up notices on the campus without the permission of the School.

6.3 Smoking, Alcohol and Drug Consumption

Woxsen is a smoke-free campus. Students found smoking tobacco will undergo the following process:

Warning No. 1 & fine of Rs. 5000/-

Warning No. 2 & fine of Rs. 7000/-

Warning No. 3: Eviction from the campus premises.

Alongside this, the consumption of alcohol and the usage of drugs is strictly prohibited on campus. Students found in possession of drugs or under the influence of intoxicants will be rusticated and evicted from the Woxsen University with immediate effect.

6.4 Vandalism

Vandalism/Damage/removing institute property including sports equipment is a very serious offence. Strict disciplinary action would be taken against students causing damage to school property. The cost of damage will be recovered from student's caution deposit. If no student takes ownership for damage caused, the cost of repair/replacement will be recovered from the entire student group.

6.5 Cooking

Cooking food on the premises is strictly prohibited. Violation could result in the student(s) being expelled from the campus.

6.6 Sexual Harassment

Sexual harassment is a very serious offence. Students found causing embarrassment, unsolicited compliments, and sexually tainted jokes and "ragging", spreading false rumors will be evicted from the institute immediately.

6.7 Physical Violence

Fighting or any physical violence is not allowed. Students found committing such an offence will be evicted.

6.8 Safety

Students' safety is of prime importance for the institute. In this regard, a strict security team is stationed at the gate. The school reserves the right to check student vehicles and bags at the time of entry and exit into/from the campus. Security personnel hold the right to enter student rooms for random checks at any time. Students involved in illegal activity/possession of illegal material will immediately attract disciplinary action. Students are required to cooperate with the security during such checks.

6.9 Leaving the Campus

Students should not leave the campus while academic terms are in progress without obtaining permission in writing from the Chairperson Academic Administrator or Sr. Manager – Campus Operations.

6.10 Dress Code

Student will maintain dress code mandated by the administration as and center required.

6.11 Vehicles

6.11.1 Bicycles on Campus (BYOB – Bring Your Own Bicycle)

Bicycles are a popular mode of transportation on campus and everyone is encouraged to use bicycles for transportation on campus - they are quick, easy to park and environmentally friendly. Cycles can be parked at different locations. The initiative aims to increase awareness among the Woxsen University community on the issue of sustainability, keep the campus clean and green while improving the health of the Woxsen University community.

Some guidelines for using bicycles on campus

- Bicycles must be parked in the designated bicycle racks on campus. If they are parked elsewhere, they may be removed.
- When not in use, bicycles should be always parked in bicycle rack

6.11.2 Parking and Use of Vehicles

Students are encouraged to bring their vehicles. Ample parking is available on campus. There is no covered car parking facility available. In the case of students joining Woxsen University from out of state,

- 1) You need to give your vehicle RC copy and Driving License Copy to facilities team.
- 2) However, you need to park your private vehicles at the main entrance parking area only.
- 3) Using motorized vehicles inside the campus is allowed only if there is a permission letter is available from School.

One must park all vehicles within the marked bays and not on verges, access ways, or any area not intended for such a purpose. One must obtain a parking permit from the Security Officer. The school does not accept responsibility for damage to or loss of vehicles on its premises, or for damage to or loss of accessories or contents. Parking in front of the admin block and the hostel entrance is strictly prohibited. For more information on parking, please contact the facilities team.

6.12 Posters on Campus

The Dean of the School & Registrar approves all banners, posters, and advertisements to be posted by students. The School reserves the right to remove posters that damage Woxsen University property or violate the School's values. In addition, we expect the student council to properly remove and dispose of posters after the event is promoted or within 3 weeks of posting, whichever comes first. No external organisations may place advertisements on Woxsen University property without prior permission.

6.13 Religious Guidelines

Woxsen University is a secular institute that does not affirm or deny any specific religious tradition, philosophy, or practice. Woxsen University does not discriminate against any religion or sect in terms of hiring, admission, or grading. Students are expected to respect the religious preferences of others on campus, and are required to refrain from practicing their religion in the public sphere or in any common areas. For prayer, puja, or worship times, you may wish to use your personal room

- For safety reasons, no fire is permitted on campus. Even small candles unattended have been known to burn entire at student hostels.

- No spice/paint/stickers may be placed on any floors or walls whatsoever. Paper coverings could be placed to ensure easy clean-up
- No loud music, singing, or chanting that might disturb others
- Please clean up any mess to ensure that others are not affected by your event
- Use good judgment and safety precautions at all times

6.14 Environmental Protection

We want to make the campus green and environment-friendly. To protect the environment, Woxsen University service providers use only environmentally friendly chemicals for upkeep of the rooms, offices, toilets, etc.

6.15 Pets

Pets are not permitted to be kept in the student hostels.

6.16 Overnight Visitors

Visitors staying overnight at the students' housing units must obtain prior approval and may stay for a limited period. Approval is given after taking into account the convenience of other residents. Visitors will be charged at the prescribed rates for the duration of the stay. You may contact Campus Facilities Team if you need any assistance.

6.17 Safety and Health

Everyone of Woxsen University community are collectively responsible for the quality of life and level of safety on campus. We need to be considerate and careful and comply with all regulations.

6.18 Fire Safety

Fire extinguishers have been placed in every Student Hostel block and at the Admin & Faculty block. If there is a fire, call for help at extension 5550 and state your location clearly.

The Student Handbook details the regulations and the code of conduct governing students while they are enrolled in the program of the school. Students are expected to abide by the regulations. Any deviations from the regulations will be referred to the

appropriate authority of the school/ University. The decision of the appropriate authority of the School/University will be binding in the student.

6.19 Student ID cards

When you arrive, Woxsen University will issue a Student ID Card to you. One needs the ID card for entering the campus and at various other areas of the campus. In addition, the ID card serves as the library pass. Please take care of the ID card, if it is lost, report the loss immediately to Program Office and Facilities team. A new ID card will be issued on a chargeable basis of Rs. 750/- and it will take 14 working days for re-issue.

6.20 Decision to be binding

Students shall abide by the decisions taken by the school, which shall be treated as final and binding. Disputing such decisions will result in the student(s) being expelled from the campus.

6.21 Right to Alter, Amend Rules

The school **reserves** the right to alter, amend, add or delete any of the rules and regulations at any time without prior notice.

7.0 Campus Facilities

7.1 Meals

The School will serve 3 meals a day: breakfast, lunch and dinner. Please note that the timings for the 3 meals are displayed on the notice boards of The Oval. Students not adhering to the specified timings will not be served. Students may also use the facilities of the multi-cuisine restaurant, Blue Embers, on chargeable basis; working hours of the restaurant are displayed at the premises.

7.2 Dining Hall (The Oval)

Central Dining Hall will operate 7 days a week. Timings are as follows

Breakfast: 7.30 am – 09.15 am (Sundays: 8.00am – 10.00am)

Lunch : 12.30 pm -01.45 pm

Dinner: 7:30 pm - 10.00 pm

These are buffet style. Various meal options will be made available to you shortly.

We provide a range of services to ensure your comfort and safety: housekeeping, laundry, emergency services. Please contact Campus Manager or Duty Manager.

7.3 Vacating rooms during summer breaks and other breaks for maintenance

All hostel rooms should be vacated by students during the summer break and other breaks and student belongings should be transferred by students to a designated location. This will facilitate the maintenance of the hostel rooms during the breaks.

7.4 Housekeeping

All the rooms are cleaned daily between 9 am and 4 pm, and the bed linen is changed twice a week. You can make special cleaning request.

7.5 Laundry

Woxsen University provides you with in-house laundry facility and this operates every day between 10.00 am to 5.00 pm.

1. While giving clothes to the laundry personnel, please ensure that the condition of the clothes are properly noted.

2. Issues with respect to damages or missing of clothes to be escalated to the Facilities Team.

7.6 Pest Control

Woxsen University ensures that there is periodical pest control measure taken throughout the campus to keep pests and rodents away.

7.7 Security

The Security Officer is responsible for guarding the campus, monitoring visitors and movement of material in and out of campus, managing parking, firefighting, and monitoring the transport service. You can also contact the security staff at extension _____. Please take care of your personal belongings like jewellery etc. by keeping them under lock.

7.8 Convenience Store

The convenience store is managed by the local service provider. It is a mini departmental store which stocks general supplies like Toiletries, snacks, biscuits, cool drinks etc. It is located in the ground floor at the student hostel.

7.9 Library

The Library is located in the second floor of the admin block as a temporary measure till the library block construction is completed. It is designed to meet the information needs of the Woxsen University Community - its students, academicians, and researchers. The Library is also the source for news on the latest developments in business and management. The mission of the Library is to support the school in building an internationally top-ranked, research-driven management institution by establishing a knowledge hub. It enables access to various information resources, besides providing innovative, responsive, and effective services to meet the changing needs of the academic community. The e-resources and online databases currently available at the Library are among the best in the academic circle.

You need your student ID to borrow items from the library. The library will impose a fine for overdue items. Members of the public, personal friends and relatives will not have access to the library. The course books for the current and immediate next term will be made available for reference only.

Working Hours

Library is open from 11.00 am to 08.00pm from Monday to Friday and on Saturdays & Sundays from 10.00 am to 05.00 pm except on 3 national holidays (Republic Day -January 26, Independence Day - August 15 and Gandhi Jayanti - October 2)

Other Rules

- Library membership rights are not transferable.
- You may use laptops and personal stereos only if it does not disturb other users. Books and journals may not be photocopied in their entirety. You may photocopy 10% of a book or one chapter whichever is lesser.
- Users must abide by the conditions of the Copyright Act while using materials/ information retrieved from E-resources. These materials can be used only for personal academic research, learning, and teaching purposes. Under no circumstances should the data be circulated/ disseminated to another person or used for commercial purpose.
- You are not allowed to download and save a copy of the article / information / software for future use.
- The library is entitled to suspend the borrowing rights of users who persistently break or ignore library rules.

For further information or assistance, please contact the library at extension.

7.10 IT Policy

Woxsen University regards our computer systems using the campus network as a vital and integral part and so expect you to utilize your system responsibly and for the purposes of your course work primarily.

7.10.1 Woxsen University Identity

To access various software programs and portals you may have been given one or more user names and passwords. These passwords are personal to you. Do not write them down where they may be seen by anyone else.

You are responsible for all actions undertaken whilst logged on to any system using your user name and password. You should not therefore allow anyone else to use your access rights and password.

Change your password no less frequently than once every ninety days. When changing your password, do not use words that contain personal data. If you have any suspicion that any other user knows your password, then it is your responsibility to report it to the IT Head immediately.

7.10.2 Email

Woxsen University email address can receive emails from anyone connected to the Internet. However, it is advised that the students limit the frequency of personal emails to Woxsen University email, they should be dealt using your personal e-mail address. You should ensure that your correspondents know that they should not send you illegal attachments such as pictures or executable programs.

Emails may contain file attachments. These should not be opened unless they are received from a trusted source. If in doubt, forward the email to the System Administrator for clarification.

Emails to students or faculty, staff and others contacts should be restricted to academic purposes only. You should ensure there is no infringement of copyright when adding attachments to emails. Confidential information should not be left on display on an unattended workstation.

You should be aware that deleted emails will remain held on the system for some time and will be accessible from back up if required for investigation of complaints of systems abuse.

7.10.3 Internet Access

Internet access will be granted for educational use only.

Under no circumstances must users download files not necessary for their course work at the campus. Anyone believed to have been visiting pornographic sites, downloading or circulating pornographic material or other non-educational material will be subject to disciplinary action. Offences of this nature may be considered gross misconduct.

Please note that the main servers maintain a record of Internet access by user and these will be monitored as necessary and results forwarded to the Dean's office, if inappropriate.

7.10.4 Device Policy

Any device or computer including, but not limited to, desk phones, cell phones, tablets, laptops, desktop computers, and iPads that the campus, should only be used for educational purposes.

Library and public computers on the campus are a privileged resource, and must be used only for your course related functions. Internet use brings the possibility of breaches to the security of confidential campus network information. Internet use also creates the possibility of contamination to your system via viruses or spyware. Spyware allows unauthorized people, potential access to your passwords and other confidential information. Removing such programs from the campus network requires IT staff to invest time and attention that is better devoted to enhancing your campus experience with regards to utilizing the campus network. For this reason, and to assure the safety of performance of the network peripherals, we ask all the users to limit Internet use. Every user will be allowed to use the campus network with just 3 devices at any given time.

7.10.5 Important Elements of Discipline

The student promises / undertakes NOT to indulge in the following activities directly or indirectly.

- Preventing of the triggering and / or execution or stopping the database update activities, of the anti-virus software executed on a daily basis on the laptop, triggered by the IT System Administrator
- Preventing / obstructing / aborting a polling / checking process on the laptop initiated by the IT System Administrator, on a random or need basis, for purposes of security
- Modifying / adding / deleting user account & associated privileges configured by IT on the laptop
- Installation and / or usage of software(s) not legally authorised to either Woxsen University or the individual student
- Installation and / or usage of peer-to-peer network software, such as Kaza, Nutella, Napster, e-Mule, etc.
- Installation and / or usage of software(s) providing access to objectionable / malicious content such as pornography, extremist religious / political provocations etc.
- Upload or download of bandwidth-intensive application software(s) or files (E.g. audio- visual files that can impact the network performance). In case such a requirement genuinely arises, strictly within the purview of the academic curriculum

of the course, it will be allowed with prior permission and under controlled conditions such as non- peak times of load.

7.10.6 IT will do the following

Verify that the laptop meets the minimum mandatory criteria. In case it does not, the laptop will NOT be allowed to be connected to the campus network.

- Scan for existence of any viruses and remove them.
- Replace the existing OS on the laptop
- Take the Mac address of the laptop and provide connectivity to it in the network.
- Install MS Windows, security patches and hot fixes as applicable.
- Issue user id and password to the student.
- Install MS Office

7.11 Other Student Policies

Woxsen University strives to provide and foster an open environment in which all members of the community can enhance their intellectual capability. To provide such an environment, we expect you to adhere to some basic guidelines described below:

- Anti-ragging policy
- Student initiative policy and open-door policy
- Anti-discrimination policy
- Disability assistance policy
- Sexual harassment and violence policy
- Student code of conduct
- Grievance Procedure
- Confidentiality
- Use of the School's name
- Media Policy
- Contracts
- Electronic information policy
- Posters on campus
- Religious Guidelines
- Student Parties
- Private Functions
- Pets

- Overnight Visitors

7.12 Smoking

Smoking and possession of cigarettes is not permitted on the campus. Violation will attract penal action ranging from a fine to suspension from campus.

7.13 Alcohol

Consumption or possession of alcohol is not permitted in campus. Violation will attract penal action ranging from a fine to suspension from campus.

7.14 Drugs

Woxsen has a zero-tolerance policy on consumption, possession or trafficking of Marijuana and addictive substances. Anyone who is found to be indulging in consumption, possession or trafficking of Marijuana or addictive substances will be expelled from the University even if the evidence is judged to be adequate in the assessment of the Disciplinary Committee constituted by the University Board of Management. The decision of the Disciplinary Committee so constituted will be final and binding on the student and others representing the student.

7.15 Regulations on entry and exit

The University authorities will constitute regulations governing the entry into and exit from the University Campus. These regulations will be shared with the students. Students will be required to observe the regulations in letter and spirit. Violations may attract disciplinary action.

7.16 Anti-Ragging Policy

Woxsen University is committed to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the

physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student, and thereby, to provide for the healthy development, physically and psychologically, of all students.

7.16.1 What Constitutes Ragging

Ragging constitutes one or more of any of the following acts:

- any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- indulging in rowdy or in- disciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

7.16.2 Administrative Action in the event of ragging

Woxsen University shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein under:

The Disciplinary Committee of Woxsen University shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

The Committee may, depending on the nature and gravity of the guilt, award, to those found guilty, one or more of the following punishments, namely;

- Suspension from attending classes and academic privileges.
- Withholding/ withdrawing scholarship and other benefits.
- Debarring from appearing in any examination or other evaluation process.
- Withholding results.
- Debarring from representing the School in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/ expulsion from the hostel.
- Cancellation of admission.
- No placement assistance to students found guilty of ragging.
- Filing of a complaint by the affected student with the Police Authority (as per the Supreme Court's Directive).
- Rustication from the School for a term

Provided that where the persons committing or abetting the act of ragging are not identified, the School shall resort to collective punishment.

Students are encouraged to report any ragging act witnessed or experienced by them to the Dean. The School ensures the confidentiality of such a disclosure by the student.

7.17 Sexual Harassment and Violence Policy

Woxsen University is committed to create and maintain a community in which students, faculty and staff can work together in an environment free of violence, harassment, exploitation and intimidation. This includes all forms of Human Rights violations including Sexual Harassment and discrimination on the basis of gender.

7.17.1 Complaints Committee

A Complaints Committee has been constituted to review complaints on Sexual Harassment.

7.17.2 Procedure for Registering Complaints

- All complaints must be brought by the complainant in person. In cases of complaints brought by another person on behalf of the complainant, the committee will examine whether an investigation, intervention or some other assistance is needed. The exception for this will be in cases of forced confinement of the person.
- In exceptional cases, third party / witness complaints may be entertained. In such cases, the committee will ascertain whether the person alleging to have been harassed wishes to lodge a formal complaint. Once such a complaint is received, the committee shall proceed to investigate it as per the procedure specified.

If the complainant wishes she/he can be accompanied by a representative.

7.17.3 Enquiry Procedures:

- All complaints made to any committee member must be received and recorded by the member, who shall then inform the Chairperson about the complaint, who in turn shall call a meeting of the committee
- All meetings of the committee will be called by the Member Secretary in consultation with the Chairperson and a notice of at least 3 to 5 working day must be given
- The committee is bound to maintain confidentiality during the time of the enquiry (in order not to prejudice the proceedings).
- After the report has been finalized, confidentiality should be maintained, if the complainant so desires, by withholding the complainant's name and other particulars that would identify her. (Revealing the identity either in exceptional cases such as stalking which may put the complainant at greater risk or as a result of social prejudices; the complainant may face additional adverse effects as a result of public circulation of the finished report.
- During an enquiry the quorum for all committee meetings will be one-third of the total membership and must include at least one member from the complainant's category as well as the member co-opted from outside.
- The Complaints Committee will, within ten days of the receipt of a complaint establish a prima facie case of Sexual Harassment as given in this policy, and the jurisdiction of this policy. Reasons for not pursuing a complaint must be recorded in the minutes and made available to the complainant in writing.
- In case of a complaint filed by another person on behalf of the complainant (where the complainant is in confinement), the complaint will be investigated in order to

explore whether a prima facie case of Sexual Harassment exists and whether intervention or some other assistance is required.

- In case a prima facie case is established, the Complaints Committee shall set up an enquiry committee of 3 – 5 members, with at least one member of the complainant's category, as well as a member from outside of WSB
- The sub-committee so formed must inform the accused in writing about the charges made against him/her and he/she should be given a period of five days from the date of receipt of the notification to respond to the charges.
- During the enquiry procedure, the complainant and the accused will be called separately so as to ensure freedom of expression and an atmosphere free of intimidation. The complainant will be allowed to be accompanied by one representative during the enquiry.
- The sub-committee must submit its report to the Complaints Committee not later than 15 working days. The Complaints Committee will discuss the report and make recommendations for punitive action if required.
- The entire process of enquiry should be completed within one month
- The complainant or the accused may appeal to the Apex Committee.
- Filing of a grievance / complaint shall not adversely affect the complainant's status/job, salary, promotion, grades etc.
- The Complaints committee shall take action against anyone who intimidates the complainant or member of the committee, during or after the enquiry.
- Any committee member charged with Sexual Harassment in a written complaint must step down as member during the enquiry into the complaint.

7.17.4 Redressal

Disciplinary actions could take the form of:

- Warning
- Written apology
- Bond of good behavior
- Adverse remarks in the Performance Appraisal
- Debarring from supervisory duties
- Denial of re-employment
- Stopping increments / promotion
- Demotion
- Suspension
- Dismissal from service for member of staff or from the school if student.
- Any other relevant measure

8.0 Student Code of Conduct

8.1 General Behaviour

Woxsen University aims to create an environment in which students, faculty, staff, and individuals affiliated with the School can freely exchange ideas and thoughts, build their intellectual curiosity, and celebrate the School's diversity. To create such an atmosphere, members of the community must respect each other and act responsibly. The School expects students to follow a set of conduct guidelines that include, but are not limited to, the following:

- Tolerate and respect each other's ideas, beliefs, thoughts, and experiences.
- Respect each other's safety. Verbal and physical violence in any form is not acceptable.
- Avoid possession of articles that may be deemed harmful to others or yourself.
- Respect Woxsen University property and facilities. The School prohibits the misuse, stealing, or intentional damage of any of its property or facilities.
- Provide truthful information to the School. Provide accurate admission and personal background information by the requested date.
- Act in a lawful manner. If you participate in unlawful activities, the School will report these to the local authorities and you might be expelled.
- Desist from influencing other students to act in a manner detrimental to the interests of the institution and make efforts to force changes in the institution's policies and regulations.
- Desist from forming groups and act in concert against the policies and decisions of the institution.

8.2 Consequence of violation

Students who are guilty of violation of any of the above norms of conduct will be subject to disciplinary action which could range from suspension from classes for a week to expulsion from the University. The decision on the penal action will be taken by the Disciplinary Committee constituted for the purpose by the management. The decision of the Disciplinary Committee will be final and binding on the student and his/her representatives.

8.3 Confidentiality

All materials that you submit for admission to Woxsen University become the property of the School. The school will preserve all student information submitted at the time of admission, as well as that created during their attendance at the School. You are entitled to request and

review information regarding your academic transcripts and admission files. This does not include confidential information disclosed in your admissions file, such as letters of recommendation or interview comments.

You may request for an official copy of your transcript. However, you cannot request for original copies of your applications - we can only provide photocopies. No individual(s) outside the Dean's Office, Program Office, Admissions, Honour Code Committee and select faculty/staff members may view an individual student's files without his or her consent. You must give a signed consent to the Dean. However, the Dean takes the final decision to release a student's files.

The School may disclose basic personal information without your consent as long as it is for education-related use, for example, name, address (permanent home), e-mail, phone number, other institutions attended, age, gender, activities involved in while at Woxsen University, year of graduation, specialisation at Woxsen University, or company name and position. Education related use could include directories, alumni mailing, or aggregated demographic information, and must be approved by the VC. You can withhold publishing of basic information from directories or alumni mailing by simply sending a 'statement for removal' to the VC.

The School will not allow any unauthorized party to review your records. These include financials, admissions information, staff and faculty reviews, and Governing Board documents. When you arrive, we will ask you to designate a contact name and number in case of an emergency. The School defines an emergency as a critical health situation (such as long-term hospitalization), financial payment default, or expulsion. In other personal cases (such as basic health problems, sexual harassment, and general academic issues), the School will not contact the designated person without your consent.

8.4 Use of the School's Name and Logo

We strictly monitor the use of Woxsen University name, along with property featuring the school name or logo. The School must approve all banners, advertisements, publications, Woxsen University merchandise, and distribution of materials implying endorsement by the School. Appropriate action will be taken against violators of these policies. More information on Woxsen University Communication Style and Brand Guidelines is available with Woxsen University IT team.

8.5 Electronic Information Policy

We strictly prohibit unauthorised copying or use of Woxsen University licensed software by any member of the Woxsen University community. Woxsen University and its members must comply with all contractual software obligations. In addition, the School and its members will abide by all local, state, and national intellectual property laws and information technology regulations. You must report any violation of this policy to the Dean. Violating this policy could lead to expulsion or legal action.

Intellectual Property Rights / Copyrights: Woxsen University strictly abides by the Intellectual Property rights.

8.6 All users should note the following:

1. Books: Photocopying of an entire book either on campus or outside is strictly prohibited. Illegal storage of such material anywhere within the campus is not permitted. A chapter of a book or less than 10% of the book may be photocopied for personal use only.
2. Software: Loading pirated software programs onto single/several computers for simultaneous use is not permitted.

9.0 Fees

Students are advised to make fee payments on or before the stipulated deadlines. Students who delay payment of fee will be subject to consequences ranging from:

9.1 Late Fee Payment

Applicable for delays up to 10 days. [A late payment fee at the rate of 1% per week on the overdue amount](#) will be charged till the overdue fee payment is made in full.

9.2 Not being permitted to attend classes

Applicable for delays from 11 days to 20 Days

9.3 Suspension from campus

Applicable for delays from 21 days to 30 Days

9.4 Expulsion from the University

Applicable for delays exceeding 30 days

9.5 Withdrawal from the Program

In case a student decides to withdraw from the course midway, he/she would be liable to pay the complete tuition fee.

9.6 Influencing other students

Students who are found to be influencing other students to withhold payment of fees or to violate regulations of the University will be subject to disciplinary action ranging from suspension from the institute to expulsion.

10.0 Emergency Contact information

Woxsen University strives for the safety and well-being of its students. If in case of any EMERGENCY, reach us on the below numbers

S.No.	Contact Person	Contact Number
1	Mr. Srinivas Moturi	9848117172
2	Mr. Bijaya Kumar Mishra	9121333285

11.0 Declaration by Student

I have fully read and acquainted myself with all aspects of the contents of the Student Handbook and I agree to abide by them.

Student Name in full _____

Signature of Student _____

Date: _____