



STUDENTS' HANDBOOK

2025-2026

Birla Global University

**IDCO Plot no. 2, Institutional Area, Gothapatna, Bhubaneswar
Odisha – 751029**

TABLE OF CONTENTS

Sl. No.	Title	Page
1	About Birla Global University	4
2	Vision, Mission and Values	5
3	Prelude	5
4	BGU Honour Code	6
5	Our Schools	7
5.1	<i>Birla School of Applied Sciences</i>	7
5.2	<i>Birla School of Commerce</i>	8
5.3	<i>Birla School of Communication</i>	9
5.4	<i>Birla School of Economics</i>	10
5.5	<i>Birla School of Engineering & Technology</i>	11
5.6	<i>Birla School of Law</i>	11
5.7	<i>Birla School of Management</i>	13
6	Annual Academic Calendar	13
7	Fee Structure and Scholarship Policy	17
7.1	<i>Fee Structure</i>	17
7.2	<i>Policy for Refund or Adjustment in Fees</i>	19
7.3	<i>Scholarship Policy</i>	21
7.3.1	<i>BK Birla and Sarala Birla Academic Merit Scholarships</i>	21
7.3.2	<i>Dean's List</i>	22
8	Examination Regulations	23
8.1	<i>Common Examination Regulations for All Programmes</i>	23
8.2	<i>Examination Regulations for the Undergraduate Programmes Only</i>	28
8.3	<i>Examination Regulations for the Postgraduate Programmes Only</i>	30
8.4	<i>Examination Regulations for the LL.M. Programme Only</i>	31
9	Placement and Summer Internships	32
9.1	<i>Placement Assistance</i>	32
9.2	<i>Policy, Rules, and Code of Conduct</i>	33
9.3	<i>Eligibility Criteria for Final Placement Process</i>	35
9.4	<i>Summer Internship/Summer Project</i>	35
9.4.1	<i>Objective</i>	35
9.4.2	<i>Guidelines (In case of students arranging Summer Internship/Summer Project on their own)</i>	36

9.4.3	<i>Duration</i>	36
9.4.4	<i>Summer Internship Workshop</i>	36
9.4.5	<i>Faculty Allocation, Reporting & Supervision</i>	36
9.5	<i>Live Projects</i>	37
10	International Relations	38
11	General Rules	39
11.1	<i>Discipline and Conduct</i>	39
11.2	<i>General Code of Conduct</i>	39
11.3	<i>Attendance Rules</i>	42
11.4	<i>Student Leave Rules</i>	43
11.5	<i>Library Rules</i>	43
11.6	<i>Lab Rules</i>	45
11.6.1	<i>Computer Lab</i>	45
11.6.2	<i>Language Lab</i>	47
12	Use of the Internet by the students	48
13	Social Media Policy	48
13.1	<i>Introduction and Scope</i>	48
13.2	<i>Students' Responsibilities</i>	48
13.3	<i>Behaviour and Conduct on Social Media</i>	49
13.4	<i>Cyberbullying</i>	50
13.5	<i>Use of Official University Social Media Accounts</i>	50
13.6	<i>Policy Breach and Disciplinary Measures</i>	50
13.7	<i>Monitoring and Review</i>	51
14	Discipline Committee	51
14.1	<i>Procedure to Handle Complaints</i>	51
14.2	<i>Punishments</i>	52
14.3	<i>Communicating the Punishment</i>	53
14.4	<i>Appellate Authority</i>	54
15	Residential Life	54
15.1	<i>Hostel Rules and Regulations</i>	55
15.1.1	<i>General Rules</i>	55
15.1.2	<i>Procedure for Night-out / Day-out from Hostel</i>	56
15.1.3	<i>Behaviour and Discipline</i>	57

15.1.4	<i>Upkeep of the Hostel</i>	58
15.1.5	<i>Visitors</i>	59
15.2	<i>Mess Rules</i>	60
15.3	<i>Security</i>	61
15.4	<i>Revision of Rules and Regulations</i>	61
15.5	<i>Fines for Violations</i>	61
16	Facilities	64
16.1	<i>Sports and Gym</i>	64
16.2	<i>Health Centre</i>	64
16.3	<i>Cafeteria</i>	64
16.4	<i>Transportation</i>	65
16.5	<i>Other Facilities</i>	65
16.5.1	<i>Tuck Shop</i>	65
16.5.2	<i>Laundry</i>	65
17	Outreach Activities	66
18	Committees	66
18.1	<i>Statutory Committees</i>	66
18.2	<i>Other Committees</i>	71
19	Conduits & Clubs	73
20	Important Contacts	73
21	List of Holidays	77

1. About Birla Global University

Birla Global University (BGU) is one of the fastest-growing private universities in India. It is committed to academic excellence, industry-driven learning, innovation, and holistic development. Established under the Birla Global University Odisha Act, 2015, BGU is a self-financed, unitary university on a sprawling 30-acre campus at Bhubaneswar. An apex body, the Board of Governors, leads the University. Smt. Jayashree Mohta chairs the board and also serves as the Chairperson of the Birla Academy of Art & Culture, the institution's principal promoter. The Hon'ble Governor of Odisha is the Chancellor of the University. Prof. Kulbhushan Balooni is the Vice-Chancellor of the University.

With a vision to be the preferred destination for aspiring professionals, BGU is redefining higher education with:

- Dynamic and inclusive campus culture, fostering leadership, creativity, and social responsibility
- Industry-aligned curriculum fostering practical learning and research
- Highly experienced faculty from leading academic institutions and industry
- Global collaborations offering international exposure
- State-of-the-art infrastructure and world-class learning facilities

BGU offers a comprehensive selection of undergraduate, postgraduate, and Ph.D. programs designed to equip students with the knowledge, skills, and global perspectives needed to thrive in today's competitive world. It has the following seven distinguished schools offering a diverse range of disciplines:

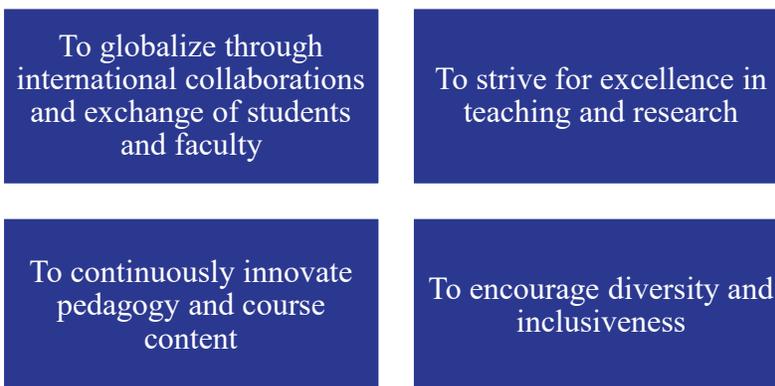
- ❖ **Birla School of Applied Sciences** – BCA (Hons./Hons. with Research), MCA, and Ph.D. in Computer Science
- ❖ **Birla School of Commerce** – B.Com (Hons./Hons. with Research), M.Com and Ph.D. in Commerce.
- ❖ **Birla School of Communication** – BA in Journalism and Mass Communication (Hons./Hons. with Research), MA in Journalism and Mass Communication, and Ph.D. in Journalism and Mass Communication
- ❖ **Birla School of Economics** – B.Sc. Economics (Hons./Hons. with Research), M.Sc. in Financial Economics, and Ph.D. (Economics)
- ❖ **Birla School of Engineering & Technology** – B.Tech in Computer Science Engineering (CSE)
- ❖ **Birla School of Law** – BBA LL.B. (Hons.) (Five-year), LL.M. (One-year), and Ph.D. in Law.
- ❖ **Birla School of Management** – BBA (Hons./Hons. with Research), MBA, and Ph.D. in Management

2. Vision, Mission, and Values

Vision:

To create and disseminate knowledge in a global context while pursuing excellence, innovations, and inclusiveness.

Mission:



Values:

- ❖ **Honesty and Integrity** – We believe in being truthful and adhering to the highest ethical standards in personal and professional conduct.
- ❖ **Empathy** – We recognize the need for human development and respect diverse social, cultural, and economic perspectives.
- ❖ **Transparency** – We believe in openness and assume responsibility as well as accountability in all our dealings and actions.
- ❖ **Freedom** – We value the freedom of thought and expression to develop one’s creativity and innovation in pursuit of academic excellence.
- ❖ **Respect** – We foster a culture of respecting self and others.
- ❖ **Collaboration** – We encourage teamwork and partnership in all endeavours for knowledge creation, acquisition, and dissemination.

3. Prelude

BGU is committed to maintaining stellar academic standards that ensure the highest level of quality in the overall learning process. The curriculum, designed to adapt to 21st-century teaching with the full range of integrated teaching-learning environments and resources, enhances the quality of students’ academic experience and aims for their holistic growth. To fulfil its overall objective of *excellence with values*, the University has set norms and standards for its students, staff, and faculty. This Students’ Handbook gives BGU’s students clear guidelines

for academic as well as personal conduct. The students are expected to imbibe value-based education, emotional stability, maturity of thought, and spiritual sensitivity, and, at the same time, are encouraged to strive to excel in their respective fields of study and bring laurels for themselves and the University. They are expected to abide by the rules and regulations of the University and conduct themselves appropriately as laid down in this handbook. The Handbook contains valuable information for students about available services, administrative policies and procedures, regulations, academic regulations, and standards for personal and professional conduct.

The rules/guidelines are effective for the 2025-2026 academic year, beginning in July 2025. The University reserves the right to amend, modify, or update its rules and regulations at any time, as deemed necessary in the interest of the University.

All students pursuing their studies at BGU will be bound by the policies, procedures, academic regulations, and personal conduct and behaviour contained herein or issued by the competent authority from time to time.

4. BGU Honour Code

The University aims to:

- ❖ Create an environment in which students, faculty, staff, and all individuals affiliated with the University can freely exchange ideas and thoughts, build on their intellectual curiosity, and celebrate diversity.
- ❖ Create an atmosphere in which members of the community must respect each other and act responsibly.

The **BGU Honour Code** is designed to give clear direction to the students in this regard. The University expects students to follow this code.

After joining the University, every student takes a pledge during the commencement programme and commits himself/herself to follow the BGU Honour Code in its true spirit and action.

Pledge of BGU Honour Code

“As a student of BGU, I take the pledge that –

- *I will strive to act with honesty and integrity.*
- *I will respect the rights and dignity of all people.*
- *I will care for others' safety and will avoid any kind of verbal and physical violence.*
- *I will provide truthful information to the University about my personal background.*
- *I will not fabricate or plagiarize any information with regard to the curriculum.*

- *I will always act in a lawful manner and not participate in any unlawful activity such as ragging, indulging in the consumption of intoxicating substances, etc.*
- *I will not seek, receive, or obtain an unfair advantage over other students.*
- *I will personally uphold and abide, in theory and practice, the values, purpose, and rules of the BGU Honour Code.*
- *I will report all significant violations of the BGU Honour Code committed by members of the student community to the authorities.”*

Handling Honour Code Violation

Every student is expected to report a suspected violation of the Honour Code to the Discipline Committee (DC). The committee will then notify the individual charged that a case of Honour Code violation has been filed and that an investigation will follow.

At this point, the committee will undertake an investigation to determine the existence, nature, and extent of the alleged violation. The student charged will be able to present his/her evidence and case at a date and time determined by the committee. At the end of the investigation, the DC will determine whether the charges should be dropped or appropriate disciplinary action will be taken.

5. Our Schools

5.1: Birla School of Applied Sciences

The **Birla School of Applied Sciences** (BSoAS) is one of India's most promising new schools, preparing graduates with professional management skills to meet the demand for leadership in technical fields. BGU offers a 3-year and 4-year full-time BCA Programme with multiple entry and exit options as per the National Education Policy (NEP) 2020. The courses are designed to help them excel in Industry 4.0 and prepare them for the needs of Industry 5.0. (Computer Science). The curricula and pedagogy are aligned with the NEP 2020 and industry demands. Sighting the popularity of such courses, BSoAS has qualified academicians, practitioners, industry experts, and entrepreneurs to teach knowledge enhancement classes. BSoAS, in addition to its excellent academic orientation, focuses on research and innovation in the areas of Machine Learning, Data Science, Cloud Computing, the Internet of Things, and Block Chain Technology. The fine points of the courses are given below: **BCA:** Bachelor in Computer Applications (BCA) is a three-year full-time undergrad programme that is the most in-demand in the Information Technology (IT) field, focusing on the knowledge of the basics of computer applications and software development. The degree helps interested students set up a sound academic base for an advanced career in Computer Applications. The IT industry is expanding exponentially, creating a huge array of job opportunities. Professionals skilled in Computer Science are in huge demand since a lot of manpower-based

jobs are getting digitised. This multi-tracked elective course programme can lead to positions such as Software Engineer, System Engineer, Software Quality Engineer, System Programmer, System Analyst, Information Technology Professional, Data Analyst, Data Science Specialist, Cloud Specialist, Networking Specialist, and Cyber Security Specialist, among others.

MCA: The Master of Computer Applications (MCA) is a two-year professional post-graduate programme that offers education related to computers, programming, and applications to students who wish to dig deeper into the field of computer application development. The curriculum combines both theoretical and practical expertise. The course provides in-depth and extensive knowledge about various aspects of computer applications. Students are taught everything related to software, hardware, and networking, with the study of IT, artificial intelligence, machine learning, and much more. Applicants, after completion of the BCA programme, can take up the MCA course for better job roles, and at the same time, applicants from other relevant streams who want to transform their career can take up the programme, which is thriving with endless opportunities in both the public and private sectors.

5.2: Birla School of Commerce

The **Birla School of Commerce** (BSoC) was established in the year 2017 to create a new generation of techno-savvy accounting and finance professionals. The school aims to transform commerce education and assist in skilling, reskilling, and upskilling in the discipline of commerce. The school also has several academic collaborations with prominent professional bodies like the Institute of Company Secretaries of India and Institute of Cost Accountants of India to impart hands-on industry experience to the students. The school offers M.Com and B.Com (Hons./Hons. with Research), which are innovative and value-based professional courses. The details of the courses are given below:

B.Com: The Bachelor of Commerce (B.Com) (Hons./Hons. with Research) programme offered by BSoC is in line with NEP 2020 and aims to open various career options to the students. The course focuses on the areas of Accounting and Finance. It also intends to provide different skill-based knowledge to the students, like Financial Planning, New Venture Planning and Startup Finance, Business Data Analytics, Financial Modelling, Computerized Accounting, Data Analytics, Data Visualization, and Artificial Intelligence for Business. Students are required to undergo a Summer Internship Programme (SIP) during summer breaks and to complete a research project under the guidance of faculty members during the summer break after the sixth semester, so that they develop a knack for research and critical thinking. The B.Com course, in line with NEP 2020, provides multiple entry and exit options. Students may opt for a 3-year B.Com degree or a 4-year B.Com degree with research. They may venture into the job market, starting from Corporate Finance, Accounting, Budgeting and Financial Analysis, Banking, Insurance, Stock Market operation, Investment Banking, Financial Planning, Mutual Fund,

Consultancy, and Tax Practice, including GST, etc. They may also choose higher education options such as M.Com, MBA, or other professional courses like C.A, ICWA, C.S, CFA, and ACCA.

M.Com: The M.Com programme focuses on Finance, Accounting, Analytics, Banking, and Insurance. It also intends to provide different skill-based knowledge to the students, like Financial Analysis and Modelling, Computer Applications in Business, Global Financial Reporting and Disclosure, Data Science for Business, Banking Technology, Entrepreneurship, etc. Keeping in mind the changing facets of the Indian economy, the course has been designed carefully to facilitate students to acquire knowledge and skills in their subjects so that they become employable in the market. Students undertake SIP to gain insight into real-life business operations and are required to submit a report on the same, thus strengthening their research skills. Students opting for M.Com have a variety of career options starting from Corporate (finance, accounting, budgeting, and financial analysis), Banking, Insurance, Stock Market Operation, Investment Banking, Financial Planning, Mutual Fund, Consultancy, and Tax Practice. They can also opt for teaching, research, or entrepreneurship. Students can opt for value-added courses in digitalisation, financial technology, and global financial reporting, among others.

5.3: Birla School of Communication

The **Birla School of Communication** (BSoComm) has rapidly emerged as a centre of academic distinction, dedicated to shaping new-age communicators for the attention economy. With a clear vision to become a globally recognised hub of higher learning in media and communication studies, BSoComm offers an inclusive and innovation-driven approach to knowledge creation and dissemination. It delivers undergraduate, postgraduate, and doctoral programmes that are not only aligned with the NEP 2020 but also tailored to meet the demands of an evolving media landscape. These include BAJMC (Honours/Honours with Research), a four-year interdisciplinary programme; MAJMC, a two-year course offering multiple academic and professional pathways; and Ph.D. in Journalism and Mass Communication, fostering rigorous scholarship and research. BSoComm's commitment to academic excellence is underpinned by a modern pedagogy, an innovative learning ecosystem featuring a fully operational television studio and internet radio station, and strong industry-academia collaboration. With robust placement support and a clear mission to nurture ethical, socially responsible, and future-ready media professionals, BSoComm stands as a dynamic J-School preparing students not just for careers but for meaningful impact in society.

BAJMC: The Bachelor of Arts in Journalism and Mass Communication (BAJMC) (Hons./Hons. with Research) is a full-time, four-year undergraduate degree, structured across eight semesters following the NEP 2020. The curriculum is benchmarked against leading global journalism schools, combining rigorous academic theory with immersive practical training. Students engage in an integrated learning experience that includes lectures, tutorials, classroom presentations, take-home assignments, and a range of experiential components such as field visits, study tours, media projects, and structured internships. This ensures a holistic understanding of the evolving media

ecosystem. The programme places equal emphasis on conceptual foundations and industry-oriented skills. Students explore the historical development of media, contemporary communication practices, and digital transformations. They gain exposure to a range of media forms and platforms, with courses categorised under Majors, Minors, Multidisciplinary offerings, Value-Added, Ability Enhancement, and Skill Enhancement components. Pedagogy is grounded in continuous learning and formative assessment frameworks to foster reflective and adaptive learners.

MAJMC: The Master of Arts in Journalism and Mass Communication (MAJMC) is a two-year postgraduate degree designed to develop advanced competencies across multiple domains of media practice and scholarship. Structured over four semesters, the programme offers students a choice of academic and professional trajectories, each tailored to distinct career aspirations. Students receive specialised training in print, radio, and television journalism, digital and data journalism, advertising, public relations, graphic design, and event management. A strong research component underpins the curriculum, encouraging students to investigate contemporary social issues and contribute original insights through academic writing and publication. The MAJMC programme offers flexibility through multiple progression routes, including a coursework pathway, with specialisations in Public Relations and Advertising or Audio-Visual Production, a hybrid pathway, combining taught courses with media research, and a research-intensive pathway, aimed at preparing future scholars in media and communication. Through these routes, the programme equips students not only with professional expertise but also with the critical thinking and research acumen necessary for academic or industry leadership roles in the communication sector.

5.4: Birla School of Economics

The **Birla School of Economics** (BSoE) provides cutting-edge education in the area of economics. BSoE focuses on skill development with a blend of theory and practice. The course curriculum encourages students to do internships and projects, attend workshops, and write research articles. It provides an opportunity to study interdisciplinary courses across the schools. BSoE has a pool of experienced faculty members who have been exposed to academic research and have published in journals of repute. Apart from regular teaching-learning activities, BSoE organizes seminars, conferences, and special lectures, inviting people from academia and industry. Weekly seminars on current topics of interest are regularly organized. Students are given training for personality development and corporate readiness. This school offers a B.Sc. (Economics) (Hons./Hons. with Research), M.Sc. (Financial Economics), and Ph.D. in Economics.

B.Sc. (Economics): The Bachelor of Science in Economics (Hons./Hons. with Research) program is developed as per the NEP 2020 guidelines. This is one of the unique programs as it grooms students with both theoretical as well as practical aspects of economic concepts. The program trains the students in the application of econometric and data analysis tools. It gives a research orientation with practical exposure to real-life problems. Hands-on training with the econometric lab is a distinctive feature of this program. The pedagogical tools are not just

classroom orientation and teaching; rather, students are expected to do live projects and external participation in different curricular and co-curricular activities.

M.Sc. (Financial Economics): The Master of Science in Financial Economics is a specialized two-year full-time programme designed to help students bridge the gap between economic theory and the practical realities of finance. This programme is developed understanding of the growing need for finance professionals with a good understanding of economic concepts. The course integrates economics, finance, statistics, and mathematics to provide thorough instruction in financial economics. The main objective of the programme is to develop analytical abilities, which will equip them for a variety of employment and research prospects. The programme emphasises holistic growth through interactive classrooms, case studies, group discussions, seminars, guest lectures from industry experts, projects, events, and workshop training.

5.5: Birla School of Engineering & Technology

In the era of Industry 4.0, the demand for skilled Computer Science & Engineering (CSE) professionals has soared. As industries transform digitally and embrace advanced technologies, graduates with both technical expertise and an innovative mindset are essential for driving innovation, solving complex problems, and leading progress. The **Birla School of Engineering & Technology (BSoET)** offers comprehensive academic, research, training, and extension programs to equip students with industry-relevant skills and knowledge. BSoET focuses on a distinctive course like B.Tech in Computer Science & Engineering.

B.Tech (Computer Science & Engineering): The Bachelor of Technology in Computer Science & Engineering at Birla Global University is a four-year course meticulously designed to provide students with a holistic education, blending theoretical knowledge with practical experience. Spanning eight semesters, the curriculum emphasises experiential learning, professional development, and specialisation in key areas of interest. Graduates of the B.Tech programme in CSE will be exceptionally well-prepared to leverage Industry 4.0 technologies, including Artificial Intelligence (AI), Machine Learning (ML), Internet of Things (IoT), Big Data Analytics, and Robotics. These technologies are revolutionising various sectors, such as manufacturing, healthcare, finance, transportation, and agriculture, thereby creating a multitude of opportunities for CSE professionals to make substantial contributions. BGU's robust industry connections and strategic partnerships ensure that B.Tech CSE graduates have access to a diverse array of internship and placement opportunities across multiple domains. The graduates will be positioned to thrive in a dynamic and evolving technological landscape.

5.6: Birla School of Law

Established in 2018, **Birla School of Law (BSoL)** is an emerging centre of excellence in legal education, committed to shaping the future of legal scholarship and practice. BSoL offers a vibrant academic environment that blends traditional legal principles with contemporary, interdisciplinary perspectives. Supported by highly

qualified faculty members, modern infrastructure, and a learner-centric approach, BSoL emphasizes innovation in legal education while fostering a deep sense of ethical responsibility, social justice, and professional integrity. With a curriculum designed in line with the latest developments as the NEP 2020 and the developments in the legal landscape, BSoL promotes experiential learning through legal aid clinics, moot court, and trial advocacy competitions, internships, seminars, research projects, and workshops. The academic experience is further enriched by collaborations with reputed law firms, corporate entities, civil society organizations, and academic institutions, both in India and abroad. Approved by the Bar Council of India (BCI), BSoL is dedicated to nurturing competent and socially conscious legal professionals ready to meet the challenges of a dynamic environment.

BBA LL.B. (Hons.) - Integrated Programme: The Bachelor of Business Administration, Bachelor of Legislative Law (BBA LL.B.) (Hons.) is a five-year, full-time integrated programme that combines the study of law with a strong foundation in business administration. The curriculum is thoughtfully structured to equip students with a dual skill set in legal reasoning and managerial decision-making. By integrating subjects such as economics, marketing, corporate finance, and business ethics with core legal disciplines like constitutional law, criminal law, corporate law, and international law, the programme prepares students for a broad range of career paths in corporate law firms, the judiciary, litigation, civil services, legal consultancy, entrepreneurship, and business management. In addition to rigorous academic training, students gain hands-on experience through court visits, internships, legal writing assignments, mock trials, negotiation exercises, and guest lectures by legal experts and industry professionals. This holistic approach enables graduates to function effectively in roles that demand both legal acumen and business insight.

LL.M.: The Master of Laws (LL.M.) programme at BSoL is a one-year postgraduate degree designed for law graduates and professionals seeking advanced legal education and specialization. The programme focuses on deepening legal knowledge, fostering research capabilities, and enhancing the practical application of law in a professional context. BSoL currently offers LL.M. specializations in the following areas:

- **Criminal Law:** This specialization delves into the principles, procedures, and contemporary issues in criminal jurisprudence. It is designed for students interested in pursuing careers in criminal litigation, judicial services, legal aid, law enforcement, and academic research in criminal justice.
- **Corporate and Commercial Law:** This specialization focuses on the legal frameworks governing business organizations, mergers and acquisitions, securities, competition, and trade. It is ideal for those aiming for careers in corporate law firms, financial institutions, regulatory bodies, in-house legal departments, and international business law.

The programme combines classroom learning, intensive legal research, case studies, dissertation writing, and industry interaction to produce graduates with the analytical and professional skills necessary for leadership roles in the legal field.

5.7: Birla School of Management

The **Birla School of Management** (BSoM), being set up in 2016 under the aegis of BGU, has quickly gained much reputation as a preferred choice among B Schools in India, particularly in the eastern region. In just a few years, BSoM has gained recognition as a forward-thinking institution, committed to nurturing future global business leaders and entrepreneurs with a strong foundation of knowledge and technical expertise. BSoM has made its presence felt and earned a name for itself for its value-driven quality education and successful placement of students. The school offers the following programmes:

BBA: BSoM offers a 3-year BBA and 4-year Bachelor of Business Administration (BBA) (Honours/Honours with Research) Programme with multiple entry and exit options as per NEP 2020 w.e.f. 2023-24 Academic Year. The programme provides rigorous training in Business Management encompassing areas such as General Management, Marketing, Human Resource Management, Finance, Operations Management, Business Analytics, and Digital Marketing. The emphasis is on developing holistic development of the students with multidisciplinary, vocational, value-added, and ability enhancement courses, as well as providing students opportunities through Summer Internships and Live Projects to be aware of the issues affecting business and problem solving, such as managing change within an increasingly dynamic environment and developing business skills across organisations and sectors. The course stands on the solid foundation of twelve graduate attributes of UGC and integrates the building of knowledge, skills, and winning attitudes of the students in the course curriculum.

MBA: The Master of Business Administration (MBA) is a two-year full-time programme spread over four semesters, leading to the degree of Master of Business Administration. The MBA curriculum for the 2025-27 batch is redesigned as per NEP 2020. It is the flagship programme of BSoM, which has enjoyed high credibility in the corporate world over the years. Many of our alumni occupy significant leadership positions in the corporate hierarchy, while some have been successful entrepreneurs. Hundreds of students nationwide apply for a seat in the full-time MBA. Admissions are conducted through a rigorous entrance procedure. Students undergo a gamut of courses in the first year, followed by an intensive focus on their areas of double specialisations in the second year, like Marketing, HR, Finance, Operations, Business Analytics, and Digital Marketing. The students undergo a summer internship programme of a minimum of six weeks under the direct supervision of the faculty. Mentorship is a hallmark of this programme in which students are under the care and guidance of faculty mentors who help them sail through the entire course curriculum as well as in the placement process.

6. Annual Academic Calendar

Description	Date
Commencement of Semester III PG Programmes	1 st July 2025
Commencement of New Semester I PG Programmes	15 th July 2025
Commencement of Semester III and V UG Programmes	15 th July 2025

Commencement of Semester I UG Programmes	15 th – 30 th July 2025
Commencement of Semester III, V, VII, and IX BBA LL.B.	21 st July 2025
NSS Orientation Programme and Health Camp	22 nd –31 st July 2025
Research Methodology Workshop (Research & Development Cell)	21 st –25 th July 2025
Commencement of Semester I BBA LL.B. and LL.M.	30 th July 2025
International Commerce Day (BSoc, BizWave)	4 th August 2025
NSS Orientation Programme	7 th August 2025
NSS Walkathon	8 th August 2025
Independence Day	15 th August 2025
Janmashtami	16 th August 2025
World Photography Day (BSocComm)	19 th August 2025
Internal Academic and Administrative Audit (IAAA) for the year 2024-25	22 nd –23 rd August 2025
Legal Aid Educational Fair (BSoL)	22 nd –23 rd August 2025
Ideathon (BSoAS & BSoET)	23 rd August 2025
Ganesh Puja	27 th August 2025
National Sports Day	29 th August 2025
Onam & Teachers' Day celebration	5 th September 2025
World Literacy Day (BSoc)	8 th September 2025
Nuakhai	10 th September 2025
NSS Blood Donation Camp	12 th September 2025
NSS Special Camp-cum-NSS Week Observance	17 th –24 th September 2025
Academic Administrative Audit (AAA) for the AY 2024-25	19 th –20 th September 2025
National Level Mediation & Client Counseling Competition (BSoL)	19 th –20 th September 2025
Bankers' Conclave (BSoc)	20 th September 2025
Navratri	24 th September 2025
Research Conclave (Research & Development Cell)	25 th –26 th September 2025
Durga Puja	29 th September–2 nd October 2025
Mahatma Gandhi Jayanti	2 nd October 2025
National Level Moot Court Competition (BSoL)	8 th –10 th October 2025
World Mental Health Day	10 th October 2025
Marketing Conclave (BSoM)	17 th October 2025
World Singing Day – Intramural Song Competition	18 th October 2025

Two-Day Hands-On Data Analytics Workshop (BSoAS)	24 th –25 th October 2025
Madhusudan Memorial Lecture (BSoL)	25 th October 2025
Supply Chain Conclave, 2025 (BSoM)	25 th October 2025
Mediosa 2.0 (BSoComm)	29 th –31 st October 2025
End Semester III Examinations of PG Programmes	30 th October–15 th November 2025
National Authors Day	1 st November 2025
World Cinema Day (BSoComm)	6 th November 2025
National Cancer Awareness Day by NSS	7 th November 2025
National Education Day – Intramural Cultural Quiz	11 th November 2025
Last Teaching Day of Semester I PG Programmes	12 th November 2025
Last Teaching Day of Semester III and V	12 th November 2025
National Library Week	14 th –20 th Nov 2025
End Semester I Examinations of PG Programmes	14 th –28 th November 2025
End Semester III, V, VII, and IX Examinations of UG Programmes	14 th –28 th November 2025
Two-Day International Conference (BSoL)	14 th –15 th November 2025
National Press Day (BSoComm)	16 th November 2025
Commencement of Classes for Semester IV PG Programmes	17 th November 2025
International Men’s Day	19 th November 2025
National Entrepreneurs’ Day (BSoC) – Invited lecture	19 th November 2025
Constitution Day (BSoL) – Panel Discussion / Invited Lecture	26 th November 2025
Last Teaching Day of Semester III, V, VII, and IX BBA LL.B.	27 th November 2025
World AIDS Day Observance (NSS)	1 st December 2025
Commencement of Classes for the Semester II PG Programmes	1 st December 2025
Commencement of Classes for the Semester IV and VI UG Programmes	1 st December 2025
End Semester III, V, VII, and IX BBA LL.B. Examinations	1 st –15 th December 2025
Last Teaching Day of Semester I BBA LL.B., and LL.M.	3 rd December 2025
Convocation 2025	6 th December 2025
Last Teaching Day of Semester I UG Programmes	8 th December 2025
End Semester I BBA LL.B. and LL.M. Examinations	8 th –15 th December 2025
Human Rights Day (BSoL) – Invited Lecture	10 th December 2025
End Semester I Examinations of UG Programmes	10 th –19 th December 2025
Capacity Building Programme for School Teacher (BSoE)	12 th December 2025

FDP on 'Advanced Research Methodology in Finance' (BSOM, BSOC & BSoE)	15 th –20 th December 2025
Joy of Giving Week (Christmas celebrations)	15 th –20 th December 2025
One Week FDP on 'Emerging Trends in Law & Legal Development' (BSoL)	15 th –20 th December 2025
HR Conclave (BSoM)	18 th –19 th December 2025
Winter Vacation	22 nd –31 st December 2025
Commencement of Classes for Semester II UG Programmes	1 st January 2026
NSS Orientation Programme	9 th January 2025
National Youth Day – Intramural Group & Solo Dance	12 th January 2026
Lohri	14 th January 2026
Commencement of Semester II, IV, VI, VIII, X, BBA LL.B., and Semester II LL.M.	15 th January 2026
BGU Sports Fest	31 st January–3 rd February 2026
Pre-Union Budget Discussion (BSoE)	22 nd January 2026
Saraswati Puja	23 rd January 2026
Annual Alumni Meet	24 th January 2026
NSS Cleanliness Drive	25 th January 2026
Republic Day	26 th January 2026
World Advertising Day (BSoComm)	27 th January 2026
Annual Athletic Meet and Intramural Closing Ceremony	28 th –29 th January 2026
BGU Annual Fest 2026	4 th –6 th February 2026
World Cancer Day	4 th February 2026
Panel Discussion on Union Budget 2026 (BSoC)	11 th February 2026
International Radio Day (BSoComm)	13 th February 2026
National Science Day (BSoAS)	28 th Feb 2025
NSS Special Camp and GD Birla Young Talent Award for Students of Rural School & Orphanage Children (NSS)	1 st –7 th March 2026
Holika Dahan	3 rd March 2026
Holi Celebration	4 th March 2026
National Conference (BSoComm)	4 th –5 th March 2026
International Women's Day	6 th March 2026
Finance Conference (BSoM & BSOC)	11 th –12 th March 2026

Economics Conclave (BSoE)	13 th March 2026
Iftar Celebration	13 th March 2026
NSS Blood Donation Camp	13 th March 2026
Last Teaching Day of Semester IV PG Programmes	14 th March 2026
End Semester Examinations of Semester II, IV PG Programmes	17 th –30 th Mar 2026
International Day of Happiness	20 th March 2026
World Water Day Observance and Panel Discussion on ‘Water & Climate Change’ by NSS, Green & Eco-Club	22 nd March 2026
Theatre Day	27 th March 2026
Foundation Day of BGU/ Utkal Divas Celebration	1 st April 2026
Last Teaching Day of Semester IV and VI UG Programmes	11 th April 2026
Ambedkar Jayanti – Invited Lecture (BSoL)	13 th April 2026
Last Teaching Day of Semester II PG Programmes	13 th April 2026
End Semester Examinations of Semester IV and VI UG Programmes	13 th –30 th April 2026
End Semester Examinations of Semester II PG Programmes	15 th –30 th April 2026
National PR Day (BSoComm)	21 st April 2026
World Earth Day (NSS and Green & Eco-Club)	22 nd April 2026
World Book and Copyright Day	23 rd April 2026
2nd Editors’ Conclave (BSoComm)	25 th April 2026
Last Teaching Day of Semester II UG Programmes	9 th May 2026
Last Teaching Day of II, IV, VI, VIII, X BBA -LLB and Semester II LL.M.	11 th May 2026
Last Teaching Day of Semester IV, VI, VIII, X BBA -LLB and II SEM of LL.M.	12 th –20 th May 2026
End Semester Examinations of Semester II, IV, VI, VIII, X, BBA LL.B., and Semester II LL.M.	13 th –29 th May 2026

7. Fee Structure and Scholarship Policy

7.1: Fee Structure

Programs	Fee per Semester (₹)
MBA (Specialization: Marketing, Finance, HR, Operations, Digital Marketing, and Business Analytics)	2,50,000

M.Com	55,000
M.Sc. in Financial Economics	56,250
MA in Journalism and Mass Communication	62,500
MCA	75,000
LL.M	1,00,000
BBA	90,000
B.Com	70,000
B.Sc. in Economics	50,000
BA in Journalism and Mass Communication	62,500
BCA	62,500
BBA LL.B. (Hons.)	80,000
B.Tech in Computer Science and Engineering	1,25,000
Ph.D. (Part-Time)	60,000*

Additional Fees

- ❖ Medical Insurance: ₹3,000 per annum
- ❖ General Security Deposit: ₹10,000 (refundable upon successful completion of the program, subject to clearance)
- ❖ One-Time Registration Fee: ₹15,000 (non-refundable)

****For Ph.D. Scholars***

- ❖ All registered scholars are required to pay a semester fee of ₹60,000 at the beginning of each semester until the submission of their thesis.
- ❖ Thesis Evaluation and Viva-Voce Fee: ₹25,000

Hostel Lodging and Fooding expenses (Optional, Subject to Revision)

Double Occupancy (On Campus)

Installments	Odd Semester Installment	Even Semester Installment
Due Date	15 th June	15 th December

Lodging (A/C Accommodation)	₹38,720	₹38,720
Fooding	₹39,600	₹39,600
Laundry	₹3,600	₹3,600
Total Charges	₹81,920	₹81,920

Triple Occupancy (On Campus)

Installments	Odd Semester Installment	Even Semester Installment
Due Date	15 th June	15 th December
Lodging (A/C Accommodation)	₹34,320	₹ 34,320
Fooding	₹39,600	₹ 39,600
Laundry	₹3,600	₹ 3,600
Total Charges	₹77,520	₹ 77,520

Note:

- ❖ Hostel-registration fee of ₹10,000 (non-refundable) is payable at the time of registration.
- ❖ Students are advised to retain this schedule for timely fee payment and to avoid any late fee penalties.
- ❖ No notice or reminder will be sent to students or their parents for the same.
- ❖ No separate letter will be issued for any bank education loan.
- ❖ Demand Draft should be made in favour of 'BIRLA GLOBAL UNIVERSITY', payable at Bhubaneswar.

7.2: Policy for Refund or Adjustment in Fees

A. Hostel Fees

Hostel fees may be refunded or adjusted **on a proportionate basis** under the following conditions: (Subject to satisfaction of the management)

- ❖ Medical emergencies
- ❖ Campus placements
- ❖ Any other reason

No refund or adjustment is allowed in cases involving **disciplinary action (DC)**.

B. Mid-Term Hostel Admission

Hostel Fees: Calculated every month, starting from the **first day of the joining month**.

Mess & Laundry Fees: Calculated **proportionately** based on the duration of stay.

C. Mess & Laundry Fees

Fees are refundable/adjustable **on a proportionate basis** in the event of:

- ❖ **Medical emergencies**
- ❖ **Disciplinary action (DC)**
- ❖ **Other reasons approved by the management**

Special provisions apply in the following cases:

- ❖ **SIP (Summer Internship Programme):** Adjustment as per the SIP certificate.
- ❖ **Mid-term hostel vacation (due to Placement or other valid reasons):**

(Refund amount for Mess is ₹100/- per day)

Note: Prior intimation to Mess and Hostel is required, and the documents related to the above should be submitted as per the prescribed format available in the Accounts Department before the next installment due.

D. Transportation Charges

For students **joining or leaving** bus services mid-term:

- ❖ Charges to be adjusted on a **monthly basis**.
- ❖ **Prior intimation** to the **Transport and Accounts Departments** is mandatory.

E. Penalty for Late Fee Payment

- ❖ Within 15 Days from the due date – NIL
- ❖ After that, ₹100 per day, Maximum up to ₹10,000/-.

F. Extension in Payment of Fees

Students seeking an extension in payment of the fees must adhere to the following process:

- ❖ **Application** must be submitted **15 days before** the fee due date.
- ❖ **Approved by the respective School’s Dean.**
- ❖ Subject to review and approval of higher authorities.
- ❖ Maximum extension allowed: **30 days.**
- ❖ If the fees are not paid by the extended deadline:
 - **Late payment penalties will be applied from the original date of payment**
 - **Examination permission may be withheld.**

*Only Tuition Fees can be extended (no relaxation in Hostel, Mess, and Laundry).

Note: All refund and adjustment decisions are subject to final approval by the management. Proper documentation and timely communication are mandatory for consideration.

7.3: Scholarship Policy

7.3.1 BK Birla and Sarala Birla Academic Merit Scholarships

Inspired by the vision of our founders, the late Basant Kumar Birla and the late Sarala Birla, Birla Global University seamlessly blends the proud Birla legacy with a commitment to excellence, innovation, and ethical leadership.

BGU is pleased to institute Academic Merit Scholarships in honor of our esteemed founders, BK Birla and Sarala Birla, who were trailblazers in industry, education, and philanthropy. BK Birla and Sarala Birla Academic Merit Scholarships aim to recognize meritorious students who demonstrate exceptional academic potential, leadership qualities, and a commitment to holistic development.

This policy applies to all undergraduate and postgraduate students enrolled across all Birla Global University programs who meet the eligibility criteria specified herein.

Batch Size	No of Scholarship (Academic Yearly Basis)	Scholarship Amount (Academic Yearly Basis)
Up to 50 students	1 st Position (Highest CGPA)	₹ 30,000/-
	2 nd Position (Second Highest CGPA)	₹ 25,000/-
50 to 100 Students	1 st Position (Highest CGPA)	₹ 30,000/-
	2 nd Position (Second Highest CGPA)	₹ 25,000/-
	3 rd Position (Third Highest CGPA)	₹ 20,000/-
100 and above Students	1 st Position (Highest CGPA)	₹ 30,000/-
	2 nd Position (Second Highest CGPA)	₹ 25,000/-
	3 rd Position (Third Highest CGPA)	₹ 20,000/-

4 th Position (Fourth Highest CGPA)	₹ 15,000/-
5 th Position (Fifth Highest CGPA)	₹ 10,000/-

Eligibility for Award of BK Birla and Sarla Birla Academic Merit Scholarships:

- a. These scholarships shall be awarded to eligible students of all UG/PG programs every academic year.
- b. To be eligible for the scholarship, the student must:
 - Maintain at least 75% attendance in all the courses across all the semesters.
 - Not involved in plagiarism and unfair examination practices.
 - Have not appeared in supplementary or repeat examinations.
 - Maintain a clean disciplinary record.
- c. The conditions governing the award of scholarships are subject to change at the university's sole discretion.

7.3.2 Dean's List

The **Dean's List** recognizes students who achieve a certain level of academic excellence in an academic year. The Dean of each School will award these students with a **Certificate of Academic Excellence** to recognize their academic performance and commitment to discipline, dedication, and intellectual growth.

At the end of an academic year, after the declaration of results, the Dean's List will be declared based on the student's academic performance in both semesters taken together in that academic year. The students who are bestowed Dean's List will only be issued a **Certificate of Academic Excellence**.

This policy applies to all undergraduate and postgraduate students enrolled across all Birla Global University programs (on the following basis) who meet the eligibility criteria specified herein.

- **Up to 50 Students:** 5
- **51 to 100 Students:** 10
- **101 to 200 Students:** 15
- **201 & above Students:** 20

Eligibility for the Award of Dean's List:

- a. Cut-off CGPA for Dean's List is 7.5/10.
- b. To be eligible for the Dean's List, the student must:
 - Maintain at least 75% attendance in all the courses across all the semesters.
 - Not involved in plagiarism and unfair examination practices.
 - Have not appeared in supplementary or repeat examinations.
 - Maintain a clean disciplinary record.
- c. The conditions governing the award of scholarships are subject to change at the university's sole discretion.

8. Examination Regulations

8.1: Common Examination Regulations for All Programmes

i. Attendance: A student must secure a minimum of 75% of attendance in each paper of a semester to be permitted to appear for the semester examination. Suppose a student cannot acquire the stipulated attendance at the end of any Semester. In that case, he/she shall not be allowed to appear for the end-of-semester examination of that semester. Regarding participation in training programmes, seminars, symposia, sports events, or moot courts sponsored by the University, and for medical health problems, the minimum attendance may be relaxed to 60 % on production of official records/certificates.

ii. Classes: 15 hours of classes/tutorials shall be assigned for one credit.

iii. Examination:

a. Paper setting norms: Question Paper setting norms shall be adopted per the provisions in the 'Examination Policy & Procedure.' The proportion of Continuous Internal Evaluation (CIE) & End Semester Evaluation (ESE) for the UG program shall be 40:60

b. Continuous Internal Evaluation (CIE): CIE shall comprise at least three components for each course.

CIE 1	Within the 2 nd month of the commencement of each semester
CIE 2	3 rd month
CIE 3	4 th month (one week before the last teaching day)

The concerned faculty can choose the components from a basket: Assignments, Quizzes, Presentations, Short-Term Projects, Class tests, Case Studies, and Group Discussions.

c. End Semester Evaluation (ESE): ESE will be held preferably on consecutive days. There will be one sitting per day. The duration of the examination will be 3 hours for 60 marks. The question pattern shall comprise three sections, viz. Sections A, B, and C.

Section A: This section will consist of three parts. Each part shall include two questions. A student has to answer one question from each part. Each question in Section A shall carry five marks (**3 x 5 = 15**)

Section B: This section will consist of three parts. Each part shall include two questions. A student has to answer one question from each part. Each question in Section B shall carry 10 marks (**3 x 10 = 30**)

Section C: This section includes 1 question carrying 15 marks. The questions should ideally be application-oriented (**1 x 15 = 15**)

d. Conduct of Examination: The medium of instruction and examination shall be English.

- iv. Publication of Results:** The results will be published within 15 working days from the last examination.
- v. Unfair means in Examination:** Any unfair means adopted by any examinee in any examination conducted by the University shall be punishable as per the rules of the University.
- vi. Grading System:** The University follows a system of Absolute Grading to assess students' performance. The following table depicts the letter grade on a ten-point scale:

PERFORMANCE	GRADE	RANGE OF MARKS	GRADE POINT
Outstanding	'O'	90 ≤ 100	10
Excellent	'A+'	80 – < 90	9
Very Good	'A'	70 – < 80	8
Good	'B+'	60 – < 70	7
Above Average	'B'	50 – < 60	6
Average	'C'	40 – < 50	5
Pass	'P'*	30 – < 40	4
Fail	'F'	Below 30	0
Absent	'Ab'	Not applicable	0

vii. Rules to Pass: A student must secure at least 4 grade points (minimum 30%) to pass the individual course and 4.25 CGPA (minimum 40% in aggregate) to pass the examination. The grading details shall be printed on the back side of the University Mark Sheet.

To pass an individual course, a student must secure a minimum of 30% marks in the continuous internal evaluation and the end semester evaluation.

viii. Grading Details: A student's level of competence shall be categorized by a positive Grade Point Average to be specified as:

- Grade Point (GP)** = Integer equivalent of each letter grade
- Credit** = Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the course structure and syllabus.
- Credit Point (CP)** = Integer equivalent of each letter grade (GP) x Integer signifying the relative emphasis of individual course items in a semester as indicated by the course structure and syllabus (Credit)
- Credit Index (CI)** = \sum Credit point of course item

e. **Grade Point Average (GPA)** =
$$\frac{\text{Credit Index}}{\sum \text{Credit}}$$

f. **Semester Grade Point Average (SGPA)** =
$$\frac{\text{Credit Index for a Semester}}{\sum \text{Credit}}$$

g. **Cumulative Grade Point Average (CGPA)** =

i.
$$\frac{\text{Credit Index of all previous Semester upto a semester}}{\sum \text{Credit}}$$

h. **Equivalent Percentage of Marks:** The following formulae shall be used to calculate the Equivalent percentage of marks.

$$\text{Equivalent Percentage of Marks} = \text{CGPA} \times 9.5$$

ix. **Transcript & Grade Sheet:** The transcript and the grade sheets shall be prepared per the format prescribed by the University Grants Commission.

x. **Academic Integrity:** Academic integrity is about the honest presentation of a student's academic work. It means acknowledging the work of others while developing their insights, knowledge, and ideas. Academic work in a university depends on the practice of academic integrity as a core value. It is an essential part of academic life for teachers and students, and critical to all academic thought and practice. All work produced must acknowledge the sources of ideas presented and cite the original work.

In preparing assignments, a student is required to do research and draw on the ideas of others. They are encouraged to read widely but must acknowledge any concept not theirs by including citations in the text/reference at the end of every assignment/project. All submitted documents (assignments/ reports/dissertations, etc.) will be checked through plagiarism software. The permissible limit of similarity is up to 10%. (UGC Regulations, 2018 for Promotion of Academic Integrity and prevention of plagiarism in higher educational Institutions).

xi. Code of Conduct for Examinations:

a. Students (examinees) are to report in formal attire to their respective halls of Examination 15 minutes before the commencement of the examination.

b. Examinees are required to come with their pen, pencil, ruler, eraser, etc. However, Books, Notes, Statistical Tables, Log Tables, etc., are strictly prohibited. Exchange of pen, pencil & calculator is not allowed.

c. Examinees are instructed not to bring mobile phones or smart watches to the examination halls. If at all you bring a mobile phone because of exigencies, keep your mobiles at your own risk outside the examination hall.

d. Examinees, wherever necessary, must undergo a physical search by internal squad members (Gents & Ladies) before entering the examination hall.

- e. Examinees are advised to follow the letter and spirit of the instructions in the answer sheet/ question paper.
- f. On receipt of the answer sheet and the question paper, Examinees should see that printing is visible and that the answer sheet contains all the pages. Any deviation noticed should be brought to the attention of the hall invigilator present in the hall
- g. Examinees are required not to write answers on the front inner page of the answer sheet.
- h. Examinees are to fill in the columns of the answer sheet like Roll Number, Paper, Paper Name, Paper Code, and Date, correctly.
- i. Any communication with other students, writing on the question paper/palm, and use/possession of any incriminating material shall amount to the adoption of unfair means in the examination and shall invite punishment or penalty as codified in “Examination Policy and Procedure “adopted by the University.
- j. Examinees should observe absolute silence in the examination hall. The invigilator reserves the right to expel an examinee from the examination hall if any examinee's activity contravenes the examination rules.
- k. Additional answer sheets will not be issued ten minutes before the end of the examination. Hence, examinees are instructed to plan the use of additional answer sheets accordingly.
- l. Examinees are advised not to take eatables and soft drinks inside the examination hall.
- m. Examinees will be allowed to visit the washroom after one hour, that too, once only during the entire examination period (not more than three minutes). However, nobody will be allowed to leave the examination hall for any purpose half an hour before the end of the examination.
- n. The examinees should deposit the answer script with the hall invigilator before leaving the examination hall. Carrying answer scripts outside the entrance is a punishable offence.
- o. Indulgence in any activity that will disturb the sanctity of the examination shall be punishable.

Note: The abovementioned guidelines are to be scrupulously followed during the examination. Despite warnings, reminders, etc., if the activity of any examinee is contrary to the established norms, then such examinee shall be punished as per the prevailing rules of the University.

xii. Malpractice Rules:

These rules apply to all written and practical/oral examinations (regular or back) for undergraduate and postgraduate courses at the University. The following acts will constitute malpractice/unfair means and be classified as Type I and II offences.

Type I Offences:

- ❖ Possession or use of any chits (including blank paper), notes, books, or information related to the examination in any form (hard copy or digital) including on the student's body or clothing or other wear, keeping or leaving such material at the examination venue or other surrounding areas (e.g. toilets, windows, etc.), except an area designated for safe keeping of students' belongings.
- ❖ Possession or use of electronic devices of any form, including mobile phones, other transmitting or receiving devices, or other means of communication, in the examination venue and/or keeping/leaving such devices in the premises (including toilets), other than in the area designated for keeping such articles.
- ❖ Copying or attempting to copy the work of other students.
- ❖ Talking to or communicating in any manner with other students during the examination, including through gestures, signals, etc.
- ❖ Helping other students during the examination, inside or outside the venue.
- ❖ Giving or receiving assistance directly or indirectly in any form or attempts to do so.

Type II Offences:

- ❖ Repetition of an act under type I during the tenure of a course
- ❖ Impersonation of another student or arranging/allowing impersonation by another person.
- ❖ Unauthorised access to the examination question paper before the examination, or attempt to do so in any manner.
- ❖ Carrying a question paper outside the examination venue during the examination or carrying the answer sheet outside the examination venue during or after the examination; and /or mutilation or replacement of the answer script in part or full.

Important note: Using or attempting to use any other undesirable method or means in connection with the examination or any other act not listed above but amounting to obtaining unfair advantage will also be considered malpractice/unfair means, and the competent authority will decide the type of offense. Invigilators, the Center superintendent, the Squad, and authorities are permitted to inspect the belongings of the students or frisk one or more students in case of suspicion.

xiii. Misconduct/Misbehaviour:

The following actions will constitute misconduct/misbehaviour by a student during an examination:

- ❖ Not following the rules of examination.
- ❖ Failing to comply with the invigilator's or Exam Centre Superintendent's instructions regarding appropriate conduct during the examination.
- ❖ Intimidation of, or misbehaviour with, or assault or attempt to assault an invigilator or examiner, either inside or outside the examination venue.

- ❖ Damage or attempts to damage articles or property of the examination hall, the institution, or the invigilator/Exam Centre Superintendent
- ❖ Creating disturbance of any form in the examination venue.

xiv. Punishments:

Recommended punishment for malpractice/unfair means:

a. Type I Offence:

1. Cancellation of the paper.
2. They will not be eligible for awards and distinctions.

b. Type II Offence:

1. Cancellation of the entire examination session for the concerned candidate.
2. Recommended punishment for misconduct/misbehavior.

Students will be given the opportunity for a personal hearing before the Examination Committee before a decision is made about the punishment. However, the committee's decision will be final.

8.2: Examination Regulations for Undergraduate (UG) Programmes Only

i. Programme Structure: The Undergraduate (UG) Programmes of BGU have been designed as per the Choice Based Credit System (CBCS) and in line with the National Education Policy 2020. Each 'UG Programme' shall have 3 years (Six Semesters), and 'UG (Hons.) / UG (Hons.) with Research Programme' shall have 4 years (8 Semesters). After successful completion of the six semesters, a 'UG Degree' will be awarded. After successful completion of 8 Semesters, a UG (Hons.) / UG (Hons.) with Research Degree will be awarded to qualified students. Students who enroll in the 'UG (Hons.)' program will have an exit option after completing 3 Years (6 Semesters) and be awarded a UG Degree.

The integrated BBA LL.B. (Hons.) program shall be for a continuous duration of five years. There shall be no lateral entry or exit at any intermediary stage of the course.

ii. Span of the Course: A student must complete the degree within 3 to 6 academic years for the UG Programme and 4 to 8 for the UG (Hons.) / UG (Hons.) with Research Programme from admission. The maximum duration for passing the BBA LL.B. (Hons.) course shall be eight years.

iii. Duration of the Course: The 'UG program' duration shall be 3 years with 6 semesters, and the 'UG (Hons.) Program.) / UG (Hons.) with Research' shall be 4 years with 8 semesters. The duration of the BBA LL.B (Hons.)

The program shall be for 5 years with 10 semesters. The examination shall be held tentatively in December and May for odd and even semesters, respectively.

iv. Eligibility Criteria for Admission: The candidate should have passed +2 Examinations or equivalent in any discipline from any recognized board with a minimum of 50% marks in aggregate. The selection would be based on the career and selection test with equal weightage.

v. Back/Repeat Examination: The back paper examinations shall be held once a year after the declaration of end-semester examinations. However, a student who secures less than 4 grade points in an individual paper in an odd/even semester may resubmit the said paper in the following odd/even semester. A candidate who appears back/repeats the examination shall not be considered for the Gold Medal award.

Program	Semester	Back Exam							
		I	III	V	VII	IX			
Undergraduate	ODD							All Back Papers with the Junior batch except Sem V/VII/IX	Sem V/VII/IX Back Paper before the Sem VI/VIII/X Exam
	EVEN							All Back Papers except VI/VIII/X with Junior batch	Sem VI/VIII/X Back Paper after the declaration of the Sem VI/VIII/X result

N.B. The Sem V/VI refers to the Three-Year Degree course.

The Sem VII/VIII refers to the Four-Year Degree course.

The Sem IX/X refers to the Five-Year Degree course.

vi. Division based on CGPA: The Undergraduate Degree may be classified based on Cumulative Grade Point Average (CGPA) obtained into various classes.

Division	First	Second	Pass	Fail
CGPA	6.32 and above	5.27 and below 6.32	4.25 and below 5.27	Below 4.25

vii. One Special Grace Mark: The Board of Conducting Examiners of each School shall thoroughly analyze the examinees' performance. If the Board feels satisfied, it may recommend that the result be passed and published under the authority of the University. On the other hand, if the Board thinks that the students' performance in general is not up to the mark in a particular paper, it may recommend awarding a Special Grace Mark within the permissible limit. It may thereafter recommend that the result be passed and published.

viii. Common Grace Mark Rule: Notwithstanding the provisions mentioned above, all undergraduate students whose performance is poor are entitled to the privileges of this Grace Mark Rule. This rule, hereinafter, shall be called the Common Grace Mark Rule of the University for undergraduate students only. This rule shall apply to students who pass the end-of-semester examination after receiving such grace. However, the maximum grace mark is restricted to 2% of the total marks of the semester examination, provided further that the grace mark in any paper shall not exceed 10% of the maximum marks in that subject. The aggregate shall be considered as a subject for this purpose.

a. This rule shall apply to students who clear the Semester Examination after receiving this grace mark.

b. Subject to a maximum of 2% of the total marks of the Semester, be awarded in a distributive manner in each paper in which the examinee has secured less than the pass mark. The maximum grace mark in any individual paper shall not exceed 10% of the total marks in that paper. Aggregate shall be considered as a subject for the purpose.

ix. Award of Distinction: Students securing a 'B' grade or above in aggregate in their first appearance shall be awarded 'Distinction'. However, students who could not appear in an examination due to their approved participation in the Inter-University, State or Inter-State competitions or Games and Sports at national/International level representing BGU, will get one chance exemption for 'Distinction'. Students who have cleared the back examination, a student in whose case the 'Grace Mark Rule' has been applied, or a student booked for the adoption of unfair means in the examination, shall not be eligible for the award of 'Distinction.'

8.3: Examination Regulations for Postgraduate (PG) Programmes Only

i. Programme Structure: Each Postgraduate (PG) Programme of BGU, designed under the Choice Based Credit System (CBCS), is a two-year full-time Master's Degree programme. After successful completion of the course, a PG degree will be awarded to the successful students.

ii. Span of the Course: No student shall be allowed to appear for any examination of the Master's programme after completion of 4 years from the date of admission into the course.

iii. Duration of the Course: The PG course is two years, consisting of 4 semesters. The 1st & 3rd semesters (Odd Semesters) are from July to December, and the 2nd & 4th semesters (Even Semesters) are from January to June.

iv. Eligibility for Admission: Any graduate in a relevant discipline from any recognized university shall be eligible to apply for admission. Admission to the PG programme will be based on career marks and a written test/GD/PI. (A specified minimum percentage of marks in graduation should be there)

v. Back/Repeat Examination: The back paper examinations shall be held once a year after the declaration of end-semester examinations. However, a student who secures less than 5 grade points in an individual paper in an odd/even semester may resubmit the said paper in the following odd/even semester. A candidate who has/repeated an examination shall not be considered for the Gold Medal award. The detailed schedule is mentioned in the following table:

PROGRAM	SEMESTER			BACK EXAM		
	Post-Graduate	ODD	I	III	Annual Back (Before Sem III Exam)	Sem III Back before the Sem IV Exam
EVEN		II	IV			

vi. Division based on CGPA: The Post-Graduate Degree may be classified based on CGPA obtained into various classes as follows.

Division	First	Second	Pass	Fail
CGPA	6.32 and above	5.27 and below 6.32	4.25 and below 5.27	Below 4.25

a. Note: There shall be no provision for third class.

8.4: Examination Regulations for LL.M. Programme Only

i. Programme Structure: The Post-graduate (PG) LL.M. programme under the Choice-Based Credit System (CBCS) is a one-year full-time Master’s Degree programme in Law. After completing the course (Two semesters), successful students will be awarded a postgraduate law degree (LL.M.).

ii. Span of the Course: No student shall be allowed to appear for any examination of the Master’s programme in Law after completion of 3 years from the date of admission into the course.

iii. Duration of the Course: The PG course is one year, consisting of 2 Semesters. The 1st Semester (Odd Semester) is from July to December, and the 2nd Semester (Even Semester) is from January to June.

iv. Eligibility for Admission: Any Law Graduate (5 years or 3 years programme) from any recognized university with a minimum of 50% marks in the qualifying examination shall be eligible to apply for admission. Admission to the PG programme will be based on career marks and a written test/GD/PI.

v. Back/Repeat Examination: The back paper examinations shall be held once a year after the declaration of end-semester examinations. A candidate who has passed by appearing back/ repeat examination shall not be considered for the Gold Medal award. The detailed Schedule is mentioned in the following table:

Program	Semester	Back Exam	
Post-Graduation	ODD	I	Sem I Back before the Sem II Exam
	EVEN	II	Sem II Back after the declaration of the Sem II result

vi. Division based on CGPA: The Post-Graduate Degree may be classified based on CGPA obtained into various classes as follows.

Division	First	Second	Pass	Fail
CGPA	6.32 and above	5.27 and below 6.32	4.25 and below 5.27	Below 4.25

a. Note: There shall be no provision for third class.

9. Placement and Summer Internships

9.1: Placement Assistance

A. For Postgraduate Programmes:

BGU facilitates the final placement and summer internships for the master's-level students.

B. For Undergraduate Programmes:

For UG-level students, placement support will be provided on request, based on needs, especially for those who will not pursue higher studies and entrepreneurship. However, the UG students will undertake summer projects as per provisions in the respective programmes. The respective programme coordinators will explain the details of the projects and the nature of the support to be provided.

- ❖ The Centre for Corporate Relations (CCR) will facilitate the process of providing Summer Internship and Placement support services. Students are periodically informed about Summer and Final Placement opportunities through the students' group mail ID and the CCR Notice Board. At the same time, students are encouraged to look out for relevant information about summer internships as well as final placement.
- ❖ Students should be aware that actual placements depend upon the general economic and industry scenario, students' academic and non-academic competencies, good soft skills-related competencies, and the cultural fit of a student vis-à-vis the company, as determined by recruiters.
- ❖ While efforts are made to enable each student to compete effectively for various positions offered by companies, the student is solely responsible for converting the opportunity into a concrete placement. The

University, therefore, does not guarantee that a student will be placed for a final or summer internship irrespective of the student's performance parameters.

- ❖ The major components of the placement (summer or final) process, generally speaking, are Written/Online tests, GD, Personal Interviews, Personality Profiling, among others. Apart from thorough domain knowledge, recruiters expect students to be updated on current affairs on national and international developments, affecting the economy, and the impact of such issues on the industry or business for which the recruitment is taking place (the ability to connect the dots).
- ❖ Recruiters expect to see the depth of understanding, analytical skills, and originality in student responses in GD and Personal Interviews. Needless to add that a good CGPA and involvement and achievement in extracurricular activities, such as active club/conduit participation, will be valuable add-ons for the student. Students should try to upgrade themselves through extensive reading, especially of financial and general newspapers, besides the study of the course curriculum. Last, but not least, they are required to upgrade themselves by regularly attending class lectures, guest lectures, and participating in workshops and seminars organized by the University.
- ❖ Students should keep in mind that companies are looking for proactive, energetic, diligent, well-rounded personalities with indisputable integrity. The recruiter also needs to sense the candidate's hunger for the job on offer through their nonverbal and verbal communication and, most importantly, their positive attitude.
- ❖ BGU will encourage and assist all students in developing into competent professionals who are valued by prospective employers.

9.2: Policy, Rules, and Code of Conduct

- ❖ Transparency, fairness, and equal opportunity for all students are the hallmarks of the placement process at BGU.
- ❖ Whenever a company proposes to conduct a recruitment process, it sends an email confirming the date of the interview, which is displayed on the notice board and shared via the students' group email ID. All eligible students are required to register their names with the CCR.
- ❖ When a company confirms the recruitment drive, all eligible students must attend the interview process. If any eligible student does not attend two recruitment processes, then that student will be disqualified from the final placement process.
- ❖ Once a student gets shortlisted by the recruiter after going through the GD, written test, and any other test, he or she cannot, on any account, withdraw from the process of that company either in the mid-process or after the process. The student violating the above norm may become ineligible to participate in subsequent placement processes.

- ❖ If any student deliberately underperforms or participates in an unprofessional manner during a recruitment drive, they may be restricted from participating in subsequent placement drives, subject to the discretion of the CCR.
- ❖ It will be the responsibility of the students to be extra careful in maintaining basic decorum, discipline, and decency at times when the company representatives are on the campus for placement-related activities or when they participate in the processes at the company's premises. Students are expected to adhere to these instructions in both letter and spirit, and any willful deviation is strongly discouraged.
- ❖ Students are expected to dress appropriately for all placement activities, as adherence to the professional dress code is a prerequisite for participation.
- ❖ Once selected through the campus process for a final placement, a student is considered to have successfully concluded their placement journey and shall not be included in further campus placement opportunities.
- ❖ Students participating in the placement process are expected to report on time and come well prepared, having familiarized themselves with relevant information such as the company's website, profile, recruitment materials, and other publicly available resources.
- ❖ Not more than seven attempts can be availed of by any student for the final placement process.
- ❖ Students are not allowed to establish any kind of direct communication with the company representative. Questions can only be raised during a presentation by the company representative. If any clarifications are needed beyond the recruiter's presentation, the student may approach the CCR for this.
- ❖ Requirements of the company will be taken care of by the concerned members of the placement/hospitality group during the recruitment process. Any communication to be sent to the company must be directed through the CCR only.
- ❖ Students are encouraged to conduct themselves in a manner that always reflects positively on the University. Upholding the prescribed norms helps maintain the institution's reputation and professional standards.
- ❖ Non-compliance by students with any activity organized by the University in the interest of placements will be considered an act of misconduct. Students found involved in such activities may be debarred from placement assistance. The decision of the CCR will be final in this regard.
- ❖ Willing students may apply to be part of the placement conduit that acts as the bridge between the CCR and the student community, supporting effective communication and smoother resolution of placement-related matters.
- ❖ Students are advised to abide by the company's final shortlisting according to their own needs and criteria, which shall not be called into question by any student, either individually or by raising questions about this. Violation of this rule will lead to the student's debarment from the process. During the Pre-Placement Talk (PPT), queries from students should be aimed at clarifying job profiles, compensation, etc.
- ❖ Students cannot question the short-listing done by the recruiter or the CCR as per the recruiters' instructions.

- ❖ CCR reserves the right to modify or introduce new rules, as and when required.

9.3: Eligibility Criteria for Final Placement Process

The University would facilitate the final placement of students enrolled in Undergraduate and Postgraduate programs, **subject to the fulfilment of the following conditions:**

- ❖ No active backlogs and compliance with the eligibility criteria prescribed by the respective recruiters.
- ❖ No malpractice in the University examinations.
- ❖ Satisfactory conduct record with no history of disciplinary action(s).
- ❖ No outstanding fee dues.
- ❖ Minimum 80% attendance in all co-curricular activities, including guest lectures, seminars, conferences, industry visits, among others.
- ❖ Minimum 90% attendance in all training programmes conducted under the aegis of the Training and Placement Cell.

9.4: Summer Internship/Summer Project

9.4.1 Objective

The aim is to enable students to transfer their analytical, integrative, and teamwork skills honed in the classroom to the workplace and to gain a first-hand understanding of the complexities of the corporate world.

The following are the objectives of the Summer Internship/Summer Project:

- ❖ To train students to focus on a narrow bandwidth of a selected topic/field (micro and not macro themes) to facilitate its in-depth study using quantitative/qualitative measurement tools to organise and analyse data, intensely focusing on the area and arrive at reasoned conclusions/about the issue or problem.
- ❖ To provide opportunities for networking with people who matter in industry/corporations/organisations
- ❖ To create opportunities for students to earn pre-placement offers, where feasible and appropriate, through their performance and engagement during the internship.

Recruiters attach great significance to the Summer Internship/Summer Project Report in the final placement interview, and in-depth questions about it can be expected. Hence, the Project Report should be perceived as a critical tool that signals a student's potential to the recruiter. BGU expects every student to take this activity seriously and turn in an excellent Project Report at the end of the internship, which will enhance the student's chances of placement.

9.4.2 Guidelines (In case of students arranging Summer Internship/Summer Projects on their own)

- ❖ The company must have a valid website (mandatory).
- ❖ Must be a Private Ltd or Public Ltd company, a Start-up, or a Government Organization.
- ❖ Training with a franchise or dealer is not allowed.
- ❖ Training under a Chartered Accountant is allowed for B.Com and M.Com graduates.
- ❖ Companies/Firms that ask for any fees from the student for providing training are strictly not allowed.
- ❖ The minimum turnover of the company should be ₹1 crore (Not applicable in the case of a Chartered Accountant).

9.4.3 Duration

The duration of the summer training project normally ranges from six to eight weeks. For the BBA LL.B. programme, students must complete twenty weeks of internship during the course (as per Bar Council of India norms).

9.4.4 Summer Internship Workshop

An interactive workshop for two days will be held on the campus before the beginning of the internship to give detailed guidelines and a roadmap to students on the nitty-gritty of summer projects, the dos and don'ts, etc. Students will also have the opportunity to interact with corporate executives in the workshop. They will be told what is expected of them during their internship, the needs of the industry, etc. Attendance will be compulsory in all the sessions of the Workshops. Those found absent will face the penalty of a deduction of 5 marks per session from the total Summer Internship Programme (SIP) marks.

9.4.5 Faculty Allocation, Reporting & Supervision

- ❖ Before the finalization of a particular faculty as the academic mentor, students should submit a one A4-size page note to the mentor as a Synopsis with the proposed area of research, intent, and objective of the summer project. The academic mentor will approve of being the mentor if he/she is satisfied with the student's submission after assessing the student's potential learning opportunity and commitment. Students should give their write-ups well in time so that the mentor has an adequate opportunity to go through them.
- ❖ Students are free to choose any faculty from the domain area of the project from amongst the BGU faculty (including the adjunct faculty) as their academic guide/mentor.
- ❖ The CCR will announce the date from which the Summer Internship can be registered with a faculty mentor.

- ❖ The Intern shall arrange for a telephonic discussion between the industry mentor and the academic mentor before the finalization of the project topic and the title of the project. The student is expected to be in telephonic contact with the academic mentor at least two to three times a month.
- ❖ The faculty mentor may visit the student's workplace for a meeting with the industry mentor to review the student's progress and build a long-term relationship between BGU and the company.
- ❖ The CCR department circulates a date scheduled for the different processes and the date for submitting the final report well in advance, which should be adhered to.

9.5: Live Projects

Live Project helps the students learn to apply their theoretical knowledge in real-life working situations. It helps the students to learn workplace ethics, which further enhances their employability. To strengthen industry–student engagement, students will be encouraged to undertake Live Projects with companies during their academic sessions. The rules/guidelines in this regard are:

- ❖ All Live projects during the academic session are optional for the students, depending on their ability to manage their academics on their own for the duration of the Live Project.
- ❖ The CCR team will arrange the Live Project based on the current market scenario and the Company's/Industry's requirements.
- ❖ Live projects coordinated by the students independently will not be entertained. Such proposals should be routed through CCR and will be forwarded, after verification, for approval of the Dean.
- ❖ The duration of a Live Project could be from one week to three months, and it could be paid or unpaid as per the company's requirements.
- ❖ Students who opt for a Live Project for any duration are supposed to manage their academics during the project. the University will not be held responsible for any academic loss.
- ❖ Students must complete the internal assessment components of a course by undertaking all assignments in consultation with the concerned faculty.
- ❖ Students will be allowed to officially be on leave for the duration of the Live Project on successful completion.
- ❖ Students can undertake one live project in a semester.
- ❖ If students quit the live project on their own or violate any of its regulations, they shall report back to the University to complete their academic obligations as applicable. Students will neither be eligible for nor seek any relaxation in attendance or academic obligations as prescribed by the University.

All matters regarding the Live Project opportunity will be communicated to students via email from the CCR Team, along with the registration deadline. No application will be entertained after the registration deadline.

10. International Relations

BGU is committed to fostering a globally-oriented academic environment. Through its strategic partnerships with reputed international institutions, BGU provides its students with diverse opportunities for academic exchange, cross-cultural learning, and collaborative research. As part of this commitment, BGU has signed seven active Memoranda of Understanding (MoUs) with renowned international universities and institutes. These partnerships serve as a platform for student exchange, faculty collaboration, joint research initiatives, and global academic exposure.

Our International Partners:

1. University of Ljubljana, Slovenia
2. Institute of Finance Management (IFM), Tanzania
3. Nanhua University, Taiwan
4. Austin Peay State University, USA
5. City University of New York (CUNY), USA
6. EMUNI University, Slovenia
7. Syracuse University, USA

These collaborations aim to:

- ❖ Facilitate student exchange programs for short-term and semester-long academic exposure.
- ❖ Promote faculty exchange and collaborative research projects.
- ❖ Enable joint conferences, workshops, and academic seminars.
- ❖ Offer global internships and summer schools for eligible students.

MoU with Syracuse University, USA: BGU is pleased to announce a new academic partnership with Syracuse University, USA, established through a Memorandum of Understanding (MoU), to introduce an international dual certificate programme. Under this initiative, eligible students will have the opportunity to earn a Bachelor's degree from BGU, namely, the Bachelor of Business Administration (Honours), Bachelor of Commerce (Honours), or Bachelor of Science in Economics (Honours), alongside a Master of Science (MS) in Marketing from Syracuse University.

This unique bachelor-to-master collaboration allows students who meet the admission criteria set by Syracuse University to begin their academic journey at BGU. During the undergraduate phase, students will pay tuition fees solely to BGU. Upon successful completion of their bachelor's degree, students may apply to Syracuse University to pursue the STEM-designated MS in Marketing programme.

The postgraduate segment of the programme will be conducted at the Syracuse University campus in the United States, providing students with the opportunity to strengthen their expertise in global marketing within an international academic environment. The programme has been structured to ensure comprehensive academic and administrative support throughout all stages of the student's progression.

Getting Involved: Students interested in participating in international programs or seeking information about eligibility, application procedures, or upcoming exchange opportunities are encouraged to connect with the International Relations Committee. Contact Person: Dr. Piyush Gupta, Chairperson, International Relations Committee. Email: international.office@bgu.ac.in.

For detailed updates on international activities, application deadlines, and partner university programs, students should regularly check the University's official communication channels and notice boards.

11. General Rules

BGU is committed to fostering a vibrant academic community grounded in discipline, integrity, and mutual respect. The general rules outlined herein are designed to cultivate an environment where students uphold the highest standards of ethical conduct, responsibility, and decorum. By adhering to these guidelines, the University aims to nurture socially responsible individuals who contribute meaningfully to the campus and beyond. These principles reflect BGU's dedication to creating a harmonious and enriching educational experience for all.

11.1: Discipline and Conduct

BGU strives to develop morally and socially responsible citizens who maintain the highest standards of ethics, academic integrity, and care for the community. It is the collective responsibility of all to achieve this to enrich their experience on campus and ensure that they ultimately become role models in their communities. To achieve this, BGU has laid down certain norms for general discipline and ethical conduct on campus, which the students are expected to follow.

11.2: General Code of Conduct

❖ **Ragging inside the campus, in hostels, or outside the campus is strictly prohibited. Any student found ragging a fresher and any other direct or indirect involvement in this unlawful activity will entail strict action against the guilty, which may also be immediate expulsion from the University and/or any other punishment deemed fit by the Discipline Committee (DC). Please note that we abide by the Supreme Court directives in this matter.**

- ❖ Students are expected to exercise control over verbal as well as non-verbal (body) language while dealing with faculty, staff, and fellow students. Intemperate language and rash behaviour will not be tolerated under any circumstances.
- ❖ Wearing helmets and following traffic rules is a must for the safety of students while riding two-wheelers. Students riding bikes and two-wheelers must purchase helmets of good quality.
- ❖ **Smoking, consuming alcohol, taking drugs, and chewing tobacco in any form or possession of these items inside the campus and hostels is prohibited. Non-compliance will invite severe penalties. This will include those students who have consumed alcohol outside the campus but are found to be in inebriated conditions inside the campus and hostels.**
- ❖ Mobile phones should be switched off in the classrooms, during curricular and extracurricular activities. They are also prohibited inside computer labs, libraries, and administrative offices. As per norms of normal decency, a photograph of any other person or student should be taken only after his/her consent.
- ❖ Students must be punctual for all classroom functions, guest lectures, seminars, conferences, and other extracurricular and extracurricular activities.
- ❖ Students are expected to display an acceptable form of behaviour, expected of young men and women anywhere on the campus.
- ❖ Students are expected to attend all seminars, guest lectures, batch meetings, etc. Unauthorized absence in any of these will amount to disciplinary action as suggested by the Dean/Coordinator of the school/Programme.
- ❖ A student found to have serious psychological/physical health issues may be asked to withdraw from the program.
- ❖ Day scholars, including sportspersons, must leave the campus by 9:00 pm.
- ❖ A student with a genuine need to use the computer lab or seminar hall after the scheduled closing time (for Placement, Academic, Cultural, and other activities) should compulsorily seek permission from the Dean through the concerned faculty-in-charge.
- ❖ The University places high importance on national festivals like Independence Day, Republic Day, and Gandhi Jayanti, marked by appropriate programmes organised by the authorities and the Conduit Cultural Committee. Various cultural and academic events are held year-round for students, who are expected to participate with enthusiasm. Night-outs or day-outs will not be permitted on these days, except in exceptional cases.
- ❖ Students should always carry their identity cards with them and show them to the authorities whenever asked.
- ❖ All students are morally responsible for upholding campus dignity, decency, and decorum. They have the right to object to any indecent or socially unacceptable behaviour, and such objections must be respected.

- ❖ Students are always welcome to seek an appointment with the office of the Vice-Chancellor for academics-related grievances or suggestions, and with the office of the Registrar for administrative concerns, through the proper channels. However, they are kindly advised to refrain from sending mass emails or directly approaching the higher authorities without prior routing of their concerns. All grievances or suggestions should be directed as follows:

Curricular matters: To the Dean of the respective School or the Chairperson, Student Grievance Redressal Committee

Disciplinary Issues: To the Discipline Committee or the Dean, Admissions

Extra-curricular activities (Cultural, Sports, NSS): To the respective Committee Chairperson or the Dean, Alumni & Student Affairs

Research-related matters: To the Dean, Research & Development

Placement or internship-related matters: To the Dean, Outreach & International Affairs

- ❖ Students are further encouraged to engage actively in university life. Participation in a minimum of three extracurricular activities (at the School or University level) per semester is mandatory.
- ❖ All students from all batches shall have to compulsorily follow the formal dress code in the Academic Block, the details of which are given ahead:

Dress Code	Monday to Thursday	Friday and Saturday
Boys	Light-coloured shirt (Plain, Stripes, Checks), Trousers, Formal Footwear	Collar T-shirt and Plain Jeans (not torn and patched), Footwear- Sports Shoes, Canvas Shoes, Sneakers or Sandals (no chappals)
Girls	Light-coloured shirt (Plain, Stripes, Checks), Trousers, Formal Footwear; Long Kurti and Salwar/ Chudidhar, Footwear – Shoes or Sandals	

The Monday-Thursday dress code mentioned above will also be applicable for interactions with industry experts, and guests, during Placement Processes, Industry Visits, Seminars, Conferences any other formal occasion. Students should also wear a blazer on such occasions.

Note: No chappals or fancy footwear are allowed in classrooms during formal and informal meetings with faculty in the academic and administrative block.

Dress Code for Mess

- ❖ Students should come in decent dress to the mess. They should not come to the mess wearing shorts (above

the knee), night suits, nightgowns, *pyjamas*, *lungis/ dhotis*, sloppy dressing, sleeveless tops/t- t-shirts, and see-through tops.

- ❖ During the sports events, students may wear shorts, as appropriate. Any student spotted wearing indecent or objectionable clothing may be referred to the DC, and necessary action will be taken.
- ❖ Students in all schools must adhere to the formal dress code from Monday to Thursday and the semi-formal dress code on Friday and Saturday.

Classroom Discipline

- ❖ Students must maintain the classroom decorum as per the class' discipline/ code of conduct.
- ❖ Students must be present in the classrooms for the lectures before the teacher. Late entrants will not be allowed entry into the classroom.
- ❖ Mobile phones are not allowed in the classroom. Anyone who brings a mobile to class should switch it off and put it in a tray kept inside the classroom. However, the faculty may allow such devices if and when the course requires them.
- ❖ Assignments and projects should be the original work of a student. Therefore, copying assignments from the Internet, seniors, or classmates will not be acceptable. Plagiarism is viewed very seriously, and zero marks will be awarded in such cases.
- ❖ Students must be punctual in all respects and should submit their assignments before the last date of submission.
- ❖ Fans, lights, and other electrical devices should be switched off after the session is over.
- ❖ Eatables and beverages are not allowed in the class.

11.3: Attendance Rules

- ❖ Attendance during the semester in the class for each course is compulsory. Students are required to attend 100% of classes under normal situations.
- ❖ **A minimum of 75% attendance is required for enrollment in examinations.**
- ❖ The above requirement as per clause (i) may be relaxed by 15% (i.e., 60%) if a student is engaged in institutional work like NSS, Inter College Sports, Cultural Competitions, Student Exchange Programmes, CCR Activities, Short Term Projects, Seminar, Conference, etc. It will also cover temporary indisposition for which a student has to apply, along with a medical certificate from a registered medical practitioner.
- ❖ Procedure for Grant of Notional Attendance
 - Faculty will give actual attendance only if the student is physically present throughout the class. They will not entertain any request from students to grant notional attendance for any permitted activities or

reasons.

- The Dean may grant notional attendance up to 15% as per the above rules. The academic office will send a list of students who do not qualify to appear in examinations owing to a shortfall in attendance, even after allowing notional attendance earned by them.

Note: Notional attendance in any special case not covered under the above rules may be considered by the Dean on a case-to-case basis, justified by reasons for shortfall in attendance.

11.4: Student Leave Rules

Types of Leave: The following types of leave may be considered by the University:

Types of Leave	Other Details	Sanctioning Authority
Sick Leave	Sick leave can be granted only on the recommendation of a Medical Practitioner. In exceptional cases, sick leave can be granted by the Hostel Superintendent / Wardens / Programme Coordinator / Programme Manager.	Hostel Superintendent/ Warden/ Programme Coordinator/ Programme Manager
Event Leave / Short Term Project Leave	For various events/short-term projects within and outside the University, approved by the Dean/ Programme Coordinator	Programme Coordinator/ Dean
CCR-related activities	For placement committee members for local or outstation visits or tasks	Programme Coordinator/ Head- Placement/ Dean
Leave for Night-outs*	Night outs can be combined with holidays without affecting any classes, but not more than two nights at a stretch. The academic calendar provides a list of holidays.	Hostel Superintendent/ Warden

For more details on night-outs, refer to the night-out rules under Hostel Rules and Regulations. All such applications must be signed by the Hostel Superintendent/ Warden before the student leaves the campus.

11.5: Library Rules

Eligibility: The BGU Library is primarily meant for the students, faculty members, research scholars, visiting faculty, and administrative staff of the University. Visitors can make use of library resources only with the Librarian’s permission.

Library Membership Procedure: All registered students will be allowed to use the library facility. It is a must to carry the BGU Identity Card while entering the library. The barcoded ID card may be used as a common card for the library.

Timings:

Monday to Sunday: 9:00 am to 9.00 pm

During Exam: 9:00 am to 10.30 pm

The library will remain closed on BGU notified holidays.

Circulation Rules:

- ❖ Only library members are allowed to borrow books. Books are issued and returned at the circulation counter.
- ❖ Students must present their ID card at the time of borrowing.
- ❖ The borrower must be physically present and personally sign the circulation slip when borrowing books.
- ❖ If any discrepancy is found, or if someone is found using another person's library card, disciplinary action will be taken.
- ❖ Newspapers, journals, and magazines may be taken outside the library for a few days, but only with the Librarian's permission.

Borrower's Entitlement:

- ❖ The library follows an open-access system, allowing students to independently browse and access books directly from the shelves.
- ❖ Students can borrow up to 12 textbooks at a time for 90 days, including 4 reference books, which can be borrowed for 10 days.
- ❖ A list of new journal arrivals will be displayed on the notice board.
- ❖ Only back issues of journals can be borrowed; current issues cannot be issued.
- ❖ If there is a demand for a reference book, the Librarian may request its return.
- ❖ The Librarian reserves the right to recall any book at any time if required.

Overdue: If a borrowed book is not returned within the stipulated loan period, up to three reminders will be issued to the borrower. After that, not returning the book will be considered a case of misconduct and shall be

brought to the notice of the respective school's Dean. It is naturally expected that, as responsible users of the library, students will adhere to borrowing timelines and ensure the timely return of all materials, thereby supporting equitable access to resources for all. At the end of each semester, library clearance would be needed.

Loss / Damage of Books: The borrower is responsible for any loss or damage to the books issued to them. In case of loss, the borrower must either replace the book with its latest edition or pay the current cost of the book. The final decision regarding the penalty will rest solely with the Librarian.

Library Do's & Don'ts:

- ❖ All library users must sign in and out in the gate register placed at the entrance of the library.
- ❖ Bags are not allowed inside the library and must be kept at the property counter. Users may use laptops after taking them out of the bag, which must be left at the circulation counter.
- ❖ The library is a place for study. Users must maintain silence, follow the instructions of the library staff at all times, and help maintain a peaceful environment.
- ❖ Stealing, damaging library property, or misbehaving with library staff will be treated as an act of indiscipline and will result in strict disciplinary action.
- ❖ Eatables and drinks are strictly prohibited inside the library.
- ❖ Mobile phones must be kept on silent mode or switched off inside the library.

11.6: Lab Rules

11.6.1: Computer Lab

- ❖ After entering the Computer Lab, students should approach the System Administrator/Lab in-charge. A logbook of machines used will be maintained, and each user must complete all columns (their name, roll no., login time, and the purpose) in it while entering the lab.
- ❖ Students should mark and sign when they log out and leave the lab.
- ❖ Students should complete their work within the allocated time.
- ❖ The system administrator will have full authority to enforce discipline.
- ❖ System Administrators may cancel a reserved slot, where it becomes necessary in the wake of a higher-priority assignment.
- ❖ To facilitate the storage of data and to conserve the hard disc space, students should take back up all their files in their own storage devices and delete the files from the hard disc.

- ❖ Computer stationery will not be made available by the University. Students must make their arrangements. The printing facility does not form part of computer use. Students should maintain discipline and keep silent in the lab.
- ❖ Students will not be allowed in the computer lab during class and the break(s).
- ❖ The free time on the computer is available in slots of 60 minutes to the students on a first come to first, first-served basis, depending upon project priority and subject. No two slots will be given to the same student on the same day. However, if the system is free, permission from the staff on duty is essential to avail the time.
- ❖ The Dean's office, Library, CCR, and Office PCs will be used only by the respective staff and faculty.
- ❖ Users can contact the System Administrator for backup.
- ❖ Students are not allowed to change the wallpaper or any taskbar settings. Those who are found guilty will be debarred from the lab for at least one week.
- ❖ Laptop or mobile charging inside the lab is not allowed.
- ❖ For internet-related complaints in their rooms, students must write or lodge a complaint in the complaint register in the lab. The IT person will visit the hostel between 4:00 pm to 6:00 pm.
- ❖ Any lab activities should be completed by 8:00 pm unless there are exceptional situations, as the lab would be closed at 8 pm.

DOs

- ❖ Make the lab in and out entries in the lab logbook.
- ❖ Use Login ID and Password.
- ❖ Check the machine before use. If not in order, immediately report to the staff on duty.
- ❖ Ensure that your storage devices are virus-free.

DON'Ts

- ❖ Shut down/lock the computer. You can only log off the PC.
- ❖ Shift the machine from one place to another.
- ❖ Use virus-infected storage devices.
- ❖ Delete other users' files.
- ❖ Waste computer stationery.
- ❖ Use machines beyond your allotted time.
- ❖ Take any manual out of the lab.
- ❖ Play games.

- ❖ Bring eatables/water/bags/folders, etc., into the lab.
- ❖ Talk loudly in the lab; maintain silence as you do in the library.
- ❖ Use any type of Instant Messenger.
- ❖ Use a cell phone in the computer lab.
- ❖ Use social media inside computer labs.
- ❖ Eat or drink in the lab.

Any student found in violation of the above-mentioned rules governing the use of the computer lab shall be considered to be engaging in undisciplined behaviour. Such cases may result in necessary action, in keeping with BGU's commitment to maintaining a responsible and respectful learning environment.

11.6.2: Language Lab

BGU has set up a state-of-the-art language laboratory to provide educational opportunities for its students. All the rules will apply whether students attend the scheduled class or use the lab for individual makeup work. Students' careful and cooperative participation in activities in the lab is highly required.

DOs

Logging on

- ❖ Quickly log on to the University network as soon as you take your seat.
- ❖ Immediately report any problems with log-in or equipment malfunctions.
- ❖ Quickly log on to the monitoring software using your language name as assigned by your teacher.
- ❖ Do not engage in any other computer activity until directed.

Using Headset

- ❖ Headsets are to be treated with care; do not unplug or bend any part of the headset.
- ❖ Immediately report any problems with headsets.

Completing Activities

- ❖ Complete all assignments carefully and follow all instructions given by your teacher or the lab facilitator.
- ❖ Immediately report any equipment problems or failures with computer access if they occur.

DON'Ts

- ❖ Open any programs unless you are specifically instructed to do so.
- ❖ Open any websites or emails without permission.
- ❖ Change or access computer settings.
- ❖ Attempt to fix any hardware problems.
- ❖ Play personal CDs or use any unauthorized programs.
- ❖ Wear personal headphones without permission from the teacher.

Penalty: Students will be held liable for damage to equipment, software, and furniture. If a student violates any of the rules, he or she will be subject to disciplinary actions, which may include notification of parents, detentions, and/or denial of lab access for that day and/or privileges for some time up to the remainder of the year.

12. Use of the Internet by the students

The University has provided an internet facility for the academic and research needs of the students. The facility is not intended to be misused for any other purposes, such as chatting, surfing legally, socially, morally, or ethically undesirable sites, or potentially harmful sites. If a student is found misusing the facility, severe disciplinary action as decided by the Discipline Committee (DC) will be taken, which may result in fine, informing parents, and suspension from classes. The IT department has installed software for monitoring the proper use of the internet from anywhere on the campus.

13. Social Media Policy

13.1: Introduction and Scope

BGU recognises the opportunities social media provides for academic communication, information dissemination, and institutional branding. Social media is actively used to share academic activities, success stories, and research developments, thereby enhancing the University's public image. Students are encouraged to use social media responsibly to contribute positively to the University's reputation and foster a healthy digital presence for the BGU community. While social media presents many benefits, it also carries inherent risks. Its informal nature may lead individuals to share information carelessly, with wide-reaching consequences. This policy outlines the appropriate use of social media by students, particularly when their activity is connected to or impacts their identity as BGU students or refers to the University in any way. It should be read alongside other institutional policies and adhere to the principles of freedom of expression and academic freedom, within the limits prescribed by the Government of India and university regulations.

- ❖ 'Social Media' refers to platforms that facilitate content sharing, collaboration, and community-based interaction. These include, but are not limited to, Facebook, Instagram, WhatsApp, Snapchat, Twitter, LinkedIn, Reddit, Pinterest, Glassdoor, Google reviews, and Quora.
- ❖ This policy applies to content posted in both public and private digital spaces.

13.2: Students' Responsibilities

- ❖ Students must be mindful of their digital identity and remember that social media activity may be reviewed by potential employers and academic collaborators.

- ❖ Starting university is an appropriate time for students to audit their social media presence and align it with a more professional image.
- ❖ All students are expected to adhere to the principles outlined in this policy.
- ❖ Before uploading any content, students must review the platform's terms and conditions, especially regarding content ownership and third-party information.
- ❖ Students must avoid posting any material that:
 - Contravenes public policy or offends public sensibilities.
 - Could be misunderstood or spread beyond its intended audience.
 - Permanently damages the University's image or contradicts its social media policy.
- ❖ Students are expected to exercise discretion and responsibility when engaging with socio-political matters on social media platforms. While the university encourages free expression within the bounds of the law, it does not endorse or assume responsibility for any personal views expressed by students in the public domain. In all such instances, the law of the land shall prevail, and any action deemed necessary by the relevant authorities may be undertaken independently of the University. BGU shall not be held accountable for any consequences arising from an individual's personal opinions or online conduct.

13.3: Behaviour and Conduct on Social Media

- ❖ Students are accountable for their communications on social media and must uphold the standards of behaviour expected by the University.
- ❖ Complaints or grievances must be routed through the official Student Grievance Cell or Proctor, not via social media platforms.
- ❖ Posts must respect the privacy and dignity of others. Ill-considered comments or defamatory content against peers, staff, or external parties are unacceptable.
- ❖ The following are strictly prohibited:
 - Sharing confidential university information or unpublished research.
 - Disclosing personal data of others without consent.
 - Impersonating others or using fake accounts.
 - Posting content that is threatening, defamatory, discriminatory, obscene, or hostile.

- Sharing content that could be criminally actionable or legally problematic.
- Bringing the University into disrepute in any form.
- ❖ Social media activity must not interfere with any legal or disciplinary proceedings. Students must avoid sharing related information, especially if it risks prejudicing outcomes or compromising safety.
- ❖ Students must never suggest that their personal views are those of BGU or use the University logo without authorisation.

13.4: Cyberbullying

- ❖ BGU has zero tolerance for any form of bullying or harassment, including cyberbullying.
- ❖ Examples of cyberbullying include:
 - Spreading malicious rumours or gossip through digital channels.
 - Engaging in intimidating, aggressive, or offensive online behaviour.
 - Posting mocking or humiliating content about individuals, including through morphed images, animations, or edited media.
 - Supporting such content through likes, shares, or forwards will also be treated as a disciplinary offence.

13.5: Use of Official University Social Media Accounts

- ❖ Some students may be assigned to contribute to the University's official social media platforms.
- ❖ While doing so, students represent the University and must act with integrity, professionalism, and responsibility.
- ❖ Misuse of official accounts may result in suspension or expulsion following a disciplinary review.
- ❖ A faculty supervisor will oversee the activities of the student in this regard.

13.6: Policy Breach and Disciplinary Measures

- ❖ Breaches of this policy may result in disciplinary action as per university norms.
- ❖ Suspected individuals must cooperate with any investigation; refusal to do so may invite further consequences.
- ❖ Students may be instructed to remove posts violating this policy. Non-compliance will be treated as a separate offence.

- ❖ All breaches must be reported to the Registrar or Proctor via the standard complaint procedure.
- ❖ Ignoring communications from university authorities or failing to appear for required meetings will be considered a violation.
- ❖ Any conduct deemed unbecoming of a BGU student may be penalised.

13.7: Monitoring and Review

The Website and Social Media Content Committee will:

- ❖ Ensure policy visibility and accessibility to all students.
- ❖ Provide periodic guidance on safe social media usage, particularly during orientation.
- ❖ Monitor references to the University on social media and investigate any related complaints.
- ❖ Recommend disciplinary action for misconduct affecting students, staff, or public stakeholders.
- ❖ Periodically update the policy and publish any amendments.

Students interested in participating in social media outreach or seeking further clarification about the regulations stated above are encouraged to connect with the Website and Social Media Content Committee. Contact Person: Dr. Mitashree Tripathy, Chairperson, Website and Social Media Content Committee

Email: social.media@bgu.ac.in

14. Discipline Committee

BGU is committed to fostering a culture of respect, responsibility, and accountability among its students. Any breach of discipline will be dealt with in accordance with established institutional procedures. The formal procedure of a complaint will be heard and adjudicated by the BGU **Discipline Committee (DC)**.

14.1: Procedure to Handle Complaints

- ❖ Any stakeholder of BGU or the DC, suo moto, can complain about the perceived breach of the social media policy by a student. A committee will determine the severity of the breach of conduct and discipline and recommend appropriate action against the offender to the DC.
- ❖ Where an offence is established on official records, the DC shall be responsible for taking punitive action and formally communicating the nature of the punishments applicable to the student as per the existing orders/policies on the issue.

- ❖ In case of a formal procedure, a DC has to be convened, which shall assemble to hear all parties concerned in the case and submit its report to the Vice Chancellor within 14 days. The respondent/s shall be notified of the date of the inquiry by the chairperson, DC, through a confidential note/email. The DC shall serve the student with a charge sheet containing specific charges, requesting that the reply be sent in writing within the period granted. If the respondent/s plead/s not guilty, a formal inquiry is to be conducted and a report thereof submitted.
- ❖ The DC shall have the power to summon any faculty, staff, or student of the BGU to render whatever assistance is needed to conduct inquiries into matters about the case. A student who does not comply shall be guilty of a punishable offence. The student shall be provided with relevant documents or extracts that have been used to frame charges against him/her.
- ❖ If the DC finds that an offence has been committed, it shall recommend a suitable penalty.
- ❖ The DC, after finalizing its recommendations, shall submit its report to the VC, giving reasons for such findings and the verdict. The VC shall consider the report of the above Committee and decide on the penalty to be imposed on the student/s. The decision of the VC shall be intimated to the Registrar.
- ❖ Sufficient opportunity to be heard may be given to the student(s) in case of punishment by the DC and the VC, if necessary.

14.2: Punishments

- ❖ If a student is found responsible for the violation(s) of the rule of the University, disciplinary action will be taken as under: -

Minor Punishment

- **Oral Reprimand.** Advised and cautioned about misconduct orally.
- **Written Reprimand.** Advised and cautioned about misconduct in writing.
- **Written Warning.** A warning may be imposed during the period of stay at BGU. To be communicated in writing, mentioning that further violations of any section of the social media policy will result in more severe disciplinary action.

Major Penalties

- **Restrictions/Suspension of Privilege.** Prohibits participation in or attendance at certain events, activities, or classes/labs; restricts specific campus student privileges.
- Hostel Privileges
- Use of Lab Facilities
- Use of Library facilities

- Use of the Cafeteria Block
- Use of Sports Facilities
- Membership in Clubs and Other Bodies
- Placement Activity
- Internship/academic associations with partner institutions

- ❖ Any damage caused to university property or violation of the social media conduct guidelines, particularly those targeting or misrepresenting the University, will be viewed seriously. In such instances, the matter shall be referred to the Disciplinary Committee (DC), which may recommend necessary actions in line with institutional policies. Repeated or willful violations may invite a proportionate institutional response.

- ❖ **Disciplinary Probation.** Written notification that further violations of the social media policy may result in suspension. The terms of disciplinary probation shall be determined on a case-by-case basis.

- ❖ **Suspension.** Students will be withdrawn from all courses carried in that semester and forfeit fees. Students shall refrain from visiting the University premises unless approved in writing by the DC. Suspension may involve course drop, semester drop, or rustication for a specified period, depending on the severity of the offence(s). The student can be reinstated on receipt of a written request from him/her after completion of the suspension period.

- ❖ **Expulsion.** Forfeiture of all rights and degrees not conferred at the time of the expulsion, forfeiture of the right to study, and fees. Students can visit the University premises only if permission is issued in writing by the DC.

14.3: Communicating the Punishments

- ❖ Minor Punishment: The minor punishments will be communicated by the Head of the Department / Centre and Programme Instructor as the case may be.

- ❖ Major Punishment: The penalty will be communicated in writing to the student by the office of the Proctor, BGU.

- ❖ A student found guilty of some major offence may not be recommended Academic Council / Executive Council for the award of a degree/diploma/certificate even if all the academic requirements have been satisfactorily completed by the concerned student.

- ❖ The action will be noted on the student's disciplinary record. (Conduct Certificate)

- ❖ A copy of all disciplinary proceedings and final decisions, and communications shall be forwarded to the Office of the Registrar, BGU, for record.

- ❖ Discipline records are confidential under the laws of the nation, and therefore, the contents of the student discipline record may not be released to anyone not associated with campus discipline except upon written approval of the student or court order, or order by a competent authority established by law.
- ❖ The case of a defaulting student recommended for expulsion or dismissal from the University shall ordinarily be referred to the Academic Council/Executive Council for its final decision.

14.4: Appellate Authority

A student who feels aggrieved by the punishment can appeal to the Vice Chancellor, who will be the appellate authority for all punishments. The student should appeal within two weeks' time with proper justification.

Contact Person: Dr. Pradipta Kumar Sanyal, Chairperson, Student Welfare and Discipline Committee

Email: discipline.conduit@bgu.ac.in

NB: In addition to the above, all the laws relating to the IT Act 2000, cybercrimes / IT Department directions, Circulars, Notifications, etc., and other penal provisions from time to time will also be applicable. To add, the University recognizes the vital role that parents play in guiding students towards responsible and disciplined conduct. Parents are encouraged to remain engaged with their ward's academic and behavioural progress and to support the University's efforts in upholding a culture of integrity and accountability. Constructive parental involvement is invaluable in reinforcing the values of respect, responsibility, and compliance with institutional norms.

15. Residential Life

This section of the handbook provides BGU students with guidelines for residential life on campus, personal conduct, and rules and regulations. It contains information about available services, administrative policies and procedures, hostel rules and regulations, standards of conduct, and governance.

These rules/guidelines are effective for the **Academic Year 2025-2026, effective 1st July 2025**. The Management may make further changes in the Rules and Regulations whenever necessary, and they shall be effective from the date on which the changed/modified rules are formally notified. All residential students pursuing their studies at BGU will be bound by the policies, procedures, hostel rules, and regulations contained herein or issued by the competent authority from time to time.

Once a student stays on campus, he/she is bound by the 'Rules and Regulations of Residential Life'. It is the prerogative of the University authorities to allot rooms to students in any hostel deemed fit. The rooms can be

Double /Triple occupancy as opted by the student or as per the availability of rooms in the hostel. The students residing in the BGU hostel are required to follow the rules written below. Violation of any of the rules will make a student liable for penalty/ disciplinary action, including expulsion from the hostel and, under extreme circumstances, from the University.

15.1: Hostel Rules and Regulations

15.1.1: General Rules

- ❖ A student will not be allowed to change the accommodation once allotted.
- ❖ Inmates are required to vacate the hostel immediately after their final Semester examinations are over or by the end of May, whichever is earlier.
- ❖ The Proctor/Hostel Superintendent/Warden can refuse hostel facilities without assigning any reason/remove a resident from the hostel at any time on disciplinary grounds, in which case, the student shall be required to vacate the room at short notice.
- ❖ In case the room is not vacated after the due date is over, the Proctor/Hostel Superintendent/Warden reserves the right to open the room, pack the inmate's belongings, and store them. No complaints of breakage or loss will be entertained.
- ❖ The Proctor/ Hostel Superintendent/Wardens also reserve the right to break open the rooms in case of any suspected unlawful activities or violation of the hostel rules.
- ❖ Students will be personally and collectively responsible for any loss or damage to the hostel furniture or other fittings in all the common facilities and areas in the hostel.
- ❖ There may be an audit of the physical assets of the hostels from time to time, as desired by the University authority, and the occupants of the rooms have to cooperate with the officials during the audit process. During the audit, if any asset is found damaged or missing in any room, then the respective occupant will be held responsible for the same, and an appropriate cost will be recovered.
- ❖ Other than charging laptops/mobile phones, the use of electrical appliances like heaters, hotplates, irons, hair driers, hair straightening rods, etc., in the hostel rooms is prohibited. Those found using these appliances will be confiscated as per Item I given in the fines for violations.
- ❖ **EV Batteries are not allowed to be charged inside the hostel room.**
- ❖ To avoid fire hazards. Candles, lighters, matchboxes, and incense are not permitted in the hostels. Combustible materials such as gasoline, paint thinner, and oil lamps are not permitted either.
- ❖ Students are advised not to keep a large amount of cash or valuables in the room. They should lock the room properly while going out. Responsibility for any kind of assets present in his/her room remains solely with the owner of the asset. the University will not be responsible for any loss incurred due to his/her negligence or any other reason whatsoever.

- ❖ A private attendant is not allowed in the hostel.
- ❖ Student volunteers of the DC are supposed to supervise and maintain discipline in the hostel as well as on campus. Every resident should cooperate with them in the discharge of their duties.
- ❖ Ragging is banned on campus. Ragging in any form, causing mental and physical agony, and abetment of ragging is strictly prohibited and will invite serious disciplinary action, to the extent of expulsion from the hostel and/or the University.
- ❖ Students need to follow the dress code prescribed in this handbook. However, casual dress is allowed only in the hostel rooms (barring the hostel office room).
- ❖ The Hostel Superintendent/Warden shall be available at designated times to address any concerns or issues raised by residents. Students are encouraged to schedule an appointment in advance to ensure timely assistance.
- ❖ The hostel office room and the registers meant for students need to be properly maintained as per the rules. Any indecency in this regard is not allowed.

15.1.2: Procedure for Night-out / Day-out from Hostel

- ❖ Students' movement out of the campus, irrespective of day out or night out, shall be recorded by the security at the main gate using a Biometric System and/or prescribed registers. Every student must get registered in the FRETBOX App to apply for Day Out and Night Out. On their reporting in the hostel, students have to register immediately through the FRETBOX App.
- ❖ Students need to fill in all the details in the FRETBOX App, like student details, parents' details, etc., for taking a **night out**. Students found with false/wrong information in the FRETBOX App may face disciplinary action.
- ❖ Night-outs shall be approved twice a day by the hostel authorities only after the prior approval of the parents in the FRETBOX App. Students should act accordingly while planning to take a night out and apply for leave at least 12 hours before their departure.
- ❖ In case of an extended night out (more than one night, without prescribed holidays), permission should be sought from the respective Programme/Batch Coordinator and sanctioned only by the Hostel Superintendent /Warden. Extension of night-out on medical grounds will be allowed only in case of hospitalisation (proof of which needs to be submitted to the Hostel Office on return).
- ❖ Students travelling beyond the city limits on a day out and staying off campus for a long time should inform/record the same at the hostel office and main gate before leaving the campus.
- ❖ **Students are required to cooperate as they may be frisked at the main gate/or Hostels Gate by the concerned authority, in case of any suspicious activity.**
- ❖ Students moving out of the hostel on medical grounds must obtain the prior approval of the University's

Doctor/Pharmacist/ Nurse (to be attached with the night-out form) or permission of the Hostel Superintendent in the absence of the doctor.

- ❖ **The time for returning to the Campus/Hostel (in case of day-outs) is 8.30 pm. It is the responsibility of the hostel residents to inform the Hostel Warden/Superintendent (via SMS or WhatsApp) before 7.30 pm in case of any difficulty in returning to the campus by 8:30 pm, citing the reasons for the same. However, no student is allowed to return to the campus after 10:30 pm. Any late return without information is considered a serious violation of disciplinary rules.**
- ❖ **Overnight stay out of the hostel without permission will lead to suspension/expulsion from the hostel with immediate effect.**
 - A maximum of 4 such permissions can be availed by an inmate in a month.
 - **Parents will be informed about the late entries through an auto-generated SMS.**
 - The cases of late return to the campus exceeding the above-mentioned limit will be referred to the DC for necessary action.
 - If the parent(s) require it, the hostel office will inform their parents every month of a summary of night outs and late entries.
- ❖ In case of any Official Duties /Visits/Short-term Projects requiring night-outs, students must apply along with relevant documents duly approved by the faculty-in-charge and the Course Coordinator for sanction of night-outs. In case of a group of students going out together, a common application mentioning all the names should be submitted to the Hostel Warden/Superintendent.
- ❖ Students should submit the Gate Pass, i.e., the relevant part of the individual night-out form, personally, not through their friends, at the gate while leaving campus. The student should sign in to the register at the main gate and do what is necessary for biometric recording. **Proxy signing will not be accepted and will be penalized.**
- ❖ In case of any special event on campus, **NO NIGHT-OUT** for the preceding night will be allowed. Night-outs already granted may also be cancelled. If any important events are held during the daytime, students may not be allowed a day off.

15.1.3: Behaviour and Discipline

- ❖ Hostel residents are expected to display acceptable forms of behaviour with their fellow residents, faculty, staff, and visitors anywhere within the hostel complex.
- ❖ **Smoking, consuming alcohol, chewing tobacco/pan masala, or indulging in narcotic drugs in any form is not allowed in the hostel complex or campus area at any time.**
- ❖ **Possession or consumption of liquor or any other prohibited substance is strictly prohibited in the hostel rooms or anywhere else on the campus. Consuming liquor outside and entering the University premises in an inebriated condition will also attract severe disciplinary action, leading to suspension/expulsion.**

- ❖ Parties or other social gatherings in the hostel are not permitted without the prior permission of the Hostel Superintendent / Warden. Without prior permission, any social gathering will invite disciplinary action against all the students found present in the situation.
- ❖ Playing games like football/cricket, etc., in the corridors of the hostels is strictly prohibited.
- ❖ Hostel residents must return to their respective hostels before 11.00 p.m. A hooter installed for indicating the time will be sounded first at 10.55 pm and then at 11.00 pm by which time all students have to return to their respective hostels. Once inside the hostel, after 11.00 pm, no student will go out of the hostel under any pretext. In case of extreme urgency, the permission of the Hostel Superintendent/Warden is to be obtained. Students are not encouraged to get into verbal battles or misbehave with the security personnel/attendant on this issue.
- ❖ Any student found loitering on the campus after 11.00 pm can be questioned by the security staff.
- ❖ No student should leave his/ her room during the night (after midnight) without prior written permission from the hostel manager.
- ❖ Hostel inmates are prohibited from climbing over the fence or wall to get in or out of the hostel complex/campus.
- ❖ A hostel is a place where people can have the best possible conditions for a comfortable stay/ rest and a congenial atmosphere for studying. Therefore, each resident must ensure that due consideration is accorded to other hostel inmates at all times. Noise levels must be kept at a low level to allow others the opportunity to study or sleep comfortably. Televisions, radios, music systems, and WIFI sets must be switched off or volume toned down after 11.00 p.m. to the extent that does not disturb other hostel residents. These rules are intended to ensure an environment conducive to learning for all hostel inmates.
- ❖ **Vandalism is a very serious offence. Hostel inmates found guilty of committing such an offence may be evicted from the hostel as well as barred from continuing studies at BGU.**
- ❖ Students must behave properly towards the hostel staff and cooperate with them respectfully to ensure smooth living inside the hostel. Any complaint in this regard will lead to disciplinary action.

15.1.4: Upkeep of the Hostel

- ❖ Hostel residents are responsible for keeping their rooms, washrooms, and common areas in the hostel, such as the lounge area, clean and tidy at all times.
- ❖ **Every resident is required to ensure that the air conditioner, fan, lights, and electrical appliances are switched off when he/she move out of the room or when such facilities are not required to be used.**
- ❖ Common hostel furniture must not be moved into other rooms or from one hostel unit to another without the consent of the General Manager (Campus)/Hostel Superintendent / Warden.
- ❖ Hostel residents must cover their beds with their bed sheets at all times.

- ❖ Any damage to the hostel property must be reported immediately to the Hostel Superintendent /Warden. Residents will be charged for all other damages except for damages caused by normal wear and tear. So, students are expected to utilise the property provided by the University very carefully.
- ❖ **The hostel authorities reserve the right to inspect the hostel rooms and other facilities without any prior notice to the students, irrespective of whether the student is present in the room or not, in case of any urgent need. However, every effort will be made to respect the privacy and dignity of the hostel residents.**
- ❖ Maintenance staff may enter rooms as and when necessary in the course of their duty under the directive of the Hostel Superintendent /Warden/Manager.
- ❖ The Hostel authorities reserve the right to move Hostel residents to other hostel units/rooms if required.
- ❖ Hangers are provided in the designated space in the Washroom for drying clothes. No other area should be used for drying clothes, and drying clothes in the common room area is not allowed. The superintendent/Wardens may be brought to the attention of any problems in this context.
- ❖ **Complaint Register:** For any problems relating to the internet, electricity, AC, Geyser, plumbing /toilet issues, infrastructure, etc., a complaint may be lodged in the Complaint Register, available in the hostel. You may even call the concerned person (contact details provided at the end of this handbook) for repairs. In case the complaint remains unattended for more than 24 hours, the resident is required to contact the Hostel Manager for intervention.

15.1.5: Visitors

- ❖ Visitors are allowed into the Visitor/Reception Lobby area of the hostel only during visiting hours (4:00 pm to 7:00 pm) with the prior permission of the Hostel Superintendent/Warden.
- ❖ All visitors must register at the Security Office at the Main Gate and provide all details and documents as requested by Security before entering the Campus. All visitors must leave the campus by 7.00 p.m. except for immediate family members/authorised local guardians, who may be allowed to remain longer with prior permission.
- ❖ Hostel residents are not permitted to allow visitors (including Hostel residents of other hostels) of the opposite sex into their rooms at any time for whatever reason. Any breach of this rule will invite severe disciplinary action.
- ❖ Day scholars are not allowed to enter the hostel premises at any time. Only under special circumstances, a day scholar (not of the opposite sex) may be allowed, with the prior permission of the Hostel Superintendent /Warden. They must not stay on campus after 7.30 pm. In case of any requirement to stay inside the campus beyond 7:30 pm, prior written permission from the concerned Faculty/Activity in charge should be obtained by the day scholar in advance and deposited in the Security Office at the main gate.

15.2: Mess Rules

All students are required to have their meals in the mess at the following times:

Breakfast (Monday – Saturday)	8.15 am – 9.45 am
Breakfast (Sunday)	9.00 am – 10.30 am
Lunch	12.30 pm – 2.15 pm
Evening Snacks	5.00 pm – 6.15 pm
Dinner	8.15 pm – 9.30 pm

NB: Students are not allowed to remain present inside the mess premises 15 minutes after the closing time of the above-mentioned schedule.

Residents are not permitted to share their meals with day scholar students inside the student mess. This will be duly monitored by the mess managers, and any violation will be dealt with strictly. In such cases, the cost of the meal consumed shall be recovered from the resident concerned. This rule applies uniformly to all members of the BGU community and is intended to ensure fairness and operational integrity within the dining facilities.

- ❖ No crockery can be taken out of the dining hall, except during the indisposition of the student, for which permission in writing has to be obtained from the Superintendent / Warden. The crockery items taken from the mess have to be returned when going to collect the next meal.
- ❖ Students can keep a set of crockery (plate, glass, bowls, cup, spoon, and fork) in their arrangement for personal use in case of emergency when they are unable to visit the Mess for any reason.
- ❖ Dress Code for the Mess: Students entering the Mess must be decently dressed. As the guests from industry and academia visit the campus and often take meals in the Mess, students are expected to be in decent dress while interacting with them. Improperly dressed students will be asked to go back to their hostel to change their clothes. A few acceptable and unacceptable dresses are mentioned below:
 - **Acceptable dresses** include pants and shirts, *salwar-kurta-churidar*, Jeans and T-shirts, and proper footwear, e.g., shoes, sandals, Keds, and floaters.
 - **Unacceptable Dresses** include shorts, night suits, nightgowns, *pyjamas*, *lungis/dhotis*, sloppy dressing, sleeveless tops & t-shirts, and bathroom slippers.

Refund/Adjustment Policy

- ❖ Refund will be issued to the student residing in the hostel in the following cases only, as decided by the authorities:
 - If a student is seriously ill and has left the hostel to undergo treatment for one month or more.

- If a student is out of the hostel during specific training or internship, and hence is not going to avail of the facility at all for one month or more.
- If the student is on an internship for one month or more, or vacating the hostel in the middle of the semester.
- If the student has gone for a student exchange program, 100% of the mess fees will be refunded.
- To get the refund in case of the points above, proper permission from the Superintendent/Warden in the prescribed form is necessary, and the form should be submitted to the Hostel Office at least five days before leaving the campus.

15.3: Security

- ❖ Hostel residents are advised to lock the doors of their hostel rooms when they go out, for security reasons.
- ❖ Residents should mark biometric attendance at the hostel entrance twice every day (**before 9.00 am and after 10.00 pm**)
- ❖ Any hostel resident who finds his /her roommate missing for more than 24 hours must report to the Hostel Superintendent / Warden immediately. This is to enable the Hostel authorities to take immediate action if any untoward incident has taken place. Students’ co-operation is very much appreciated.
- ❖ Regular checks will be performed at the main gate to ensure that no toxic/undesirable substance gets into the campus.

15.4: Revision of Rules and Regulations

The University authorities reserve the right to revise the Rules and Regulations from time to time and will keep the Hostel residents informed of any changes in the form of memoranda and notices on the Notice Boards/circulars on the e-mail/notice boards.

15.5: Fines for Violations

The following activities/actions are strictly prohibited on the campus:

Violations	Consequences of Defying
Hostel Use of Electrical Appliances	The use of Electrical Appliances is strictly prohibited. Appliances will be confiscated if found in possession.
Damage to Furniture & fixtures inside the hostel	Replacement value of the Damage
Writing on the Doors / Walls	Responsibility for cleaning or painting it
Taking mess utensils into individual rooms	Replacement value of the utensil in case of Damage

Theft	The current value of the item stolen + expulsion from the hostel without refund of Hostel & Mess Fees/handwritten assignment
Misbehaviour with staff	As recommended by the Discipline Committee
Indulgence in ragging	As per Anti-Ragging Regulations
Smoking/ Possession of tobacco	Intimation to parents + As recommended by the Discipline Committee
Possession and consumption of drugs/liquor or any prohibited drug	Confiscation + intimation to parents + punishment as per discretion of DC, which may extend to expulsion from the hostel and the course
Found in an intoxicated condition on the University premises	Intimation to parents + punishment as per discretion of DC, which may extend to expulsion from the hostel and the course
Visitors staying without written permission.	Disciplinary action against the resident for keeping the visitor in his/her hostel room.
Late coming without intimation to the Superintendent /Wardens concerned	Intimation to parents + recommendation of the Discipline Committee/ Student Welfare Committee
Not following the dress code	Warning and appropriate action as suggested by the Discipline Committee/ Student Welfare Committee
Unauthorized absence for a night out	Intimation to parents and disciplinary action. Expulsion from the hostel on subsequent action
Loss of Room / Toilet Key	Replacement cost to be borne by the student
Loss of cupboard key	Replacement cost to be borne by the student
Driving two-wheelers without a helmet (driver/pillion rider/triple)	Warning and appropriate disciplinary action by DC
Rash driving (Exceeding speed limit of 20 Km/h) on the campus	Warning and appropriate disciplinary action by DC.
Birthday celebrations after 12:30 am	Birthdays should be celebrated in the hostel common room only. It should not be stretched beyond 12.30 am; otherwise, disciplinary action will be taken
Physical activity, which may cause any injuries/ damage to the infrastructure of the students while celebrating Birthdays	As recommended by the Discipline Committee. Penalty may include expulsion from the Hostel / University

Changing hostel rooms without permission	As recommended by the Hostel Authority
Breaking the BGU Honour Code	As recommended by the Discipline Committee
Not vacating the hostel rooms after completion of the course at the campus	As recommended by the Discipline Committee
Reporting of fictitious data in an empirical study as when detected and established	As per UGC norms
Misuse of I.T. infrastructure of the University through hardware, software, applications, systems, or processes	As recommended by the Discipline Committee
Indulging in anonymous slander, harassment, or mass mailing, i.e., unsolicited communication by a group mail	As recommended by the Discipline Committee
Burning of firecrackers inside the hostel	As recommended by the Discipline Committee
Bringing cell phones to the examination hall	As recommended by the Examination Committee
Labelling false and baseless allegations against any faculty member or officer, or employee of the University	As recommended by the Discipline Committee
Unauthorized Parking of Vehicles (Two/Four wheelers) in areas other than the designated parking area	In case of violation, appropriate action will be taken

Notes:

- ❖ A student who is suspended /expelled from the hostel on disciplinary grounds will not be eligible for a refund of hostel and mess fees.
- ❖ “Good Conduct Certificate” will not be issued to students who have been suspended by the DC more than twice for violation of any Code of Conduct of the University/Hostel.
- ❖ A student punished by the DC for violation of the Code of Conduct mentioned in this handbook will neither be eligible for receiving placement support nor admission into any higher studies at BGU, even if he/she secure degrees with a high percentage of marks/CGPA.

Important Contacts:

Dr. Gyanaranjan Mishra	Proctor	gyanaranjan.mishra@bgu.ac.in
Dr. Bandita Sahu	Chief Warden (Girls' Hostel)	amritkant.mishra@bgu.ac.in
Dr. Amritkant Mishra	Chief Warden (Boys' Hostel)	bandita.sahu@bgu.ac.in
Ms. Ashna Siddiqui	Warden (Girls' Hostel)	ashna.siddiqui@bgu.ac.in
Mr. K M Pandey	Warden (Boys' Hostel)	km.pandey@bgu.ac.in

16. Facilities

16.1: Sports and Gym

The campus has playgrounds and Courts for outdoor sports like Football, Cricket, Volleyball, Basketball, Kabaddi, and Badminton. Indoor games like Table Tennis, Chess, and Carrom are also available. Students can also use a well-equipped gymnasium with an instructor. Male and Female students have the facility to work out in the gym as per the specified hours given below:

Shift	Male	Female
Morning	5.30 am to 7.30 am	7.30 am to 8.30 am
Evening	5.30 pm to 7.30 pm	7.30 pm to 8.30 pm

16.2: Health Centre

- ❖ The basic medical facility exists around the campus, round the clock, wherein a lady nurse and a pharmacist are available 24x7 on the campus with essential medicines. One Senior Medical Officer visits the campus thrice a week and can be contacted for medical consultation at any time in case of an emergency.
- ❖ In case of a medical emergency, the University will provide a First Aid Facility and an ambulance to the hospital without cost. However, the concerned student should bear all further expenses. Students are also covered under Group Health Insurance (applicable in case of hospitalization as per the Insurance policy).
- ❖ If any event demands medical attention, the concerned student/roommate/friends should immediately inform the Assistant Manager (Hostel) / Warden / Hostel Superintendent, who will, after coordination with the campus Medical Officer, arrange for the required medication. In case further treatment is needed, the student may continue consulting the campus Medical Officer or visit the hospital for further treatment.

16.3: Cafeteria

Monday to Saturday	Breakfast	8:30 am to 10:30 am
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	Lunch	12:00 pm to 3:00 pm
	Snacks	5:00 pm to 8:00 pm
	Dinner	8:00 pm to 10:00 pm
Sunday	Breakfast (Only)	8:30 am to 10:30 am

16.4: Transportation

- ❖ Students are allowed to keep their vehicles on campus with prior permission and can park their vehicles in the designated area.
- ❖ The shuttle bus services operate from Monday to Friday at 2:00 pm and on Sundays at the same time on a payment basis, from the campus to Bhubaneswar city. The timings will be announced from time to time, depending on the requirement.
- ❖ Existing students keeping their vehicles on the campus are advised to park only in the designated parking lot. They are solely responsible for the safety and upkeep of their vehicles.
- ❖ The University will not be liable for any loss or damage to students' vehicles. However, to ensure that no student keeps the vehicle inside the campus illegally, students must deposit a copy of the RC Book, driving license, and valid insurance documents with the Security Office.
- ❖ With permission from the Security Office, students' parents will be allowed to take their vehicles inside the campus to carry heavy luggage or to pick up and drop off their wards.
- ❖ The speed limit for vehicles allowed entry or parking inside is 20 Km/hr.
- ❖ The owners of the two-wheelers will have to follow safety rules, including rules regarding the use of good-quality helmets by the driver and a pillion rider. Those not using helmets will face repercussions.
- ❖ Two-wheelers without silencers will not be allowed to ply on the road inside the campus.
- ❖ No two-wheelers can carry more than one pillion rider without helmets.

16.5: Other Facilities

16.5.1 Tuck Shop

Monday to Saturday	First Half	10:00 am to 2:30 pm
	Second Half	6:00 pm to 11:00 pm
Sunday	Second Half (Only)	6:00 pm to 11:00 pm

16.5.2 Laundry

Centralized Laundry services are available on the campus with skilled manpower for the laundry operations, for which students have to pay a fixed charge of ₹300/- per month (for both washing & ironing) to the University for a maximum of 40 garments per month. For availing laundry services for washing and ironing more than 40

garments, a student has to deposit ₹300/- with the Accounts Department and obtain a receipt, a copy of which should be given to the Laundry for information.

Timings: Weekdays: 9.00 am to 7.00 pm (Lunch break: 1.30 pm to 2.30 pm)

Note: *The laundry will remain closed on a designated day every week and on other public holidays.*

17. Outreach Activities

The National Service Scheme (NSS) is a Central Sector Scheme of the Government of India, Ministry of Youth Affairs & Sports, started in 1969. It is a voluntary program for higher education students that focuses on their personality and character development through community service. Embracing the ethos of “NOT ME BUT YOU,” the program encourages a spirit of social responsibility.

The NSS cell at BGU is committed to fostering self-reliance and all-around development in students. This Commitment aligns with the NEP 2020, which prioritises experiential learning. Under the guidance of faculty members, NSS volunteers are engaged in community integration to gain a nuanced understanding of socio-economic and environmental issues on both local and global scales. The Cell’s initiatives are designed to meet the community’s varied needs and transform students into forward-thinking citizens through participation in nation-building activities and cultivating social and humanitarian skills. Emphasising diversity and inclusiveness, the NSS program undertakes different Sustainable Development Goals (SDGs) of the United Nations with the core values of BGU, such as Honesty & Integrity, Empathy, Transparency, Freedom, Respect, and Collaboration.

NSS volunteers at BGU acquire essential life skills such as leadership, organisation, communication, teamwork, and problem-solving. Through interactions with diverse groups, they learn empathy, adaptability, and cultural awareness, which provide deep insights into societal challenges. These experiences foster personal growth and improve employability, aligning with the expectations of the corporate world and society. To maintain their commitment and maximise impact, NSS volunteers are required to complete 120 hours of community service each year over two years. Active volunteers may be recognised at the University, state, and national levels and enjoy benefits such as preferential admission to higher education and enhanced job prospects. Ultimately, the NSS experience equips students to become well-rounded contributors to society.

18. Committees

18.1: Statutory Committees

- ❖ **Anti-Ragging Committee:** The Anti-Ragging Committee ensures compliance with the provisions of such regulations as well as the provisions of any law for the time being in force concerning ragging, and also monitors and oversees the performance of the Anti-Ragging Squad in the prevention of ragging in the institution.

Name & Designation	Contact Details
Dr. Kulbhushan Balooni Vice-Chancellor	Chairperson Email: vc@bgu.ac.in Tel: 0674-7103001
Dr. Anubha Ray Dean (Alumni & Student Affairs)	Convener Email: anubha.ray@bgu.ac.in Mobile: 889571000
Dr. B.K. Das Registrar	Email: registrar@bgu.ac.in Mobile: 9438326456
Dr. Parameswar Nayak Dean, BSoM	Email: dean.som@bgu.ac.in Mobile: 9560548899
Dr. Sukanta Kumar Nanda Dean, BsoL	Email: dean.bsol@bgu.ac.in Mobile: 9437377377
Dr. Pradipta Kumar Sanyal Dean, BsoC	Email: pradipta.sanyal@bgu.ac.in Mobile: 9007197929
Dr. Shiv Sankar Das Dean, BSoCom	Email: shivshankar.das@bgu.ac.in Mobile: 98611 55342
Dr. Sanjay Kumar Kuanar Dean, BSoAS & BSoET	Email: sk.kuanar@bgu.ac.in Mobile: 9040466771
Dr. Archana Choudhary Chairperson, ICC	Email: archana.choudhary@bgu.ac.in Mobile: 9437920618
Dr Gyanaranjan Mishra Assistant Professor & Proctor	Email:gyanaranjan.mishra@bgu.ac.in Mobile: 9337270764
A.D.M, Bhubaneswar (<i>Special Invitee</i>)	Email: admbhubaneswar@gmail.com
Inspector-In-Charge (IIC) Chandaka Police Station (<i>Special Invitee</i>)	E-mail: chandakaps.odpol@nic.in
Mrs. Namrata Chadha Ex-member of the State Women Commission, Odisha, & Juvenile Justice Board, Gender Consultant & Advocate (<i>Special Invitee</i>)	Email: namrata.chadha@gmail.com
Mr. Pratap Kumar Swain, OPS (S) Retd. Superintendent of Police State Crime Record Bureau, Odisha Campus Security Advisor, BGU	Email: campus.admin@bgu.ac.in Mobile: 7978197514
Mr. Pranab Das Director (Admissions) Staff Representative	Email: pranab.das@bgu.ac.in Mobile: 9776129900
Shrabani Hota, MBA (2024-26) Student Representative	Email: shrabani.hota26@bgu.ac.in
Ankeet Mohanty, MBA (2024-26) Student Representative	Email: ankeet.mohanty26@bgu.ac.in
Mr. Lingaraj Lenka Parent Representative	Mobile: 9437406322

❖ **Anti-Ragging Squad:** The Anti-Ragging Squad shall maintain constant vigilance through patrolling and surprise raids in hostels and other vulnerable areas, with powers to inspect such places. It shall conduct on-

the-spot enquiries into reported incidents of ragging, following a fair and transparent procedure based on the principles of natural justice, and submit its enquiry report with recommendations to the Anti-Ragging Committee for further action.

Name & Designation	Contact Details
Dr Gyanaranjan Mishra Assistant Professor & Proctor	Chairperson Email: gyanaranjan.mishra@bgu.ac.in Mobile: 9337270764
Dr. Bandita Sahu Assistant Professor & Chief Warden (Girls' Hostel)	Convener Email: snigdha.mohapatra@bgu.ac.in Mobile: 9437268547
Dr Amritkant Mishra Assistant Professor & Chief Warden (Boys' Hostel)	Email: gyanaranjan.mishra@bgu.ac.in Mobile: 9337270764
Dr. Bhavana Sharma Associate Professor	Email: bhavana.sharma@bgu.ac.in Mobile: 9654032085
Dr. Indrajeet Kumar Associate Professor	Email: indrajeet.kumar@bgu.ac.in Mobile: 9456317228
Dr. Suwendu Kumar Pratihari Assistant Professor	Email: suwendu.pratihari@bgu.ac.in Mobile: 8327723200
Dr. Mehul Agarwal Assistant Professor	Email: mehul.agarwal@bgu.ac.in Mobile: 8240499418
Ms. Ashna Siddiqui Academic Associate & Warden (Girls' Hostel)	Email: ashna.siddiqui@bgu.ac.in Mobile: 9778992522
Mr. K M Pandey Manager-IT & Warden (Boys' Hostel)	Email: km.pandey@bgu.ac.in Mobile: 9040127957
Mr. Piyush Kumar Mohanty General Manager (Campus)	Email: gm.campus@bgu.ac.in Mobile: 6370670183
Mr. Sudhir K. Das Manager - Campus Security & Transport	Email: sk.das@bgu.ac.in Mobile: 7008414450

❖ **Student Grievance Redressal Committee:** The Student Grievance Redressal Committee aims to resolve students’ grievances with the highest standards of integrity, fairness, and confidentiality and to provide an opportunity for the students to freely express their grievances with utmost anonymity. Experts provide appropriate counseling to students in the process of resolving grievances. The Students Grievance Redressal Committee is constituted as per the UGC (Redressal of Grievances of Students) Regulations, 2023, to address the grievances of the students of the University. The responsibility of the committee shall be as per the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023. The committee of the University comprises the following members:

Prof. Parmeshwar Nayak, Dean, Birla School of Management	Chairman	9560548899	dean.som@bgu.ac.in
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Dr. Pradipta Sanyal, Dean, Birla School of Commerce	Member	9007197929	dean.bsoc@bgu.ac.in
Dr. Shiv Shankar Das, Dean, Birla School of Communication	Member	9861155342	dean.bsocomm@bgu.ac.in
Dr. Sanjay Kumar Kuanar, Dean, Birla School of Applied Sciences & Birla School of Engineering and Technology	Member	9040466771	dean.bsoas@bgu.ac.in
Prof. Sukanta Kumar Nanda, Dean, Birla School of Law	Member	9437377377	dean.bsol@bgu.ac.in
Dr. Ajit Kumar Dash, Head, Birla School of Economics	Member	9589336217	ak.dash@bgu.ac.in
Dr. Anubha Ray, Associate Professor, Birla School of Management	Convener	8895710008	anubha.ray@bgu.ac.in

❖ **Internal Complaint Committee:** In pursuance of UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Education Institutions) Regulations, 2015 read with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Internal Complaints Committee (ICC) of the College is constituted as under to deal with complaints relating to Sexual harassment at the workplace. The ICC of the University comprises the following members:

Dr. Archana Choudhary, Associate Professor	Presiding Officer	9437920618	archana.choudhary@bgu.ac.in
Ms. Ashna Siddiqui, Academic Associate	Member	9778992522	ashna.siddiqui@bgu.ac.in
Dr. Purnendu Kumar Patra, Assistant Professor	Member	8018020094	pk.patra@bgu.ac.in
Mr. Dilesh Rawal, Assistant Professor	Member	9776347099	dilesh.rawal@bgu.ac.in
Dr. Sruthi Rajan, Assistant Professor	Member	8593849686	sruthi.rajan@bgu.ac.in
Mr. Pranab Das, Director of Admissions	Member	9776129900	pranab.das@bgu.ac.in
Ms. S Varsa Samantashinhar, HR Head	Member	8658765630	varsa@bgu.ac.in
Mrs. Namrata Chadha, Advocate & Ex-member of the State Women's Commission	External Member	9437001325	namrata.chadha@gmail.com
Ms. Arpita Rani Bhotra, Student	Member	9437001325	arpita.bhotra26@bgu.ac.in

Mr. Jeetdan, Student	Member	9099990889	jeetdan27@bgu.ac.in
Mr. Amit Bebart, Student	Member	7978436242	amit.bebarta26@bgu.ac.in

❖ **Socio-Economically Disadvantaged Groups (SEDGs) Cell:** The Socially and Economically Disadvantaged Group (SEDG) Cell, as mandated by the UGC, is intended to ensure equity, access, and inclusion for students and staff from marginalised communities. It addresses academic and non-academic grievances, facilitates support mechanisms such as scholarships and mentorship, and promotes awareness about rights and entitlements. The cell also monitors the implementation of inclusive policies and ensures compliance with constitutional and regulatory provisions. The SEDGs Cell of the University comprises the following members:

Dr. Bhavana Sharma, Associate Professor	Chairperson	9654032085	bhavana.sharma@bgu.ac.in
Dr. Archana Choudhary, Associate Professor	Member	9437920618	archana.choudhary@bgu.ac.in
Dr. Manas Kumar Pal, Associate Professor	Member	9937396605	manas.pal@bgu.ac.in
Dr. Manidatta Ray, Associate Professor	Member	9437250083	manidatta.ray@bgu.ac.in
Dr. Sruthi Rajan, Assistant Professor	Member	8593849686	sruthi.rajan@bgu.ac.in
Mr. Prithivi Raj, Assistant Professor	Member	8117004766	prithivi.raj@bgu.ac.in
Mr. Bibhu Prakash Panda, Student	Member		bibhu.panda26@bgu.ac.in
Ms. Divyanjali Vudipi, Student	Member		divyanjali.vudipi28@bgu.ac.in
Mr. Ajay Mahapatra, Deputy Registrar	Member Secretary	9090007000	ajay.mahapatra@bgu.ac.in

OMBUDSPERSON:

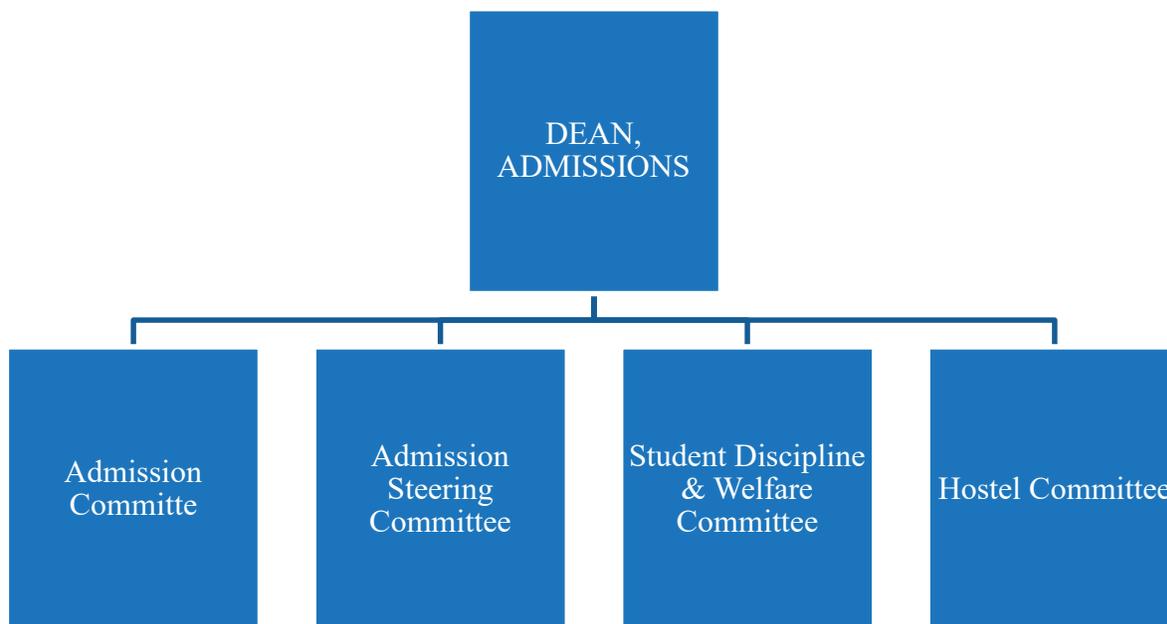
The students aggrieved by the decision of the Students' Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

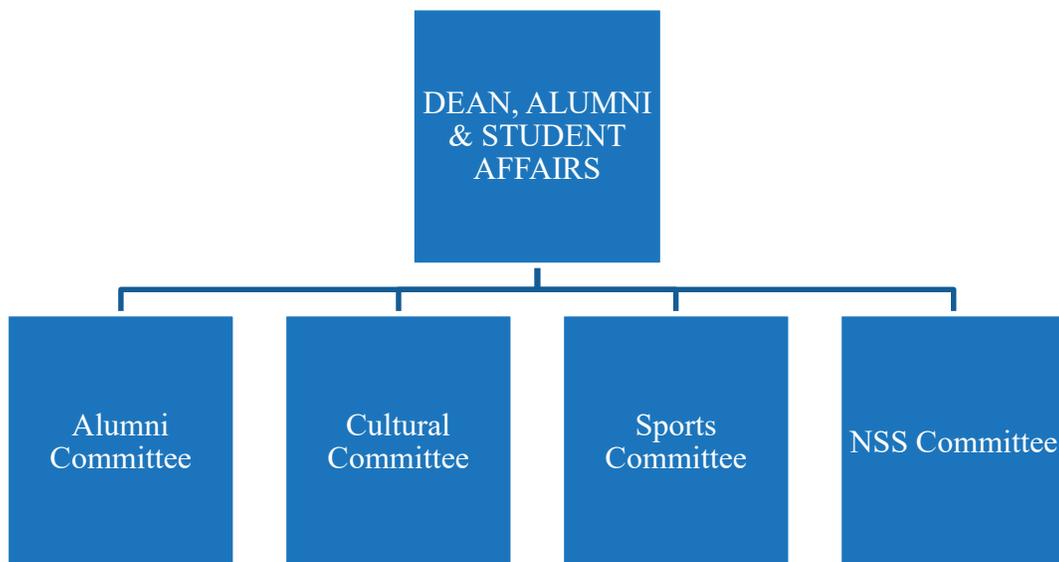
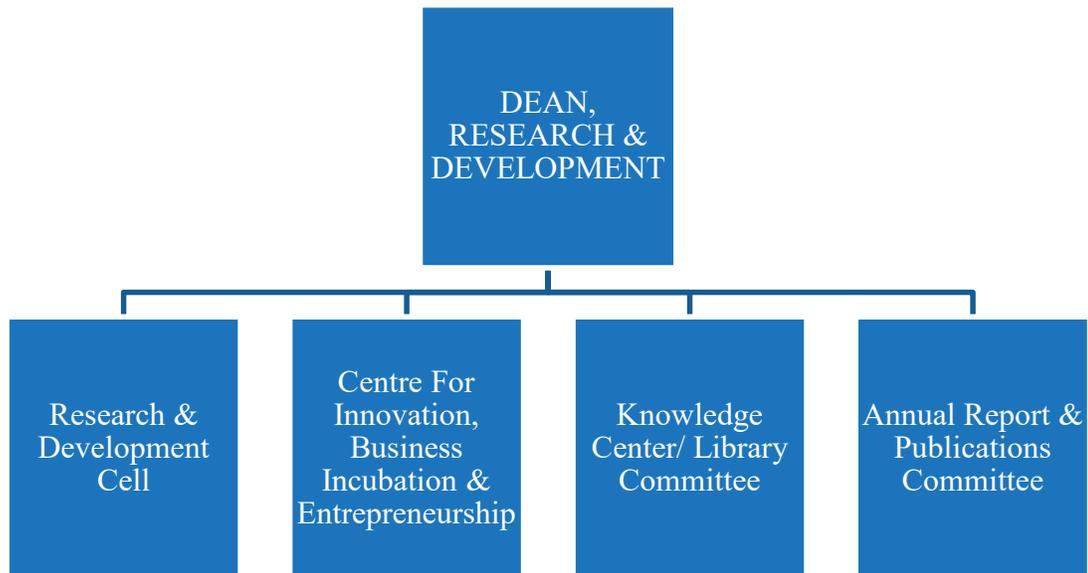
1	OMBUDSPERSON	Professor Madhumita Das, Former Vice-Chancellor, Fakir Mohan University Balasore, Odisha	Contact no.: 9937012974	Email ID: mdasgeology@gmail.com
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18.2 Other Committees

To facilitate the day-to-day functioning of various departments at BGU, several committees have been constituted. These are coordinated through four dedicated Dean positions: Admissions, Research & Development, Alumni & Student Affairs, and Outreach & International Affairs. Each Dean oversees four committees relevant to their area of responsibility. Contact details of the respective Deans are provided separately in the adjoining table. The organograms that follow illustrate these Dean verticals along with the committees under their purview.

Name	Designation	Email ID	Phone Number
Dr. Pradipta Kumar Sanyal, Professor	Dean, Admissions	9007197929	pradipta.sanyal@bgu.ac.in dean.admissions@bgu.ac.in
Dr. Archana Choudhary, Associate Professor	Dean, Research & Development	9437920618	archana.choudhary@bgu.ac.in dean.research@bgu.ac.in
Dr. Anubha Ray, Associate Professor	Dean, Alumni & Student Affairs	8895710008	anubha.ray@bgu.ac.in dean.studentaffairs@bgu.ac.in
Dr. Satyakama Mishra, Associate Professor	Dean, Outreach & International Affairs	6371068001	satyakama.mishra@bgu.ac.in dean.outreach@bgu.ac.in





For more details regarding the composition of the committees, please refer to the BGU website:

<https://www.bgu.ac.in/bgu-committees/>

19. Conduits and Clubs

The conduits and clubs are formed to facilitate various year-long co-curricular and extracurricular activities at the University. The conduits are predominantly student-driven bodies with a faculty coordinator as a facilitator. A student must be a member of at least one conduit (maximum two), and his/her attendance for conduit activities is mandatory. The faculty coordinator evaluates the performance of a member and awards him/her a certificate.

For other details regarding the composition of the conduits and clubs, please refer to the BGU website:

<https://www.bgu.ac.in/student-corner/>

20. Important Contacts

ADMINISTRATION		
Prof. Kulbhushan Balooni, Vice-Chancellor	101	9895769752
Dr. Brajendra Kumar Das, Registrar	102	9438326456
Mr. Ajay Kumar Mahapatra, Deputy Registrar	217	9090007000
Mrs. S Varsa Samantashinhar, HR Head	123	8658765630
Mr. Piyush Kumar Mohanty, General Manager (Campus)	411	6370670183
CA. Sanjay Singh Bhadoria, Comptroller of Finance	141	9826316948
BIRLA SCHOOL OF MANAGEMENT		
Dr. Parameswar Nayak, Professor & Dean (BSoM)	201	9560548899
Dr. Anubha Ray, Associate Professor & Dean (Alumni & Student Affairs)	220	8895710008
Dr. Archana Choudhary, Associate Professor & Dean (Research & Development)	213	9437920618
Dr. Satyakama Mishra, Associate Professor & Dean (Outreach & International Affairs)	214	9437677265
Dr. Manidutta Ray, Associate Professor & Director, IQAC	238	9437250083
Dr. Manas Kumar Pal, Associate Professor & Controller of Examinations	170	9937396605
Dr. Snigdha Mohapatra, Associate Professor	237	9437268547
Ms. Saswati Tripathy, Assistant Professor	210	7381102663
Dr. Biswajit Acharjya, Assistant Professor	207	8903199739
Dr. Suwendu Kumar Pratihari, Assistant Professor	208	8327723200
Dr. Piyush Gupta, Assistant Professor	222	8709555925
Dr. Vivek Mishra, Assistant Professor	236	7750035585
Dr. Purnendu Kumar Patra, Assistant Professor	226	8018020094
Dr. Stutee Mohanty, Assistant Professor	203	8917426808
Dr. Parimal Kumar, Assistant Professor	211	9955993536
Dr. Poonam Sahoo, Assistant Professor		8249536380

Dr. Asis Kumar Sahu, Assistant Professor		8114907304
Dr. Snigdha Choudhury, Assistant Professor	212	7045654854
Dr. Tasneem Ahmad, Assistant Professor		9891725144
Dr. Subhankar Dutta, Assistant Professor	242	8348615556
BIRLA SCHOOL OF COMMUNICATION		
Dr. Shiv Shankar Das, Associate Professor & Dean (BSoComm)	303	9861155342
Dr. Gyanaranjan Mishra, Assistant Professor & Proctor	311	9337270764
Mr. Suresh Kumar Golle, Assistant Professor	310	9704333633
Ms. Anwesha Padhi, Assistant Professor	227	8130866758
Dr. Mehul Agarwal, Assistant Professor	240	8240499418
Dr. Sruthi Rajan, Assistant Professor		8593849686
BIRLA SCHOOL OF COMMERCE		
Dr. Pradipta Kumar Sanyal, Professor & Dean (BSoC)	301	9007197929
Ms. Lopamudra Nayak, Assistant Professor	305	8658394209
Dr. Radha Krishna Mishra, Assistant Professor	321	7008340466
Dr. Nandita Bhattacharjee, Assistant Professor	304	9402195572
Mr. Aswini Kumar Bhuyan, Assistant Professor	308	9777271250
Mr. Dilesh Rawal, Assistant Professor	204	9776347099
Dr. Arjuna Kumar Maharana, Assistant Professor		8249631967
Dr. Pruthirajan Dwibedi, Assistant Professor		9040152553
BIRLA SCHOOL OF ECONOMICS		
Dr. Ajit Kumar Dash, Assistant Professor	230	9589336217
Dr. Amritkant Mishra, Assistant Professor & Chief Warden (Boys' Hostel)	235	9899390947
BIRLA SCHOOL OF LAW		
Dr. Sukanta Kumar Nanda, Professor & Dean (BSoL)	470	9437377377
Dr. Bhavana Sharma, Associate Professor	477	9654032085
Dr. Mitashree Tripathy, Assistant Professor		8249632125
Mr. Soubhagya Sundar Nanda, Assistant Professor	481	9108359031
Mr. Prithivi Raj, Assistant Professor	481	8117004766
Mr. Swagat Dash, Assistant Professor		7053130042
Mr. Yogendra Singh, Assistant Professor		9773821934
Dr. Elisha Kanungo, Assistant Professor		9830110777
Ms. Ashna Siddiqui, Academic Associate & Warden (Girls' Hostel)	476	9778992522
BIRLA SCHOOL OF APPLIED SCIENCES & BIRLA SCHOOL OF ENGINEERING AND TECHNOLOGY		
Dr. Sanjay Kumar Kuanar, Associate Professor & Dean (BSoAS & BSoET)	302	9040466771
Dr. Indrajeet Kumar, Associate Professor	209	9456317228
Dr. Bandita Sahu, Assistant Professor & Chief Warden (Girls' Hostel)	221	9861264464
Dr. Manaswini Jena, Assistant Professor	320	8763975656
Dr. Alok Kumar Pani, Assistant Professor		8722180476
Dr. Ramesh Kumar Sahoo, Assistant Professor	224	9938524325
ADMISSION OFFICE		
Mr. Pranab Das, Director – Admission	143	9776129900
Mr. Jagadish Chandra Padhy, Manager – Admission	140	7381058307

Ms. Aiswarya Nandini Praharaj, Admission Counsellor		7381058301
Mr. Rahul Kumar Mishra, Admission Officer (Kolkata)		7003152076
Ms. Aparajita Mukherjee, Admission Officer (Kolkata)		7381041622
Mr. Amitanshu Pujahari, Admission Executive	148	7381058302
Mr. Debasish Jana, Admission Executive	140	7008253750
Ms. Chinmayee Rayaguru, Admission Executive	146	7504757437
Ms. Chinmayee Priyadarshinee, Admission Executive	145	9692049419
Mr. Kaibalya Sahoo, Office Assistant	147	9658827115
WEBSITE & SOCIAL MEDIA		
Mr. Debasis Patnaik, Manager – Web Administration & Digital Marketing	223	9337711555
PLACEMENT OFFICE		
Mr. Bibhuta Nanda Panda, Director – Placement	160	9437064720
Mr. Sumit Kumar Barpanda, Deputy Director – Placement		9439586850
Dr. Shivakumar Anant Nayak, Senior Consultant – Placement & Admission		9845980892
Ms. Shreeja Panda, Placement Officer		9439707619
Mr. Smruti Ranjan Parida, Placement Officer	126	8984606123
Mr. Lalatendu Behera, Placement Officer	162	9861304559
MAINTENANCE OFFICE		
Mr. Samarendra Chakra, Maintenance Engineer (Electrical)	414	7749028399
Mr. Abhisek Das, Maintenance Engineer (Civil)	414	7978299069
Mr. Brahmananda Puhan, Civil Supervisor		7327933477
STORES OFFICE		
Mr. Aswini Kumar Mohanty, Store Officer	421	9337760091
Mr. Manoranjan Samal, Store Assistant	161	8280150518
HR OFFICE		
Mr. Binaya Ranjan Das, Senior Office Executive	9/200	8455075384
Mr. Sunit Ranjan Dash, HR Executive	122	8249482820
FINANCE & ACCOUNTS OFFICE		
Mr. Sibananda Patra, Assistant Manager – Accounts	150	9090830630
Mr. Amarjyoti Nayak, Senior Accountant	152	9583260339
Mr. Ranjeet Kumar Behera, Senior Executive – Accounts	153	7008603430
EXAMINATIONS OFFICE		
Mr. Manoranjan Prusty, Manager – Examinations	171	9861064759
Mr. Subhraj Das, Assistant ERP Administrator		9937946927
PROGRAM OFFICE		
Mr. Francis T.P, Program Manager, BSoM	241	9437042354
Mr. Siba Sankar Sahoo, Program Manager, BSoC	309	9178007007
Mr. Jagamohan Biswal, Program Officer, BSoL	422	9438616747
Mr. Abinash Kumar Ray, Program Officer, BSoAS, BSoET & BSoComm	325	9853335940
Mr. Mahabir Prasad Behera, Assistant Program Officer	215	8249354127
LIBRARY		
Mr. Arun Samanta, Assistant Librarian	131	
Mr. Anil Kumar Gupta, Senior Professional Assistant	131	9871732108
Mr. Abhishek Das, Library Assistant	131	8736598348

Mr. Gouranga Mohanty, Library Assistant	480	7377880726
Mr. Ambikesh Pandey, Professional Assistant	131	9670051102
OFFICE OF THE VC		
Mr. Gopi Nath Manna, Executive Assistant to the Vice-Chancellor	115	9958612953
OFFICE OF THE DEAN (BSoM)		
Mr. Ranjan Kumar Palai, PS to Dean (BSoM)	202	9777063601
SPORTS OFFICE		
Mr. Satyabrata Acharya, Sports Officer	319	9439375550
Mr. Kanti Ranjan Swain, Fitness-Cum-Yoga Instructor	412	9861062437
IT OFFICE		
Mr. Krishna Murari Pandey, Manager – IT & Warden (Boys' Hostel)	246	9040127957
Mr. Satyanarayan Mahanta, IT Assistant	246	9348651323
Mr. Ashok Kumar Sahoo, Lab Assistant	245	8908523517
Mr. Satyabrata Sutar	246	8249089191
SECURITY OFFICE		
Mr. Sudhir Kumar Das, Manager – Campus Security and Transport	402	7008414450
Mr. Biswanath Panda, Security Officer	402	9776199265
Mr. Prasanta Kumar Biswal, Assistant Security Officer		8249068366
HEALTH CENTRE		
Dr. Sugat Kar, Doctor	416	9337125229
Mr. Dilip Kumar Dash, Pharmacist	416	9437472161
Mr. Prithviraj Singh Rajput, Pharmacist	416	7077687272
Ms. Rojali Rasmita Pahi, Nurse	416	7894685511
BOYS' HOSTEL OFFICE		
Mr. Satyaranjan Parida, Assistant Manager	441	8769766060
Mr. Santanu Sarkar, Supervisor	441/442	9040217290
Mr. Umasankar Swain		9438666307
GIRLS' HOSTEL OFFICE		
Ms. Madhusmita Mohakhud, Assistant Manager	451	9437697978
Ms. Pujarani Lenka, Hostel Attendant	542	9556721051
Mrs. Subhasmita Sahoo, Hostel Assistant		7606938287
MESS OFFICE		
Mr. Susanta Pattnaik, Manager – F & B	431	9090808646
Mr. Ashish Kumar Roul, Manager – F & B	431	7381314091
Mr. Priyabrata Nayak, Accounts Assistant		7873785776
OFFICE PANTRY& GUEST HOUSE		
Mr. Sarat Chandra Barik (Admin Block)	113	9937926809
Mr. Chitaranjan Sethi (Management Block)		9583026142
Mr. Manas Ranjan Senapati (Management Block)	205	6371743698
Mr. Subrat Kumar Muduli (Design Block)	314	8763667522
Mr. Manoranjan Behera (Guest House)		8594901966
Mr. Prabhas Nayak (Law School)		7735530770
Mr. Bikash Kumar Naik (Admin Block)	114	9337284981

21. List of Holidays

LIST OF HOLIDAYS FOR THE CALENDAR YEAR 2025

Holidays	Date	Day
Makar Sankranti	14 th January 2025	Tuesday
Subash Chandra Bose Jayanti/ Vir Surendrasai Jayanti	23 rd January 2025	Thursday
Maha Shivaratri	26 th February 2025	Wednesday
Eid-UI-Fitre	31 st March 2025	Monday
Utkal Divas/ BGU Foundation Day	1 st April 2025	Tuesday
Maha Vishuva Sankranti/ Dr. B R Ambedkar Jayanti	14 th April 2025	Monday
Good Friday	18 th April 2025	Friday
Budha Purnima/Birthday of Pandit Raghunath Murmu	12 th May 2025	Monday
Rath Yatra	27 th June 2025	Friday
Independence Day/ Janmashtami	15 th August 2025	Friday
Ganesh Puja	27 th August 2025	Wednesday
Nuakhai	28 th August 2025	Thursday
Birthday of the Prophet Mohammad	5 th September 2025	Friday
Mahasaptami	29 th September 2025	Monday
Mahashtami	30 th September 2025	Tuesday
Mahanavami	1 st October 2025	Wednesday
Vijaya Dasami/ Gandhi Jayanti	2 nd October 2025	Thursday
Kumar Purnima/ Laxmi Puja	7 th October 2025	Tuesday
Diwali/ Kali puja	21 st October 2025	Tuesday
Rasa Purnima/ Guru Nanak's Birthday	5 th November 2025	Wednesday
Christmas Day	25 th December 2025	Thursday

The following festivals, which are declared as holidays, fall on Sunday or Saturday during the calendar year 2025.

Holidays	Date	Day
Republic Day	26 th January 2025	Sunday
Basant Panchami	2 nd February 2025	Sunday

Holi	15 th March 2025	Saturday
Shri Ram Navami	6 th April 2025	Sunday
Eid- Ul- Zuha	7 th June 2025	Saturday
Pahili Raja	14 th June 2025	Saturday
Raja Sankranti	15 th June 2025	Sunday
Muharrum	6 th July 2025	Sunday
Mahalaya	21 st September 2025	Sunday

Note: (a) the University may change the date of any holiday mentioned above following local/ religious observance of any festival. (b) Though the University has holidays on the Republic Day, Independence Day, and the Foundation Day of BGU, Flag Hosting/ Foundation Day Lecture/ Celebrations will be held on the campus on these days. Accordingly, all faculty, staff, and students are required to attend these events, official celebrations. A list of holidays for the calendar year 2026 will be shared with all in due course.

For more details and feedback, contact the Students' Handbook Committee for A.Y. 2025-26:

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