

STUDENTS HANDBOOK

“Empowering Students • Enriching Knowledge • Building Futures”

Student Guide to
Academic Life | Campus Facilities | Student Services
| Rules & Regulations | Code of Conduct | Student
Welfare



FS UNIVERSITY
Shikohabad, Firozabad, Uttar Pradesh, India

A Comprehensive Guide for Students

FS UNIVERSITY

1.1 Introduction

FS University, Shikohabad, Uttar Pradesh, is a multidisciplinary State Private University established under the provisions of the Uttar Pradesh State Legislature. The University is committed to providing transformative education through academic excellence, innovation, research, entrepreneurship, and community engagement.

The University aims to develop competent professionals, responsible citizens, innovators, and future leaders through an ecosystem that integrates knowledge, skill development, ethical values, and practical learning experiences.

The University functions in accordance with the provisions of the University Act, University Grants Commission Regulations, National Education Policy (NEP) 2020, and other applicable statutory requirements issued by regulatory authorities from time to time.

1.2 Vision

To emerge as a globally respected institution of higher education committed to excellence in teaching, research, innovation, and societal transformation.

1.3 Mission

The mission of FS University is:

- To provide quality and affordable education.
- To promote innovation, creativity, and entrepreneurship.
- To develop employable and socially responsible graduates.
- To strengthen industry-academia collaboration.
- To contribute towards nation-building through education and research.

1.4 Core Values

The University adopts the following institutional values:

1. Academic Excellence
2. Maintaining the highest standards in teaching, learning, research, and assessment.
3. Integrity and Ethics
4. Promoting honesty, transparency, fairness, and accountability.
5. Inclusiveness
6. Ensuring equal opportunities regardless of gender, religion, caste, disability, or socio-economic background.
7. Innovation
8. Encouraging creativity, problem-solving, and entrepreneurial thinking.
9. Social Responsibility
10. Developing awareness toward societal and national development.
11. Environmental Sustainability
12. Promoting sustainable practices and environmental consciousness.
13. Leadership

14. Developing future leaders capable of making positive contributions to society.

1.5 University Governance

The governance structure of the University consists of:

Statutory Authorities

1. Board of Management
2. Academic Council
3. Finance Committee
4. Board of Studies
5. Research Council
6. Internal Quality Assurance Cell (IQAC)

Administrative Leadership

1. Chancellor
2. Vice Chancellor
3. Director General
4. Registrar
5. Controller of Examinations
6. Finance Officer

The powers and functions of these authorities shall be governed by the University Act, Statutes, Ordinances, and Regulations.

1.6 Institutional Objectives

The University strives to:

- Deliver outcome-based education.
- Promote multidisciplinary learning.
- Encourage industry-linked education.
- Facilitate global academic exposure.
- Promote innovation and startup culture.
- Support community engagement and social responsibility.

1.7 Graduate Attributes

Every graduate of FS University shall demonstrate:

1. Knowledge and Expertise
2. Strong disciplinary knowledge and technical competence.
3. Critical Thinking
4. Ability to analyze and solve complex problems.
5. Communication Skills
6. Effective oral, written, and digital communication.
7. Leadership
8. Ability to lead teams and manage responsibilities.
9. Ethics
10. Commitment to professional ethics and integrity.

11. Digital Literacy
12. Competence in using digital technologies responsibly.
13. Entrepreneurship
14. Ability to identify opportunities and create value.
15. Lifelong Learning
16. Commitment to continuous learning and professional development.

1.8 University Facilities

The University provides:

- Smart classrooms
- Laboratories
- Central Library
- Digital Learning Resources
- Sports Facilities
- Hostels
- Cafeteria
- Round-the-clock Medical Facilities
- Transportation Services
- Innovation and Incubation Centers

All facilities shall be utilized responsibly and in accordance with University regulations.

1.9 Equal Opportunity Statement

The University shall ensure a safe, inclusive, and discrimination-free environment for all students. Discrimination based on religion, caste, gender, ethnicity, language, disability, nationality, or socio-economic status shall not be tolerated.

Appropriate disciplinary action shall be initiated against any person found violating this policy.

1.10 University Expectations from Students

Students are expected to:

- Maintain discipline and decorum.
- Attend classes regularly.
- Respect faculty, staff, and fellow students.
- Follow University rules and regulations.
- Maintain academic integrity.
- Protect University property.
- Promote harmony and mutual respect.
- Act as responsible ambassadors of the University.

STUDENT FIRST PHILOSOPHY

2.1 Introduction

FS University places students at the center of all academic and administrative processes. The University is committed to providing an environment that supports learning, personal growth, professional development, innovation, and well-being.

Student First Philosophy recognizes every student as a unique individual with distinct aspirations, talents, and potential.

2.2 Principles of Student-Centric Education

The University follows the following principles:

- **Accessibility:** Ensuring equitable access to educational opportunities.
- **Academic Support:** Providing mentoring, remedial support, and academic guidance.
- **Personal Development:** Supporting holistic development through co-curricular and extracurricular activities.
- **Employability:** Enhancing career readiness and professional competencies.
- **Well-being:** Providing counseling and wellness support services.

2.3 Student Rights

Every student has the right to:

Academic Rights

- Access quality education.
- Receive fair evaluation.
- Obtain academic guidance.
- Access learning resources.

Personal Rights

- Safety and security.
- Equal treatment.
- Freedom from discrimination.
- Protection from harassment and ragging.

Administrative Rights

- Access information.
- Submit grievances.
- Receive timely responses.
- Participate in student representation mechanisms.

2.4 Student Responsibilities

Students shall:

- Attend classes regularly.
- Complete academic requirements.
- Respect institutional policies.
- Maintain discipline.
- Protect University property.

- Use resources responsibly.

2.5 Mentoring System

Each student shall be assigned a Faculty Mentor.

Functions of Mentor

- Academic counseling
- Career guidance
- Personal support
- Attendance monitoring
- Academic progression tracking

Students are encouraged to meet mentors regularly.

2.6 Career Development Support

The University shall provide:

Career Counseling

Professional guidance regarding career options.

Placement Training

- Aptitude development
- Soft skills
- Interview preparation
- Group discussion training

Entrepreneurship Support

- Startup mentoring
- Incubation support
- Innovation competitions

2.7 Student Wellness

The University recognizes the importance of mental and emotional health.

Counseling Services

Professional counseling shall be available for:

- Academic stress
- Emotional concerns
- Personal difficulties
- Career-related anxieties

Confidentiality

All counseling interactions shall remain confidential except where disclosure is required by law.

2.8 Student Engagement

Students are encouraged to participate in:

- Clubs and societies
- Cultural activities
- Sports
- Community service

- Research projects
- Innovation activities

Participation in such activities contributes to holistic development.

2.9 Feedback Mechanism

The University maintains multiple channels for student feedback:

- Course feedback
- Faculty feedback
- Infrastructure feedback
- Hostel feedback
- Grievance portal

Feedback shall be reviewed periodically for continuous improvement.

2.10 Student Support Framework

The University shall maintain the following support systems:

1. Dean Student Welfare
2. Counseling Cell
3. Placement Cell
4. Grievance Redressal Cell
5. Anti-Ragging Cell
6. Internal Complaints Committee
7. Hostel Administration
8. Health Centre
9. Alumni Mentorship Network

These support systems ensure that students receive timely assistance and guidance throughout their academic journey.

CHAPTER 3

ACADEMIC REGULATIONS

3.1 Preamble

The Academic Regulations of FS University provide the framework for planning, delivery, assessment, and monitoring of academic programmes offered by the University. These regulations are designed in accordance with the provisions of the University Act, University Grants Commission (UGC) Regulations, National Education Policy (NEP) 2020, Academic Bank of Credits (ABC) framework, and other statutory requirements issued by regulatory bodies from time to time.

These regulations shall apply to all undergraduate, postgraduate, diploma, certificate, and doctoral programmes offered by the University unless specifically exempted by the Academic Council.

3.2 Academic Framework

FS University follows a learner-centric and outcome-based academic framework that integrates:

- Academic Excellence
- Skill Development
- Employability Enhancement
- Research Orientation
- Innovation and Entrepreneurship
- Community Engagement

- Multidisciplinary Learning

The University adopts the principles of flexibility, mobility, interdisciplinarity, and continuous assessment as envisaged under NEP 2020.

3.3 Academic Calendar

The University shall publish an Academic Calendar before the commencement of each academic session.

The Academic Calendar shall contain:

- Commencement and conclusion of semesters
- Registration schedules
- Teaching schedules
- Examination schedules
- Practical examinations
- Vacation periods
- Internship periods
- Co-curricular activities
- Academic events

Students are required to adhere strictly to the Academic Calendar.

The Academic Calendar approved by the Academic Council shall be binding on all students and departments.

3.4 Semester System

The University follows the Semester System for all programmes.

Duration

Each semester shall normally consist of:

- Minimum 15 weeks of teaching-learning activities
- Assessment periods
- Practical examinations
- Project evaluations

Academic Year

The academic year shall generally consist of:

- Odd Semester
- Even Semester

Summer semesters may be conducted as a special case as approved by the Academic Council.

3.5 Credit-Based Academic System

The University follows a Credit-Based Academic Framework aligned with:

- UGC Guidelines
- National Credit Framework (NCrF)
- NEP 2020

Credit Definition

One Credit shall normally correspond to:

Activity	Weekly Contact Hours
Lecture	1 Hour
Tutorial	1 Hour

Activity	Weekly Contact Hours
Practical/Laboratory	2 Hours
Studio/ /Field Work	As prescribed

Credits indicate the quantum of learning associated with a course.

3.6 Outcome-Based Education (OBE)

FS University follows Outcome-Based Education.

Programme Outcomes (POs)

Each programme shall define measurable Programme Outcomes.

Programme Specific Outcomes (PSOs)

Programme-specific competencies shall be identified.

Course Outcomes (COs)

Every course shall specify expected learning outcomes.

Assessment methods shall be aligned with the attainment of outcomes.

3.7 Academic Bank of Credits (ABC)

The University shall implement Academic Bank of Credits (ABC) as per Government of India and UGC guidelines.

ABC enables students to:

- Earn credits from multiple institutions.
- Transfer academic credits.
- Accumulate credits digitally.
- Redeem credits for award of degrees.

Students shall be encouraged to create their ABC ID at the time of admission.

3.8 Multiple Entry and Exit System

In accordance with NEP 2020, eligible students may avail multiple entry and exit options, where approved by the regulatory body and Academic Council.

Undergraduate Programmes

Duration Completed	Qualification Awarded
1 Year	Certificate
2 Years	Diploma
3 Years	Bachelor's Degree
4 Years	Bachelor's Degree with Research/Honours

Applicable conditions shall be prescribed by the University from time to time.

3.9 Course Registration

Every student shall register for courses at the beginning of each semester.

Course registration is mandatory.

Students failing to register within the prescribed schedule may be subject to late registration fees or denial of registration.

Registration shall be considered complete only after:

- Payment of fees
- Verification of eligibility
- Approval by Academic Advisor

3.10 Categories of Courses

The curriculum may consist of:

1. **Core Courses:** Mandatory courses required for programme completion.
2. **Discipline-Specific Electives:** Courses chosen within the discipline.
3. **Open Electives:** Courses chosen from other disciplines.
4. **Skill Enhancement Courses:** Designed to improve employability and practical skills.
5. **Ability Enhancement Courses:** Communication skills, environmental studies, ethics, etc.
6. **Value Added Courses:** Industry-oriented or certification-based courses.
7. **Internship Courses (NTCC):** Practical exposure through industry engagement.

3.11 MOOCs and Online Learning

Students may earn credits through approved online platforms including:

- SWAYAM
- NPTEL
- Coursera (approved courses)
- Other approved platforms

Credits earned through MOOCs shall be transferred as per University regulations.

Maximum transferable credits shall be determined by the Academic Council.

3.12 Attendance Requirements

Minimum attendance requirement shall be:

75% Attendance

Students must maintain at least 75% attendance separately in:

- Theory classes
- Practical classes
- Clinical/Field training

3.13 Academic Advising and Mentoring

Every student shall be assigned a Faculty Mentor.

Responsibilities include:

- Academic guidance
- Course planning
- Attendance monitoring
- Career counseling
- Personal support

Students are encouraged to meet their mentors regularly.

3.14 Internship and Industrial Training

Internship forms an integral part of the curriculum.

Students shall:

- Complete prescribed internships
- Submit internship reports
- Present internship outcomes
- Obtain evaluation certification

Failure to complete internship requirements may result in withholding of credits.

3.15 Project Work and Dissertation

Where applicable, students shall undertake:

- Minor Project
- Major Project
- Dissertation
- Clinical Project
- Research Thesis

Evaluation shall include:

- Internal assessment
- External evaluation
- Viva-voce examination

Plagiarism norms shall strictly apply.

3.16 Research Ethics and Academic Integrity

Students shall uphold the highest standards of academic integrity.

The following shall be treated as academic misconduct:

- Plagiarism
- Data fabrication
- Data falsification
- Proxy attendance
- Examination malpractice
- Unauthorized collaboration

Violations may result in:

- Grade reduction
- Course failure
- Suspension
- Expulsion

depending upon the severity of the offence.

3.17 Academic Progression

Students shall maintain satisfactory academic performance throughout the programme.

Progression shall be based on:

- Credit completion
- Attendance compliance
- Academic standing
- Conduct and discipline

Students failing to meet academic requirements may be placed on Academic Probation.

3.18 Academic Probation

A student may be placed on Academic Probation when:

- Academic performance falls below prescribed standards.
- Multiple course failures occur.
- Attendance remains deficient.

Probation may include:

- Mandatory mentoring
- Remedial classes
- Academic counseling
- Restriction on elective registration

3.19 Credit Transfer

Credits earned from recognized institutions may be transferred subject to:

- Approval of competent authority
- Equivalence verification
- Regulatory compliance
- Academic Council approval

Transferred credits shall be reflected in academic records as per University policy.

3.20 Student Exchange Programmes

The University may facilitate:

- National student exchange
- International student exchange
- Semester abroad programmes

Students participating shall comply with the regulations of both institutions.

3.21 Academic Records

The University shall maintain:

- Attendance records
- Examination records
- Credit records
- Academic transcripts
- Degree records

Students may access their academic records through the University ERP.

3.22 Award of Degrees

Degrees shall be awarded only upon successful completion of:

- Required credits
- Prescribed curriculum
- Internship requirements
- Project/dissertation requirements
- Financial clearance
- Disciplinary clearance

The award of degree shall be subject to approval by the Academic Council and Board of Management.

3.23 Amendment of Academic Regulations

The University reserves the right to modify, amend, revise, or update these Academic Regulations from time to time in accordance with:

- UGC Regulations
- Government notifications
- Statutory council requirements
- Decisions of Academic Council and Board of Management

Such amendments shall become effective from the date notified by the University.

Student Declaration

Every student admitted to FS University shall be deemed to have read, understood, and agreed to abide by these Academic Regulations and all subsequent amendments notified by the University.

ATTENDANCE REGULATIONS

4.1 Preamble

Regular attendance and active participation in academic activities are essential for effective learning and professional development. Attendance is therefore a mandatory academic requirement for all students enrolled in programmes offered by FS University.

The University expects every student to maintain satisfactory attendance in lectures, tutorials, practicals, laboratories, workshops, fieldwork, internships, clinical training, projects, seminars, and other academic activities prescribed in the curriculum.

4.2 Attendance Requirement

Every student shall maintain a minimum of:

75% Attendance

separately in:

- Theory Classes
- Practical/Laboratory Classes
- Clinical Training
- Internship/Field Work
- Studio/Workshop Courses

Attendance shall be calculated course-wise and semester-wise.

4.3 Recording of Attendance

Attendance shall be recorded by faculty members through the University's ERP/LMS system.

Attendance records shall include:

- Class attendance
- Laboratory attendance
- Tutorial attendance
- Seminar attendance
- Fieldwork attendance
- Internship attendance

Students are advised to regularly verify their attendance records through the ERP portal.

4.4 Shortage of Attendance

A student shall be considered to have an attendance shortage when attendance falls below the prescribed minimum requirement.

Attendance shortage may affect:

- Examination eligibility
- Internal assessment eligibility
- Promotion to next semester
- Award of degree

4.5 Attendance Relaxation

Attendance relaxation may be considered under the following circumstances:

Medical Grounds

Supported by:

- Registered Medical Practitioner Certificate
- Hospital Records
- Medical Leave Application

Participation in Approved Activities

- NCC Camps
- NSS Activities
- Sports Competitions
- Cultural Events
- University Representation
- Research Conferences
- Innovation Competitions

Participation must be approved in advance by the competent authority.

4.6 Attendance Monitoring

Attendance shall be monitored periodically by:

- Course Faculty
- Faculty Mentors
- Heads of Department
- Dean Academic Affairs

Students with attendance below prescribed levels shall be counseled and informed.

4.7 Attendance Warning System

The University may issue:

First Warning: When attendance falls below 85%.

Second Warning: When attendance falls below 80%.

Final Warning: When attendance falls below 75%.

Parents/guardians may also be informed wherever necessary.

4.8 Detention Due to Attendance Shortage

Students having attendance below the prescribed minimum shall not ordinarily be permitted to appear in:

- Mid Semester Examinations
- End Semester Examinations
- Practical Examinations

unless specifically approved by the competent authority.

4.9 Attendance Review Committee

The University may constitute an Attendance Review Committee consisting of:

- Dean (Chairperson)
- Head of Department
- Faculty Mentor
- Controller of Examinations Representative

The Committee may review exceptional cases. The decision of the Committee shall be final.

4.10 Consequences of Attendance Deficiency

Students with attendance deficiency may be required to:

- Repeat courses
- Re-register in subsequent semester
- Complete additional assignments
- Undergo academic counseling

Persistent attendance deficiency may result in academic probation.

4.11 Responsibilities of Students

Every student shall:

- Attend all scheduled classes.
- Monitor attendance regularly.
- Inform authorities regarding prolonged absence.
- Submit supporting documents wherever required.
- Respond to attendance-related communications.

4.12 Amendment

Attendance requirements may be revised by the University in accordance with UGC regulations, statutory council requirements, and decisions of the Academic Council.

All students shall be bound by such amendments.

EXAMINATION AND EVALUATION SYSTEM**5.1 Preamble**

The Examination and Evaluation System of FS University is designed to ensure fairness, transparency, reliability, and academic rigor in assessing student learning outcomes.

The evaluation framework follows Outcome-Based Education (OBE), Continuous Assessment, and the principles prescribed under NEP 2020 and UGC regulations.

The Controller of Examinations (CoE) shall be responsible for the conduct of examinations and declaration of results.

5.2 Examination Structure

The University follows a Continuous Internal Assessment and End Semester Examination model.

Evaluation components may include:

- Internal Assessment
- Mid-Semester Examination
- Assignments
- Quizzes
- Practical Assessment
- Laboratory Work
- Seminars
- Presentations
- Projects
- Viva-Voce
- End Semester Examination

The weightage may vary according to programme requirements.

5.3 Components of Evaluation**Internal Assessment (IA)**

Internal Assessment may include:

Total Internal Assessment: 30–40%

End Semester Examination

The End Semester Examination shall normally carry:

60–70% weightage

unless otherwise approved by the Academic Council.

5.4 Examination Eligibility

A student shall be eligible to appear in examinations only if:

- Attendance requirements are fulfilled.
- Fees are cleared.
- Registration is complete.
- Internal assessment requirements are satisfied.
- No disciplinary restrictions exist.

5.5 Question Paper Framework

Question papers shall be designed to assess:

- Knowledge
- Understanding
- Application
- Analysis
- Evaluation
- Creativity

Question papers shall be moderated to ensure quality and fairness.

5.6 Conduct of Examinations

Students shall:

- Carry valid University ID Card.
- Carry Admit Card.
- Occupy allotted seats only.
- Follow instructions issued by invigilators.

Possession of unauthorized material is strictly prohibited.

5.7 Examination Malpractice

The following constitute malpractice:

Academic Misconduct

- Copying
- Cheating
- Impersonation
- Possession of unauthorized material
- Mobile phone usage
- Communication with other candidates

Serious Offences

- Answer sheet tampering
- Use of electronic devices
- Organized cheating
- Threatening examination staff

5.8 Penalties for Malpractice

Depending on severity:

Minor Violations

- Warning
- Cancellation of answer script

Major Violations

- Failure in course
- Failure in semester
- Suspension
- Expulsion

The Examination Disciplinary Committee shall investigate all cases.

5.9 Practical Examination

Practical examinations shall assess:

- Technical competence

- Laboratory skills
- Observation ability
- Record maintenance
- Viva performance

Attendance in practical sessions is mandatory.

5.10 Project Evaluation

Projects shall be evaluated based on:

- Problem Identification
- Methodology
- Technical Quality
- Innovation
- Presentation
- Viva Voce

External experts may be appointed wherever required.

5.11 Grading System

The University shall follow a percentage/ ten-point grading system.

5.12 Passing Criteria

A student shall be declared PASS when:

- Minimum passing marks are secured in Internal Assessment and End Semester Examination wherever separately prescribed.
- Overall course passing criteria are fulfilled.

5.13 SGPA and CGPA

Semester Grade Point Average (SGPA)

SGPA represents semester performance.

Cumulative Grade Point Average (CGPA)

CGPA represents overall academic performance.

The University ERP shall calculate SGPA and CGPA automatically.

5.14 Promotion to Next Semester

Students shall be promoted subject to:

- Attendance requirements
- Credit completion requirements
- Academic standing

Promotion rules may vary according to programme regulations.

5.15 Supplementary Examination

The University may conduct supplementary examinations for students having backlogs.

Students shall:

- Apply within prescribed deadlines.
- Pay prescribed fees.
- Fulfill eligibility requirements.

5.16 Improvement Examination

Students seeking grade improvement may apply for improvement examinations.

Conditions include:

- Completion of programme requirements.
- Payment of prescribed fees.
- Compliance with applicable regulations.

Improved grades shall replace earlier grades where permitted.

5.17 Rechecking and Revaluation

Students dissatisfied with results may apply for:

Rechecking

Verification of:

- Totalling
- Untallied answers
- Data entry errors

Revaluation

Fresh evaluation by an independent examiner.

Application shall be submitted within prescribed timelines.

The result of revaluation shall be final and binding.

5.18 Publication of Results

Results shall be published through:

- ERP Portal
- Official Website
- Notice Boards

No student shall be entitled to demand re-assessment beyond prescribed procedures.

5.19 Grade Card

The University shall issue:

- Semester Grade Cards
- Consolidated Grade Cards

Grade cards shall include:

- Course details
- Credits
- Grades
- SGPA
- CGPA

5.20 Transcript

Official transcripts may be issued upon application and payment of prescribed fees.

Transcripts shall contain:

- Semester-wise performance
- Credit details
- Grade information

5.21 Award of Degree

A student shall become eligible for award of degree upon:

- Completion of required credits.
- Successful completion of internship.
- Completion of project/dissertation.
- Payment of dues.
- Clearance from all departments.

The degree shall be awarded through Convocation or in absentia as per University rules.

5.22 Convocation

The University shall organize Convocation for conferment of:

- Certificates
- Diplomas
- Undergraduate Degrees
- Postgraduate Degrees
- Doctoral Degrees

Graduates shall comply with convocation regulations notified by the University.

5.23 Examination Committees

The following committees shall function for examination governance:

Examination Committee

- Vice Chancellor (Chairperson)
- Controller of Examinations
- Dean Academic Affairs
- Heads of Departments

Examination Disciplinary Committee

- Registrar
- Controller of Examinations
- Dean Student Welfare
- Concerned HOD

Result Moderation Committee

- Academic Experts
- Dean Academics
- Controller of Examinations

5.24 Preservation of Examination Records

The University shall preserve examination records in accordance with statutory requirements.

Digital records may be maintained permanently.

5.25 Amendments

The University reserves the right to amend examination regulations in accordance with:

- UGC Regulations
- Statutory Council Directives
- Academic Council Decisions
- Board of Management Approvals

All amendments shall be binding upon students from the date of notification.

STUDENT CODE OF CONDUCT**6.1 Preamble**

FS University is committed to fostering an academic environment that promotes excellence, integrity, mutual respect, inclusiveness, and responsible citizenship. The Student Code of Conduct establishes the standards of behavior expected from all students enrolled at the University and seeks to ensure a safe, disciplined, and conducive environment for learning, research, innovation, and personal growth.

Every student admitted to the University shall be deemed to have accepted and agreed to comply with this Code of Conduct and all University policies, rules, regulations, notifications, and directives issued from time to time.

The provisions of this Code shall apply to all students within the University campus, hostels, fieldwork locations, internships, study tours, University-sponsored events, digital platforms, and any activity undertaken in the name of the University.

6.2 Objectives

The objectives of this Code are to:

- Promote ethical and responsible behavior.
- Maintain academic integrity and honesty.
- Ensure safety, security, and well-being of the University community.
- Foster respect for diversity and inclusion.
- Protect University property and resources.
- Promote professionalism and responsible citizenship.
- Encourage compliance with laws, regulations, and institutional policies.

6.3 General Expectations from Students

Every student shall:

Academic Responsibilities

- Attend classes regularly.
- Complete assignments and academic requirements honestly.
- Participate actively in academic activities.
- Respect academic schedules and deadlines.

Personal Responsibilities

- Maintain discipline and decorum.
- Demonstrate respect toward faculty, staff, visitors, and fellow students.
- Behave courteously and professionally.
- Promote harmony and mutual understanding.

Institutional Responsibilities

- Protect the reputation of the University.
- Comply with all University regulations.
- Preserve University property and resources.
- Cooperate with University authorities.

6.4 Respect for Human Dignity

The University values diversity and equal opportunity.

Students shall:

- Respect differences in religion, caste, gender, language, nationality, ethnicity, disability, and socio-economic background.
- Refrain from discriminatory behavior.
- Avoid offensive remarks, gestures, or actions.
- Promote inclusiveness and mutual respect.

Any act of discrimination, harassment, bullying, or victimization shall be treated as misconduct.

6.5 Academic Integrity

Academic integrity is fundamental to the University's mission.

Students shall:

- Submit original work.
- Acknowledge sources appropriately.
- Follow examination rules.
- Avoid academic misconduct.

Academic Misconduct Includes

- Plagiarism
- Fabrication of data
- Falsification of records
- Cheating during examinations
- Proxy attendance
- Unauthorized collaboration
- Submission of another person's work

Violation of academic integrity may result in academic penalties and disciplinary action.

6.6 Professional Conduct

Students shall conduct themselves in a manner befitting future professionals.

Students shall:

- Demonstrate honesty and accountability.
- Maintain professional etiquette.
- Respect confidentiality where applicable.
- Follow ethical standards of their respective professions.

Professional misconduct during internships, clinical postings, industrial visits, or field training may attract disciplinary action.

6.7 Classroom Conduct

Students shall:

- Arrive on time for classes.
- Maintain discipline during lectures.
- Participate constructively in discussions.
- Follow instructions issued by faculty members.

Students shall not:

- Disrupt classroom activities.
- Use mobile phones without permission.
- Engage in disorderly conduct.
- Disturb other students.

6.8 Campus Behaviour

Students shall maintain decorum throughout the campus.

The following are prohibited:

- Use of abusive language.
- Physical altercations.
- Intimidation or threats.
- Vandalism.
- Unauthorized gatherings causing disruption.
- Obstruction of University activities.

Students shall always carry their University Identity Card and present it upon request by authorized personnel.

6.9 Digital and Cyber Conduct

The University provides digital infrastructure for academic and administrative purposes.

Students shall:

- Use University IT resources responsibly.
- Protect passwords and login credentials.
- Respect intellectual property rights.
- Follow cybersecurity guidelines.

The following activities are prohibited:

- Unauthorized access to systems.
- Cyberbullying.
- Hacking.
- Sharing malicious software.
- Data theft.
- Distribution of inappropriate content.

Violation may result in disciplinary action and legal proceedings.

6.10 Social Media Conduct

Students are expected to use social media responsibly.

Students shall not:

- Publish false or misleading information about the University.
- Harass or defame individuals.
- Share confidential institutional information.
- Post content that promotes hatred, violence, or discrimination.

Constructive criticism and responsible expression of views shall be respected within the limits of law and institutional policy.

6.11 Dress Code and Decorum

Students shall maintain appropriate dress and appearance consistent with the academic environment.

The University may prescribe:

- Uniforms for specific programmes.
- Laboratory safety attire.
- Clinical uniforms.
- Professional dress during presentations and placements.

Students are expected to dress modestly and appropriately.

6.12 Use of University Property

Students shall:

- Use University facilities responsibly.
- Maintain cleanliness.
- Report damage or misuse.
- Follow laboratory and safety instructions.

Willful damage to University property shall result in disciplinary action and recovery of damages.

6.13 Safety and Security

Students shall:

- Follow safety instructions.
- Comply with emergency procedures.
- Cooperate during evacuation drills.
- Report suspicious activities.

Students shall not:

- Tamper with safety equipment.
- Misuse emergency facilities.
- Engage in activities endangering others.

6.14 Prohibition of Ragging

FS University follows a Zero-Tolerance Policy towards ragging.

Any form of ragging is strictly prohibited.

Students shall comply with all anti-ragging regulations prescribed by:

- University Grants Commission (UGC)
- Government of India
- State Government
- University Authorities

Detailed provisions are provided **in Chapter 7 of this Handbook.**

6.15 Prohibition of Sexual Harassment

The University is committed to providing a safe and respectful environment.

Sexual harassment in any form is prohibited.

Students shall comply with:

- Sexual Harassment of Women at Workplace Act, 2013
- UGC Regulations
- University Policies

Detailed provisions **are contained in Chapter 8.**

6.16 Substance Abuse Policy

The possession, consumption, distribution, or sale of the following is strictly prohibited:

- Alcohol
- Narcotic drugs
- Psychotropic substances
- Tobacco products where prohibited by law
- Any intoxicating substances

Violation may result in:

- Suspension
- Expulsion
- Reporting to law enforcement agencies

6.17 Weapons and Dangerous Materials

Students shall not possess:

- Firearms
- Ammunition
- Explosives
- Sharp weapons
- Hazardous chemicals

except where authorized for academic purposes.

Unauthorized possession shall attract severe disciplinary action.

6.18 Political and Unlawful Activities

Students may participate in democratic processes within the limits of law.

However, students shall not:

- Engage in unlawful assemblies.
- Promote violence.
- Damage property.
- Disrupt academic activities.
- Use the University's name for unauthorized political activities.

6.19 Disciplinary Violations

The following may constitute disciplinary violations:

- Academic misconduct
- Ragging
- Sexual harassment
- Substance abuse
- Violence
- Theft
- Property damage
- Cyber misconduct
- Repeated indiscipline
- Defiance of University authorities

This list is illustrative and not exhaustive.

6.20 Disciplinary Procedure

Upon receipt of a complaint:

Step 1:

Preliminary Inquiry: The matter shall be reviewed by the competent authority.

Step 2:

Investigation: A disciplinary committee may be constituted.

Step 3:

Opportunity to be Heard: The student shall be given an opportunity to present their case.

Step 4:

Decision: Appropriate disciplinary action shall be imposed based on evidence.

6.21 Disciplinary Measures

Depending upon the nature and severity of misconduct, the University may impose:

Minor Penalties

- Warning
- Written apology
- Counseling
- Community service

Major Penalties

- Fine
- Withholding privileges
- Hostel suspension
- Examination debarment
- Academic probation
- Suspension
- Rustication
- Expulsion

The University may also recover damages caused by misconduct.

6.22 Appeals

A student aggrieved by disciplinary action may submit an appeal to the designated Appellate Authority within fifteen (15) working days from the date of communication of the order.

The decision of the Appellate Authority shall be final and binding.

6.23 Responsibility of Students

Ignorance of University rules shall not be accepted as a defense.

Every student shall remain informed about:

- University regulations
- Academic requirements
- Notifications
- Policies
- Amendments issued from time to time

6.24 Student Pledge

Every student of FS University shall pledge to:

- Uphold academic integrity.
- Respect the dignity of all individuals.
- Maintain discipline and professionalism.
- Protect University property.
- Promote harmony and inclusiveness.
- Contribute positively to society and the nation.

ANTI-RAGGING POLICY & MANUAL**7.1 Preamble**

FS University is committed to maintaining a safe, secure, inclusive, and student-friendly educational environment free from ragging, harassment, intimidation, abuse, and discrimination.

The University adopts a Zero-Tolerance Policy towards ragging in any form and shall take stringent action against any student found involved in ragging activities.

This Anti-Ragging Policy is framed in accordance with:

- UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.
- Hon'ble Supreme Court of India directives.
- Government of India notifications.
- State Government directives.
- University policies and regulations.

Every student admitted to the University shall comply with these regulations.

7.2 Objectives

The objectives of this policy are:

- To prevent ragging in all forms.
- To create a safe and supportive environment for students.
- To protect the dignity and well-being of every student.
- To promote healthy interaction among students.
- To ensure swift reporting, investigation, and action against offenders.

7.3 University Policy Statement

FS University unequivocally prohibits ragging in:

- Academic buildings
- Hostels
- Sports facilities
- Libraries
- Cafeterias
- Residential premises
- Online platforms
- Off-campus activities related to the University

Any act of ragging shall be treated as a serious disciplinary offence and may also attract criminal liability.

7.4 Definition of Ragging

As per UGC Regulations, ragging includes any conduct by an individual or group that causes or is likely to cause:

- Physical harm
- Psychological harm
- Emotional distress
- Fear
- Humiliation
- Intimidation

- Embarrassment

to a student.

Ragging may occur between:

- Senior and junior students
- Students of the same batch
- Individual students
- Groups of students

7.5 Forms of Ragging

Ragging may include, but is not limited to:

Physical Ragging

- Beating
- Pushing
- Assault
- Physical abuse
- Forced exercise
- Forced physical activities

Verbal Ragging

- Abusive language
- Insults
- Derogatory remarks
- Humiliating comments

Psychological Ragging

- Threats
- Intimidation
- Isolation
- Mental harassment

Sexual Harassment

- Obscene gestures
- Sexually coloured remarks
- Unwelcome physical contact
- Coercive conduct

Economic Exploitation

- Extortion
- Forced expenditure
- Demand for money or gifts

Online/Cyber Ragging

- Harassing messages
- Offensive social media posts
- Cyberbullying
- Sharing humiliating content

7.6 Illustrative Acts of Ragging

The following are considered ragging:

- Forcing a student to perform acts against their will.
- Asking personal, humiliating, or intrusive questions.
- Forcing students to sing, dance, or perform publicly.

- Restricting movement or freedom.
- Assigning degrading tasks.
- Forcing consumption of food, drinks, or substances.
- Creating fear or psychological pressure.
- Circulating embarrassing photographs or videos.
- Social exclusion or discrimination.

This list is illustrative and not exhaustive.

7.7 Rights of Students

Every student has the right to:

- Study in a ragging-free environment.
- Be treated with dignity and respect.
- Report incidents without fear.
- Receive protection and support.
- Participate freely in academic and campus activities.

7.8 Responsibilities of Students

Every student shall:

- Refrain from ragging in any form.
- Report ragging incidents immediately.
- Cooperate in investigations.
- Promote a culture of respect and inclusion.
- Assist newcomers in adjusting positively to university life.

Failure to report known incidents may itself be treated as misconduct.

7.9 Anti-Ragging Committee

The University shall constitute an Anti-Ragging Committee.

Composition

Chairperson:

Vice Chancellor

Members:

- Registrar
- Dean Student Welfare
- Chief Proctor
- Controller of Examinations
- Heads of Departments
- Hostel Wardens
- Faculty Representatives
- Parent Representative
- Student Representatives
- NGO/Social Worker Representative
- Local Administration Representative (where applicable)

Functions

The Committee shall:

- Review anti-ragging measures.
- Monitor compliance.

- Examine serious complaints.
- Recommend disciplinary action.
- Review preventive mechanisms.

The Committee shall meet periodically.

7.10 Anti-Ragging Squad

The University shall constitute an Anti-Ragging Squad.

Composition

- Faculty Members
- Administrative Officers
- Hostel Wardens
- Security Personnel

The Squad shall function under the supervision of the Anti-Ragging Committee.

Functions

- Conduct surprise inspections.
- Monitor vulnerable locations.
- Prevent ragging incidents.
- Receive complaints.
- Conduct preliminary inquiries.

7.11 Anti-Ragging Cell

An Anti-Ragging Cell shall function under the Dean Student Welfare.

Responsibilities include:

- Complaint management.
- Awareness campaigns.
- Record maintenance.
- Coordination with Anti-Ragging Committee.
- Reporting to UGC and authorities when required.

7.12 Preventive Measures

The University shall implement the following preventive measures:

Awareness Programmes

- Orientation sessions
- Awareness campaigns
- Posters and notices
- Workshops and seminars

Monitoring

- Hostel inspections
- Campus surveillance
- CCTV monitoring
- Security patrols

Student Engagement

- Mentorship programmes
- Freshers' interactions
- Cultural integration activities

7.13 Freshers' Protection Measures

Special measures shall be implemented during the initial months of admission.

These include:

- Faculty mentoring
- Hostel monitoring
- Separate interaction sessions
- Counseling support
- Regular feedback collection

7.14 Reporting of Ragging

Any student, parent, faculty member, employee, or visitor may report ragging.

Reports may be made through:

- Written complaint
- Email
- Online grievance portal
- Anti-Ragging Helpline
- Dean Student Welfare
- Hostel Warden
- Faculty Mentor

Anonymous complaints may also be considered where supported by evidence.

7.15 Complaint Handling Procedure

Step 1:

Receipt of Complaint: Complaint shall be recorded immediately.

Step 2:

Preliminary Assessment: Anti-Ragging Squad shall assess urgency.

Step 3:

Immediate Protection: Necessary protection shall be provided to the victim.

Step 4:

Inquiry: Investigation shall be conducted promptly.

Step 5:

Report Submission: Inquiry findings shall be submitted to the Anti-Ragging Committee.

Step 6:

Disciplinary Action: Appropriate action shall be recommended.

7.16 Protection of Complainants

The University shall ensure:

- Confidentiality
- Protection against retaliation
- Counseling support
- Academic support where necessary

Victims and witnesses shall not be subjected to intimidation.

7.17 Disciplinary Action

Depending upon the gravity of the offence, one or more of the following penalties may be imposed:

Minor Penalties

- Warning

- Written apology
- Community service
- Counseling

Major Penalties

- Fine
- Suspension from classes
- Suspension from hostel
- Withholding scholarship
- Debarring from examinations
- Debarring from placements
- Withholding results
- Rustication
- Expulsion from the University

7.18 Criminal Proceedings

Where required, the University may:

- Lodge FIR with police.
- Inform parents/guardians.
- Assist law enforcement authorities.

Ragging may constitute criminal offences under applicable laws.

University disciplinary action shall be independent of criminal proceedings.

7.19 False Complaints

Knowingly filing a malicious or false complaint may attract disciplinary action.

However, inability to prove allegations shall not automatically imply a false complaint.

7.20 Role of Faculty Members

Faculty members shall:

- Monitor student interactions.
- Identify early warning signs.
- Report suspected incidents.
- Counsel students.
- Promote positive campus culture.

7.21 Role of Hostel Administration

Wardens shall:

- Conduct regular rounds.
- Monitor hostel activities.
- Address complaints promptly.
- Maintain visitor records.
- Coordinate with Anti-Ragging Squad.

7.22 Role of Parents

Parents/Guardians are encouraged to:

- Maintain regular contact with students.
- Report concerns promptly.
- Participate in awareness programmes.

- Support anti-ragging initiatives.

7.23 Anti-Ragging Undertaking

Every student and parent/guardian shall submit:

- Student Anti-Ragging Undertaking
- Parent Anti-Ragging Undertaking

at the time of admission and as required by UGC regulations.

Failure to submit the undertaking may result in cancellation of admission.

7.24 Emergency Contact Information

The University shall prominently display:

- Anti-Ragging Helpline Number
- Dean Student Welfare Contact
- Chief Proctor Contact
- Hostel Warden Contacts
- National Anti-Ragging Helpline

at all prominent locations and on the University website.

7.25 Annual Review

The Anti-Ragging Committee shall conduct an annual review of:

- Complaints received
- Preventive measures
- Awareness activities
- Policy effectiveness

Recommendations shall be submitted to the Vice Chancellor for further action.

7.26 Student Declaration

I understand that ragging in any form is strictly prohibited at FS University and is punishable under University Regulations and applicable laws.

I undertake that I shall neither participate in nor encourage any act of ragging and shall promptly report any such incident to the appropriate authorities.

PREVENTION OF SEXUAL HARASSMENT (POSH), GENDER SENSITIZATION & INTERNAL COMPLAINTS COMMITTEE (ICC) MANUAL

8.1 Preamble

FS University is committed to providing a safe, secure, inclusive, equitable, and respectful environment for all students, faculty members, employees, researchers, interns, visitors, and stakeholders.

The University recognizes that sexual harassment is a violation of fundamental rights guaranteed under the Constitution of India, including the right to equality, dignity, life, and personal liberty.

The University adopts a Zero-Tolerance Policy towards sexual harassment in any form and shall take prompt and effective measures for prevention, prohibition, redressal, and awareness.

This policy applies to all students irrespective of gender, caste, religion, nationality, disability, sexual orientation, or social background.

8.2 Objectives

The objectives of this policy are:

- To prevent sexual harassment in the University.
- To create a gender-sensitive campus environment.
- To provide effective mechanisms for complaint redressal.
- To promote awareness regarding rights and responsibilities.
- To ensure fair, impartial, and timely inquiry procedures.
- To protect complainants against victimization and retaliation.

8.3 Scope and Applicability

This policy applies to:

Students

- Undergraduate students
- Postgraduate students
- Research scholars
- Interns
- Exchange students

Employees

- Faculty members
- Administrative staff
- Contractual employees
- Consultants
- Visiting faculty

Visitors

- Vendors
- Service providers
- Guests
- Parents
- Alumni

8.4 Areas Covered

The policy shall apply to incidents occurring:

- Within the campus.
- In classrooms.
- Laboratories.
- Libraries.
- Hostels.
- Sports facilities.
- Transportation services.
- Cafeterias.
- University events.
- Educational tours.
- Internships.
- Field visits.
- Research sites.
- Online platforms and digital communication connected with University activities.

8.5 Guiding Principles

The University shall adhere to the following principles:

Dignity: Every individual deserves respect and dignity.

Equality: Equal opportunity without discrimination.

Confidentiality: Protection of privacy throughout proceedings.

Fairness: Impartial and unbiased inquiry.

Natural Justice: Opportunity to be heard before any decision.

Non-Retaliation: Protection against victimization.

8.6 Definition of Sexual Harassment

Sexual harassment includes any unwelcome act or behavior, whether direct or implied, such as:

Physical Conduct

- Unwelcome touching
- Physical advances
- Attempted assault
- Inappropriate physical contact

Verbal Conduct

- Sexually coloured remarks
- Inappropriate comments
- Obscene jokes
- Repeated unwanted invitations

Non-Verbal Conduct

- Staring
- Gestures
- Display of offensive material
- Sending inappropriate images

Digital Conduct

- Unwanted messages
- Cyberstalking
- Sharing offensive content

- Online harassment

8.7 Illustrative Examples

The following acts may constitute sexual harassment:

- Persistent unwelcome communication.
- Demand for sexual favors.
- Threats linked to academic performance.
- Offensive comments regarding appearance.
- Sexually explicit messages.
- Sharing intimate content without consent.
- Harassing social media interactions.
- Creating a hostile or intimidating environment.

This list is illustrative and not exhaustive.

8.8 Gender Sensitization Policy

The University recognizes that prevention is more effective than redressal.

The University shall organize:

Awareness Programmes

- Orientation sessions
- Workshops
- Seminars
- Expert lectures

Capacity Building

- Faculty training
- Staff sensitization
- Student awareness campaigns

Educational Activities

- Gender equality programmes
- Human rights education
- Respect and dignity campaigns

8.9 Internal Complaints Committee (ICC)

FS University shall establish an Internal Complaints Committee (ICC) as mandated by law.

Composition of ICC

- **Presiding Officer:** A senior woman faculty member or employee.
- **Faculty Members:** Minimum two faculty members committed to women's welfare and gender justice.
- **Non-Teaching Representative:** At least one employee representative.
- **External Member:** One member from:
 1. NGO
 2. Legal profession
 3. Women's rights organization
 4. Social work sector

At least 50% of members shall be women.

Tenure

ICC members normally hold office for a period of three years.

8.10 Functions of ICC

The ICC shall:

- Receive complaints.
- Conduct inquiries.
- Recommend corrective action.
- Promote awareness.
- Organize training programmes.
- Submit annual reports.
- Advise the University on policy matters.

8.11 Filing a Complaint

A complaint may be submitted by:

- Aggrieved student.
- Employee.
- Research scholar.
- Any person covered under this policy.

Time Limit

The complaint should ordinarily be filed within:

Three Months

from the date of occurrence.

For continuing incidents, three months from the last occurrence.

The ICC may extend this period for valid reasons.

Mode of Complaint

Complaints may be submitted:

- In writing.
- Through email.
- Through designated online portals.
- Through authorized representatives where permitted by law.

8.12 Assistance to Complainant

The University shall provide assistance for:

- Drafting complaints.
- Understanding procedures.
- Counseling support.
- Medical assistance where required.

8.13 Conciliation

At the request of the complainant, the ICC may facilitate conciliation before initiating inquiry.

However:

- Monetary settlement shall not be the basis of conciliation.
- Conciliation shall be entirely voluntary.

If conciliation fails, inquiry proceedings shall commence.

8.14 Inquiry Procedure

Step 1: Receipt of complaint.

Step 2: Preliminary scrutiny.

Step 3: Notice to respondent.

Step 4: Submission of response.

Step 5: Collection of evidence.

Step 6: Examination of witnesses.

Step 7: Completion of inquiry.

Step 8: Submission of findings and recommendations.

8.15 Rights of Parties

Complainant

Right to:

- Fair hearing.
- Confidentiality.
- Protection from retaliation.
- Support services.

Respondent

Right to:

- Be informed of allegations.
- Present defense.
- Submit evidence.
- Fair and impartial proceedings.

8.16 Interim Relief

During inquiry, the ICC may recommend:

- Change of class/section.
- Change of hostel room.
- Temporary restrictions.
- Leave arrangements.
- Academic accommodations.

Such measures shall not prejudice either party.

8.17 Confidentiality

The following shall remain confidential:

- Identity of complainant.
- Identity of respondent.
- Witness statements.
- Proceedings.
- Inquiry reports.

Unauthorized disclosure may attract disciplinary action.

8.18 Protection Against Retaliation

Retaliation against:

- Complainants
- Witnesses
- ICC members

is strictly prohibited.

Retaliatory acts include:

- Threats
- Harassment
- Academic victimization
- Social exclusion

Such actions shall attract disciplinary proceedings.

8.19 Inquiry Report

The ICC shall submit a written report to the University authority.

The report shall include:

- Findings
- Evidence assessment
- Conclusions
- Recommendations

8.20 Disciplinary Action

Where allegations are substantiated, the University may impose:

Minor Penalties

- Written warning
- Apology
- Counseling
- Community service

Major Penalties

- Fine
- Suspension
- Hostel expulsion
- Debarment from activities
- Withholding results
- Rustication
- Expulsion

Employees may face disciplinary action under service rules.

8.21 False or Malicious Complaints

If a complaint is proven to be deliberately false and malicious, appropriate action may be taken.

However:

- Mere inability to substantiate allegations shall not constitute a false complaint.
- Good-faith complaints shall not attract penalties.

8.22 Support Services

The University shall provide:

Counseling Support

Professional counseling services.

Medical Support

Medical assistance where required.

Academic Support

Special academic arrangements if necessary.

Legal Guidance

Information regarding legal remedies available under law.

8.23 Awareness and Prevention Activities

The University shall organize:

- POSH Orientation Programmes
- Gender Sensitization Workshops
- Self-Defense Programmes
- Awareness Campaigns
- Poster and Digital Campaigns
- International Women's Day Events
- Human Rights Programmes

8.24 Annual Report

The ICC shall prepare an Annual Report containing:

- Number of complaints received.
- Cases disposed.
- Cases pending.
- Awareness activities conducted.
- Recommendations for improvement.

The report shall be submitted to the University authorities and regulatory bodies as required.

8.25 Responsibilities of Students

Every student shall:

- Respect personal boundaries.
- Maintain professional conduct.
- Report incidents promptly.
- Cooperate with inquiries.
- Promote gender equality and inclusiveness.

8.26 Student Declaration

I understand that sexual harassment in any form is prohibited at FS University.

I undertake to respect the dignity, privacy, and rights of every member of the University community and comply with all provisions of this policy.

CHAPTER 9

STUDENT GRIEVANCE REDRESSAL MECHANISM & OMBUDSPERSON FRAMEWORK

9.1 Preamble

FS University is committed to ensuring a transparent, fair, accountable, and student-centric academic and administrative environment. The University recognizes the importance of addressing student concerns promptly, effectively, and impartially.

The Student Grievance Redressal Mechanism has been established to provide students with an accessible platform for the resolution of grievances related to academic, administrative, financial, infrastructural, and service matters.

The mechanism seeks to promote student welfare, institutional accountability, and continuous improvement in University services and governance.

9.2 Objectives

The objectives of the Grievance Redressal Mechanism are:

- To provide a fair and transparent system for resolving grievances.
- To safeguard student rights and interests.
- To promote accountability among stakeholders.
- To ensure timely resolution of complaints.
- To prevent discrimination, harassment, and unfair treatment.
- To strengthen student confidence in institutional processes.

9.3 Guiding Principles

The grievance redressal system shall operate on the principles of:

Fairness: All complaints shall be considered objectively and without bias.

Transparency: Procedures shall be clear and accessible.

Confidentiality: Information shall be shared only on a need-to-know basis.

Timeliness: Complaints shall be resolved within prescribed timelines.

Accessibility: Every student shall have equal access to grievance mechanisms.

Natural Justice: Both complainant and respondent shall be given adequate opportunity to present their case.

9.4 Scope of Grievances

Students may submit grievances related to:

Academic Matters

- Attendance issues
- Evaluation disputes
- Examination-related concerns
- Internal assessment disputes
- Delay in declaration of results
- Registration issues
- Curriculum delivery concerns

Administrative Matters

- Admission-related issues
- Fee-related concerns

- Scholarship matters
- Documentation delays
- Certificate issuance

Infrastructure and Facilities

- Classroom facilities
- Laboratory facilities
- Library services
- Internet connectivity
- Transportation
- Medical facilities

Hostel Matters

- Accommodation issues
- Mess services
- Safety concerns
- Hostel administration

Student Welfare Issues

- Counseling support
- Student services
- Discrimination complaints
- Accessibility concerns

9.5 Matters Excluded from Grievance Redressal

The following shall ordinarily not be considered under this mechanism:

- Matters pending before courts of law.
- Matters already adjudicated by competent authorities.
- Cases covered under Anti-Ragging Regulations.
- Cases covered under POSH/ICC procedures.
- Disciplinary proceedings already under investigation.

Such matters shall be dealt with under the respective statutory mechanisms.

9.6 Student Grievance Redressal Committee (SGRC)

FS University shall establish a Student Grievance Redressal Committee (SGRC) in accordance with UGC Regulations.

Composition

Chairperson

Senior Professor nominated by the Vice Chancellor

Members

- Dean Student Welfare
- Senior Faculty Members
- Administrative Representative
- Student Representative (Special Invitee where appropriate)

The Committee shall maintain impartiality and independence.

9.7 Functions of SGRC

The Committee shall:

- Receive and examine grievances.
- Conduct hearings where necessary.
- Recommend corrective actions.
- Monitor grievance resolution.
- Identify systemic issues.
- Suggest institutional improvements.

9.8 Grievance Redressal Structure

The University adopts a multi-level grievance redressal framework.

Level I: Department Level

Students should initially approach:

- Course Teacher
- Faculty Mentor
- Programme Coordinator
- Head of Department

Simple issues should ordinarily be resolved at this level.

Level II: School/Faculty Level

If unresolved, the matter may be escalated to:

- Dean of School
- Dean Student Welfare

Level III: Student Grievance Redressal Committee

If the grievance remains unresolved, the student may approach the SGRC.

The Committee shall review the matter and issue recommendations.

Level IV: Ombudsperson

Students dissatisfied with the decision of the SGRC may approach the Ombudsperson appointed by the University under UGC Regulations.

9.9 Modes of Submission

Grievances may be submitted through:

Online Mode

- University Grievance Portal
- Official Email

Offline Mode

- Written Application
- Complaint Form
- Submission through Dean Student Welfare Office

9.10 Contents of Complaint

A grievance should include:

- Name of Student
- Enrollment Number
- Programme and Semester
- Contact Details

- Nature of Grievance
- Date of Occurrence
- Supporting Documents
- Relief Sought

Incomplete complaints may require additional information.

9.11 Time Limit for Filing Grievances

Students are encouraged to submit grievances within:

Thirty (30) Days

from the occurrence of the issue.

Delayed submissions may be considered in exceptional circumstances.

9.12 Complaint Processing Procedure

Step 1: Registration: Complaint shall be acknowledged and assigned a reference number.

Step 2: Preliminary Review: The matter shall be examined for admissibility.

Step 3: Investigation: Relevant records and statements may be obtained.

Step 4: Hearing: Parties may be invited to present their views.

Step 5: Decision: Recommendations shall be recorded in writing.

Step 6: Communication: Decision shall be communicated to concerned parties.

9.13 Timelines

The University shall endeavor to resolve grievances within:

Stage	Maximum Timeline
Acknowledgement	3 Working Days
Preliminary Review	7 Working Days
Investigation	15 Working Days
Final Decision	30 Working Days

Complex matters may require additional time.

9.14 Confidentiality

All grievance proceedings shall remain confidential.

Confidential information shall not be disclosed except:

- As required by law.
- For investigation purposes.
- With consent of concerned parties.

Unauthorized disclosure may attract disciplinary action.

9.15 Protection Against Victimization

No student shall be subjected to:

- Retaliation
- Intimidation
- Academic disadvantage
- Harassment

for filing a grievance in good faith.

Any retaliatory act shall be treated as misconduct.

9.16 Anonymous Complaints

Anonymous complaints may be considered where:

- Sufficient evidence is available.
- Serious misconduct is alleged.
- Student safety may be at risk.

The University reserves discretion in such matters.

9.17 False and Malicious Complaints

Knowingly filing false or malicious complaints may attract disciplinary action.

However:

- Lack of evidence shall not automatically imply a false complaint.
- Genuine complaints filed in good faith shall not be penalized.

9.18 Ombudsperson Framework

In compliance with UGC Regulations, the University shall appoint an Ombudsperson.

Eligibility

The Ombudsperson shall be:

- A retired Vice Chancellor; or
- A retired Professor; or
- A distinguished academician of repute.

The Ombudsperson shall be independent and impartial.

Functions of Ombudsperson

The Ombudsperson shall:

- Hear appeals against SGRC decisions.
- Ensure fairness and compliance.
- Recommend corrective measures.
- Advise the University on grievance management.

9.19 Appeal to Ombudsperson

A student may appeal to the Ombudsperson when:

- Dissatisfied with SGRC decision.
- Grievance remains unresolved.
- Procedural irregularity is alleged.

Time Limit

Appeal shall normally be filed within:

Fifteen (15) Days

from communication of SGRC decision.

9.20 Powers of Ombudsperson

The Ombudsperson may:

- Call for records.
- Examine documents.
- Hear concerned parties.

- Recommend corrective action.
- Suggest institutional reforms.

Recommendations shall ordinarily be implemented by the University.

9.21 Areas Requiring Special Attention

The University shall pay special attention to grievances related to:

- Gender discrimination
- Differently-abled students
- Minority students
- International students
- Financial hardship cases
- Mental health concerns

9.22 Student Awareness

The University shall conduct:

- Orientation programmes
- Awareness workshops
- Student induction sessions

to educate students regarding grievance redressal procedures.

9.23 Annual Review

The SGRC shall prepare an annual report containing:

- Number of grievances received.
- Nature of grievances.
- Resolution rate.
- Average disposal time.
- Recommendations for improvement.

The report shall be submitted to the Vice Chancellor and IQAC.

9.24 Student Responsibilities

Students shall:

- Use grievance mechanisms responsibly.
- Provide accurate information.
- Cooperate during proceedings.
- Respect decisions of competent authorities.

9.25 Student Declaration

I understand that FS University has established a Student Grievance Redressal Mechanism and Ombudsperson Framework to address student concerns fairly and transparently.

I undertake to use this mechanism responsibly and in good faith.

SCHOLARSHIPS, FINANCIAL ASSISTANCE, STUDENT WELFARE & SUPPORT SERVICES

10.1 Preamble

FS University is committed to ensuring that no deserving student is deprived of quality education due to financial, social, physical, or personal constraints. The University recognizes that student success depends not only on academic excellence but also on a comprehensive support system that promotes well-being, inclusion, career development, and personal growth.

Accordingly, the University provides scholarships, financial assistance, welfare schemes, counseling services, mentoring support, career guidance, and student development initiatives to create a nurturing and inclusive learning environment.

10.2 Objectives

The objectives of student welfare and support services are:

- To encourage academic excellence.
- To support economically disadvantaged students.
- To promote equal educational opportunities.
- To facilitate holistic student development.
- To provide academic, emotional, and career support.
- To create an inclusive and student-friendly campus environment.

10.3 Student Welfare Philosophy

FS University follows a "Student First" philosophy that emphasizes:

Academic Support: Ensuring students receive necessary academic guidance and mentoring.

Financial Support: Reducing financial barriers to higher education.

Emotional Well-being: Providing counseling and psychological support services.

Career Development: Enhancing employability and professional competencies.

Inclusive Education: Supporting students from diverse social, economic, and cultural backgrounds.

10.4 Scholarships

The University may offer scholarships to recognize merit, encourage excellence, and support deserving students.

Scholarships shall be governed by University policies and may be revised from time to time.

10.5 Merit Scholarships

Merit Scholarships may be awarded based on:

Admission Performance

Students securing outstanding marks in:

- Class XII examinations
- Qualifying examinations
- Entrance examinations

may be eligible for scholarship benefits.

Academic Excellence Scholarships

Students demonstrating exceptional academic performance during their studies may be considered for:

- Tuition Fee Waiver
- Merit Awards

- Academic Achievement Scholarships

Subject to University regulations.

10.6 Sports Scholarships

The University may provide scholarships to students who have represented:

- District Level
- State Level
- National Level
- International Level

sports competitions.

Scholarship eligibility shall be determined by:

- Sports achievements
- Verification of certificates
- Recommendations of the Sports Committee

10.7 Scholarships for Special Categories

Subject to applicable policies and availability, scholarships may be provided for:

- Differently-Abled Students
- Children of Defence Personnel
- Children of Martyrs
- Outstanding Achievers
- Women Students in Specific Programmes
- Rural Background Students

10.8 Government Scholarships

Students may avail scholarships offered by:

Central Government

Including but not limited to:

- National Scholarship Portal (NSP) schemes
- Minority Scholarships
- SC/ST Scholarships
- OBC Scholarships
- EWS Scholarships

State Government

Scholarships offered by Government of Uttar Pradesh and other state governments.

The University shall facilitate eligible students in completing application formalities.

10.9 Financial Assistance Schemes

The University may provide financial assistance through:

Fee Concessions: For deserving students under approved schemes.

Emergency Financial Support

In exceptional circumstances such as:

- Medical emergencies
- Natural disasters
- Family hardship

subject to approval by competent authorities.

10.10 Student Welfare Department

The University shall maintain a Student Welfare Department headed by:

Dean Student Welfare (DSW)

The Department shall coordinate:

- Student support services
- Welfare programmes
- Student engagement activities
- Counseling initiatives
- Grievance assistance

10.11 Functions of Dean Student Welfare

The Dean Student Welfare shall:

- Promote student well-being.
- Facilitate student engagement.
- Address welfare concerns.
- Coordinate student support services.
- Liaise with student representatives.
- Organize welfare and awareness programmes.

10.12 Faculty Mentorship Programme

Every student shall be assigned a Faculty Mentor.

Objectives of Mentoring

- Academic guidance
- Personal support
- Career counseling
- Attendance monitoring
- Early identification of challenges

Responsibilities of Mentors

Mentors shall:

- Conduct periodic meetings.
- Monitor academic progress.
- Guide students regarding opportunities.
- Refer students to support services where required.

10.13 Student Counseling and Wellness Centre

The University recognizes the importance of mental health and emotional well-being.

A Counseling and Wellness Centre shall provide:

Psychological Counseling

For issues related to:

- Stress
- Anxiety
- Depression
- Academic pressure
- Relationship concerns

Personal Counseling

For:

- Adjustment issues
- Family concerns
- Self-confidence
- Personal development

Career Counseling

For:

- Career planning
- Higher education options
- Competitive examinations
- Professional development

10.14 Confidentiality

All counseling services shall maintain strict confidentiality except where disclosure is required by law or necessary to prevent serious harm.

10.15 Student Development Programmes

The University shall organize programmes for:

Soft Skills Development

- Communication Skills
- Presentation Skills
- Personality Development

Leadership Development

- Leadership Workshops
- Student Leadership Training
- Team Building Programmes

Life Skills Training

- Time Management
- Stress Management
- Emotional Intelligence
- Decision Making

10.16 Career Development and Placement Support

The University shall establish a Career Development and Placement Cell.

Functions

- Career counseling
- Resume building
- Interview preparation
- Group discussion training
- Placement assistance
- Internship facilitation

Placement Support Activities

- Campus recruitment drives
- Industry interaction programmes
- Corporate lectures
- Mock interviews
- Skill enhancement programmes

10.17 Innovation and Entrepreneurship Support

The University shall promote innovation and entrepreneurship through:

- Innovation Cell
- Entrepreneurship Development Cell
- Startup Support Programmes
- Incubation Facilities
- Industry Mentorship

Students shall be encouraged to pursue entrepreneurial ventures and innovation projects.

10.18 Support for Differently-Abled Students

The University is committed to providing equitable educational opportunities.

Support may include:

- Barrier-free access
- Academic accommodations
- Assistive technologies
- Counseling support
- Examination accommodations

10.19 Equal Opportunity Cell

The Equal Opportunity Cell shall:

- Promote inclusiveness.
- Address accessibility concerns.
- Facilitate support services.
- Monitor implementation of inclusive practices.

10.20 International Student Support

International students shall receive support regarding:

- Admission procedures
- Documentation
- Accommodation
- Cultural integration
- Academic support

A designated International Student Facilitation Office may coordinate such services.

10.21 Alumni Mentorship and Networking

The University shall facilitate interaction between students and alumni through:

- Alumni talks
- Career mentoring
- Networking events
- Professional guidance sessions

Such engagement shall contribute to career development and industry exposure.

10.22 Student Clubs and Engagement

Students are encouraged to participate in:

- **Academic Clubs**
- **Technical Clubs**
- **Cultural Clubs**
- **Literary Societies**
- **Sports Clubs**
- **Innovation Clubs**
- **Social Service Activities**

Participation in such activities contributes to holistic development.

10.23 Health and Medical Support

The University shall provide access to:

- First-aid facilities
- Medical consultation
- Emergency medical assistance
- Health awareness programmes

Students are encouraged to seek medical assistance whenever required.

10.24 Student Feedback System

The University values student feedback as an important tool for quality enhancement.

Students may provide feedback regarding:

- Teaching-learning processes
- Facilities
- Student services
- Infrastructure
- Administrative support

Feedback shall be reviewed periodically for institutional improvement.

10.25 Student Welfare Committee

The University may constitute a Student Welfare Committee comprising:

Chairperson

Dean Student Welfare

Members

- Faculty Representatives
- Hostel Representatives
- Student Representatives
- Counseling Representative
- Sports Representative

The Committee shall review welfare initiatives and recommend improvements.

10.26 Annual Student Welfare Review

An annual review shall be conducted to assess:

- Scholarship distribution
- Student satisfaction

- Counseling utilization
- Placement outcomes
- Student support effectiveness

Recommendations shall be submitted to the University authorities for further action.

10.27 Student Responsibilities

Students availing scholarships, financial assistance, or support services shall:

- Maintain academic standards.
- Follow University regulations.
- Provide accurate information.
- Utilize support services responsibly.

Misrepresentation may result in withdrawal of benefits.

10.28 Student Declaration

I understand that FS University provides various scholarships, financial assistance schemes, welfare initiatives, and support services for the benefit of students.

I undertake to utilize these facilities responsibly and comply with all applicable regulations.

10.29 Amendment

The University reserves the right to revise, amend, modify, or discontinue any scholarship, financial assistance, welfare programme, or support service in accordance with institutional requirements, regulatory guidelines, and resource availability.

Such amendments shall become effective from the date of notification by the University.

HOSTEL HANDBOOK & RESIDENTIAL LIFE MANUAL

11.1 Preamble

The Hostel System at FS University is an integral component of the University's commitment to providing a safe, secure, disciplined, and conducive living and learning environment. The hostels are designed to support the academic, social, emotional, and personal development of students while fostering values of responsibility, respect, community living, and self-discipline.

All students residing in University hostels shall abide by the Hostel Rules and Regulations contained in this Handbook and any subsequent notifications issued by the University.

Residence in the hostel is a privilege and not a right. Continued residence is subject to compliance with University and Hostel regulations.

11.2 Objectives of Residential Life

The hostel system aims to:

- Provide safe and secure accommodation.
- Promote academic excellence and disciplined living.
- Encourage cultural diversity and mutual respect.
- Foster leadership, teamwork, and community engagement.
- Support personal growth and emotional well-being.
- Create a healthy and inclusive residential environment.

11.3 Hostel Administration

The overall administration of hostels shall be under the supervision of:

Chief Warden: Responsible for overall hostel management and discipline.

Wardens: Responsible for day-to-day administration and student welfare.

Assistant Wardens: Provide operational support and student supervision.

Hostel Office Staff: Responsible for administrative and record-keeping functions.

Security Personnel: Responsible for safety and security of hostel residents.

11.4 Eligibility for Hostel Accommodation

Hostel accommodation may be provided to:

- Regular students of the University.
- Outstation students.
- International students.
- Research scholars.

Hostel allotment shall be subject to:

- Availability of accommodation.
- Completion of admission formalities.
- Payment of prescribed hostel fees.
- Submission of required documents.

The University reserves the right to accept or reject applications.

11.5 Hostel Admission Procedure

Students seeking hostel accommodation shall:

Step 1: Submit Hostel Application Form.

Step 2: Submit required documents.

Step 3: Pay prescribed hostel fees.

Step 4: Complete hostel registration.

Step 5: Receive room allotment order.

No student shall occupy a hostel room without official allotment.

11.6 Hostel Fees

Hostel fees shall be prescribed by the University from time to time.

Fees may include:

- Accommodation charges
- Security deposit
- Mess charges
- Utility charges
- Maintenance charges

Hostel fees once deposited shall be governed by the applicable refund policy.

11.7 Room Allotment

Room allotment shall be made by the Hostel Administration.

Students shall:

- Occupy only allotted rooms.
- Not exchange rooms without approval.
- Not sublet or share accommodation with unauthorized persons.

The University reserves the right to change room allotments whenever necessary.

11.8 Residential Discipline

Hostel residents shall:

- Maintain discipline and decorum.
- Respect fellow residents.
- Maintain cleanliness and hygiene.
- Follow hostel timings.
- Cooperate with hostel authorities.

Residents shall conduct themselves in a manner that upholds the dignity and reputation of the University.

11.9 Hostel Timings

Hostel entry and exit timings shall be notified separately by the Hostel Administration.

Students shall:

- Adhere to prescribed timings.
- Record movements where required.
- Obtain permissions for late entry or overnight absence.

Repeated violations may attract disciplinary action.

11.10 Attendance and Presence

Hostel residents may be required to participate in:

- Hostel attendance verification

- Roll calls
- Emergency drills

Students shall cooperate fully with such procedures.

11.11 Visitors Policy

Visitors shall be permitted only in designated areas and during prescribed hours.

Visitors shall:

- Register at the security desk.
- Produce valid identification.
- Follow hostel regulations.

Unauthorized visitors are strictly prohibited.

11.12 Parents and Guardians

Parents and guardians may visit students during notified visiting hours.

The University may prescribe special arrangements for:

- Local guardians
- International students
- Emergency situations

11.13 Overnight Stay by Guests

Overnight stay of guests in student rooms is strictly prohibited unless specifically authorized by the University.

Violation shall attract disciplinary action.

11.14 Anti-Ragging in Hostels

The hostel premises are declared Ragging-Free Zones.

Any form of ragging shall attract strict disciplinary action under:

- UGC Anti-Ragging Regulations
- University Anti-Ragging Policy
- Applicable laws

Wardens shall maintain constant vigilance to prevent ragging.

11.15 Prohibition of Substance Abuse

The possession, consumption, storage, distribution, or sale of:

- Alcohol
- Tobacco products where prohibited
- Narcotic substances
- Psychotropic substances

is strictly prohibited.

Violations may result in immediate hostel expulsion and disciplinary action.

11.16 Prohibited Activities

The following are prohibited:

- Ragging
- Gambling
- Violence
- Harassment

- Vandalism
- Unauthorized gatherings
- Possession of weapons
- Illegal activities
- Cybercrime

Students involved in such activities shall face disciplinary action.

11.17 Electrical Appliances

Students may use only approved electrical appliances.

The following may require prior approval:

- Electric kettle
- Iron
- Personal computer
- Study lamp

The use of high-power appliances posing fire hazards is prohibited.

11.18 Safety and Fire Prevention

Students shall:

- Follow safety instructions.
- Participate in fire drills.
- Report hazards immediately.
- Use electrical equipment responsibly.

Students shall not:

- Tamper with fire safety equipment.
- Block emergency exits.
- Store hazardous materials.

11.19 Cleanliness and Hygiene

Residents shall:

- Maintain cleanliness of rooms.
- Dispose waste properly.
- Maintain hygienic living conditions.

The Hostel Administration may conduct periodic inspections.

11.20 Hostel Inspections

Hostel authorities may conduct inspections for:

- Safety
- Security
- Hygiene
- Maintenance

Students are expected to cooperate fully.

Unauthorized or prohibited items may be confiscated.

11.21 Hostel Mess

The University may provide dining facilities through a Hostel Mess.

The Mess aims to provide:

- Hygienic food

- Balanced nutrition
- Quality service

Mess Rules

Students shall:

- Maintain discipline.
- Avoid food wastage.
- Follow meal timings.
- Respect mess staff.

11.22 Medical Emergencies

The University shall provide:

- First-aid facilities
- Medical consultation
- Emergency medical assistance

Students shall immediately report illness or medical emergencies to hostel authorities.

11.23 Counseling and Wellness Support

Hostel residents may access:

- Counseling services
- Mental health support
- Stress management assistance

Students are encouraged to seek support whenever required.

11.24 Student Responsibility for Property

Students shall be responsible for:

- Furniture
- Fixtures
- Equipment

provided in their rooms.

Damage caused intentionally or negligently shall be recovered from the responsible student(s).

11.25 Loss of Personal Belongings

Students are advised not to keep:

- Large amounts of cash
- Valuable jewelry
- Expensive items

The University shall not ordinarily be responsible for loss of personal belongings.

11.26 Leave and Absence

Students leaving the hostel temporarily shall:

- Submit leave requests.
- Obtain approval where required.
- Record departure and return details.

Long absences must be reported to hostel authorities.

11.27 Vacation and Semester Breaks

Students shall vacate hostel rooms during vacation periods if notified by the University.
Special permissions may be granted under exceptional circumstances.

11.28 Withdrawal from Hostel

Students wishing to discontinue hostel residence shall:

- Submit written application.
- Obtain clearances.
- Vacate accommodation formally.

Refunds, if applicable, shall be governed by University policy.

11.29 Hostel Discipline Committee

The University may constitute a Hostel Discipline Committee.

Composition

Chairperson:

Chief Warden

Members:

- Wardens
- Faculty Representatives
- Dean Student Welfare Representative
- Security Representative

Functions

- Review hostel discipline matters.
- Recommend disciplinary action.
- Promote welfare and safety.

11.30 Disciplinary Measures

Depending upon the nature of violation, the University may impose:

Minor Penalties

- Warning
- Counseling
- Fine

Major Penalties

- Hostel suspension
- Cancellation of hostel allotment
- Rustication
- Expulsion

The University reserves the right to take additional action under applicable regulations.

11.31 Student Rights

Every hostel resident has the right to:

- Safe accommodation.
- Respect and dignity.
- Privacy within permissible limits.
- Access to support services.
- Fair treatment.

11.32 Student Responsibilities

Every resident shall:

- Follow hostel regulations.
- Respect others.
- Maintain cleanliness.
- Cooperate with authorities.
- Promote a positive hostel culture.

11.33 Hostel Resident Undertaking

Every resident shall submit an undertaking declaring that:

- They have read and understood hostel rules.
- They shall comply with all regulations.
- They shall maintain discipline and decorum.
- They shall respect the rights of fellow residents.

11.34 Amendment

The University reserves the right to amend, modify, revise, or update Hostel Rules and Regulations in accordance with institutional requirements, safety considerations, legal requirements, and student welfare needs.

All amendments shall become effective from the date of notification by the University.

LIBRARY, DIGITAL LEARNING RESOURCES, ERP, IT SERVICES & CYBER SECURITY POLICY

12.1 Preamble

FS University is committed to providing world-class learning resources, digital infrastructure, and information services to support teaching, learning, research, innovation, and professional development.

The University Library and Digital Learning Ecosystem serve as knowledge hubs that facilitate access to scholarly information, research databases, e-learning platforms, and technology-enabled educational resources.

This chapter establishes policies governing the use of library resources, digital services, enterprise systems, and cyber security practices.

12.2 Objectives

The objectives are:

- To support academic excellence and research.
- To provide equitable access to knowledge resources.
- To promote digital learning and innovation.
- To ensure responsible use of technology.
- To safeguard information assets and digital infrastructure.

12.3 Central Library

The Central Library serves as the primary academic information resource center of the University.

The Library shall provide:

- Textbooks
- Reference Books
- Journals
- Magazines
- Newspapers
- Research Publications
- Theses and Dissertations
- E-Resources
- Digital Learning Materials

The Library shall function as a knowledge resource center supporting all Schools and Departments.

12.4 Library Membership

All registered students, faculty members, researchers, and employees shall be eligible for library membership.

Membership shall be activated upon:

- Completion of admission formalities.
- Issuance of University Identity Card.
- Registration in the Library Management System.

12.5 Library Services

The Library shall provide:

Circulation Services: Issue and return of books.

Reference Services: Research and information assistance.

Digital Library Services: Access to electronic resources.

Reading Room Facilities: Dedicated study spaces.

Research Support Services: Support for scholarly communication and publication.

12.6 Borrowing Privileges

Borrowing limits and loan periods shall be prescribed by the Library Committee.

Students shall:

- Return books within the due date.
- Maintain books in good condition.
- Report loss or damage immediately.

Late returns may attract fines.

12.7 Library Rules

Students shall:

- Maintain silence.
- Carry valid ID cards.
- Handle resources carefully.
- Follow library staff instructions.

Students shall not:

- Damage books.
- Remove materials without authorization.
- Disturb other users.
- Consume food or beverages in restricted areas.

12.8 Digital Learning Resources

The University shall provide access to:

E-Books

E-Journals

Research Databases

MOOCs Platforms

Learning Management Systems (LMS)

Recorded Lectures

Digital Repositories

Students are encouraged to utilize these resources for self-directed learning.

12.9 Learning Management System (LMS)

The University may operate an LMS to facilitate:

- Course delivery
- Assignment submission
- Attendance monitoring
- Online assessments
- Learning analytics

Students shall use LMS responsibly and regularly monitor academic updates.

12.10 ERP (Enterprise Resource Planning) System

The University ERP shall provide:

- Academic information
- Attendance records
- Examination information
- Fee details
- Timetables
- Announcements
- Student services

Students shall regularly access ERP portals for official communications.

12.11 Official Communication

University communications may be issued through:

- ERP
- Official Email
- University Website
- Notices
- Authorized Digital Platforms

Students shall be responsible for monitoring official communications.

12.12 University Email Services

The University may provide official email accounts to students.

Students shall:

- Use email professionally.
- Protect login credentials.
- Avoid misuse of email systems.

The University reserves the right to monitor institutional systems where legally permissible.

12.13 IT Infrastructure

The University shall provide:

- Campus-wide network connectivity
- Computer laboratories
- Wi-Fi services
- Server infrastructure
- Digital classrooms

Access shall be governed by institutional policies.

12.14 Acceptable Use Policy

Users shall utilize IT resources only for:

- Academic purposes
- Research activities
- Administrative work
- Authorized educational activities

Any misuse shall attract disciplinary action.

12.15 Prohibited Activities

The following are prohibited:

- Unauthorized access
- Hacking
- Data theft
- Software piracy
- Cyberbullying
- Distribution of malware
- Identity theft
- Network disruption

Violations may result in disciplinary and legal action.

12.16 Cyber Security Policy

The University adopts a comprehensive cyber security framework.

Objectives include:

- Protection of digital assets
- Data privacy
- Network security
- Information integrity
- Risk mitigation

12.17 Password Security

Students shall:

- Create strong passwords.
- Avoid sharing credentials.
- Change passwords periodically.
- Report unauthorized access immediately.

Users shall be responsible for activities conducted through their accounts.

12.18 Data Protection and Privacy

Students shall respect privacy rights.

Unauthorized access, disclosure, copying, or distribution of data is prohibited.

The University shall process personal information in accordance with applicable laws and institutional policies.

12.19 Social Media and Digital Conduct

Students shall:

- Use digital platforms responsibly.
- Respect others online.
- Avoid defamatory content.
- Follow University policies.

Online misconduct may be treated as disciplinary misconduct.

12.20 Cyber Incident Reporting

Students shall immediately report:

- Hacking attempts
- Data breaches
- Suspicious activities
- Cyber harassment

to the University's IT Services Department.

12.21 Intellectual Property Rights

Students shall respect:

- Copyright
- Patents
- Trademarks
- Research integrity

Unauthorized copying or misuse of intellectual property is prohibited.

12.22 Digital Ethics

Students shall:

- Demonstrate responsible digital citizenship.
- Respect academic integrity.
- Use technology ethically.

The University encourages ethical and innovative use of digital technologies.

12.23 Amendments

The University reserves the right to revise library, IT, ERP, and cyber security policies from time to time.

All revisions shall be binding from the date of notification.

CHAPTER 13

CAREER DEVELOPMENT, PLACEMENT, INTERNSHIP & INDUSTRY ENGAGEMENT FRAMEWORK

13.1 Preamble

FS University is committed to preparing students for successful careers, lifelong learning, entrepreneurship, and leadership through a structured framework of career development, industry engagement, internships, skill enhancement, and placement support.

The University seeks to bridge the gap between academia and industry by integrating employability, innovation, and professional competencies into the educational experience.

13.2 Objectives

The objectives of this framework are:

- To enhance student employability.
- To provide career guidance and counseling.
- To facilitate internships and industry exposure.
- To strengthen industry-academia collaboration.
- To support entrepreneurship and innovation.
- To assist students in securing meaningful employment.

13.3 Career Development & Placement Cell

The University shall establish a Career Development & Placement Cell (CDPC).

The Cell shall function as the primary interface between:

- Students
- Industry
- Employers
- Alumni
- Professional bodies

13.4 Functions of CDPC

The Cell shall:

- Organize placement drives.
- Facilitate internships.
- Conduct career counseling.
- Coordinate industry interactions.
- Support skill development initiatives.
- Maintain employer relations.

13.5 Career Counseling Services

Students shall have access to:

Career Planning

Guidance regarding career options and pathways.

Higher Education Guidance

Information regarding postgraduate studies, fellowships, and competitive examinations.

Entrepreneurship Guidance

Support for startup and innovation aspirations.

13.6 Employability Enhancement Programmes

The University shall organize:

Communication Skills Training

Aptitude Development

Group Discussion Training

Interview Skills Workshops

Personality Development Programmes

Corporate Readiness Sessions

Participation may be mandatory for eligible students.

13.7 Industry Engagement

The University shall actively collaborate with:

- Industries
- Corporate organizations
- Professional associations
- Government agencies
- Research institutions

for academic and professional development.

13.8 Industry Interaction Activities

Activities may include:

- Guest lectures
- Expert talks
- Industry visits
- Workshops
- Seminars
- Live projects
- Corporate mentorship

13.9 Internship Policy

Internships form an integral component of experiential learning.

Students may be required to undertake:

Summer Internship

Winter Internship

Industrial Training

Clinical Training

Field Work

depending upon programme requirements.

13.10 Internship Objectives

Internships aim to:

- Provide practical exposure.
- Develop professional competencies.
- Enhance employability.
- Facilitate industry understanding.

13.11 Internship Requirements

Students shall:

- Obtain approval prior to commencement.
- Complete prescribed duration.
- Maintain internship records.
- Submit reports.
- Participate in evaluation.

Failure to complete internship requirements may affect academic progression.

13.12 Internship Evaluation

Internship performance may be assessed through:

- Supervisor feedback
- Internship report
- Presentation
- Viva voce

Credits may be awarded where applicable.

13.13 Placement Eligibility

Placement eligibility shall be determined based on:

- Academic performance
- Attendance requirements
- Disciplinary standing
- Employer requirements

The University reserves the right to prescribe placement policies.

13.14 Campus Recruitment Process

The placement process may include:

- Registration
- Resume submission
- Pre-placement talks
- Written assessments
- Group discussions
- Interviews

Students shall comply with employer and University guidelines.

13.15 Responsibilities of Students

Students participating in placements shall:

- Provide accurate information.
- Attend scheduled interviews.
- Maintain professional conduct.
- Honor accepted job offers.

Misconduct may result in withdrawal of placement privileges.

13.16 Employer Relations

The University shall maintain professional relationships with employers through:

- Industry partnerships
- Recruitment collaborations

- Advisory boards
- Academic engagement

Such relationships contribute to improved employment opportunities.

13.17 Alumni Engagement

Alumni shall play an important role in:

- Career mentoring
- Industry networking
- Placement support
- Knowledge sharing

The University shall encourage active alumni participation.

13.18 Entrepreneurship Development

The University shall promote entrepreneurship through:

- Entrepreneurship Development Cell
- Startup mentoring
- Business plan competitions
- Innovation programmes
- Incubation support

Students shall be encouraged to become job creators as well as job seekers.

13.19 Innovation and Startup Support

The University may provide:

- Innovation labs
- Startup incubation
- Industry mentoring
- Funding guidance
- Intellectual property support

to eligible student innovators.

13.20 Industry Advisory Mechanism

Industry experts may participate in:

- Curriculum development
- Programme review
- Skill gap analysis
- Research collaborations

to ensure relevance and employability.

13.21 Career Events

The University may organize:

- Career fairs
- Placement weeks
- Industry conclaves
- Networking events
- Professional development programmes

Participation shall enhance student exposure and opportunities.

13.22 Placement Policy Compliance

Students participating in placements shall comply with:

- Placement rules
- Employer requirements
- Professional ethics
- Confidentiality obligations

Violation may result in disciplinary action.

13.23 Career Outcome Tracking

The University may maintain records of:

- Placements
- Higher education admissions
- Entrepreneurship outcomes
- Competitive examination success

for quality assurance and institutional improvement.

13.24 Amendments

The University reserves the right to revise career development, internship, industry engagement, and placement policies in accordance with evolving industry requirements and institutional priorities.

All amendments shall become effective upon notification by the University.