

PES UNIVERSITY

(Established under Karnataka Act No. 16 of 2013)
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STUDENT MONITORING GUIDELINES

Dear Parent,

We earnestly hope that your ward's progress so far has been up to your expectation. The University is putting its best efforts to ensure that students are offered the best academic support to achieve their career/goal. We sincerely request your continued co-operation in making this mechanism effective.

We are herewith sending the student / parent declaration form with your ward. We request you to fill and return the same through your ward on the first day of the next semester.

The following are some points of importance regarding the conduct of students in the University.

General Instructions

1. The II and IV, semester classes for BTech, BCA, BBA, BBA-HEM, BArch, BDes commence on Monday, 2nd January, 2017. IV semester classes of MBA, MCA and MTech commence on 2nd January 2017 and II semester classes of MBA, MCA and MTech commence on 9th January 2017.
2. Students should compulsorily attend classes from the first day of the semester. Students, who for valid reasons are unable to attend the class on the first day, should have taken prior permission, through a letter signed by the parent supporting the reason for delay, well before he/she reports to the classes at the University. Fax/phone calls seeking permission for such late-coming will not be accepted.
3. Students will be allowed to attend classes only upon submitting the Declaration Form (duly signed by the parent only) during the first hour of theory class on the reopening day. Permitted late-comers upon return shall submit the form to their respective Chairperson directly. However, such students cannot claim attendance benefits.
4. Non permitted late comers will be penalized at Rs.200/- per day, on late arrival. However, it is to be noted this penalty would not help the student regain attendance.
5. Students must **sport their identity cards** within the University premises and when they represent the University in events outside. Students will not be allowed to appear for the tests, labs and examinations without their correct identity cards. **Loss of identity cards, swapping of identity cards and tampering of identity cards would be treated as acts of indiscipline.**

6. Students have to report to the classes on time before the start of the period. Late comers may be permitted to the class within five minutes from the start of the class at the discretion of the faculty and this facility will be limited to once in a month.
7. Students are required to keep their mobile phones in the **switched off condition during the class hours**. If a student is found using the mobile in the class room either texting or browsing, the mobile phone may be seized and will be returned to him only at the end of the semester.
8. Students are required to pay the **prescribed tuition fees along with the examination fees** on the prescribed days to avoid fines and possible detention from attending classes, writing tests and/ or final examinations. A fine of Rs. 100/- per working day will be levied after the due date.

Prof CNR Rao Merit Scholarship

9. The University has instituted Prof CNR Rao Merit Scholarships for academic excellence in each program of study. The features of the scholarship are
 - a. Scholarship equivalent to 15% of tuition fee paid per semester
 - b. Top 20% of students with **SGPA ≥ 8.50** at the end of the semester subject to clearing all courses in the first attempt
 - c. **Students taking makeup examination or obtaining “W” or “I” grades in any course are not eligible for the scholarship.**

The scholarships are awarded at the Prof CNR Rao Scholarship award function to the eligible students by way of cheques at the start of the subsequent odd semester.

Faculty Advisor System

10. Students are allotted a faculty advisor who can be approached for both academic and non academic problems faced by the student. The student is expected to meet the faculty advisor at least twice in a semester and the meetings are to be recorded in the faculty advisor diary of the individual student.

Class Committee Meeting

11. Every semester a class committee is constituted with two student representatives from each section. Class Committee Meetings are conducted at least twice in a semester to enable students' voice their apprehensions and grievances.

Parent Teachers Meeting

12. Every semester two parent teacher meetings are arranged on Saturdays to enable parents to attend these meetings. Parents must utilize this opportunity to sort out the academic issues with the respective teachers and help the student perform better.

Grading System

13. Presently the performance of students is evaluated and graded using relative grading system.

14. As per the University regulations (section 64 of PESU regulations handbook)

- a. Attendance for all examinations both In Semester Assessment (ISA) and End Semester Assessment (ESA) of each registered course shall be compulsory. Student against whom any disciplinary action by the University is pending shall not be permitted to attend any ESA in that semester.
- b. A student is awarded a grade for each course he/she appeared in the ESA (weightage of marks = 40% ISA + 60% ESA). A letter grade is awarded to each subject as per the following table.

#	Letter Grade	Grade Points	Remarks
1	S	10	Outstanding
2	A	9	Excellent
3	B	8	Very Good
4	C	7	Good
5	D	6	Fair
6	E	5	Satisfactory
7	F	0	Fail
8	I*	-	Incomplete
9	W*	-	Withdrawal
10	AP	-	Audit Pass
11	AF	-	Audit Fail

- c. Makeup examination may be conducted for students who have sought prior permission from the Vice-Chancellor for medical reasons, family emergencies or representing the University for academic/cultural/ sports activities.

Attendance and Sessional Requirements

15. As per the University regulations **students must have 85% attendance** in each subject. This can **be condoned up to a maximum of 10%** for those who have genuine medical reasons and those who are selected to represent the University in sports / cultural / co-curricular / extracurricular activities and placement activities. This will mean that the student has to put in a **clear minimum attendance of 75%**. Students producing medical certificates cannot claim extra attendance for the period of absence. Students having attendance less than 75 % would not be eligible to appear in the ESA and/or take part in the placement activities.
16. Students will have two regular tests (T1 & T2) and one makeup test as per the calendar of events.
17. Students who miss T1 or T2 for genuine reasons will be eligible to take / write the makeup tests.
18. As per the regulations of the University, makeup classes may be conducted for making up for shortage of attendance but such a facility can be availed by a student only once during the entire duration of program of study.

Remedial Classes

19. Students who require additional academic help and students who have SGPA less than 6.0 are required to compulsorily attend remedial classes. The timetable for remedial classes is announced on the department's notice board. Students can get help on missed classes and difficult concepts in the remedial classes. Attendance is recorded for the remedial classes.

Sessional Marks and Progress Reporting

20. The sessional marks at the end of the semester will be displayed on the notice board. It is the sole responsibility of the students to verify the correctness and report discrepancies, if any, to the concerned Chairperson. It is strongly recommended that parents advise their wards to make use of this opportunity to avoid any confusion later.
21. The progress reports of the students are sent by post / courier / sms / website access. Parents have to acknowledge receipt of the same and forward their remarks on their ward's progress with suggestions. Parents are requested to be in contact with the Chairperson periodically to monitor their ward's progress.
22. Also parents can view their ward's performance by logging on to the website <http://www.pes.edu/dashboard> using the user id provided to them through e-mail / sms.

Eligibility for Continuation in the Program of Study

23. A student shall be declared as Not Fit for Program of Study (NFPS) and terminated from the program of study if he/she:
 - (a) Secures 'F' grade in a particular course for five times. A warning shall be issued to any student who fails to obtain a passing grade in a course after three attempts, and, a final notice issued after four attempts, each of which shall be intimated to the parents or guardians.
 - (b) Fails to obtain a semester grade point average of at least 4.0 on a number of occasions numerically equal to the minimum duration of the program in years. If the performance of a student at the end of a registered semester is below 4.0, he/she shall be issued a warning in the first two instances and a final notice in the third instance, each of which shall be intimated to the parents or guardians.
24. Such students if interested shall be eligible to apply for readmission to the program of study at the first year level or second year level as the case may be.
25. Some courses in the higher semesters may have a prerequisite course(s) of the earlier semesters. A student is eligible to register for a course in a higher semester only if he or she obtains a pass grade in the prerequisite course(s).

Hostelites

26. Hostelites have to adhere to the rules and regulations of the Hostel. Staying late outside, indulging in activities not befitting students such as smoking, alcohol, drug abuse and ragging are serious offences and the student can be terminated from the Hostel / University.
27. Hostelites have complained in the past about loss of items like mobile phones and cash from their rooms. To eliminate misunderstandings, Hostelites must refrain from entering and staying in other student's rooms.
28. Hostelites should not misuse the facilities such as internet, mobile devices and laptops in the hostel premises and in the rooms. Use of such devices should be limited to contact family members or for academic purposes only.
29. Hostelites with a history of medical problems should report to the Hostel Warden / Faculty Advisor / Departmental Chairperson about the same at the time of joining. Parents of such students have to keep track of the student's condition closely and periodically visit the student.
30. Hostelites who abstain from classes should submit their leave letters clearly stating the reason for the absence and duly signed by the hostel warden. In case a student has to leave for home during the semester for any reason, the parents should inform the department in writing about the decision.
31. Hostelites have to show courteous behavior towards fellow hostelites, faculty, staff and security staff. Misbehavior in the campus will be treated as matter of indiscipline.

Discipline, Malpractice and Infraction Slip

32. Any student found indulging in acts of indiscipline on the campus will be issued an Infraction Slip. Accumulation of 2 infraction slips will result in punitive action as per University norms.
33. If a student is found guilty of any malpractice in the ISA or ESA his / her sessional marks / examination results in all the courses of that test / exam will be treated as null and void. The student will be given an opportunity to appear before the Examination Malpractice Review Committee along with the parent. Depending on the seriousness of the case, the committee will recommend appropriate punitive actions. The student would then be required to repeat the semester. In such cases parents will have to meet the Vice-Chancellor in person before the commencement of the next semester.
34. The Vice-Chancellor and / or the Committee appointed by the Vice-Chancellor shall inquire into the cases of student indiscipline. Depending on the gravity of the case of indiscipline as assessed by the Vice-Chancellor or the Committee, immediate punitive actions will be recommended which could range from a serious warning, imposition of fine, suspension from classes, cancellation of scholarship benefits and/or any concessions, or expulsion from the University. In all matters of disciplinary action the decision taken by the Vice-Chancellor or the nominated committee shall be final and binding on the student.

Medical and Counseling facilities

35. Student staying in the hostel must report any illness to the Warden, who can provide medical help and also inform the parents / guardian. Students must not resort to self medication or consult unauthorized doctors.
36. A consulting doctor is available in the hostel premises in the evenings for consultations / first aid to students at the hostel.
37. In case of absence from classes on medical grounds, student must submit authentic medical certificates. Medical certificates are subjected to verification by appropriate authorities.
38. Professionally trained student counselors are available on campus for consultations in both academic and non academic problems. Importance is given to lifestyle analysis and stress relief exercises. Students who require medical attention are referred in consultation with parents. Academic support is given by faculty of the department.
39. Student's academic documents will be issued to the concerned student only. It will not be given to anybody else including parents, unless the student gives an authorization in the prescribed format or through an affidavit. However, the affidavit should necessarily contain the original photos & signatures of both the student and the authorized person.

The University is catering to a large number of students from diverse cultural background. The University strongly believes in sound ethical practices and encourages students to follow high moral and ethical standards.

Parents must be in contact with their wards and be aware of any non academic problems faced by them. Help can be sought from Faculty Advisors, Departmental Chairperson and student counselors to resolve such issues with the student and bring him/her back to the mainstream. We believe that with active support from parents, the student can be molded to become a good citizen with high moral and ethical standards.

Periodic visits by parents to the University to enquire about their ward's welfare and progress would help us resolve issues quickly and guide the student in his academic pursuit. Prior appointments for such visits could save your time and resources. While seeking appointment, please indicate the exact purpose of the meeting.

Your feedback on the points discussed above is most valuable to us and will help us in helping the students achieve their career goals.

With warm regards,
Yours Sincerely,

Registrar

Vice-Chancellor

Student Declaration / Undertaking

Name of the Student		
SRN	Program of Study	Semester :
E-mail:	Contact No.	
Name and address of the parent/guardian, with phone number		
Local address, during the course of study, with phone number		

I have gone through the Student Monitoring Guidelines provided by the University and agree to abide by the same.

I have gone through the regulations of the University and shall not indulge in any act of indiscipline inside or outside the campus

I agree to take appropriate corrective actions for my academic improvement.

I agree to keep my personal problems away from my academics and shall sort out the issues with my parents / counselor. I shall keep my parents informed at all times about any personal issues.

Signature of the student

Parent / Guardian Declaration / Undertaking

I have gone through the Student Monitoring Guidelines provided by the University and extend my full support to the points mentioned therein.

The information provided by my ward is correct and I take the responsibility to intimate any changes to the office from time to time.

I understand that the student's personal and non academic problems, which affect the student, are beyond the control of the University. I / we shall put my / our best effort to resolve them and will not hold the University responsible for such problems.

Place:

Date:

Signature of the Parent / Guardian