



PRESIDENCY UNIVERSITY  
KOLKATA

**PRESIDENCY UNIVERSITY**  
**86/1, COLLEGE STREET**  
**KOLKATA – 700 073**

# **Students' Manual**

This shall apply to all kinds of conduct of students that occurs within the University premises including University sponsored activities, programs hosted by other recognized student institutions and any off-campus conduct that has or may have serious consequences or adverse implications on the Institute's interests or reputation.

Presidency University is an educational institution dedicated to the pursuit of excellence and facilitation of an environment that fosters the same. Indispensable to that institutional commitment is the principle of treating each University Community member fairly and with due respect, and embracing diversity and inclusion.

All students must duly uphold the academic integrity, respect all individuals and their rights and property and strive to ensure the safety of others; etc.

At the time of admission, each student must sign following five affidavits in original using non-judicial stamp paper of value Rs 10/- or above:-

- a) [DECLARATION BY THE STUDENT AGAINST RACISM](#)
- b) [DECLARATION BY THE STUDENT ON SEXUAL HARASSMENT](#)
- c) [DECLARATION BY PARENT/GUARDIAN AGAINST SEXUAL HARASSMENT](#)
- d) [AFFIDAVIT BY THE STUDENT ON ANTI-RAGGING](#)
- e) [AFFIDAVIT BY PARENT/GUARDIAN ON ANTI-RAGGING](#)

(i) Any act of discrimination (be it through physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc. shall be strictly condemned by the authority and prompt action against the concerned person will be taken.

(ii) Intentionally damaging or destroying property belonging to the Institute or the personal property of other students and/or faculty members will be considered as unbecoming of a student.

(iii) Participating in activities mentioned below will be considered as unbecoming of a student which includes:

- Accepting membership of religious or terrorist groups banned by the Institute/Government of India
- Unauthorized possession, carrying or use of any arms, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- Unauthorized possession or use of harmful chemicals and banned drugs

- Possessing, Consuming, distributing or selling of liquor in the Institute and/or throwing empty bottles on the campus of the Institute
- Theft or unauthorized access to others' property( physical or intellectual) or resources
- Misbehavior at the time of student body elections or during any activity of the Institute.
- Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting, participating or engaging in a riot or group disruption at the Institute.

- (vi) Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards will be considered as unbecoming of a student.
- (iv) Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent will be treated as unbecoming of a student.

### **Act of Misconduct**

Any of the following acts of a student shall be construed as an act of misconduct:

- (i) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may consist of submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Instances of plagiarism include:

- (a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- (b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- (c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- (d) Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.

e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.

f) Paraphrasing or changing an author's words or style without citation.

(ii) Misconduct / Malpractice related to Examinations

A report against a student can be recorded by the invigilator and Centre-in-Charge and sent to the Controller of Examinations (with a copy to Head of the Department) stating malpractice (constituting misconduct) if –

- S/he is found to be in possession inside the examination hall of any book, or page of any book, or scribbling, or written note, or typed sheet, that may have a bearing on the subject in which s/he is appearing, irrespective of whether such book, or page of any book, or scribbling, or written note, or typed sheet is used or not, or
- S/he writes answer on another examinee's answer script or helps him/her in any other manner in writing answer on his/her own answer-script or helps him/her in any other manner in writing answer or tries to obtain from, or to render to, any other candidate or any other person inside or outside the examination hall, any help in any manner, or
- S/he leaves the examination hall without submitting answer-script, or
- S/he leaves the examination hall before one hour, taking with him answer-script, or carries from the examination hall the question paper during the hours of examination without submitting the answer script or gets possession of question papers outside the examination hall during the hours of examination or is not found in possession of complete question paper after its distribution in the examination hall or passes or tries to pass the question paper out of the examination hall or leaves the examination hall taking with him/her answer paper or loose sheet, or
- If S/he allows somebody else to write answers on his/her behalf during examination, or
- S/he leaves the examination hall without recording his/her attendance on the attendance roll, or
- S/he encloses currency note(s) with an answer-script or offers illegal gratification or inducements to the Invigilator(s) or other persons connected with the examination or, in anyway, tries to take illegal or unfair advantages, or
- S/he distorts his/her name, roll number or registration number in his/her answer-script, or
- S/he is found to be in possession of any question paper or any other paper containing relevant answer or answers written on it, or
- S/he indulges in any kind of misbehavior, or intimidates or attempts to assault, or intimidates an invigilator or any other person connected with the conduct of the examination either inside or outside the examination hall, or damages, or attempts to damage, articles or furniture, equipment, stationery or any other property or the venue or creates disturbances in the venue or refuses to comply with the instruction of the Invigilator regarding seating arrangements in the examination hall, or

- Any page(s) of the written answer-script(s) of a candidate is/are found to have been replaced/torn/mutilated or found to contain handwriting different from that of the candidate, or
- S/he attempts to violate any other provisions of these regulations, or
- If s/he discloses his/her identity in any manner other than that provided in the answer-scripts.

Nature of Malpractice:

Category I:-

- Writing erratic / irrelevant matters
- Writing obscene language / sketches
- Disclosing identity in any manner other than that provided in the answer-scripts and / or requesting for specific marks.
- Leaving examination Hall without permission / not signing in the Attendance-sheet.
- Possessing Printing / Handwritten Notes/ text-book / sizeable handwritten / printed text/digitally displayed text
- Copying or helping in copying/ Group copying

Category II:-

- Attempting to bribe/writing letter hinting at illegal gratification.
- Mutilating the answer book issued.

Category III:-

- Misbehaving / Threatening Examination Official or Other Examinees / Smuggling out Question paper.
- Receiving outside help.
- Assaulting Examination Official
- Smuggling in / out answer script or attempting to do so
- Tampering answer book issued and replacement of pages
- Impersonation or helping others to impersonate.

Note: The Centre-In-Charge shall use his/her discretion to record in respect of any other misconduct/malpractice that is not mentioned above.

Recommended Punishment:

- Category I – Cancellation of paper
- Category II – Cancellation of entire examinations of that semester
- Category III – Cancellation entire examinations of that semester with debarment from appearing in any examination for 1 or 2 years excluding the current examination OR Rustication from the University

For more on rules of examination following link may be followed:-

[https://coe.presiuniv.ac.in/coepresi/exam/rules\\_exam.php](https://coe.presiuniv.ac.in/coepresi/exam/rules_exam.php)

(iii) Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in various activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

(iv) Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

(v) To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

### **Where to report for any misconduct**

(i) [Internal Complaints Committee \(ICC\)](#)

The committee will address all matters related to sexual harassment as guided in the UGC Act 2013 and UGC Regulations 2015.

(ii) [Gender Sensitization and Prevention of Sexual Harassment Cell\(GSPSHC\)](#)

The cell provides an integrated and interdisciplinary approach to understand the social and cultural constructions of gender that shapes the experiences of women and men in the campus.

(iii) [Internal Committee for Persons with Disabilities](#)

This cell takes care of day to day needs of differently-abled persons in the campus and addresses the related issues.

(iv) [Equal Opportunity Cell](#)

Equal Opportunity Cell of Presidency University oversees and also ensures equity and equal opportunity to every stakeholder of this university including the disadvantaged groups like SC, ST, OBC (non-creamy layer), minorities, women and physically challenged students and staff.

(v) [Student Grievance Redressal Committee \(SGRC\)](#)

Grievance Redressal Cell of Presidency University redresses the grievances of any student of the university.

(vi) [Anti-Ragging Committee & Anti-Ragging Squad](#)

An active cell taking all, measures to prevent ragging in the campus and sensitization of anti-ragging methods of studentship

### **Disciplinary Action**

If there is a case against a student for a possible breach of conduct, then the concerned committee will recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the course of action to be taken against the said student

### **Disciplinary Authority**

Different committees are formed by the Hon'ble Vice Chancellor to investigate each case and to produce the recommendations of taking action for the same.

On the basis of the recommendation of the concerned committee, Hon'ble Vice Chancellor will be the apex authority on taking any action.