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29. Academic Counseling Cell (ACC)

ACC consisting of a group of faculty members and students helps students to overcome their anxieties and stress levels pertaining to academic performance or non-academic issues. One Professional Counselor also visit the campus periodically to provide counseling services to the students.

30. VFAST Hostel

The Visiting Faculty and Students Transit (VFAST) Hostel situated near the Main Gate has a limited accommodation normally available for official visitors. Under special situations accommodation may be made available to the parents and relatives of students after receiving permission from the faculty-in-charge of VFAST. Parents of students may avail 25% concession for their stay, on submission of the prescribed form forwarded by the warden.

31. Other Pilani Attractions

Birla Museum, Saraswati Temple, Shiv Ganga, CEERI (Central Electrical and Electronics Research Institute – a CSIR Laboratory), Birla Haveli, Panchavati are other attraction of Pilani

25. Participation in Academic Administration

Institute encourages active participation of students in policy decisions. Students' representatives participate in deliberations of the Senate, Academic Counseling Board, Standing Committee for Students' Discipline, mess committee and in various other Divisions, and Units, such as Instruction Division, Student Welfare Division, Academic Registration and Counseling Division, etc. New academic programmes and concepts continuously evolved are implemented after wide consultation with the students.

26. Participation in Extra-Curricular Activities

A number of clubs, departments, regional associations like Hindi Activities Society, English Language Activities Society, Hindi and English Drama Club, Photography Club, Music Club, Punjabi cultural association etc, are managed and run by the students. At the beginning of every semester, notices are displayed by the concerned clubs for admitting new members into their fold. The All India Cultural Festival, 'OASIS', an academic festival APOGEE ("A Professions Oriented Gathering Over Educational Experience") and a sports festival BOSM (BITS Open Sports Meet) are organized by the students every year. Students may consult the Student Union & Sports Club representatives for more information on these three annual functions.

27. Bhawans

Students are expected to live in the Institute hostels, known as Bhawans, unless permitted by the Chief Warden and the Associate Dean, Student Welfare Division to stay outside. Each room is provided with the necessary furniture and fixtures. Tata sky is provided in common room of each Bhawan. Internet/Wi-Fi connectivity has been provided in all hostel rooms. Each hostel has a warden, non-Resident warden to help and guide students. In addition, there are hostel superintendents, who help in the maintenance of hostels and other day to day matters. Students are advised not to keep large amount of cash, heavy jewellery or expensive articles in their hostel rooms. Students are advised to maintain the cleanliness & sanctity of the Bhawan/Room.

28. Medical Care

If a student happens to fall ill and needs medical care, s/he may consult the doctors at the Medical Centre situated on the Campus and inform the hostel superintendents/warden. S/he must adhere to the doctor's advice, and avoid self-medication. If treatment at the Birla Sarvjanik hospital is required, superintendents/wardens will make all necessary arrangements. The Institute provides an ambulance for taking students, who need medical attention at Pilani or outside. Consultation and admission/stay at the Birla Sarvjanik hospital are free of charge but cost of medicines has to be borne by students. Special food recommended by the physician is arranged from a designated hostel mess.

Part - I

Rules

1. Disciplinary Rules

- i) Students shall conform to a high standard of discipline and conduct within and outside the precincts of the Institute in a manner befitting students 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 endeavour and cooperation. Students shall show due respect, courtesy and consideration to faculty, staff and fellow students.
- 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-students' belongings, misbehavior with faculty/staff members/fellow students, ragging of fellow students and use of unfair means in tests/examinations may entail the student's temporary or permanent dismissal from the Institute.
- iii) For maintaining discipline amongst the students of the Institute, the 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 a suitable disciplinary action/punishment.
- iv) Every student is expected to represent himself or herself honestly in all situations whether orally or in written statements. An honest representation includes but is not limited to providing only truthful information on all university applications, financial aid forms, waivers, and any other official documents.
- v) Ragging is an inhuman act and 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 to necessary disciplinary and legal action. This includes lodging of a criminal case against the student at the Police Station as per the directive from the Honorable Supreme Court of India as well as expulsion from the Institute.
- vi) As per ruling of Supreme Court, sexual harassment includes physical contact and advances, demand or request for sexual favors, sexually colored remarks, display of pornography and any other unwelcome physical, verbal or non-verbal conduct of a sexual nature. The Committee for Combating Sexual Harassment (CCSH) has been setup with an aim to provide for the effective enforcement of the basic human right.

- vii) As per the guidelines of UGC, the Committee of Gender Champions has been setup to provide awareness regarding gender equality.
- viii) In case of damage to any building, furniture, apparatus or other property of the Institute, the damages will be charged to the student or students known to be directly involved, but if persons responsible for damage are unknown, the cost of damage may be recovered by equally charging all the students of the Institute. Students are also expected to report the instances of damage immediately to the concerned Warden/Chief Warden.
- ix) Students shall be responsible for books, apparatus, tools, instruments, materials, etc., issued to them.
- x) No society, association or club shall be formed without the prior permission of the Associate Dean, Student Welfare Division.
- xi) No person from outside shall be invited to address any meeting or society without the prior permission of the Associate Dean, Student Welfare Division.
- xii) Students are expected to adhere to the highest level of integrity in examinations. The adoption of any unfair means like bringing banned material/devices in examination hall, tampering with marked answer books etc. will result in strict disciplinary action by the Examination Committee, which may include rustication for one or more semesters, or expulsion from the Institute.
- xiii) Students, including day-scholars, are not permitted to possess / drive motorized vehicles such as cars, scooters, mopeds etc. in the campus.

2. Hostel Rules

- i) Each student shall reside only in the hostel room allotted to him/her by the Chief Warden.
- ii) Students shall be responsible for all articles of furniture, electrical and other fixtures provided in their rooms. They shall not damage, disfigure institute property, or paint walls, doors, windows, etc.
- iii) Students are requested to lock their rooms whenever they leave; loss of property in such case is not the responsibility of chowkidar / hostel superintendent.
- iv) Use water and electricity judiciously. Students should not leave their room without turning off the switches.

20. Foreign students

Students having nationalities other than Indian are under the care of International Students Adviser, who would look after their special needs, if there be any. Immediately after admission, foreign students should contact their Advisor and be in constant touch with him/her. If students need to contact the Police or other District Authorities, they should do so through the Advisor and the Associate Dean, Student Welfare Division.

21. Games and Sports

Facilities exist for various games and sports and students may avail them. All games and sports activities are organized by the Sports Club, which is fully managed by the students under the guidance of the In-charge of Physical Education, SWD. Besides the games and sports facilities, Institute has a Student Activities Centre (SAC) housed in a separate building where students have their union office and rooms for various activities. This building also has courts for badminton and squash, a Table-tennis room, a well-equipped gymnasium, a Health Club, an open amphi-theatre and a cafeteria. There is an outdoor swimming pool and interested students should contact the person-in-charge of Physical Education, SWD for details of membership and rules.

22. Recreational Activity Forum (RAF)

RAF provides healthy entertainment to the BITS students, members of staff and their family by screening feature films in English and Hindi, strictly on noncommercial basis. Interested students and staff members of BITS may apply to the Professor-in-charge of RAF for membership on the prescribed form along with the membership fee and they will be issued the suitable membership card.

23. National Service Scheme (NSS) and NIRMAAN

NSS and NIRMAAN through their social outreach program contribute towards rural and societal development. The registration for NSS and NIRMAAN is done at the beginning of each academic year. NSS Coordinator/NSS Programme Officers and Professor-in-charge NIRMAN enable and guide students' activities.

24. Placement

The Placement Unit serves as a liaison between students and their potential employers. Students should register with Placement Unit during their final year to avail placement services. A number of organizations send out their executives for what is known as "Campus Interview" to the campus. Majority of the students secure their placement offer prior to their graduation.

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

The concession certificates have also to be verified and validated, i.e. stamped, and signed by the station master of the Rail Heads Loharu/Jaipur/New Delhi/ Delhi Jn.. As some students at Practice School request such verification, it will be possible for the Institute to verify concession certificates only if there are a substantial number of requests arriving at the appropriate time.

17. Library Services

The BITS Pilani library is housed in a state-of-the-art new building, covering about 65000 sq.ft area and is located close to all academic blocks of the Institute. With attractive palatial interiors and a seating capacity of 750, the library includes, well-lit reading halls, stacks, display areas, e-library zones, audio-visual library and study carrels. There are a couple of air-conditioned reading halls. The library is fully automated with a collection of over 2,38,650, books, manuscripts, a good collection of rare books with bound volumes of journals since 1920s. Library subscribes to over 267 printed National and International journals. About 11045 full-text e-journals and as many as 31 databases have been made available on the campus network and can be accessed in the hostel rooms and staff residences.

The library remains open throughout the year except national holidays from 9 am to 11:00 p.m. on all working days. The opening hours of the library are extended till 12 midnight during semester-end (Comprehensive) examinations.

18. BITS Consumer's Cooperative Stores (BITS COOP)

This is a cooperative store for the benefit of students and members of the staff of the Institute. Textbooks, stationery and other items are sold at reasonable rates. Students may become members of the COOP by paying the membership fee (nonrefundable) and buying four share of Rs. 25/- each for student membership which is refundable. There is also a bookshop and a permanent book exhibition at BITS COOP.

19. Workshop

The BITS Workshop is primarily an academic unit but it permits students to make models, gadgets, etc. for project work. Models, gadgets, etc. made by students can be purchased on payment of prescribed charges as decided by the Chief, Workshop Unit.

For undertaking any job in the Workshop, a written request is to be made to the Chief, Workshop Unit giving all relevant details. If found feasible, the job may be sanctioned and a work order be opened for the same. The job would then be made as per work order.

- v) In cases of theft and/or incidents of violence, students are requested to contact their respective warden before filing any legal complaints including police complaints.
- vi) If a hostel resident comes across any instance of unreasonable demand, inappropriate behavior etc by housekeeping staff, s/he may report the matter to the Warden / Chief Warden.
- vii) 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 furniture and fixtures to the hostel chowkidar/superintendent. S/he will be charged the cost of all damages, and shortages detected in his/her room.
- viii) All rooms are provided with ceiling fans and fixtures for lights. 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.
- ix) Students shall conduct themselves with decorum and dignity and shall not create any nuisance or disturbance for the neighboring students.
- x) Smoking is strictly prohibited in and around Institute buildings, including hostels and messes.
- xi) Use of alcoholic drinks or other narcotic materials and gambling in any form are strictly prohibited on hostel premises or any other place on the Vidya Vihar Campus.
- xii) Students are not allowed to go outside Vidya Vihar Campus from 8.00 pm to 6.00 am. Students should register their exit from and entry in the Campus through finger print based in-out system at the main gate of campus.
- xiii) Students shall not stick any poster or paper in any form on any part of the hostel wing corridor, bathroom or common space of hostel. This is a punishable offence.
- xiv) Outstation Rules
 - (i) All students going away from Pilani have to apply accurately and completely for leave through on-line portal LMS at least 24 hours before scheduled time of leaving the campus.
 - (ii) It is mandatory for the student to obtain prior permission from their parent before filling the outstation form and declare the same in the outstation form.

- (iii) The Warden has the authority to grant or decline permission for Outstation trip. If permission is granted an SMS will be sent to the registered parent's mobile.
- (iv) In case, on line system is not working student has to fill an outstation form and submit it to the Warden. A copy of the Outstation Form will be sent to the Parent/Guardian. The postal expenses will be charged through mess bill of student.
- (v) Students violating Outstation Rules are liable for disciplinary action.
- xv) Students shall not invite any unauthorized person to their hostels. They shall deal with only authorized Vendors, Washer men / Washer women, Cobblers, etc. during the prescribed hours and pay them at prescribed rates.
- xvi) Students shall not keep or entertain local or outside guests in their rooms without the prior permission of the Warden.
- xvii) Students shall inform the Hostel Superintendent /Warden whenever they suffer from any illness or injury. They shall take treatment only from medical officers at the Medical Centre / Birla Sarvajanik Hospital / Mahdevo Singhvi Eye hospital.
- xviii) In case of serious illness or injury, students shall be admitted as indoor patients in the Students' Ward of the Birla Sarvajanik Hospital. They shall take diets prescribed by the Medical Officer and abide by all the rules of the Hospital for indoor patients.
- xix) Students admitted as indoor patients shall not be visited by their friends or relatives outside the visiting hours prescribed by the Hospital.
- xx) Students shall not organize in the hostel any party, assembly or activity without the permission of the Warden.
- xxi) Students shall not form any Hostel Society or issue any publication without the permission of the Associate Dean, Student Welfare Division.
- xxii) Students shall not remove newspapers, journals, furniture, radio, TV or games-materials from the common rooms or mishandle or damage them.
- xxiii) Students shall undergo medical examination conducted by the medical officer as and when required.
- xxiv) Girl students leaving for Outstation trips have to make an entry in the Outstation Register kept with the watchman at the gate, giving details of their trip.
- xxv) No girl student shall enter any Boys' hostel except for any cultural or similar functions organized by the hostels, for which a prior permission from Chief Warden is required.

- d) Hand over these papers at least 10 days before the due date to the office of Associate Dean, Student Welfare Division along with a covering letter.
- e) As and when sanction letters or cheques are received, students will be informed. Students should note down the number and date of sanction letter for future reference.
- f) Encashment of out-station bank drafts takes some time. Hence the dates of actual payment by the Institute will always be later than receipt of drafts and will be duly notified.
- g) All scholarship amounts are directly transferred to the mess accounts of the concerned students.

(II) Assistance through "Earn While You Learn" (EWYL) Programme

BITS runs an "Earn While You Learn" Programme for the students of the Institute. Selected students are provided part-time jobs such as tutorial work, office assistance, etc. For this they are paid suitable remuneration by the Institute.

16. Travel Concessions

Railways, Airlines, and some nationalized Roadways 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 concession orders for the following kinds of journeys by rail:

- a. For travel to only home town and back during semester breaks or summer vacations.
- b. For travel to places of Practice School Station.
- c. For journeys on behalf of the Institute to represent in competitive events.

If a student is seeking a concession order, s/he may file a written request with the Student Welfare Division by the date notified for this purpose. Whenever a concession order is sought for attending a seminar or any event on behalf of the Institute, necessary acceptance certificate from the concerned event officer has to be attached with it.

Concession for air travel is allowed for journeys to any place in India on production of a Student's Air Concession Form. It is to be noted that Rail concessions from Loharu/Jaipur/New Delhi/ Delhi Jn. are valid for 14 days, and for return journey for three months from the date of issue. Requests for change of entries in the concession forms will not be considered unless they are supported by valid reasons and accompanied by documented evidence.

- (iii) Merit Scholarships, Merit-cum-need Scholarships and Need-cum-Merit Scholarships awarded by State Governments like PRATHIBA from Government of Andhra Pradesh.
- (iv) Government of India Scholarships for Scheduled Caste and Scheduled Tribe students.
- (v) National Scholarships to the children of Primary and Secondary School teachers.
- (vi) Scholarships from various charitable trusts/ foundations like BHARTI Scholarship, Angira foundation Scholarship etc.
- (vii) Aditya Birla Scholarship, Lucent Global Science Scholars programme and GE fund India Scholarship.
- (viii) BITSAA Scholarships like S. S. Seshadari Scholarship, Pendyala Vamsi Krishna Scholarship etc.
- (ix) Goldman Sachs Global Leader Scholarship of US \$3000.
- (x) GE Foundation Scholarship – 2 scholarships of \$4000.
- (xi) Two Scholarships from The Ministry of Non-conventional Energy Sources (MNES), Government of India for advanced study in the area of Renewable Energy.
- (xii) Three doctoral fellowships of Rs. 40,000/- p.m from HP Lab India.
- (xiii) One doctoral fellowships of Rs. 17,000/-p.m from Microsoft Research India.

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

- a) You may opt for National Scholarships Portal, which is one stop solution for end to end scholarship process right from submission of student application, verification, sanction and disbursal to end beneficiary for all the scholarships provided by the Government of India.
- b) In some cases, if required, 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.
- c) Complete the form in all respects, viz. fill up all entries, attach all enclosures (copies of marks sheets, photo, income affidavit, certificate of being a bonafide student, being a hosteller, joining date, etc.).

- xxvi) Outstation male relatives of girl students may come to the Visitor's Room of Meera Bhawan between 6 a.m. and 11 p.m. after making an entry in the visitor's book by the host girl
- xxvii) Lady visitors may visit the residents any time during the day until 11 pm. The lady visitors have to make an entry in the visitor's logbook and may visit the resident in her room after receiving the permission of the warden/hostel superintendent.
- xxviii) Mothers / Lady Guardian / Lady Visitor, who wish to stay in their ward's room can do so only for two or three days with the Warden's permission. They cannot stay in an inmate's room for an extended period of time without permission from warden/chief warden/Associate Dean SWD.
- xxix) It shall be obligatory of every resident to abide by the hostel rules. Warden of the hostel may appoint a committee of residents to assist her in the maintenance of discipline in the hostel.

3. Mess Rules

The Messes entirely managed by the students have the following rules to ensure their smooth operation:

- i) Students who reside in hostels shall take all their meals in the respective hostel mess.
- ii) Students shall be served meals only during the prescribed timings.
- iii) Students shall eat in the common dining hall and only in vegetarian or non-vegetarian section of which they are the members. They shall not transfer utensils or cooked items from one section to the other.
- iv) No request for special or alternative diets shall be entertained except for health reasons.
- 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/ Hostel Superintendent.
- vii) Sick students may obtain a special diet on the recommendation of the Medical Officer.
- viii) Students shall not interfere with cooking or services of mess and shall not handle mess equipment.

- ix) Students may entertain genuine guests in the mess after making an entry in the guest's register. Girl students may entertain only lady guests in their mess.
- 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 a polite and courteous manner.
- xii) Students shall pay all their mess dues regularly from the 15th to the 25th of each month.

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

4. Safety Precautions

Students must observe safety precautions in all matters. The Institute is not liable for accidents of whatever nature in the Institute, Hostels, Workshop, Laboratories or Play-grounds caused due to carelessness of students.

All awards are made for one semester only and their continuance in the subsequent semester(s) will depend on the candidate's performance and his/her needs. The need is determined by the annual total gross income of parent(s), which is currently Rs. 10 Lacs per annum. Second, a student is not permitted to avail institute scholarship in case s/he receives any external scholarship of an equal amount but if the external scholarship is of less than institute scholarship amount, the difference of amount is paid as institute scholarship, subject to certain conditions.

- (b) The fee-waiver is merit based for Higher Degree (HD) students. 50% ME/M Pharm/M Phil students receive 40% fee waiver; 25% MBA students receive 40% fee waiver.

HD students may also get a monthly stipend which again is merit based and is in the form of assistantship for which they are required to devote six to eight hours/week to assist in teaching/research/educational administration. 50% ME/M Pharm/M Phil and 25% MBA students may get a monthly stipend of Rs. 13,400/- Ph.D. students may receive a monthly stipend of Rs. 25,000/-.

The Institute's decision on these awards/stipends is entirely worked out by the Institute's own pre-declared procedure and is not dependent on the national level tests like GATE, NET, GPAT etc.

- (ii) Students admitted to higher degrees and Ph.D. will also be eligible to apply for scholarships/fellowships from various sources like UGC, CSIR, DST, DBT, ICMR, etc. Those scholarships are operated as per rules & regulations stipulated by the awarding authorities. Students admitted to higher degree programs and who have qualified GATE may apply to UGC for GATE Scholarship and the Institute will forward such applications to UGC. It should be noted that the decision regarding award of the GATE Scholarship to the admitted students is made by UGC as per its existing norms and Institute cannot guarantee such awards.
- (iii) For financial assistance from Institute funds, students may apply in response to notices/root emails, which appear at the end of each semester. If students are at the Practice School station the notices will reach students at their stations. If a student fails to submit his or her application in time or does not submit required documents s/he will not be considered for award of financial assistance.

B) Government and other agencies

- (i) Scholarships under National Talent Search/ National Science Talent Search Schemes
- (ii) Government of India National Scholarships.

13. Options for substitution/addition/withdrawal of courses; transfer from one program to another; registration for dual degree

Students wishing to avail certain flexible features of the BITS curriculum shall consult Academic Regulations and the Bulletin for academic rules and procedure. The Academic Regulations entrust an equal responsibility on the students to remain alert and keep themselves informed.

14. Scrutiny of Grades

It may sometimes happen that a student receives a grade that is lower/higher than what s/he expected in particular course(s). In such a case s/he is advised to first contact his or her Instructor-in-charge seeking clarification. A student wanting scrutiny of his or her grade in particular course(s), may obtain the prescribed form from Registrar office and submit it duly filled in duplicate to Registrar, before the end of two weeks from the date of registration of the next semester. S/he would receive a communication from the Registrar about the outcome of the scrutiny in due course of time.

15. Monetary Assistance

A large number of scholarships, fellowships and other forms of financial assistance are available to students of the Institute. For continuance of scholarships, high academic performance and good conduct are essential.

(I) Assistance through Scholarships

A) Institute sources

(i) Institute's own merit or merit-cum-need awards for students:

(a) On an average, 30% of the students are benefited by these awards. Table given below provides information about institute scholarships since 2014-15.:

	Students receiving Institute scholarships since 2014-15	Tuition fees reimbursed
Merit scholarships	1% of Students admitted that academic year	100%
	2% of Students admitted that academic year	40%
Merit-cum-need scholarships	3% of Students admitted that academic year	80%
	6% of Students admitted that academic year	40%
	12% of Students admitted that academic year	25%
	6% of Students admitted that academic year	15%

Part – II

Guidelines

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

5. Whom to Contact for What

Matters related to payment of fees and dues, Identity Cards, Financial Aid, Travel Concession Orders, Co-curricular activities, etc.		Student Welfare Division (SWD)
Change of home address		
Complaint related to ragging		Associate Dean, SWD/Chief Warden
Complaint regarding sexual harassment		Chairman and Nodal Officer (Chief Warden) / Convener
Any matter on which advice is needed		Counselors for Students (see Bulletin, Part VII), faculty members, Wardens, Chief Warden, Associate Dean, SWD
Registration, advice on academic programmes, substitution of courses, and withdrawal from courses, issues related to Registration, Academic Records, Grade Cards, Academic Counseling Board, Provisional Certificates, Transcripts, Name corrections etc.		Academic – Undergraduate Studies (AUGS) / Academic – Graduate Studies and Research (AGSR)
Certificates	i. Academic	Academic – Undergraduate Studies (AUGS) / Academic – Graduate Studies and Research (AGSR)
	ii. Others	Student Welfare Division (SWD)
Matters related to Practice School		Practice School Division (PSD)
Matters regarding timetable, scheduling of tests, and conduct of courses, examinations etc.		Academic – Undergraduate Studies (AUGS) / Academic – Graduate Studies and Research (AGSR)
Matters related to admissions, dual degrees, transfer, etc.		Admissions Division
Matters pertaining to Library		Librarian
Purchase of Textbooks		BITS Coop Books & Stationery Store
Matters pertaining to Workshop		Workshop Unit
Matters related to hostels and messes		Superintendents/Resident Warden/ Non-Resident Warden/ Chief Warden
Swimming Pool Registration		In-charge, Physical Education, SWD
Recreational Activity Forum (RAF)		Prof-in-charge, RAF

Discipline Associations	Professor in Charge / Head of the Department of the discipline concerned
Games and Athletics	In-charge, Physical Education, SWD
Placement, Campus Interviews, etc.	Placement Unit
Degrees, medals, etc.	Registrar
Off campus programs (Work Integrated Learning and Collaborative)	Work Integrated Learning Programmes Division
Matters related to Technology Innovation Centre (TIC)	Professor-in-charge

Note: For all academic matters not covered above, students should contact Academic – Undergraduate Studies (AUGS) / Academic – Graduate Studies and Research (AGSR) and for the remaining matters contact Student Welfare Division.

6. Sources of information

The key sources of information for students include the following: Academic Regulations, Timetable, Bulletin, as well as notices and E-mails issued by Hostels, Messes, Divisions, Units and Departments. Students must keep their copy of Bulletin, Academic Regulations and of Timetable for ready reference.

7. Location of Offices

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

Officer	Room No.	Room No.
Vice-chancellor	2244	2244
Director, Pilani Campus	2246	2246
Dean, AUGSD	2112	2152
Associate Dean, AGSRD	2146-H	2146
Associate Dean, Student Welfare Div.	2102-D	2101
Chief Warden	2102-B	2101
Associate Dean, Practice School Division	At the rear of Library Building	
Registrar	2109-A	2109
Faculty-in-Charge, Registration	2152	2152
Faculty-in-Charge, Admission	2132-A	2132
Faculty-in-Charge, Information Processing Centre Unit	6111-C	6111
Faculty-in-Charge, Placement Unit	2129	2129
Faculty-in-Charge, Instrumentation nit	2113-B	2113
Faculty-in-Charge, Workshop Unit	4119	4119

8. Certificates

Contact office of Academic – Undergraduate Studies (AUGS) / Academic – Graduate Studies and Research (AGSR) for academic certificates is below:

Certificate	Office
Grade Sheets, Likely to Graduate certificate, Graduate certificate, Course Completion certificate, Transcripts etc.	AUGSD/AGSRD
Bonafide certificate, Migration certificate, Conduct & Character certificate, CGPA Conversion certificate, Expenditure certificate, Course Duration certificate, Institute Recognition certificate, etc.	SWD

9. Clearing of Dues

Students have to pay tuition and other fees before the beginning of each semester. Mess, electricity and other departmental dues are to be regularly paid during 15th to 25th day of each month. Monthly dues are displayed on the SWD notice board as well as on the SWD website. Payment of tuition and other fees, payable at registration time, is possible before registration day by way of Net Banking, Paytm or ICICI challan.

Students have to seek permission if they want to clear the dues by any other mode such as NEFT / RTGS or Demand Draft. All money remittances should be sent to the Associate Dean, Student Welfare Division, BITS, Pilani. Demand Drafts should be payable to "Birla Institute of Technology and Science", at Pilani.

10. Change of Home Address

When a student is admitted to the Institute his or her home address mentioned in the application is kept in records of SWD. If his or her home address changes thereafter, her or she should immediately notify the changed home address at SWD office.

11. Identity Cards

Students are expected to keep the identification card with them, especially when writing tests, going to library etc. and also when they go out of town/campus. The laminated identification card with their photograph is issued to students in the first semester of each academic year. Since identity cards are used for cashless transactions inside the campus, students are supposed to keep it in safe custody and in case of loss of identity card, report to SWD office immediately.

12. Textbooks

Each course in the Institute is assigned a textbook(s) and the students are expected to procure the same for their use. Every semester a list of prescribed textbooks is provided in the Timetable in Section VI. This list also gives the mode of supply of the books. The books may be obtained either from the ready stock or by requisitioning from the BITS Coop Book & Stationery Store. Discounts on prices may be available on cash purchases.