



**BITS Pilani**  
Hyderabad Campus

# HANDBOOK OF RULES AND GUIDELINES FOR STUDENTS

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## PART – I

### Rules for Hostel Residents

#### 1. Disciplinary Rules

- i. Students shall conform to a high standard of discipline and conduct themselves within and outside the precincts of the Institute in a manner befitting student of an institution of national importance. Students shall have seriousness of purpose and shall, in every way, train themselves to lead a life of earnest endeavor and cooperation. Students shall show due courtesy and consideration to the employees of the Institute, good neighborliness to fellow students, respect to the Wardens of the hostels and the teachers of the Institute and be polite to visitors.
- ii. Breach of rules and regulations of the hostel, lack of decorum, act of indiscipline, misconduct in classroom / laboratory / playgrounds, willful damaging of the Institute/hostel property/fellow student's belongings, misbehavior/ sexual harassment with fellow students / ragging / use of unfair means in test / examinations may invite appropriate disciplinary action from temporary suspension to dismissal from the Institute.
- iii. Ragging is an inhuman act, and it is banned in the Institute. Students should not directly or indirectly indulge in, aid or abet any activity that might be construed as ragging. Students, if found erring in this regard, are liable for necessary disciplinary and legal action. This includes lodging of a criminal case against the student at a police station as per the directive of the Honorable Supreme Court of India as well as expulsion from the institute.
- iv. For the maintenance of discipline amongst the students of the Institute, Senate appoints each year a *Standing Committee for Students Discipline* to examine the cases of students involved in breach of rules of conduct and recommend suitable disciplinary action or punishment. The Director shall give a hearing to the students/ reported against, and pass orders on the recommendations of the Standing Committee.
- v. This is a smoking-free campus and is under CCTV surveillance. Smoking is prohibited

in public under Prohibition of Smoking in Public Places Rules, 2008 and Cigarettes and Other Tobacco Products Act, 2003.

- vi. In case of damage to any building, furniture, apparatus or other property of the Institute caused by a student, the damages will be charged to the student or students known to be directly involved. Further, if the persons who have caused the damage are unknown, the cost of damage may be recovered by equally charging all the students of the Institute.
- vii. Students shall be responsible for books, apparatus, tools, instruments, materials, etc., issued to them.
- viii. It is mandatory for students to obtain prior written permission from the Associate Dean, Student Welfare Division, before forming any association, club or society on the campus.
- ix. Students are required to obtain prior approval from the Associate Dean, Student Welfare Division before convening any meeting or inviting any person to address the meeting on the campus.
- x. Rules for regular class work:
  - a. Students are expected to attend classes regularly.
  - b. Punctuality to the classes should be maintained. Coming late to classes should be avoided.
  - c. The use of mobile phones, palmtops, and laptops is strictly forbidden during class hours, unless they are required to be used for learning purposes and their use is guided by a teacher.
- xi. Rules governing examinations:
  - a. The seating arrangement for tests, quizzes and examinations in various courses is announced through notices. Every student must report to the room to which she/he is assigned.
  - b. Every student must carry his/her Identity Card to the examination hall, and show it to the invigilator, when asked.

c. The use of mobile phones/electronic diaries/palmtops/laptops in the examination hall is forbidden. Students are advised therefore not to bring these to the examination hall.

d. Students are expected to maintain integrity during examinations. Adoption of any unfair means, including tampering with the answer books when returned after marking, will invite strict disciplinary action by the examination committee, which may include temporary expulsion for one or more semesters, or removal from the Institute.

xii. Students will not be allowed to drive motorized vehicles such as cars, scooters, mopeds etc., in the campus.

## 2. Library Rules

- i. The institute library is meant for the use of staff and students of the institute. Only those students who are registered for the academic programmes of the institute are entitled to the library facilities.
- ii. Students are entitled to borrow up to three books at a time for 14 days' duration.
- iii. Special facilities may be provided to PhD scholars. On an application made to the Librarian and recommended by the Associate Dean, Research and Consultancy, up to ten books may be issued to such students for one month.
- iv. Books which are on loan may be renewed for a further period of 14 days, provided no other reader has requisitioned the book in the meantime. However, for renewal, the book needs to be brought to the library.
- v. If a book is not returned when due, a late fee will be charged from the defaulter. Any conscious attempt to retain the book by paying the late fee is discouraged.

S.No	No. of days	Charges - per day per book
1.	01-14	1/-
2.	14-28	2/-
3.	Over 28	5/-

- vi. A book can be returned through another member, and the overdue charges, if any, need to be paid by the member.
- vii. The Librarian has the right to recall any book at any time.
- viii. Issued library books, personal magazines, etc. are not allowed to be used inside the library. However, personal books and class notes can be brought inside the library for reading.
- ix. The following categories of books/journals are ordinarily not issued: rare books, reference books, current and back volumes of periodicals, CD ROMs, PhD thesis and such other materials as may be specified by the Librarian.
- x. The books can be borrowed by producing the Institute ID card issued by the SWD. The ID card is not transferable. The card needs to be kept in safe custody and the student is responsible for any books issued against the ID card. In case the card is lost, the matter must be reported immediately to both the SWD and the library so that its misuse can be prevented.
- xi. The student should assess their check-out records from time to time and bring to the notice of the library staff immediately, the discrepancies, if any.
- xii. Before borrowing, the book should be checked by the student for missing pages and any damage should be brought to the notice of the library staff.
- xiii. Readers shall be responsible for any loss or damage to the library material, while under their use, and shall be required to replace or to pay the current cost of such materials as decided by the Librarian, plus a processing fee of Rs. 50 per each lost/damaged item.
- xiv. The Librarian reserves the right to withdraw facilities from any member who violates the rules and regulations of the library.
- xv. The security staff is authorized to check the reader's belongings at the exit point.
- xvi. Students are required to take care of their personal belongings. Library will not accept any responsibility for the loss of any personal belongings of the student.

### **3. Room Allotment Policies:**

There are single and double occupancy rooms with one iron Almira, one cot, one table and one chair for each student. Following are the allotment policies for students of different programmes:

#### **A) First Degree Programmes (Single/dual degree)**

- i. First and second year students will be allotted double occupancy rooms. Third year onwards, single rooms will be allotted.
- ii. All first year students will be allotted double occupancy rooms on random basis at the time of admission in BITS Pilani, Hyderabad Campus. They may be given an opportunity to swap their room with likeminded people after a month. This change will only be effective after approval from the Warden/Chief Warden.
- iii. A few students of second year may be allotted single occupancy rooms on the basis of their academic performance which is subject to availability of such rooms.
- iv. Second year students will be given an opportunity to choose their room partner, room number and the wing.

#### **B) Higher Degree Programmes (ME)**

- i. All first year students will be allotted double occupancy rooms on random basis at the time of admission in BITS Pilani, Hyderabad Campus. They may be given an opportunity to swap their room with likeminded people after a month.
- ii. Based on the availability of rooms, first year higher degree students may be transferred to single occupancy rooms.
- iii. Second year students will be allotted single occupancy rooms.

#### **C) PhD Programmes**

Each research scholar will be allotted a single occupancy room subjected to availability.



#### 4. Hostel Rules

- i. Each student shall reside only in the hostel and room allotted to him/her by the Warden.
- ii. Students shall be responsible for all articles including furniture, electrical and other fixtures provided in their rooms. They shall not disfigure or paint walls, doors, windows or damage them.
- iii. Residents are advised to observe strict economy in the use of electricity and water. They are required to turn off the lights, fans, music systems and computers as and when they leave their rooms and common room.
- iv. At the end of each academic year or while leaving the Institute, each student shall hand over the charge of his/her room with all the furniture and fixtures to the hostel superintendent. He/ She will be charged the cost of all damages, and shortages, if any, detected in his/her room.
- v. All rooms are provided with ceiling fans and fixtures for lights. With the prior permission of the Warden, students may use personal computer and music system in their room, provided they do not disturb the neighboring students. Use of any other electrical appliances is not permitted.
- vi. Students are advised to lock their rooms whenever they are out of the room to ensure the safety of their belongings.
- vii. Smoking on the campus is a punishable offense which will invite actions such as conveying the incident to parents, monetary punishments and cancellation of registration.
- viii. Use of alcohol and/or narcotic materials and gambling in any form are strictly prohibited on hostel premises and in any other place on the campus. The hostel authority has the right to search the room of a student, in case of any doubt. If the hostel authority has suspicions about alcohol consumption or substance abuse by any hostel inmate, they have the right to send the student for *medical examination* at the Institute's Medical Centre or any appropriate diagnostic laboratory in the city. If a student is found positive in alcohol/narcotic influence

test, he/she will get appropriate punishment starting from semester cancellation to permanent expulsion from the Institute.

- ix. Students must use Biometric system at the main gate while going out and entering the campus. Student shall carry his/her ID card while going outside the campus or outstation.
- x. Students are advised not to go outside the campus between 7.00 pm and 6.00 am for safety reasons.
- xi. Outstation rules
  - a) It is mandatory for students to inform the Warden, if they are going out of station, and seek the Warden's permission before going. They shall report to the Warden immediately on return.
  - b) All students who are likely to be away from the hostel overnight have to fill an Outstation Form giving details of the following: (a) Name (b) Room Number (c) Destination (d) Date & time of departure (e) Date & time of return. The filled Outstation Form has to be handed over to the Warden well in advance of the trip.
  - c) A letter from the parent/guardian, stating their knowledge of the proposed outstation trip of their ward and their permission for the same, has to be attached to the outstation form.
  - d) The Warden can grant or decline permission for the outstation trip. If permission is granted a copy of the outstation form will be sent to the parents/guardian.
  - e) Students violating outstation rules are liable for disciplinary action.
- xii. Students shall not invite any unauthorized person to their hostel. They shall deal with only authorized vendors, washer men, cobblers, etc., during the prescribed hours and pay them at prescribed rates.
- xiii. Students shall not keep or entertain local or outside guests in their rooms without prior permission of the Warden.

- xiv. All visitors to the hostel including the parents/guardians will have to make necessary entries in the visitor's book available at the hostel entrance.
- xv. Students shall inform the Warden whenever they suffer from any illness or injury. They shall take treatment only from the Medical Centre or inform their respective Hostel Superintendent, in case, recommended by the doctor at the Medical Centre to go to other hospitals.
- xvi. Students shall not organize in the hostel any party, assembly or activity without the permission of the Warden.
- xvii. Students shall not form any hostel society or issue any publication without the permission of the Associate Dean, Student Welfare Division.
- xviii. Students shall not invite any speaker to address a hostel meeting without the permission of the Associate Dean, Student Welfare Division.
- xix. Students shall not remove newspapers, journals, furniture, radio, TV or games or any other materials from the common rooms; mishandle or damage them.
- xx. Students shall undergo medical examination conducted by the medical officer as and when required.
- xxi. Students shall cooperate with the Warden and fellow students and obey the Warden's instruction on all matters concerning Hostel/Mess.

**5. Additional special rules for double occupancy rooms:**

- i. Student must share the key of his/her room with their roommate and share his/her mobile number after room allotment.
- ii. In case, if a student loses his/her key, she/he must inform the roommate and change the lock of his/her room immediately.
- iii. Students should not keep expensive items such as mobile phone, laptop etc. unlocked while leaving his/her room for attending classes or going elsewhere.
- iv. A student is supposed to switch off his/her room's tube light, once his/her roommate is willing to sleep after 10:30 pm. However, he/she can use table lamp to study in their room.

- v. Student should not invite or allow friends in their room once the roommate sleeps.
- vi. Common rooms can be used for group discussion.
- vii. Any misunderstanding should be resolved amicably, otherwise reported to the Hostel Superintendent/Warden.

#### **6. Additional Special Rules for Girls' Hostels:**

- i. All residents shall return to their hostel latest by 12.00 a.m. Prior permission of the Warden has to be obtained for late returns.
- ii. Female students leaving for outstation trips have to make an entry in the outstation register.
- iii. Female students are advised not to go outside the campus between 7.00 pm and 6.00 am for safety reasons. In case of emergency, they shall take permission from their respective Warden or Superintendent.
- iv. No female student shall enter any boys' hostel except for any cultural or similar functions organized by the hostels. They must take prior permission of their Warden to attend such functions.
- v. Female visitors may visit the residents any time during the day and up to 11 pm at night. They can also be taken inside rooms.
- vi. It is a duty of every resident to abide by the hostel rules. The Warden of the hostel may appoint a committee of residents to assist her/him in maintaining discipline in the hostel.

#### **7. Mess Rules**

The Mess (which is outsourced to an external catering agency) is entirely managed by the students, who have evolved the following rules to ensure smooth operation.

- i. Students who reside in hostels shall take all their meals in the hostel mess.
- ii. Students shall be served meals only during the prescribed timings.
- iii. Students shall eat only in the common dining hall.

- iv. All students of a particular section shall be provided a common menu. No request for special alternative diet shall be entertained.
- v. Students shall not carry their meals wholly, or in part, outside the mess. They shall not carry any utensil or any other property of the mess outside the dining hall.
- vi. Sick students may be allowed to eat their meals in their rooms with the permission of the Warden.
- vii. Sick students may obtain a special diet on the recommendation of the Medical Officer and the Warden, and the permission of the Mess Secretary.
- viii. Students shall not interfere with cooking or services and shall not handle mess equipment.
- ix. Students may entertain genuine guests in the mess after making an entry in the Guests Register.
- x. Students shall be allowed rebate on mess bills as per rules laid down by the Mess Committee for specified continued absence from the hostel after prior intimation.
- xi. Students shall cooperate with the mess employees and deal with them in polite and courteous manner.

**NOTE:**

On all matters not covered by these rules, the discretion of the Chief Warden/Associate Dean, Student Welfare Division shall be final and binding.

**8. Safety Precautions**

Students shall observe all safety precautions. The Institute is not liable for accidents of whatever nature in the Institute, Hostels, Workshops, Laboratories or play-grounds.

Part – II

**Guidelines**

**The guidelines given in this part will help students to familiarize themselves with facilities and services by the institute.**

**9. Whom to contact for what**

1	For matters related to payment of fees and dues, Identity Cards, Financial Aid, Travel Concession Orders, Co-curricular activities, etc.  For change of home address	:  Student Welfare Division (SWD)
2	For any complaint related to ragging	Chief Warden/Associate Dean, : Student Welfare Division (SWD)
3	For any complaint regarding sexual harassment	Prof. M G Prasuna , Presiding officer, Internal complaints committee (Committee against Sexual : Harassment)
4	For any matter on which advice is needed	Counselors for Students (see Bulletin, : Part VII), Wardens, Chief Wardens, Dean, Student Welfare Division
	For registration, advice on academic	

5	<p>programs, substitution of courses, and withdrawal from courses, related Registration, issues to Academic Records, Academic Grade Cards, Counselling Board, Provisional Certificates, Transcripts, etc. For Name Corrections</p>	<p>: AUGSD for first degree and AGSRD for higher degree</p>				
6	<table border="1"> <tr> <td data-bbox="323 831 499 1070">For</td> <td data-bbox="499 831 935 1070">i. Academic</td> </tr> <tr> <td data-bbox="323 1070 499 1368">Certificates</td> <td data-bbox="499 1070 935 1368">ii. Others</td> </tr> </table>	For	i. Academic	Certificates	ii. Others	<p>: AUGSD for first degree and AGSRD for higher degree</p> <p>: Student Welfare Division (SWD)</p>
For	i. Academic					
Certificates	ii. Others					
7	For matters related to Practice School.	: Practice School Division (PSD)				
8	For matters regarding timetable, scheduling of tests, conduct of courses,	: AUGSD/AGSRD and time table				
9	For matters related to admissions, dual degrees, transfer, etc.	: FIC, Admissions				

10	For matters pertaining to Library	: Librarian
11	For purchase of Textbooks, EDD Notes	: Book Syndicate
12	For matters pertaining to Workshop	: Workshop Unit
13	For matters related to hostels and Messes.	: Resident Warden/ Chief Warden.
14	For Recreational Activity Forum (RAF)	: FIC, Community Welfare & RAF
15	For Earn While You Learn Project (EWYLP)	: Library
16	For Discipline Associations	Head of the Department of the : Discipline concerned
17	For Games and Athletics	: Physical Education Instructor
18	For Placement, Campus Interviews, etc.	: Placement Unit
19	For degrees, medals, etc.	: Registrar, BITS Pilani
20	Off campus programs (Work Integrated Learning and Collaborative)	: Work Integrated Learning Programme Division (WILPD)
21	For matters related to Technology Innovation Centre and Technology Business Incubator (TBI)	: Managing Director, TBI



**Note:** For all other academic matters not covered above, students should contact AUGSD/AGSRD and for any administrative matters, Students Welfare Division. For all general guidance, one can always meet any counselor for students.

### 10. Location of Offices

The locations of important offices the student would need to contact are given in the table below:

<b>S.No.</b>	<b>Name of the Office</b>	<b>Room</b>	<b>Tele(pre fix 91-40-66303)</b>
1	Director	C 301	801
2	Dean, Administration	K 209	660/999
3	Associate Dean, Work Integrated Learning Programme Division	E 116	520/857
4	Associate Dean, AGSRD	C 313	511/822
5	Associate Dean, Student Welfare Division	E 215	620/820
6	Associate Dean, AUGSD	D 117	510/827
7	Associate Dean, Practice School	A 119	547/824
8	Associate Dean, Academic Research Division	A 116	505

9	Associate Dean, Sponsored Research & Consultancy Division	A 020	515
10	Associate Dean for Faculty Affairs	A 201	513
11	Deputy Registrar	C 218	997
12	Chief Warden	C 223/E-120	804/629
13	FIC, Admissions	B 103/C238	605/830
14	FIC, Community Welfare & Recreation Activity Forum	A 003	647
15	FIC, Placement Division	D 217	552
16	In Charge, Workshop	E 117	565
17	Managing Director, Technology Business Incubator (TBI)	TBI	837
18	Earn While You learn Project (Library)	Library	809/810

#### 11. Information Collection:

Read the notices posted on Notice Boards of the Institute, hostels and messes regularly and carefully. Keep a copy of the Bulletin, the Academic Regulations and of the Timetable accessible for reference.

## **12. Certificates**

Contact the office of AUGSD/AGSRD for academic certificates and the office of the Student Welfare Division for others, well in time.

## **13. Clearing of Dues**

While you have to pay tuition and other fees before the beginning of each semester, mess, electricity and other departmental dues are to be regularly paid from 15<sup>th</sup> to 25<sup>th</sup> of each month. Monthly dues are displayed on the SWD notice board. Payment of tuition and other fees, payable at registration time, is possible before registration day through Demand Drafts, payable at State Bank of India, Hyderabad. Mess and other monthly dues can be paid through cheques drawn in the aforementioned bank.

When dues are paid through a local bank cheque, the payment shall be valid subject to clearance of the cheque. The payments can also be made through withdrawal forms of State Bank of India counter within the BITS campus. All money remittances should be sent to the Associate Dean, Student Welfare Division, BITS Pilani, Hyderabad campus. **Drafts should be drawn in favour of “Birla Institute of Technology and Science”, Pilani, Payable at Hyderabad.** Students, who fail to pay their dues by the announced dates, shall be required to pay at the time of next registration, an additional advance as per rules.

## **14. Schedules**

BITS is known for strictly adhering to dates and schedules and has lived up to this reputation very well. You are advised to keep a strict note of the dates and follow them sincerely. In the past, students have even missed scholarships because they failed to collect the same by announced dates. Do not let this happen to you. Take note of all dates, announced from time to time for various purposes.

## **15. Change of Home Address**

When you are admitted to the Institute, your registered home address is the one mentioned in your application. If your home address changes thereafter, please inform the Associate Dean, Student Welfare Division about it.

## **16. Identity Cards**

You are expected to keep the identification card with you, especially when writing tests, etc, and also when you go out of town. The laminated identification card with your photograph will be issued to you. In case of any change in ID Number, ID card of the student will be changed.

## **17. Text Books**

Each course in the Institute is assigned a Text book or Textbooks, and the students are expected to procure the same for their use. A list of prescribed Text books is given in the Timetable, in Section IV, every semester. This list also gives the mode of supply of the books. The books may be obtained in one of the following ways:

- a) Buy EDD Notes from 'The Book Syndicate' against payment through mess bill.
- b) Buy books from ready stock in The Book Syndicate, 10 % discount is allowed on cash purchase.
- c) Buy from 'The Book Syndicate' by requisitioning textbook or any other book.

## **18. Substitution or Addition of Courses, Withdrawal from course, Transfer from one Programme to another, Registration for Dual Degrees, etc.,**

You may, sometime or the other, wish to avail yourself of one or the other of the above mentioned features of the flexible structure of BITS education. Do so meaningfully. To begin with, be thorough with the documents like Academic Regulations, Bulletin, etc. Having done so, file suitable applications as and when the same are invited. The Academic Regulations enjoin an equal responsibility on the students. You would do well to remain alert and seek all the required information. Be aware of all your responsibilities.

## **19. Scrutiny of Grades**

It may happen that sometimes you get a grade lower than what you think you deserved. If you are sure about your performance, first contact your Instructor-in-charge. If you still want a scrutiny of your grade, obtain the prescribed form in duplicate, and submit it to the Registrar, duly filled in, within 45 days from the last date of the comprehensive examination of the concerned semester/ term or, the last day of PS-II, or two weeks

from the date of registration of the next semester, whichever is later, along with the prescribed fee. You would receive a communication from the Registrar about the outcome of the scrutiny in due course of time.

## **20. Monetary Assistance**

A) The following kinds of aid are generally available:

- i) Assistance from Institute sources
- ii) Assistance from Government and other agencies.

For financial assistance from Institute funds, you can apply in response to the notices which generally appear at the end of each semester. If you are at the practice school station, the notices will reach you at your stations. File your application in accordance with specified conditions and do not forget to submit the needed documents along with it. If you fail to submit your application in time or do not submit required documents, you will not be considered for award of financial assistance.

The procedure for making applications for aid from Government sources and other external agencies is as follows:

- i. Obtain a blank application form from the Director of College Education of the State Government concerned or the appropriate authority. If forms are received in Institute offices, this fact is duly notified. The last date for submission of these forms is generally August 15.
- ii. Complete the form in all respects, viz. fill up all entries, attach all enclosures (true copies of marks sheets, photo, income affidavit certificate of being a bonafide student, being a hosteller, joining date, etc.).
- iii. Hand over these papers at least 10 days before the due date to the office of the Associate Dean, Student Welfare Division, along with a covering letter.
- iv. We have observed that outside agencies send their sanction letter very late, sometimes even after the month of December. As such, interim enquiries would be unnecessary. As and when sanction letters or cheques are received, students will be informed. They should then note down the number and date of sanction letter for their future reference.
- v. Encashment of out-station bank drafts takes some time. Hence, the dates of actual

payment by the Institute will always be after the date of receipt of drafts and will be duly notified.

- vi. All scholarship amounts are directly transferred to the mess accounts of the concerned students.

#### B) Earn while you learn project

BITS sponsors an “Earn while you learn” project for the students of the Institute.

Selected students are provided part-time jobs such as tutorial work, office assistance, etc. Some students work in groups for typing, word processing and magazine circulation services for the student community. Some of the academically best performing students have also been involved in course development work wherein they assist the faculty members in the development of courses and occasionally, in tutorial work. For this, they are paid suitable stipend by the Institute. Some senior students help juniors as tutors for various courses. One can read several magazines by paying a nominal fee as a member of EWYLP. The project has also the provision of starting new schemes if new talent is available or some new idea is suggested.

### 21. Travel Concessions

The Railways, Airlines, and some nationalized Road ways permit students to travel on concessional fares, provided they produce Travel Concession orders issued by the Institute. The office of the Student Welfare Division issues such concession orders for the following kinds of journeys by rail:

- i. For travel to home town and back during semester breaks or summer vacations.  
(Students can be issued concessions only for journey to their home);
- ii. For travel to places of practical training or to a Practice School station and back;
- iii. For journeys on behalf of the Institute to represent in competitive events.

If you are seeking a concession order, please file a written request with the Student Welfare Division by the date notified for this purpose. Note that whenever a concession order is sought for attending a Seminar or any event on behalf of the Institute, necessary deputation certificate from the concerned officer has to be filed along with it.

**No duplicate concession orders can be issued until documentary evidence about loss/destruction/non-use, etc, is produced.**

The following details should be checked in every rail concession order:

*Name of the student, Name of the Railway Station, Signature of the Dean, Date of issue.*

The concession certificates have also to be verified i.e. stamped, initialed and signed by the station master of the Rail head at Hyderabad, for them to be valid. Some students in Practice School ask for such verification. It will be possible for the Institute to get the concession certificates verified only if there is a substantial number of such requests and if they come at an appropriate time.

## **22. Library Services**

Library facilities are available to the students registered for the various academic programmes of the institute. The library has all prescribed textbooks and reference books for various courses, general reading materials and previous years' question papers. It subscribes to 74 current periodicals on different disciplines. Library has interlibrary loan arrangements with other libraries both in India and abroad for nominal charges.

The Library site also provides access to CD net and several e-journal portals such as American Chemical Society, ACM, ASCE journals, IEEE Xplore, Nature Microbiology, JSTOR, Nature, Springer Link, etc.,

Library remains open throughout the year (except on three national holidays.) The library hours are as follows:

Monday to Friday: 9 am to 11 pm

Saturday: 9 am to 7 Pm

Sundays and other Holidays: 10 am to 6 pm

During examinations/Test: 9 am to 1 am (Midnight) All days - Including Saturdays and Sundays

## **23. Workshop**

The BITS workshop is primarily an academic unit but it permits students to make models, gadgets, etc., subject to limitations of facilities. Models, gadgets, etc. made by students can be purchased by them on payment of prescribed charges as decided by the Faculty In-charge, Engineering Services Division.

#### **24. Shopping Complex and Bank**

There is a shopping complex inside the campus run by 'Agarwal' Super Market for the benefit of the students and the members of the staff of the Institute. Agarwal super market supplies all the major items at reasonable rates throughout the year. There is also a 'The Book Syndicate' book shop inside which caters to the stationery and text book needs of the students and staff. There is a branch of State Bank of India with ATM facility in this shopping complex.

#### **25. Foreign students**

Are you a foreign national? If yes, you will be under the care of International Students Adviser who would look after your special needs, if there is any. Hence, soon after admission, you should contact your Adviser and whenever you face any problem share it with him/her. IF you need to contact Police or other District Authorities, please do so through the Adviser and the Associate Dean, Student Welfare Division.

#### **26. Physical Education and Sports**

To ensure overall development of every student, the institute provides multiple avenues for relaxation, health and fitness through sports and recreation facilities. The Student Activity Centre (SAC) offers facilities for various Indoor & outdoor Games / Sports In addition to indoor facilities, modern facilities for outdoor games like Tennis, Basketball, Volley Ball, Throw ball, Foot Ball, Hockey, Frisbee, Kabaddi, Kho-Kho and Cricket are available in SAC premises. In Indoor games like Badminton, Squash, Table Tennis, Chess, Carom and Cue sports are available in SAC building.

A new stadium with 400m 8-lane athletic track, football field along swimming pool will be functional by end of this academic year.

In addition to the common games and sports facilities, separate play areas for Volley ball, Table Tennis, chess and carom are provided in each hostel.

A Gym (With separate sections for strength and weight training) with state-of- the-art equipment is available here.

Normal Functioning time of GYM: 6 AM to 8.30 AM and 4.30 PM. to 8.30 PM.



## **27. Student Activity Centre (SAC)**

SAC is also used by The Students Union, Various clubs like Dance, Music (Indian and Western), VFX, Photography, Dramatics, Shades (Fine Arts) and English Language Activities Society (ELAS) among others. They are provided with rooms inside SAC to pursue their activities. Many more clubs share space in SAC for their activities. A variety of musical instruments like synthesizers, drums, guitars, etc., have been made available for students of the Music Club to encourage them to practice and perform. In addition, any other activities (i.e. cultural festivals, music/dance training etc.) for students and staff can be conducted in SAC with prior permission from the concerned authority. SAC is normally open from 6.00 AM to 1.45 AM every day during the academic year.

## **28. Recreational Activities Forum (RAF)**

RAF is a facility created by the Institute for the benefit of its students and staff.

The main objective of 'RAF' is to provide healthy entertainment to the BITS students, member of staff and members of their family by exhibiting educational, scientific, cultural, social and feature films in English and Hindi, on strictly noncommercial basis. The club also screens regional and international movies. It also arranges talks, seminars and workshops by experts in different aspects of cinematography and organizes suitable cultural programmes.

Eligible students and staff members of BITS may apply to the In-charge of RAF for membership on the prescribed form along with the membership fee, and they will be issued the suitable membership card. Members will be permitted entry to all the activities organized by RAF on the presentation of the membership card.

## **29. National Service Scheme (NSS)**

Under the NSS Project and Adult Education Programme students are brought in touch with the realities of village life and are expected to contribute towards rural development. The Institute has an active NSS unit and has integrated the NSS work with its academic programmes by giving credits for Social Service projects. For getting academic credits for such type of work, consult the Bulletin and have discussion with your registration adviser. If you feel motivated to do social service, please contact the

NSS Coordinator or Programme Officers. The registration for NSS is done at the beginning of each academic year.

### **30. Placement**

The placement unit serves as liaison between you and your potential employers.

A number of organizations send out their Executives for what is known as 'Campus Interview' and many students get selected each year. If you wish to benefit from the placement services, contact the Faculty in charge at proper time and never forget to fill in necessary forms.

### **31. Participation in Administrative Activities**

Student participation in all academic and co-curricular activities is a guiding philosophy of the Institute. The Institute firmly and sincerely believes that it can grow in strength only when all its students and staff members work as equal partners. The students have been participating in deliberations of Senate, Academic Counselling Board, Standing Committee for Students' Discipline and in various other Divisions, and Units like AUGSD, AGSRD, Student Welfare Division etc, to mention a few. Whenever any new programme or academic concept is evolved, extensive interaction with the students is undertaken. The Institute strongly believes that participation of students is a very helpful phenomenon. Hence, remember that you can help the Institute in its march towards its cherished goals in a big way. A student of BITS has many responsibilities other than acquiring the degree.

### **32. Participation in Cultural Activities**

Many of Hyderabad campus clubs managed and run by the students have acquired fame for excellence. These Clubs can be your growth factors if you have a feel for these activities. Hindi Activities Society, English Language Activities Society, Hindi and English Drama Club, Photography club, Music club, etc, are some of the significant ones. Identify your interest and then contact the Secretary of the concerned club for membership. At the beginning of every semester, notices are displayed by the concerned clubs for admitting new members into their fold. Each club has its own rules for admission.

### **33. The Bhawans**

The various hostels of the Institute, known as 'Bhawans' will be your home as long as you continue to be a BITS student and are in Hyderabad campus. You are expected to live in the Institute hostels unless permitted by the Associate Dean, Student Welfare Division to stay outside. Each room has a ceiling fan. Common room facilities with cable TV and telephone are provided in each Bhawan. Internet connectivity has been provided in all hostel rooms. It is the responsibility of every inmate to observe the Hostel Rules and protect Hostel property. Damaged or lost property should be informed to the resident Warden immediately. In addition, there are Hostel Superintendents who help in the maintenance of hostels and other matters. You are advised not to keep heavy cash, jewelry or costly articles in your rooms.

### **34. Medical Care**

If you happen to fall ill and need medical care, consult the doctors at the Medical Centre situated on the Campus and inform the Warden. Adhere to the doctor's advice, and avoid self-medication. If treatment at the Hospital becomes necessary, your Warden will make all necessary arrangements. Special food recommended by physician can be obtained from the messes.

You may also refer to the Institute Bulletin, Academic Regulations, and Time Table for details. Finally, you are now an important member of the BITS family and will be so at least for the next four to five years. The good wishes of your senior colleagues and staff members are always with you. In case you stand in need of any help or advice please feel free to seek the same from your hostel Warden, the Chief Warden or Associate Dean of Student Welfare Division or any counselor for students. They will always be ready to guide you.