



COER

UNIVERSITY

ROORKEE, UTTARAKHAND

(UGC Approved, Notified u/s 2f)



STUDENT — CODE OF — CONDUCT



ACADEMICS

Programs, Policies
& Academic Support



CAMPUS LIFE

Clubs, Events
& Student Activities



STUDENT SUPPORT

Wellness, Counselling
& Support Services



POLICIES & GUIDELINES

Rules, Code of Conduct
& Important Information

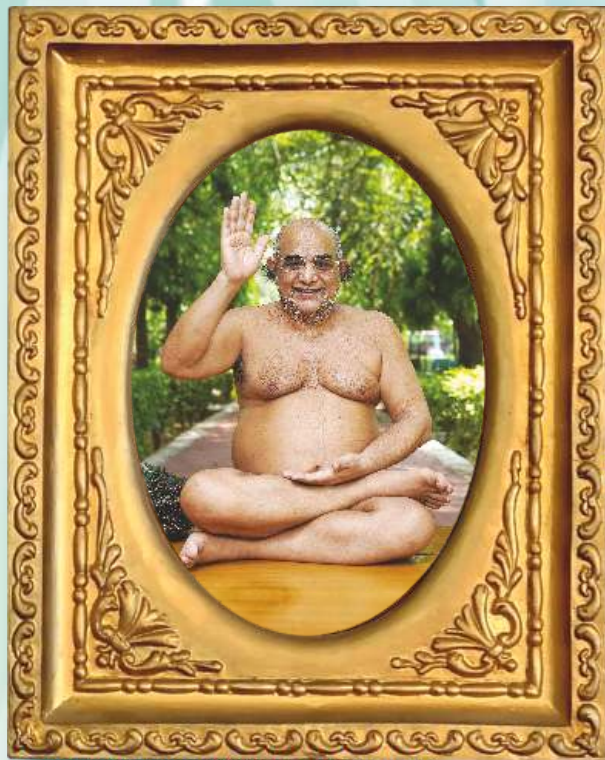


*Empowering Minds.
Building Futures.*

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मंगल आशीर्वाद



कोर यूनिवर्सिटी रुड़की के प्रेरणा श्रोत राष्ट्र संत महायोगी (डॉ.) उपाध्याय मुनिश्री गुप्ति सागर जी

देश की अखंडता और एकता के लिए हमें सदैव दोस्ती का हाथ आगे बढ़ाना चाहिये। मन में घृणा, अमीर - गरीब का भेद और कमजोर वर्ग का शोषण इंसानियत के खिलाफ है। हमें बाग के फूलों की तरह रहना चाहिए। खुशबू बिखेरना हमारा कर्तव्य है। जाहिर है, फूलों से खुशबू निकल जाने के बाद उनसे कोई प्यार नहीं करता। वे तो केवल वनस्पति जगत के अंश - वंश होते हैं। उनका अपना कोई महत्व नहीं। उनमें और काँटों में क्या फर्क ? हमें गुलाब के बगीचे की तरह हर क्षण - हर सुबह खुशबू, सौंदर्य और आनंद बांटना है। हम भारत की संतान हैं।

प्यारे बच्चों !

हमें वर्ग, जाति और संप्रदाय में ना पड़कर सूर्य की तरह आगे ही आगे बढ़ते जाना है। सूर्य कितना विराट है ! नगर के एक निर्धन परिवार में जितनी रोशनी देता है, उतना ही नगर के सेठ को भी अपनी रोशनी से निहाल करता है। क्या हम सूर्य की तरह सबसे समान बताव नहीं कर सकते ? सूर्य देवता है, तो हम उसके पुजारी हैं। अतः सूर्य जैसी हमारी सृष्टि होनी चाहिए। तभी हम मानव - मानद का भला करने योग्य समझे जायेंगे। देश की अखण्डता में योगदान दे पाएंगे। भारत महान है, हम उसकी पहचान हैं।

बच्चे मन के सच्चे, सारे जग की आँख के तारे।

ये वो नन्हें फूल हैं जो, भगवान को लगते प्यारे॥

बच्चे मन के सच्चे.....

तन कोमल मन सुन्दर है, बच्चे बड़ों से बेहतर हैं।

इनमें छूत और छात नहीं, झूठी जात और पात नहीं।

भाषा की तक़रार नहीं, मजहब की दीवार नहीं।

इनकी नजरों में एक हैं, मंदिर, मस्जिद, गुरुद्वारे॥

बच्चे मन के सच्चे.....

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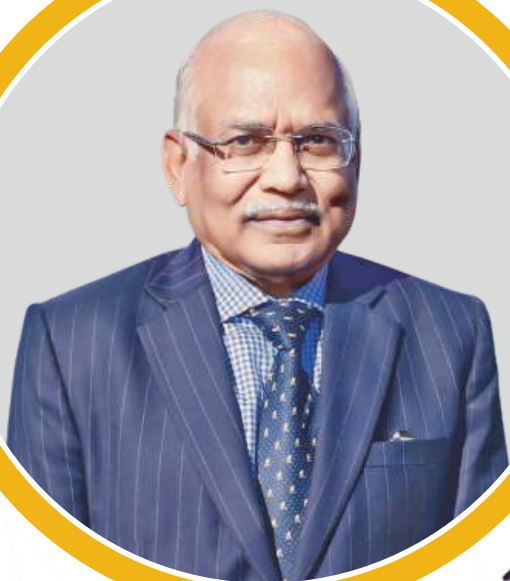
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Visionary **Management and Leadership**



HON'BLE PRESIDENT

Message

Dear Students,

It gives me immense pleasure to welcome you to COER University as you stand on the threshold of a defining milestone in your academic journey. Recognized as one of the region's premier institutions, our enduring mission remains unchanged: to nurture the thinkers, innovators, and visionary leaders who will shape tomorrow. At COER University, we have cultivated an intellectual ecosystem where academic rigor seamlessly aligns with modern innovation. Our progressive curricula are purposefully designed to empower you with the critical knowledge, versatile skills, and core ethical values essential to thriving in a rapidly evolving global landscape. Every facet of our institution—from our advanced, state-of-the-art infrastructure to our distinguished faculty—reflects an unyielding commitment to delivering a truly world-class education. We recognize that choosing the right university is a cornerstone decision for your future. Beyond classroom excellence, we are dedicated to your holistic development. By integrating immersive research opportunities, entrepreneurial incubation, and a vibrant campus culture, we ensure our students grow both personally and professionally. Through our specialized centres of excellence and deep-rooted industry partnerships, you will emerge fully equipped to meet real-world challenges with unwavering confidence and high competence. COER University is far more than an academic institution—it is a collaborative community bound by a shared pursuit of excellence. We are fully committed to championing your aspirations, fuelling your ambitions, and guiding you toward unprecedented achievements. I invite you to join our distinguished family of scholars, leaders, and achievers. Together, let us embark on an inspiring journey of discovery, breakthrough innovation, and unparalleled personal growth.

Warm Regards,



Er. J. C. Jain
President, COER University

HON'BLE VICE PRESIDENT

Message



Dear Students,

Welcome to COER University—a place where your academic ambitions find their true potential. As you embark on this transformative chapter of your life, we are privileged to partner with you in shaping a path that leads to innovation, leadership, and global impact.

Excellence and innovation define the core of our educational philosophy. We take great pride in offering a dynamic learning environment backed by cutting-edge infrastructure and guided by an exceptional faculty. Our carefully crafted programs do not merely teach; they equip you with the strategic insights, technical agility, and values required to navigate an increasingly complex world.

Higher education should be a balance of rigorous academic training and robust personal evolution. At COER, we foster your growth through active research networks, entrepreneurial platforms, and an engaging campus life. Backed by strategic industry collaborations, our campus ensures you graduate not just with a degree, but with the practical competence to solve real-world problems.

We are a community united by a singular drive for excellence. Your dreams, your talent, and your hard work find their home here, and we are dedicated to supporting your journey every step of the way. I invite you to become a part of our legacy of success. Let us work together to unlock your highest potential and build a bright, impactful future

Warm regards



Dr. Shriyance Jain
Vice-President, COER University

EXECUTIVE DIRECTOR

Message



Dear Students,

It is my pleasure to welcome you to COER University—a place where aspirations are transformed into achievements and learning lays the foundation for lifelong success.

At COER University, we believe that education is not merely about earning a degree; it is about nurturing intellectual curiosity, developing character, and preparing individuals to thrive in a rapidly evolving world. Our commitment is to provide a transformative

educational experience that combines academic excellence, innovation, research, and practical exposure.

We are dedicated to creating a student-centric learning environment supported by distinguished faculty, state-of-the-art infrastructure, modern laboratories, industry partnerships, and a vibrant campus culture. Through experiential learning, interdisciplinary education, and global perspectives, we empower our students to become confident professionals, ethical leaders, and responsible citizens.

As we continue to embrace emerging technologies and evolving industry needs, our focus remains on fostering creativity, critical thinking, entrepreneurship, and lifelong learning. Every student at COER University is encouraged to explore new possibilities, challenge conventional boundaries, and contribute meaningfully to society.

I invite you to become a part of the COER family and embark on a journey of knowledge, innovation, and excellence. Together, let us shape a future filled with opportunities, purpose, and success.

I wish you a rewarding academic journey and a bright future ahead.

Warm Regards,



Dr. Charu Jain
Executive Director, COER University

VICE CHANCELLOR

Message



Dear Students,

It is my distinct privilege to congratulate and warmly welcome you to the COER University community. By joining this institution, you become part of a proud legacy of academic excellence, intellectual curiosity, and impactful innovation.

This Student Code of Conduct is designed as a foundational roadmap for your journey ahead. Within these pages, you will find a comprehensive overview of our rigorous academic regulations, extensive student support frameworks, campus facilities, and the diverse avenues available for your personal and professional evolution. I encourage you to engage with this resource thoughtfully, as it will serve as an invaluable anchor throughout your tenure with us.

At COER University, we hold ourselves to the highest standards of scholarship and character. As members of this distinguished academic community, you are expected to embody the core principles of intellectual integrity, disciplined inquiry, mutual respect, and profound social responsibility. Your active engagement not only within our classrooms and laboratories but also across our co-curricular and civic initiatives will be the catalyst that shapes you into the visionary leaders and responsible global citizens of tomorrow.

I wish you an intellectually stimulating, transformative, and deeply rewarding experience as you embark on this defining chapter of your life.

Best wishes,



Prof. (Dr.) Anubha Singh
Vice Chancellor, COER University

PRO VICE CHANCELLOR

Message



“Education is the most powerful weapon which you can use to change the world.”

— Nelson Mandela

Dear Future Achiever,

Every remarkable life begins as a quiet decision, and few decisions will shape yours more than where you choose to grow. At COER University, that choice opens into something rare: a place where ambition is met with opportunity, and potential is treated not as a hope, but as a promise to be kept.

Did you know the word “university” descends from the Latin universitas, meaning a whole, a community bound together in a single pursuit? That ancient idea still beats at the heart of who we are. COER is not merely a campus of buildings and timetables; it is a living community of thinkers, makers, healers, and leaders, united by the conviction that knowledge grows most powerful when it is shared, questioned, and put to work.

We believe character outlasts credentials. That conviction shapes everything we do, classrooms that trade rote memory for real problems and original research, faculty who hold doctorates and patents and publish for audiences across the world, and a culture in which students learn not merely what is known, but how knowledge itself is made. Here, curiosity is never a distraction from your education; it is the engine of it.

A university is measured not by its walls, but by the lives that leave them transformed. Year after year, our graduates walk out into hospitals and boardrooms, laboratories and start-ups, carrying a single, unmistakable COER promise, competence with character, and the courage to use both well.

You arrive as a student. You leave as someone the world has been waiting for.

Your journey of a thousand possibilities begins with one step, and I would be honoured to walk it beside you.



Dr. Rajesh Kumar Upadhyay
Pro Vice Chancellor, COER University, Roorkee

PRO VICE CHANCELLOR (Academics & Research)

Message



Greetings from COER University.

COER University welcomes all students with academic aptitude and desires to get an exceptional higher education, offering a variety of scholarships and assistance for students to explore international, academic, and involvement possibilities. Our campus is home to committed teachers, staff, and students who are striving to change the world. We are dedicated to giving our pupils a top-notch education that equips them for success in the real world.

As per the industry demands, our COER University curriculum strongly focus on Outcome-Based Education (OBE) with Employability Skills, Entrepreneurship, Soft Skill Courses that are pertinent. Additionally, the university offers a favorable environment for academic and research endeavors and is furnished with state-of-the-art research facilities. Numerous athletic, cultural, and social options are paired with academic, research, innovative, and employment prospects. Excellent academics, research, creativity, student assistance, program flexibility in the choice-based credit system (CBCS), and extracurricular activities combine to provide students with a life-changing experience that promotes employability and entrepreneurship as per NEP2020.

I give a hearty welcome to COER University, temple of knowledge and wisdom, as well as a setting full of values, for creating prosperous professional career pathways characterized by boundless innovation and supreme expertise of the highest quality.

We stand committed and continue to strive in pursuit of excellence!!!



Dr. Chinnaiyan Ramasubramanian
Pro Vice Chancellor (Academics & Research)

REGISTRAR

Message



As Registrar of the University, I am pleased to share that COER University is committed to providing high-quality, career-oriented education that empowers students to achieve their professional aspirations. Our state-of-the-art infrastructure, robust academic environment, highly qualified faculty members, and visionary leadership create a vibrant atmosphere where learning becomes an enriching and enjoyable experience. Our modern laboratories and learning facilities provide students with practical exposure and hands-on experience, enabling them to develop into competent professionals who are ready to meet global challenges and contribute meaningfully to society and nation-building.

COER University maintains strong collaborations with leading national and international organizations, providing students with valuable industry exposure, internship opportunities, and promising career pathways. Our impressive placement record stands as a testament to this commitment; our graduates have secured positions not only across India but also in various countries around the world. Today, COER alumni are making successful contributions on a global scale. Many of our students have also achieved outstanding results in prestigious competitive examinations, such as UPSC, GATE, and other national-level assessments. We place special emphasis on the holistic development of our students through personality enhancement programs, communication skills training, industry interactions, and internships.

Life at COER University extends far beyond the classroom. Students benefit from a vibrant campus culture enriched by numerous clubs, societies, sports activities, and cultural events that foster creativity, leadership, and teamwork. Our food court serves as a miniature reflection of India's diversity, where students from different backgrounds interact, build lifelong friendships, and create lasting memories. The University is dedicated to providing a safe, secure, and inclusive environment that supports the overall growth and well-being of every student.



Dr. Ajay Sharma
Registrar, COER University, Roorkee

1. PREAMBLE

The Student Code of Conduct Handbook of the University has been developed to uphold and strengthen the institution's commitment to academic excellence, ethical values, personal integrity, and holistic development of students. The University strives to create and maintain a safe, inclusive, respectful, and intellectually stimulating environment that supports teaching, learning, research, innovation, and personal growth. The Code of Conduct serves as a framework for promoting responsible behavior and fostering a culture of mutual respect, accountability, and discipline within the University community.

The University recognizes its responsibility towards students, faculty, staff, parents, alumni, industry partners, and society at large. It is committed to providing an atmosphere that encourages the free exchange of ideas, critical thinking, creativity, and academic inquiry while ensuring that the rights, dignity, and well-being of every member of the University community are protected. To achieve these objectives, it is essential to establish standards of conduct that promote order, discipline, and responsible citizenship.

Students are valued members of the University community and are expected to uphold the highest standards of academic honesty, professional ethics, and personal conduct. Admission to the University carries with it the responsibility to respect institutional values, policies, regulations, and the rights of others. Students are expected to conduct themselves in a manner that reflects maturity, integrity, and respect for diversity, both within and outside the campus.

The University expects students to refrain from any behavior that disrupts academic activities, compromises the safety and security of individuals, damages University property, or adversely affects the reputation and functioning of the institution. Students are encouraged to contribute positively to the campus environment by demonstrating leadership, cooperation, social responsibility, and commitment to excellence.

The University is dedicated to fostering an environment free from discrimination, harassment, bullying, intimidation, and any form of unfair treatment. Every student shall be treated with dignity and respect regardless of race, religion, caste, creed, ethnicity, nationality, gender, age, disability, socio-economic background, or any other legally protected status. Students are expected to embrace the values of equality, inclusiveness, and mutual respect in all their interactions.

Students shall abide by the laws of the land and conduct themselves in accordance with the principles and values enshrined in the Constitution of India. Their actions should reflect a commitment to justice, fairness, integrity, and responsible citizenship. By becoming a part of the University community, students accept the responsibility of adhering to the provisions of this Code of Conduct and contributing towards the creation of a vibrant, disciplined, and progressive academic environment.

This Handbook serves as a guide to help students understand their rights, responsibilities, and obligations, and to encourage conduct that supports the mission, vision, and values of the University. Together, we strive to build a community founded on knowledge, character, innovation, and excellence.

2. APPLICABILITY

The Student Code of Conduct Handbook applies to all students enrolled at the University, including those pursuing full-time, part-time, undergraduate, postgraduate, doctoral, diploma, certificate and other academic programmes offered by the University. For the purpose of this Handbook, the term “student” refers to any individual who has been admitted to and is registered in any academic programme of the University.

The provisions of this Student Code of Conduct shall be applicable to all students while they are on University premises, participating in academic, co-curricular, extracurricular, research, training, internship, fieldwork, study tours, exchange programmes, online learning activities, or any event organized, sponsored, or recognized by the University, whether conducted on or off campus.

Any act that results in damage to or misuse of University property, disrupts the functioning of the University, endangers the health, safety, or well-being of any member of the University community, or adversely affects the reputation and interests of the University shall be deemed a violation of this Code. Similarly, any conduct that leads to the filing of a police complaint, issuance of a summons, indictment, arrest, or legal proceedings in connection with an act or omission committed by a student may also constitute a breach of the University Code of Conduct.

Students remain subject to the laws and regulations of the country at all times during their association with the University. Any violation of applicable laws may also be treated as a violation of this Student Code of Conduct. In such cases, the University reserves the right to initiate and pursue disciplinary proceedings under its established rules and regulations, independent of and irrespective of any civil, criminal, or other legal proceedings initiated by external authorities. The University may take appropriate disciplinary action and impose sanctions for violations of the Code of Conduct notwithstanding the pendency or outcome of such legal proceedings.

The provisions of this Student Code of Conduct are intended to ensure the maintenance of discipline, integrity, safety, and mutual respect within the University community and to uphold the values, mission, and reputation of the institution.

3. JURISDICTION

The University reserves the right to take appropriate action to protect the intellectual integrity, safety, and well-being of the campus community. Students are accountable for their conduct both inside and outside the campus. Off-campus jurisdiction applies in cases involving:

- (i) Sexual harassment or offences against other University members or any person
- (ii) Physical assault, threats of violence, or conduct threatening health and safety
- (iii) Possession, use, manufacture, sale, or distribution of contraband (weapons, explosives, drugs, alcohol, etc.)
- (iv) Conduct that constitutes a nuisance to the surrounding off-campus community

4. DRESS CODE

Students must dress appropriately and maintain a professional appearance at all times while on the COER University campus. Proper adherence to the uniform policy is mandatory; improper attire will be treated as an act of indiscipline.

Uniform Requirements

SEASON	DRESS CODE
Summer Uniform (March to November)	COER University designated uniform • COER University necktie • Black leather shoes (Sports shoes and chappals/slippers are strictly prohibited) • Navy blue socks • Black belt
Winter Uniform (November to March)	All Summer Uniform components • COER Navy Blue woollen blazer with University logo • Optional: Grey sleeveless sweater or jersey pullover (worn under the blazer)
Laboratories and Workshops	Lab coat (worn over uniform) • Apron (worn over uniform)

Campus and Hostel Casual Wear

When not in formal uniform, students must maintain a dignified appearance. The following attire is strictly prohibited on campus:

- For Female Students: Mini or short skirts, short jeans, and capris.
- For Male Students: Bermuda shorts.
- Torn, unclean, or indecent attire of any kind.

Visible tattoos featuring slogans or symbols that violate Indian civil or criminal law.

Penalty for Non-Compliance:

Violations of the dress code will result in a written warning and a monetary fine. Repeated offenses may lead to suspension.

IDENTITY CARD

- (i) The COER University Identity Card must be worn at all times within the campus and when leaving the campus.
- (ii) Students will not be permitted to attend classes or examinations without their Identity Card.
- (iii) Failure to disclose identity when prompted by any University employee or officer will result in denial of campus access.
- (iv) Loss of an Identity Card must be reported immediately to the Student Cell. An FIR must be lodged at the nearest Police Station within one day.
- (v) A duplicate identity card will be issued on payment of Rs. 500/-.
- (vi) The Identity Card is strictly non-transferable.

5. LIBRARY RULES AND REGULATIONS

- (I) The library may be used only within the specified hours as notified.
- (ii) Books must be returned within 15 days of issue. Overdue fine: Rs. 1 per day for the first 10 days, and Rs. 5 per day thereafter.
- (iii) Bags must be deposited at the property counter before entering the library.
- (iv) Book issuance limits are as follows: 4 books for regular students; 6 books for top-10 students; 8 books for University rank holders; 12 books for Gold Medallists; and 6 books for 31 days for M. Tech. students.
- (v) In case of lost or misplaced books, the borrower must either pay twice the cost of the book or replace it with a new copy.
- (vi) Mobile phones are not permitted inside the library.
- (vii) Silence must be maintained at all times.
- (viii) Case studies and project reports will not be issued to students; they are for library reference purposes only.
- (ix) Marking of any kind, underlining, writing on books, and defacing any publication are strictly prohibited. If an item is defaced, it must be replaced with a new copy.
- (x) Consumption of food and refreshments inside the library premises is strictly prohibited.
- (xi) Library membership is non-transferable.
- (xii) Books or journals removed from the shelves should not be put back by the user; they should be left on the table instead.
- (xiii) All library users are expected to read the notice for library timings and other services.
- (xiv) The librarian reserves the right to refuse admission to any student violating the rules and regulations of the library.
- (xv) Students are required to adhere to the University dress code while inside the library.

6. CODE OF CONDUCT FOR LABORATORY AND WORKSHOP

- (i) Playing games or accessing social media on campus computers in labs and in workshops is strictly prohibited.
- (ii) Computers must be properly shut down before leaving, and system settings must not be altered under any circumstances.
- (iii) Mobile phones are not permitted inside the computer labs or workshops.
- (iv) Accessing legally banned or socially inappropriate websites is strictly prohibited.

7. IT AND ELECTRONIC DEVICE POLICY

- (i) Students must register their laptops and mobile phones to gain Wi-Fi Access on the University campus.
- (ii) The campus Internet facility must be used exclusively for academic learning and research purposes.
- (iii) Every student will be provided with a unique email ID registered to the COER University domain, which must be used for academic purposes only. Sending anonymous or offensive emails is strictly prohibited; all emails are tracked and violations may lead to legal action.
- (iv) All users are prohibited from posting or writing anonymous, defamatory, or derogatory content on any online media platform against the University, its staff, or its students.
- (v) Students must abide by the terms of copyright laws, software licensing agreements, and contracts that pertain to the University's computing, information, and communications resources. Reproduction or distribution of

copyrighted works, including, but not limited to, images, video, text, audio, or software, without permission of the owner can lead to legal issues.

- (vi) Use of mobile phones during lectures, tutorials, practicals, seminars, library sessions, or meetings is strictly prohibited.
- (vii) Violation Penalty: The mobile phone will be confiscated for at least one week. For repeat offenses, the disciplinary penalty or fine will be doubled.
- (viii) Possession or use of mobile phones or unauthorized electronic devices during examinations constitutes Unfair Means (UFM) and will result in the student being rusticated from the examination.
- (ix) All alleged or suspected violations of these policies will be reviewed in collaboration with the University Disciplinary Committee.

8. MEDIA AND DIGITAL CONDUCT

- (i) Students of COER University are strictly prohibited from inviting any media personnel to the campus without the prior written permission of the Registrar or another authorized university official.
- (ii) Photographing or video recording any individual without their explicit knowledge and consent, or engaging outside personnel/media to record activities on campus without authorization, is an offense and is subject to legal punishment.
- (iii) Displaying, sharing, or transmitting pornographic material through emails, SMS, mobile apps, or any other digital media will not be tolerated by the University and constitutes a criminal offense punishable under law.
- (iv) All provisions of the Indian Penal Code (IPC) and the Information Technology (IT) Act applicable to cyber conduct are binding on all students.

RESPONSIBLE USE OF SOCIAL MEDIA

- (v) Social media sites are public and easily searchable. In addition to students and members of the University community, these platforms may be searched by future employers, prospective students, and personal or professional acquaintances of students, faculty, and staff.
- (vi) The use of social media demands a high level of personal responsibility, particularly when engaging in online discussions, participating in web chats, or posting and exchanging information on web-based platforms.
- (vii) COER University establishes these Social Media Policies and Guidelines for all students. The primary objectives of this policy are:
 - To encourage ethical and responsible practices in the use of social media.
 - To protect the interests and reputation of the University and its stakeholders, including faculty, staff, students, alumni, and other secondary stakeholders.
 - To promote the effective, constructive, and innovative use of social media within the student community.

SOCIAL MEDIA REGULATION

- (viii) Students must post meaningful and respectful comments. Spam, off-topic remarks, and offensive language are strictly prohibited on all social media platforms.
- (ix) Students should always pause and think before posting. Respond to others responsibly, and refrain from replying if a comment or situation is inappropriate.
- (x) Respect and honor proprietary information, intellectual property, and institutional confidentiality at all times.
- (xi) When disagreeing with another person's opinion, ensure that the discourse remains polite, constructive, and respectful.

9. GAMES AND RECREATION

- (i) Outdoor games (including cricket, basketball, badminton, volleyball, and football) are permitted only during designated morning and evening hours.
- (ii) Playing table tennis after 10:00 PM and basketball after 8:00 PM within the hostel premises is strictly prohibited.

10. TRANSPORTATION AND PARKING

- (i) Students who wish to utilize the campus parking facility for two-wheelers or four-wheelers must register with the University and obtain an official parking sticker. Displaying this sticker on the vehicle is mandatory to gain entry. Vehicles without a valid sticker will be denied access. Stickers will be issued upon submitting a copy of a valid driving license and the vehicle's Registration Certificate (RC). Parking space on the central campus is limited and will be allotted on a first-come, first-served basis.
- (ii) Vehicles must be parked exclusively in designated areas. No student vehicle may display any official or authoritative signboards (e.g., government, semi-government, or union designations), even if the authority figure is an immediate or blood relative.
- (iii) All vehicle registration number plates must be clearly visible; modified, stylized, or unapproved plates are strictly prohibited on campus.
- (iv) A maximum speed limit of 20 km/h within the campus boundaries must be strictly observed.
- (v) Day scholars operating a vehicle must hold a valid driving license. For two-wheelers, both the rider and the pillion passenger must compulsorily wear a crash helmet when entering or riding within the campus.
- (vi) Hostel residents are strictly prohibited from keeping motorized two-wheelers or four-wheelers on the University campus.

11. PAYMENT OF FEES

A. Purpose

These rules and regulations are established to ensure the timely deposition of fees by students and to maintain accurate financial records for the University.

B. Applicability

These rules apply to all students enrolled in any Undergraduate, Postgraduate, Diploma, Certificate, or Research Program offered by the University.

C. Fee Structure

- (i) The fee structure approved by the competent authority shall be applicable for the respective academic session.
- (ii) Students are required to deposit all applicable fees, including:
 - o Academic Fees
 - o Hostel Fees including the Security Fee (if applicable)

D. Mode of Fee Payment

Students may deposit fees through the following channels:

- (i) University ERP System including payment methods such as Net Banking, UPI, or Debit/Credit Card.
- (ii) Demand Draft (DD): Primarily accepted for education loan cases.
- (iii) Cash payments will only be accepted under exceptional circumstances.

E. Fee Payment Schedule

- (i) Fees must be deposited strictly according to the schedule notified by the University.
- (ii) Semester or annual fees must be paid prior to the commencement of the respective semester or academic year.
- (iii) It is the sole responsibility of the student to ensure timely payment of all dues.

F. Late Fee Provision

- (i) If the fee is not deposited by the prescribed due date, a late fee shall be charged in accordance with University norms.
- (ii) The late fee amount is subject to revision by the University from time to time.
- (iii) Continued non-payment of fees may result in suspension of academic services.

G. Consequences of Non-Payment

Students who fail to deposit their fees within the prescribed period may face:

- Restriction from Reporting.
- Restriction from attending classes
- Restriction from appearing in examinations
- Cancellation of admission/registration, subject to approval of the competent authority

H. Fee Adjustment

- (i) Fee adjustment requests shall be considered only under exceptional circumstances and require the explicit approval of the competent authority.
- (ii) Any adjustment against scholarships, concessions, or previous dues shall be subject to verification and approval.

I. Refund Policy

- (i) Fee refunds shall be governed by the University Refund Policy and applicable regulatory guidelines.
- (ii) Refund requests must be submitted in the prescribed format along with all necessary supporting documents.
- (iii) The processing of any refund is subject to mandatory verification and final approval.

J. Scholarships and Fee Concessions

- (i) Students eligible for scholarships, fee waivers, or concessions must submit all required documents within the stipulated time.
- (ii) The University reserves the right to cancel any concession granted on the basis of incorrect, falsified, or misleading information.

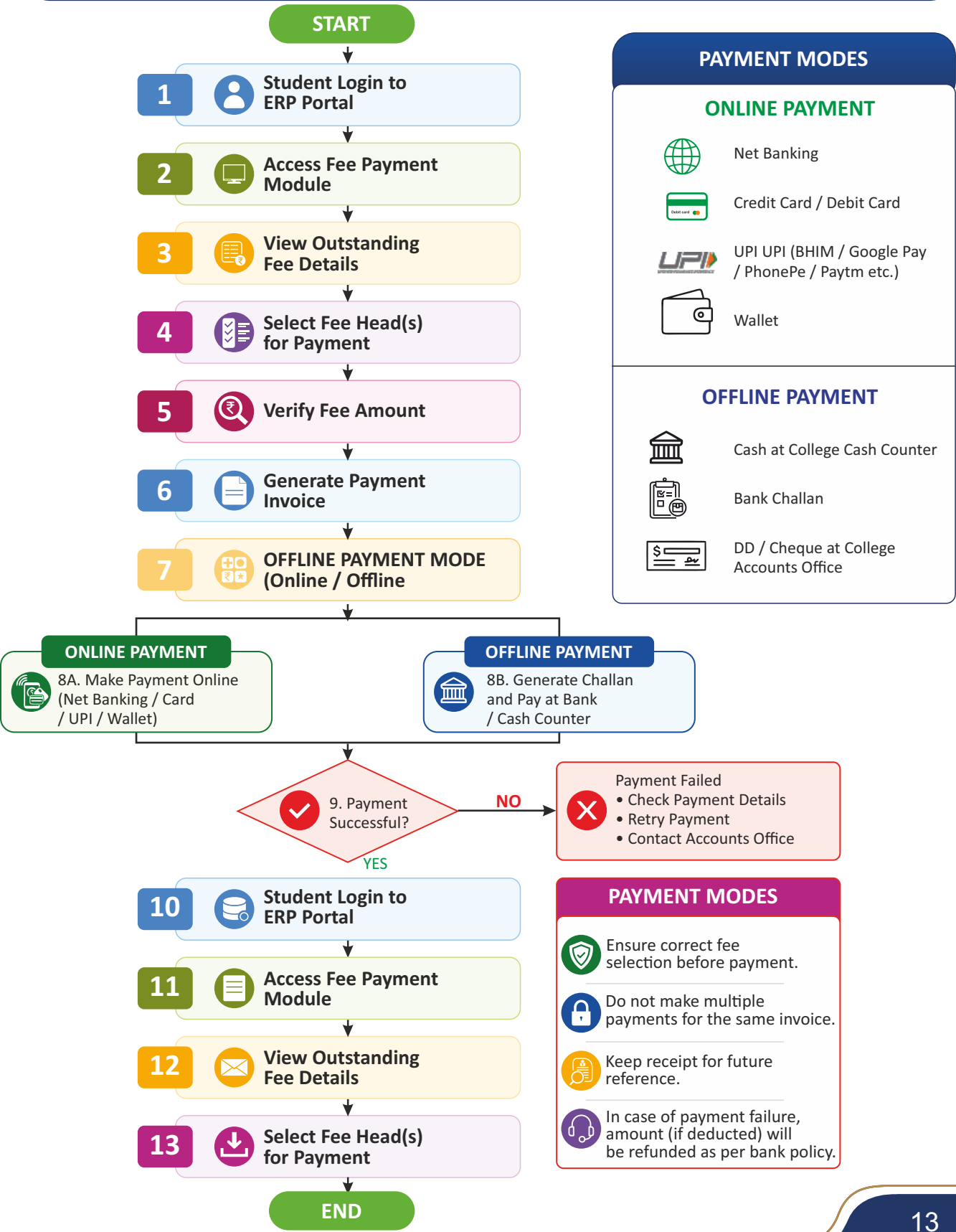
K. Dispute Resolution

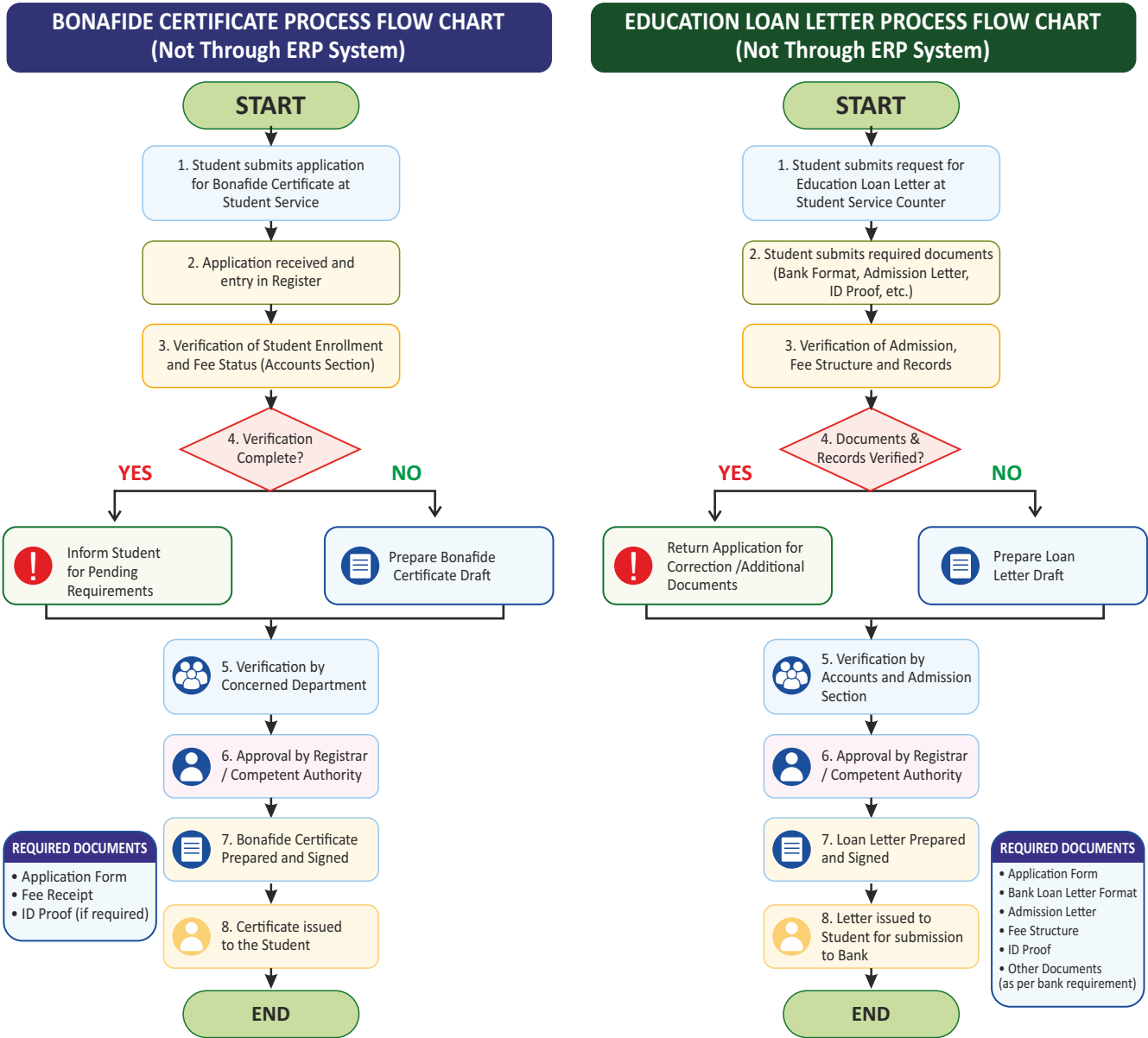
Any dispute regarding fee payments, adjustments, late fees, penalties or refunds shall be referred to the Student Cell and the competent authority, whose decision shall be final and binding.

L. Amendments

The University reserves the right to amend, modify, or revise these rules and regulations at any time. Such amendments shall become effective from the date specified in the University notification.

FEE DEPOSITION THROUGH UNIVERSITY ERP SYSTEM BY THE STUDENT





12. ACADEMIC GUIDELINES

University Schedule

- (i) University Hours: Monday - Friday, 9:00 AM to 5:00 PM.
- (ii) Each lecture/tutorial is 55 minutes, followed by a 5-minute break between classes.
- (iii) Students must appear for all Mid-Term Tests and Quizzes, and complete all assignments and projects assigned for internal assessment.

13. ATTENDANCE POLICY

- (i) Classroom attendance is a compulsory component of the course, and students must attend all lectures, tutorials, practicals, and other prescribed curricular and cocurricular activities. A minimum of 75% of attendance is mandatory in each subject.
- (ii) A relaxation of up to 10% may be granted by the University Authorities if the student was absent for medical reasons or other genuine circumstances beyond the student's control.
- (iii) A student who does not meet the minimum attendance requirements stated in Clauses 13.(i) and 13.(ii) will not be permitted to appear in the end term examination.
- (iv) Besides meeting the minimum average attendance required by Clauses 13.1 and 13.2, a student who falls below the minimum attendance for any specific course will be barred from appearing in the end term examination for that course. In such circumstances, the results will be declared as "Incomplete" and will receive a letter grade "I."
- (v) Attendance accounts for 5 percent of the total assessment for a subject and forms part of the Internal Assessment.
- (vi) The tables below explain the way in which marks are awarded for classroom attendance.

Marks	Attendance %	Marks	Attendance %
0	< 75	3	85 - 90
1	75 - 79	4	90 - 94
2	80 - 84	5	95 - 100

- (vii) Attendance will be considered by the Dean's Office for the sessions missed by the students representing the University or College or participating in various institutional activities with prior approval. In addition to classes, students must be present at all programs and functions hosted by COER University and its Colleges where students' attendance is mandatory. These include, but are not limited to, guest lectures; informational meetings with faculty, administrators and management; and social functions including organized trips/tours deemed essential. Failure to attend such events may lead to suspension of the student, which will result in the loss of attendance in regular classroom sessions leading to severe consequences resulting from such loss of attendance.

Attendance shall be calculated from the first day of the academic session.

14. EXAMINATION AND PASSING CRITERIA

Passing Criterion for Different Programs

College	Programs	Passing Criteria
College of Smart Computing	B. Tech., M. Tech., Diploma, BCA and MCA	1.To pass a theory course, a student must secure a minimum of 30% in the End Semester Examination (ESE) and an overall total of 40% across both the ESE and Internal Assessment. 2.To pass a course that consists only of practicals, seminars, or Project-Based Learning, a student must secure a minimum of 40% in the ESE. In addition, the student must achieve an overall total of at least 50% across both the ESE and Internal Assessment.
College of Engineering	B. Tech., M. Tech., Diploma	
College of Business Studies	BBA, B. Com. (Hons), B. Com. (CFA), MBA	
College of Media Studies	BAJMC MAJMC	
College of Legal Studies	BA LLB (Hons.) BBA LLB (Hons.) LLB (Hons.)	
College of Health Sciences	MPH, BHA, MHA, B.Sc. (N& D), M. Sc. (N&D), M. Sc. (Clinical Research	
College of Allied Sciences	BA (Psychology), B.Sc. (Forensic Sc.), M. Sc. (Pharm. Chem.)	
College of Legal Studies	LLM	1.To pass a theory course, a student must secure a minimum of 30% in the ESE and an overall total of 50% across both the ESE and Internal Assessment. To pass a course that consists only of practicals, seminars, or PBL, a student must secure a minimum of 40% in the ESE. In addition, the student must achieve an overall total of at least 50% across both the ESE and Internal Assessment.
College of Paramedical Science	BPT BMRIT BMLT MPT MMLT	To pass both theory and practical courses, a student must secure a minimum of 50% marks in the aggregate, including the ESE and Internal Assessment.

College	Programs	Passing Criteria
College of Pharmacy	B. Pharm. D. Pharm.	B. Pharm. Program: To pass both theory and practical courses, a student must secure a minimum of 50% marks in the aggregate, including the ESE and Internal Assessment. D. Pharm. Program: To pass both theory and practical courses, a student must secure a minimum of 40% marks in the aggregate, including the ESE and Internal Assessment.
College of Nursing	B.Sc. (Nursing)	To pass theory and practical courses, a student must secure a minimum of 50% marks separately in both the ESE and Internal Assessment. To pass the English course and elective modules, a student must secure a minimum of 40% marks separately in both the ESE and Internal Assessment. If a student fails only one theory subject but passes all other subjects in a given semester, up to 5 grace marks may be awarded to that theory subject, provided that these marks enable the student to pass the semester. Communicative English and elective modules are excluded from the calculation of the Semester Grade Point Average (SGPA). If a candidate fails a course that includes both theory and practical components, they must reappear for both examinations (Theory and Practical). Candidates must clear all backlog examinations from previous years before becoming eligible to appear for the final year examinations.

15. ACADEMIC PROGRESSION POLICY

Progression policy: The Progression Policy outlines the academic rules that determine whether a student can advance from one academic year to the next based on their cumulative academic performance.

Minimum credits earned: To be promoted to the subsequent year, a student must meet the following minimum credit requirements:

Progression To	Minimum Credits Required to Earn
Second Year Earn	50% of the total credits of Year I.
Third Year	Earn 50% of the cumulative credits of Year I and Year II.
Fourth Year	Earn 50% of the cumulative credits of Year I, Year II, and Year III.
Fifth Year	Earn 50% of the cumulative credits of Year I, Year II, Year III, and Year IV.

16. UNFAIR MEANS (UFM) IN EXAMINATION

A candidate found guilty of any of the offences, mentioned below, shall be deemed to have used unfair means and his/her examination result shall be withheld.

Prohibited Acts and Materials:

- (i) Possession of Unauthorized Material: Being in possession of books, notes, typed sheets, or any other material, whether relevant or irrelevant to the examination.
- (ii) Inscriptions on Person/Attire: Having writing of any kind on clothes worn by the student, on any part of the body, or on any accessible material that is intended to be, or could potentially be, of assistance during the examination.
- (iii) Banned Electronic Gadgets: Possessing banned electronic items in the examination hall, including but not limited to mobile phones, tablets, iPads, and other electronic gadgets (with the sole exception of permissible, non-programmable calculators). Possession of any such gadget will be treated as an act of Unfair Means, and the device will be confiscated.
- (iv) Collusion and Unauthorized Assistance: Copying or attempting to copy from another student, assisting or attempting to assist another student, or receiving assistance from another student in the examination hall.
- (v) Unauthorized Answer Sheets: Writing the examination on unauthorized materials or non-official answer books.
- (vi) Theft of Exam Materials: Smuggling or stealing answer books, or individual pages of an answer book, into or out of the examination hall.
- (vii) Impersonation: Impersonating another student or arranging for a proxy to sit for the examination.
- (viii) Sharing Exam Information: Passing, or attempting to pass, a copy of the question paper (or any part of it) or a solution to any exam question to another person.
- (ix) Destruction of Evidence: Destroying, defacing, or attempting to destroy or deface the official examination answer book.
- (x) Assault and Abuse: Physically or verbally abusing an invigilator, examiner, fellow student, or any personnel connected to the conduct of the examination, whether inside or outside the examination hall.
- (xi) Misconduct: Misbehaving or engaging in any form of disruptive behavior with an invigilator, examiner, supervisory staff member, university official, or fellow student before, during, or after the examination.
- (xii) Disruption: Creating a disturbance in or around the vicinity of the examination hall, or disrupting the examination process in any manner.
- (xiii) Academic Dishonesty: Engaging in plagiarism, collusion, copying (fully or partially) the records, reports, or assignments of other students, or any other form of cheating. This includes giving or receiving unauthorized assistance, except where explicitly permitted for group projects or collaborative activities.

List of Penalties for different types of Offences under UFM Category

Category	Offence(s)	Penalty
I	Possession of unauthorised material unrelated to the subject; irrelevant notes on question paper	Formal written warning
II	Possession of relevant material on body/clothing; copying or allowing copying; unauthorised electronic devices; continuing to write after time ends	Cancellation of the concerned paper
III	Relevant material actively copied into the answer book; writing in answer book before question paper distribution	Cancellation of the concerned paper + cancellation of the lowest-marks theory paper
IV	Destroying/swallowing evidence; refusing to sign UFM documents combined with misbehaviour	Cancellation of all subjects
V	Replacing/smuggling answer books; physically assaulting staff; caught for UFM more than once in a semester	Cancellation of all subjects + debarment for one academic year
VI	Fleeing the examination hall with the answer book; impersonation/proxy	Cancellation of all subjects + debarment for two academic years
VII	Three-time UFM offender	Expulsion from the University

17. COMMITTEES AND CLUBS

COER University encourages students to actively engage in co-curricular, extra-curricular, and professional development activities. Participation in these bodies plays a vital role in fostering leadership, teamwork, and holistic development. All recognized student organizations operate under the supervision of the university administration, and students are expected to strictly adhere to the Student Code of Conduct while participating in, organizing, or representing any university or college-level body.

17.1 University-Level Committees and Clubs

These central bodies operate across all academic branches and are open for participation to the entire university student body, promoting interdisciplinary collaboration and campus-wide community building.

CORE COMMITTEES

- DISHA: The Guidance Cell
- Linguistic Committee

- SPICMACAY (Society for the Promotion of Indian Classical Music and Culture Amongst Youth)

CAMPUS LIFE & INTEREST CLUBS

- ECO Club
- Photography Club
- OORJJA
- Music Club
- Dance Club
- Srijan

- Sports Club
- NCC (National Cadet Corps)
- NSS (National Service Scheme)
- UBA (Unnat Bharat Abhiyan)
- Drama Club
- Social Media Club

17.2 College-Level Committees and Clubs

These specialized bodies operate within the respective colleges to foster discipline-specific innovation, research, professional growth, and academic networking.

COLLEGE OF SMART COMPUTING

- UDAAN: The Endless Journey...
- D-Coders Squad

- COER AI HUB: Empowering AI Innovators...

COLLEGE OF BUSINESS STUDIES

- HR Club
- Finance Club

- Marketing Club

COLLEGE OF ENGINEERING

- MEC (Mechanical Engineering)
- Eco-Civitas Forum (Civil Engineering)
- Civil Engineers Association Club (CEAC) (Civil Engineering)
- Civil Placement & Career Club (CPCC) (Civil Engineering)

- Volt Edge Electrical Innovation Club (Electrical & Electronics Engineering)
- The Circuit Crew (Electrical & Electronics Engineering)
- TRAIC (Electrical & Electronics Engineering)

COLLEGE OF LEGAL STUDIES

- Legal Aid Clinic
 - Moot Court Committee
 - Internship and Placement Committee
 - Family Dispute Resolution Clinic
 - Centre for Artificial Intelligence Law & Society

COLLEGE OF PARAMEDICAL SCIENCES

- Alankrit Group
 - Academia Connect

COLLEGE OF PHARMACY

- Pharma Innovation Club
 - Pharma Genx
 - Kaushal Club

Note for Students: Registrations, institutional memberships, and executive roles within any committee or club are subject to academic clearance and disciplinary review. For event approval guidelines, constitution bylaws, or to connect with the current Faculty Convenor/Advisor for any of the listings above, please contact your respective Dean's Office or visit the central Department of Student Welfare.

18. INTERNSHIP AND PLACEMENT POLICY

COER University acknowledges that industrial internships are integral to the professional education and experiential learning. As a university that strives to keep the academic world abreast of the expectations of the industry world, the University has adopted a structured internship programme whereby each student would be successful and confident as an employee with a conscience.

This policy outlines a formal and comprehensive approach to the internship programme at every stage, from planning, allocation, mentoring, delivery, monitoring, evaluation, to certification. It delineates the rights, responsibilities and expected behaviour of all stakeholders: students, faculty mentors, industry mentors, departments and the Training & Placement (T&P) Cell, thereby holding them accountable, maintaining professional integrity and achieving meaningful learning outcomes throughout the process..

The industrial internship programme is guided by the following core objectives:



Practical Exposure

Provide real-world exposure to industrial, corporate, research, and professional environments that cannot be replicated in a classroom.



Applied Learning

Enable students to apply theoretical classroom concepts to real-world problems and work situations, reinforcing academic learning.



Skill Development

Develop a well-rounded portfolio of technical, analytical, managerial, and interpersonal skills essential for career growth.



Professional Ethics

Instil professional ethics, discipline, teamwork, and effective communication abilities that define career-ready graduates.



Industry-Academia Bridge

Foster meaningful industry-academia partnerships through structured collaboration, mutual feedback, and shared learning outcomes.



Career Readiness

Enhance overall employability, career readiness, and the ability to compete effectively in the national and global job market.

The internship programme is mandatory for all eligible students as prescribed in the respective programme curriculum.

Important Notes Regarding Duration & Timing

- Internships shall ordinarily be undertaken during the officially notified internship window or the summer break as communicated by the university.
- Students must complete the internship within the approved and notified duration to be eligible for academic credit.
- Any extension of internship duration beyond the approved period requires written approval from the Dean Academics and the T&P Cell.
- Students who fail to commence their internship within the approved window without prior written permission may forfeit their internship credit for that academic year. The university recognises two pathways through which students may secure internships. Both pathways must comply with the academic standards and approval requirements set by the Training & Placement Cell.

University-Facilitated Internship

The preferred and primary pathway for internship placement. The Training & Placement (T&P) Cell actively coordinates with a curated network of industries, corporations, research institutions, and startups on behalf of students.

Process Overview:

- T&P Cell issues internship notices and invites student registrations.
- Students participate in the structured allocation process conducted by the T&P Cell.
- T&P Cell maintains official communication with participating organisations.
- Allotment letters are issued to selected students.

Self-Arranged (External) Internship

Students may independently arrange internships outside the university process, subject to prior written approval from the T&P Cell. The organisation and role must meet academic relevance and credibility standards.

Mandatory Documents to be Submitted:

- Organisation profile and registration details to be submitted to T&P Cell by the Students.
- NOC letter as a notion of approval from the T&P Cell.
- Official offer letter or confirmation from the organisation.
- Detailed internship role description and responsibilities.
- Proposed duration with start and end dates.
- Contact details of the assigned Industry Mentor.

Approval Authority

The Training & Placement Cell reserves the right to approve or reject any externally arranged internship. The Cell's assessment is based on the academic relevance of the assigned role, the credibility and standing of the organisation, and the quality of learning outcomes the internship is expected to deliver. The Cell's decision shall be final. A robust, two-tier mentorship structure is at the core of COER University's internship model. Every intern benefits from both academic guidance (Faculty Mentor) and industry-based professional mentorship (Industry Mentor), working in close coordination to maximise the student's learning experience.

FACULTY MENTOR

- Assigned by the academic Department
- One Faculty Mentor per group of up to 30 students
- Primary academic coordinator for assigned interns
- Reviews fortnightly progress reports
- Conducts fortnightly review meetings / presentations
- Guides technical report writing and documentation
- Reports discipline issues to Department & T&P Cell
- Evaluates learning outcomes and assigns internal marks

INDUSTRY MENTOR

- Assigned by the academic Department
- One Faculty Mentor per group of up to 30 students
- Primary academic coordinator for assigned interns
- Reviews fortnightly progress reports
- Conducts fortnightly review meetings / presentations
- Guides technical report writing and documentation
- Reports discipline issues to Department & T&P Cell
- Evaluates learning outcomes and assigns internal marks

Mentorship Principle: The Faculty Mentor and Industry Mentor must establish formal contact at the commencement of the internship and maintain regular coordination throughout. Their joint responsibility is to assign an appropriate, challenging, and academically relevant project to the student intern within the first week of the internship. The following sections detail the full responsibilities of each stakeholder in the internship ecosystem. All parties are expected to fulfil their obligations diligently and communicate proactively to ensure the intern's success.

Responsibilities of the Student Intern

Student interns are the primary beneficiaries of this programme and bear direct responsibility for their own professional development. Students shall:

- Maintain professionalism, discipline, punctuality, and high ethical standards throughout the entire internship period.
- Strictly follow all organisational policies, workplace regulations, confidentiality requirements, and codes of conduct.
- Establish and maintain regular, professional communication with both Faculty Mentor and Industry Mentor.
- Submit daily work logs documenting tasks performed, learnings gained, and challenges encountered.
- Prepare and submit comprehensive weekly progress reports within prescribed timelines.
- Deliver mandatory weekly presentations covering: (a) work completed, (b) learning outcomes, (c) challenges faced, and (d) action plan for the following week.
- Actively participate in assigned projects, take initiative, and complete all assigned tasks with diligence and responsibility.
- Maintain proper, organised records including attendance register, daily diary, progress reports, presentations, and the final internship report.
- Seek guidance proactively from mentors when faced with challenges, rather than allowing problems to accumulate.
- Refrain from any form of unauthorised absence, misconduct, or behaviour likely to bring disrepute to the University.
- Submit the completed Internship Report and supporting documents to the department within the prescribed deadline after the internship concludes.

Responsibilities of the Faculty Mentor

Faculty Mentors serve as the primary academic pillars of the internship programme. They bridge the gap between the university's academic objectives and the realities of the industrial workplace. Faculty Mentors shall:

- Serve as the designated academic coordinator for all assigned student interns throughout the internship duration.
- Formally establish contact with the assigned Industry Mentor at the commencement of each internship and agree on communication protocols.
- In close collaboration with the Industry Mentor, jointly assign an appropriate, meaningful, and academically relevant project or research topic to each intern within the first week.
- Ensure that the assigned project aligns clearly with programme outcomes, learning objectives, and the student's academic specialisation.
- Monitor and review daily work logs and weekly progress reports submitted by students, providing timely constructive feedback.
- Conduct structured weekly review meetings or supervised presentations with student interns to assess progress and address challenges.
- Guide students in preparing high-quality technical reports, professional presentations, and supporting documentation.
- Ensure all internship records, progress reports, and assessment documents are submitted within departmental timelines.
- Promptly report any instance of indiscipline, absenteeism, misconduct, or unsatisfactory performance to the Head of Department and the T&P Cell.
- Submit the Faculty Mentor's assessment report to the department upon completion of the internship.

Responsibilities of the Industry Mentor

- Industry Mentors are professional partners of the university who contribute their expertise and workplace environment to develop the next generation of professionals. Industry Mentors shall:
- Provide comprehensive professional guidance and structured workplace orientation to all assigned interns.
 - Coordinate actively with the Faculty Mentor regarding internship objectives, project scope, and expected deliverables.
 - Jointly finalize a meaningful project or research topic for each intern in consultation with the Faculty Mentor within the first week.
 - Assign tasks and responsibilities that are genuinely relevant to the student's academic specialisation and career aspirations.
 - Provide timely, constructive, and honest feedback regarding each student's performance, discipline, punctuality, and professional behaviour.
 - Share daily or periodic progress updates and attendance records with the respective Faculty Mentor.
 - Actively support each student in achieving the defined learning outcomes and project objectives.
 - Participate in the university's evaluation and assessment processes as required, including submission of the confidential Industry Evaluation Form.
 - Report any significant concerns regarding student conduct, welfare, or performance to the Faculty Mentor and T&P Cell without delay.

Responsibilities of the Training & Placement Cell

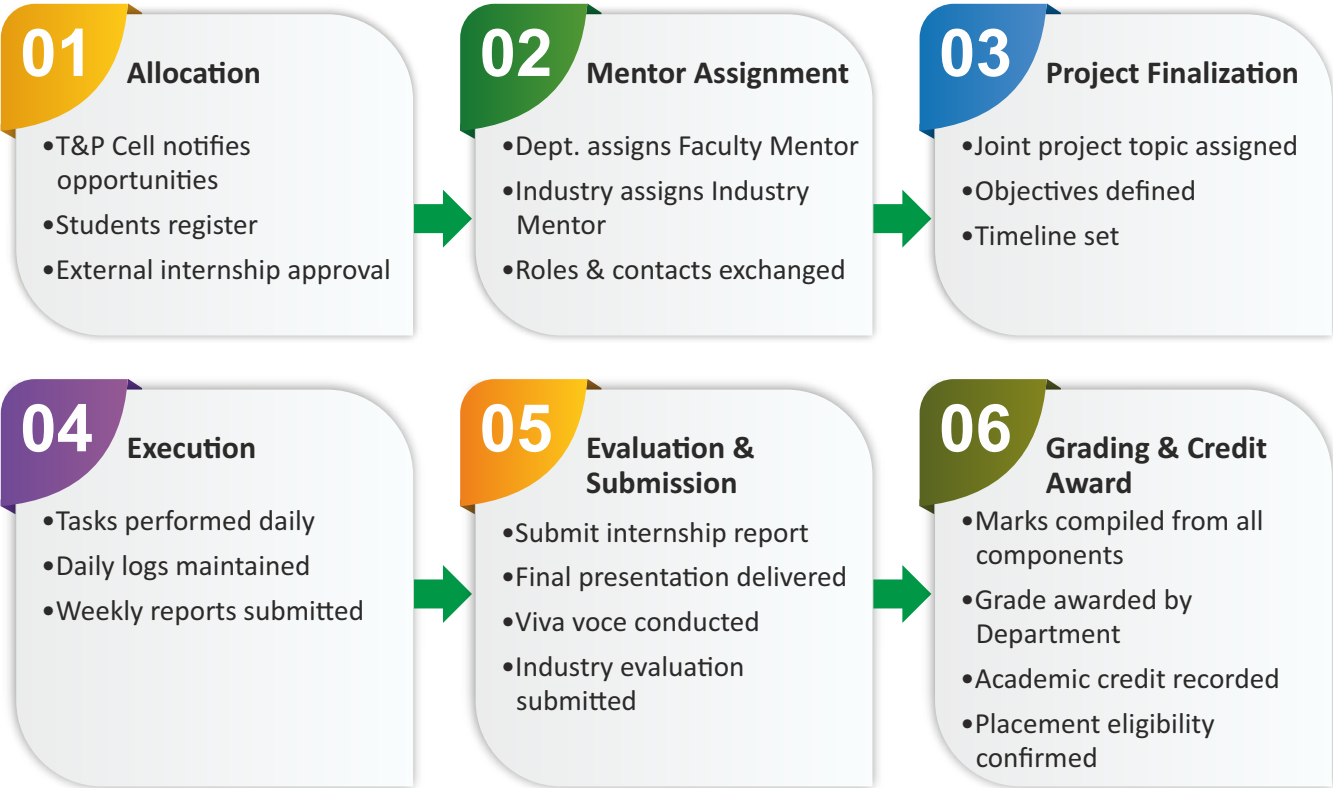
- The Training & Placement Cell serves as the administrative and operational backbone of the university's internship programme. The T&P Cell shall:
- Proactively coordinate internship opportunities with a diverse range of industries, organisations, startups, and research institutions.
 - Plan, conduct, and manage the internship allocation process in a transparent and equitable manner.
 - Maintain comprehensive official internship records, databases, and documentation for all students.
 - Review and approve or reject applications for self-arranged external internships after due diligence and verification.
 - Coordinate with academic departments for the smooth and timely implementation of the internship policy.
 - Monitor overall compliance with university internship procedures, timelines, and standards.
 - Serve as the primary point of contact for grievance handling related to internship placements, conduct, or assessment.
 - Maintain ongoing professional communication with partner organisations regarding student performance, institutional collaborations, and future internship opportunities.
 - Issue official internship allocation letters, approval notifications, and completion certificates as appropriate.

Summary: Responsibility Matrix

The table below provides a quick-reference overview of key responsibilities across stakeholders:

Responsibility / Action	Student	Faculty Mentor	Industry Mentor
Obtain prior approval for self-arranged internship	✓	✓	
Communicate internship opportunities to students			✓
Assign Faculty Mentor to student groups	✓		
Jointly finalize project/research topic		✓	✓
Submit fortnightly reports	✓		
Conduct fortnightly review meetings with interns		✓	
Provide workplace guidance & feedback			✓
Monitor compliance with internship procedures	✓		✓
Evaluate and assign grades		✓	✓
Report absenteeism or misconduct		✓	✓

The internship programme follows a structured, stage-by-stage workflow to ensure consistency, accountability, and quality outcomes. The six stages are illustrated below:



The university adopts a continuous, multi-layered monitoring and evaluation framework to ensure that every intern receives consistent oversight, timely feedback, and fair assessment throughout the internship period.

Continuous Monitoring Framework

Monitoring Activity	Frequency	Responsible Party
Work Log Submission	Fortnightly	Student → Faculty Mentor
Attendance Monitoring	Daily	Industry Mentor → Faculty Mentor
Progress Report	Fortnightly	Student → Faculty Mentor
Review Meeting / Presentation	Fortnightly	Faculty Mentor with Student
Industry Mentor Performance Update	Fortnightly / as required	Industry Mentor → Faculty Mentor
Departmental Review Meeting	Mid-internship (once)	HoD/ Principal / Department
Final Viva Voce & Presentation	End of internship	College Panel
Industry Evaluation Form	End of internship	Industry Mentor

Evaluation Criteria

Faculty Mentors shall evaluate interns on the following dimensions during the Continuous Internal Assessment:

Faculty Mentor Evaluates:

- ✓ Active participation and engagement in assigned tasks
- ✓ Learning progress and academic growth over time
- ✓ Professional conduct, attitude, and work ethic
- ✓ Quality, accuracy, and depth of progress reports
- ✓ Clarity, structure, and delivery of weekly presentations
- ✓ Responsiveness to feedback and ability to self-correct
- ✓ Quality and completeness of the final internship report

Industry Mentor Evaluates:

- ✓ Punctuality and attendance record
- ✓ Productivity and output quality
- ✓ Problem-solving ability and initiative
- ✓ Professional ethics and workplace behaviour
- ✓ Team collaboration and communication skills
- ✓ Technical competence and application of knowledge
- ✓ Overall suitability for professional employment

The final internship grade is computed out of a total of 100 marks, distributed across three complementary assessment components. This holistic approach ensures that the student's performance is evaluated from both academic and professional perspectives.

Assessment Component	Weightage	Key Evaluation Metrics
Industry Evaluation	40%	Punctuality, productivity, problem-solving ability, professional ethics, and quality of work as appraised confidentially by the Industry Mentor.
Continuous Internal Assessment	30%	Quality and timeliness of Daily Diary and Reports, responsiveness to feedback, and professionalism as judged by the Faculty Mentor over the internship period.
Final Viva Voce & Report	30%	A final presentation and defence before an expert university panel, assessing depth of technical comprehension, clarity of communication, and overall quality of the Internship Report.

Consistent attendance and timely reporting are non-negotiable requirements of the internship programme. They form the foundation of the assessment process and reflect the student's professional commitment.

- Students must maintain satisfactory attendance throughout the entire internship period. Any absence must be pre-approved by both the Faculty Mentor and the Industry Mentor wherever possible.
- Daily work records — including tasks performed, time spent, and learning reflections — must be maintained in the official Internship Daily Diary and submitted as required.
- Weekly progress reports must be submitted to the Faculty Mentor by the agreed deadline each week. Late submissions without prior written approval may attract a penalty in the assessment.
- Any planned or emergency absence extending beyond two consecutive working days must be communicated in advance to both mentors and formally reported to the academic department.
- In the event of medical leave or force majeure, documentary evidence must be submitted to the Department within three working days of returning.
- Failure to submit mandatory reports or complete mandatory presentations without valid justification may result in the student being declared unsuccessful in the internship programme.

Student Documentation Checklist

- Internship Commencement Letter (from T&P Cell)
 - Progress Reports (submitted each Fortnightly)
 - Attendance Record (signed by Industry Mentor)
 - Final Internship Report (submitted after completion)
 - Industry Evaluation Form (submitted by Industry Mentor)
- Daily Internship Diary (maintained throughout)
 - Presentation Slides (delivered each Fortnightly)
 - Mid-Internship Review Form
 - Final Presentation Slides (for Viva Voce)
 - Internship Completion Certificate (from organisation)

Student interns represent COER University in the professional world. Their conduct, attitude, and actions during the internship period reflect not only on themselves but on the reputation and credibility of the institution. The following standards of conduct are mandatory and non-negotiable:

EXPECTED CONDUCT	PROHIBITED CONDUCT
✓ Maintain professional dress code and grooming standards as per the organisation's norms. ✓ Communicate respectfully and professionally with all colleagues, supervisors, and clients. ✓ Arrive punctually and fulfil working hours as stipulated by the organisation. ✓ Protect the confidentiality of all proprietary, strategic, or sensitive organisational information. ✓ Use official communication channels (email, official platforms) for all internship-related correspondence. ✓ Demonstrate initiative, curiosity, and a genuine desire to learn at every opportunity. ✓ Seek and act constructively on feedback received from mentors. ✓ Represent COER University with pride, dignity, and professionalism at all times.	✗ Breach of confidentiality or unauthorised disclosure of organisational information. ✗ Misconduct, insubordination, or any form of harassment in the workplace. ✗ Deliberate falsification of attendance records, work logs, or progress reports. ✗ Engaging in activities outside the scope of the assigned internship role without approval. ✗ Use of personal social media or non-work platforms during working hours for personal use. ✗ Any action that brings disrepute to COER University or the partner organisation. ✗ Accepting any form of financial remuneration beyond the agreed stipend (if applicable) without disclosure. ✗ Plagiarism or academic dishonesty in the preparation of reports and presentations.

The university takes the professional conduct and academic performance of student interns very seriously. A structured escalation framework has been established to address cases of non-compliance, poor performance, or misconduct.

Level	Nature of Issue	Action / Consequence
Level 1	Minor issues: single instance of late report submission, brief unexplained absence, minor tardiness	Verbal warning issued by Faculty Mentor; noted in mentorship record.
Level 2	Repeated minor infractions or single moderate issue: consistent late submissions, unexplained absences beyond 2 days	Written warning issued; formal record maintained by Department; student placed on probation.
Level 3	Serious issues: misconduct, breach of confidentiality, repeated absenteeism, non-submission of reports	Declared unsuccessful in the internship; required to repeat the internship as directed by the university.
Level 4	Gross misconduct, plagiarism, dishonesty, behaviour causing institutional reputational damage	Debarred from university placement assistance and campus recruitment; may face further academic or legal action.

The decision of the university regarding all disciplinary and academic actions relating to the internship programme shall be final and binding on all parties. Students have the right to appeal within 7 working days of receiving notice of any disciplinary decision, by submitting a written appeal to the Dean Academics.

Academic credit for the internship shall be awarded only upon the student's successful completion of all prescribed requirements. The certification process is as follows:

1. Successful completion of the approved internship duration (minimum 4 weeks, maximum 8 weeks).
2. Submission of a complete, original, and professionally prepared Internship Report within the prescribed deadline.
3. Delivery of the Final Presentation before the college evaluation panel.
4. Satisfactory evaluation by both the Faculty Mentor (Continuous Internal Assessment — 30%) and the Industry Mentor (Industry Evaluation — 40%).
5. Successful completion of the Viva Voce examination (included in Final Viva Voce & Report — 30%).
6. Submission of the Internship Completion Certificate issued by the partner organisation.
7. A final score of 40 or above (out of 100) across all assessment components combined.

19. PLACEMENT POLICY

Placement Policy: Key Rules

- (i) The Placement facility is available to all the students registered with T&P Cell through the policy.
- (ii) Students are not allowed to register after the deadline of registration, except if they have permission from the Associate Dean-T&P/Head-T&P.
- (iii) A one-time registration fee of Rs. 1,000/- is required for placement registration.
- (iv) One job to one student at the first instance. This will ensure equitable opportunity to all students.
- (v) Students with show cause notices or warnings will not be allowed to appear in campus recruitment
- (vi) A minimum of 75% attendance in training is mandatory to sit for placement
- (vii) Any student with outstanding dues of fees will not be permitted to participate in campus recruitment

- (viii) The students are required to submit a certificate showing their academic performance as well as satisfactory conduct in the institute/hostel signed by all concerned department faculties and wardens to the faculty In-charge T&P for further consideration.
- (ix) If a student is placed in any of the P.S.U.s, then the placement is over for him/her.
- (x) All students must keep their identity card with them at the time of PPT/Written Test/GD/PI and produce the same when demanded by the visiting team or T&P Cell Staff.
- (xi) NO DUES FORM will be signed by Associate Dean-T&P/Head-T&P. No dues certificate from the institute will not be issued to placed (on/off campus) students unless he signed copy of the offer letter is submitted at T&P office.
- (xii) The T&P only acts as the facilitator in calling companies to the campus for placements as well as internships. Registration for the campus placement or internship does NOT guarantee a placement or an internship.

Penalties:

- (i) If a student registered for the internship/ placement drive of a company fails to attend the Pre-Placement Talk (if conducted), the student will be debarred from the internship/ placement drives of next two companies.
- (ii) If a student registered for internship/ placement drive of a company fails to attend the Assessment rounds (if conducted), the student will be debarred from the internship/ placement drives of next five companies.
- (iii) If a student registered for internship/ placement drive of a company fails to attend the Interviews, the student will be debarred from the internship/ placement drive for complete session.
- (iv) If a student is found directly interacting with company officials, he/she will have to face severe disciplinary actions and a fine of Rs.500 will be charged. The student shall also be debarred from the internship and placement drive.
- (v) Any kind of misbehavior/complaints are reported by the company officials/T&P Cell Staff regarding the candidate.

Relating to General Rules:

- (i) It is mandatory for all the students to come in proper college uniform during the recruitment process either physical or virtual.
 - a. For Boys: COER formal Shirt, Grey formal Trouser, Formal Black shoes & Tie
 - b. For Girls: COER formal Shirt, Grey formal Trouser, Formal Black shoes & Tie
 - c. All the students should carry a document folder with 2 copies of updated CV, Original documents, passport size photographs and a good pen.
- (ii) All the students should mention the details of their internships in the CV and explain it in their interviews. Internships play a crucial role in fresher recruitments.
- (iii) All students are responsible to stay in constant touch with T&P Coordinators for details and updates regarding Placement Matters.
- (iv) It is mandatory for all the eligible non placed students to participate in all the on-campus placement drives (Core/I.T./P.S.U.).

Policy Regarding Participation in placement activities:

Category	Package Range
Super Dream Companies	10 LPA and above
Dream Companies	6 – 10 LPA
Regular Companies	3 – 6 LPA
Average Companies	Up to 3 LPA

- (i) Students who are placed in Super Dream companies are not eligible for further Campus placements.
- (ii) Students who are placed in Dream companies are only eligible for Super Dream Companies. Non-CS/IT students are eligible for Core Regular Companies if they are placed in a non-core company.
- (iii) Students who are placed in Regular Companies are only eligible for dream and super dream companies. Non-CS/IT students are eligible for core average companies if they are placed in their non-core companies.
- (iv) Students who are placed in average companies are eligible for regular, dream and super dream companies.
- (v) Any selected students cannot participate in same category again. Only Non-CS/IT students can participate in core companies if they are placed in Non-core Company.

20. RESEARCH POLICY

(i) Research Objectives Relevant to Students

The University has established the following objectives that directly involve or benefit students:

- To create a favourable research environment for students.
- To provide support and facilities to students for enhancing their research potential.
- To encourage students to publish papers in national/international journals and conferences.
- To encourage students to file patents.
- To organize lectures, symposia, and workshops on Intellectual Property Rights (IPR), patent drafting, and filing to help students protect their work.
- To organize research-based events such as conferences, workshops, and expert lectures on recent technological developments.
- To create a network for research internships of students in collaboration with partner institutions in India and abroad.
- To enhance knowledge and exposure of students through collaborations with top international universities and organizations.
- To publish an E-Research Newsletter every six months showcasing university research achievements, including those of students.
- To support the highest ethical standards in all aspects of research — integrity, transparency, and accountability.

(ii) Code of Ethics and Plagiarism

All students involved in research must adhere to the University's Code of Ethics. The key principles include:

- Research must be conducted with integrity, transparency, and accountability.
- Plagiarism in any form is strictly prohibited. Students must ensure their work is original and properly attributed (Overall <10%; <3% from one source).
- All research submissions must comply with the plagiarism standards set by the University.
- Students are encouraged to attend IPR workshops organized by the University to understand their rights and obligations.

(iii) Paper Publication and Research Recognition

Students are encouraged to publish research papers in reputed national and international journals and conferences.

The University supports and recognizes such achievements through:

- Guidance and mentorship from faculty members and the Research & Development Cell.
- Financial reimbursement for publication-related expenses (see table below).
- Recognition awards for research achievements.
- Facilitation of submissions through the centralized login created by the Dean of Research & Development.

(iv) Patent Filing

The University actively encourages students to file patents. The following provisions apply:

- Students are encouraged to file patents, with support from the Research & Development Cell.

- IPR workshops on patent drafting and filing are regularly organized for students.
- Where COER University is named as the Applicant, filing fees are reimbursable (subject to approval)
- Revenue Sharing: Upon commercialization of a granted patent, the University receives 75% of the revenue and the Inventee (student/faculty) receives 25%.
- Prior approval from the competent authority is mandatory before applying for a patent grant.
- An Intellectual Property Rights Facilitating Fund (IPRFF) is maintained to support patent filing, awareness programs, and protection of rights.

(v) NPTEL Certifications

Students who complete NPTEL certifications through the university-registered local chapter are eligible for fee reimbursement:

- Score $\geq$ 75%: Full certification fee is reimbursed.
- Score between 60% – 74%: Half the certification fee is reimbursed.
- Score below 60%: No reimbursement.

The university must be selected as the local chapter at the time of enrollment to qualify for NPTEL reimbursement.

(vi) Research Incentives

The table below summarises the financial benefits and reimbursements available to students:

Sl. No.	Category	Student (Rs)	Details Required
1	Research Paper (SCI/SCIE/SSCI/AHCI, ABDC-A* Q1, Scopus), NAAS '26 List	15,000	Scopus proof and DOI required.
2	Research Paper (Q2, ABDC-A, SCI/SCIE/SSCI/AHCI), NAAS '26 List	10,000	Proof required.
3	Research Paper (Q3 & Q4, Scopus SCI / SCIE / SSCI /AHCI /ESCI ABDC-B, C), NAAS '26 List	5,000	
4	Book Chapter (Scopus indexed)	1500	
5	Conference Papers (Scopus/WoS)	1500/1000	

Research Support Infrastructure for Students

(vii)Research & Development Cell

The Research & Development Cell is responsible for coordinating all research activities, including those involving students. Students may approach the Dean (Research & Development) for support, guidance, and resource allocation.

(viii)Research Internships

The University creates and maintains a network for research internships for students in collaboration with partner institutions in India and abroad. Students are encouraged to apply for available internship opportunities through the R&D Cell.

(ix) International Collaborations

Students can benefit from the University's collaborations with top international universities and organizations, which may include exchange programs, joint research projects, and access to global research resources.

(x) Funded Research Projects

Research activities at COER University are sponsored by Government funding agencies and industries. Students participating in sponsored projects may receive support through:

- Access to project-funded equipment and consumables.
- Travel support for project-related work.
- Payments/stipends as applicable under sponsored research project terms.

(xi) Key Contacts and Submission Process

- All research-related incentive claims and reimbursement submissions must be routed through the centralized portal managed by the Dean of Research &.
- For patent-related queries, approach the R&D Cell for guidance on IPR workshops and patent drafting assistance.
- For NPTEL certification reimbursements, ensure the university is registered as your local chapter before enrollment.
- The Board of Research (chaired by the Vice Chancellor) reviews the progress of all research activities once per semester.

21. ANTI-RAGGING POLICY

Ragging is strictly prohibited within and outside the University campus and hostels, as per the directions of the Hon'ble Supreme Court of India and the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. Ragging in any form is a cognizable criminal offence.

What Constitutes Ragging?

Ragging constitutes one or more of the following acts:

- (i) Any conduct verbal or physical that teases, treats, or handles any student with rudeness
- (ii) Rowdy or undisciplined activity likely to cause annoyance, hardship, physical or psychological harm, or fear in any other student
- (iii) Asking a student to do any act that they would not ordinarily do, causing shame, torment, or embarrassment
- (iv) Financial extortion or forceful expenditure burden on a student
- (v) Physical abuse, sexual abuse, stripping, forcing obscene acts, or causing bodily harm
- (vi) Verbal abuse, public insults, or online humiliation that adversely affects the mental health of any student
- (vii) Showing off power or superiority over another student

NOTE: Accepting or undergoing ragging without reporting it is also an offence. Report any incident immediately to the Anti-Ragging Committee, any faculty member, Warden, Dean-SW, Registrar, or Vice-Chancellor at any time, day or night.

Punishments for Ragging

- (i) Immediate suspension from classes for a minimum of 15 days
- (ii) Prohibition from entering University premises
- (iii) Withholding/withdrawing scholarships/fellowships and other benefits
- (iv) Debarring from appearing in examinations or other evaluation processes
- (v) Debarring from collaborative work or national/international events
- (vi) Suspension/expulsion from hostels
- (vii) Cancellation of admission and expulsion from the institution
- (viii) Debarment from admission to any other institution for a specified period
- (ix) Filing of FIR with local police authorities
- (x) Prosecution under the Prohibition of Ragging Act minimum imprisonment of two years and/or a fine of Rs. 10,000/-

22. SEXUAL HARASSMENT

SEXUAL MISCONDUCT AND STALKING

Sexual misconduct including sexual harassment and sexual violence shall never be tolerated. All students are expected to ensure a working and learning environment free from these behaviors.

Definition

Sexual misconduct is any act of violence or harassment that is sexual in nature, or any unwanted, non-consensual sexual touching or harassment, within or outside a relationship. Teasing (including eve-teasing) constitutes sexual harassment and will be dealt with severely.

Examples of Sexual Misconduct

The following, performed without consent, may constitute sexual misconduct:

- (i) Sexually explicit remarks, innuendos, banter, insults, jokes, or songs
- (ii) Wolf-whistling, cat-calling, or other offensive sexual noises
- (iii) Offensive comments about dress, appearance, or private life (including sexuality or gender identity)
- (iv) Unwanted or inappropriate physical contact: touching, pinching, groping, or smacking
- (v) Unwanted requests to engage in or discuss sexual activity
- (vi) Stalking, grooming, coercion, or threats of any kind
- (vii) Display or distribution of pornographic or sexually explicit material

Stalking

Stalking is persistent and unwanted conduct directed at a person, including following them, sending repeated unwanted messages, bullying them on social media, or making intrusive visits. Students found guilty of stalking will face severe disciplinary action and legal proceedings.

NOTE: Each student shall attend a mandatory workshop on 'Prevention of Sexual Harassment' (POSH). The University's POSH Policy shall apply to all students.

23. HOSTEL RULES & REGULATIONS

HOSTEL RULES & REGULATIONS

All students (boys and girls) residing in COER University hostels are directed to maintain discipline at all times and live decently.

VISION OF COER UNIVERSITY BHAWAN

- To maintain a congenial atmosphere where students feel comfortable and homely.
- To provide well-furnished, safe, and secure accommodation.
- To inculcate self-discipline and make students systematic and strategic.
- To provide a diverse cultural learning environment and sports facilities.
- To develop the overall personality of the student to become a good citizen.

23.1 ACCOMMODATION

- (i) Room allotment is on a first-come, first-served basis for one complete session. Change of room mid-semester is not permitted.
- (ii) All Bhawan residents must vacate their rooms completely before proceeding on summer vacation.
- (iii) Students with chronic or serious medical problems may be asked to vacate; personal medical care by parents/guardians will be required.

- (iv) Expelled students must immediately vacate; deposits shall be forfeited and fees will not be refunded.
- (v) Students reside in Bhawan at their own risk. Continued stay depends on academic performance, good behaviour, and conduct.

23.2 BANNED ITEMS AND PRACTICES IN HOSTEL

- (i) Ragging in any form
- (ii) Consuming or possessing non-vegetarian food, eggs, tobacco, gutkha, pan masala, cigarettes, alcohol, or any intoxicant or bringing these items inside the campus
- (iii) Not attending classes while medically fit
- (iv) Not attending meetings/special lectures/programmes organised by the University
- (v) Jumping over the boundary wall of the campus
- (vi) Using electric iron, kettle, room heater, stove, or hot plate in hostel rooms
- (vii) Playing music at high volume in the hostel
- (viii) Organising private parties in the hostel (Birthday parties may be held in Quick Bite with prior Dean-SW permission; maximum 45 minutes)
- (ix) Loitering outside or near the gate of the Girls' Hostel (or vice versa)
- (x) Entry of a male visitor in Girls' Hostel or female visitor in Boys' Hostel
- (xi) Making or pasting sketches/drawings on walls, doors, boards, or anywhere in the campus
- (xii) Entry of vehicle in residential areas
- (xiii) Throwing waste paper, rubbish, plastic bags, or bottles in lawns, corridors, or out of windows
- (xiv) Not keeping rooms neat, clean, and tidy at all times

23.3 DINING HALL / MESS

- (i) COER University campus is strictly vegetarian. Four meals are provided daily: Breakfast (7:30–8:45 AM), Lunch (12:00–2:00 PM), Evening Tea/Snacks (05:00–05:30PM), and Dinner (7:30–8:45 PM).
- (ii) Boys: proper shoes required; no Bermuda/shorts; shirts must be tucked in.
- (iii) Girls: proper sandals/footwear required; hair must be tied properly.
- (iv) No food shall be wasted. Paying mess bills does not entitle a student to waste food.
- (v) Self-service system: students must return used utensils to the dish-washing counter after meals.
- (vi) Bhawan residents are not allowed to take food to their rooms (exception: with Warden's permission when sick).
- (vii) Full discipline shall be maintained in the dining hall at all times. Misbehaviour with mess staff will result in punitive action.

23.4 OUTPASS AND LEAVE

- (i) All hostel students wishing to avail outpass or leave must submit an application to the Warden's office at least 12 hours in advance.
- (ii) Outpass is permitted only after regular classes, except in cases of illness or emergency.
- (iii) Leave is permitted only for weekends or holidays. Leave for Sundays must be submitted by Friday.
- (iv) Night stay on outpass without permission is a violation of Bhawan rules.
- (v) Maximum of 4 outpasses per week will be granted, except in emergencies.
- (vi) Return times: Boys latest 8:00 PM; Girls 6:00 PM (summer), 5:00 PM (winter).
- (vii) Leave once granted must be availed. Returning early without notifying the Bhawan office is also a violation.

23.5 LEAVE COLLECTION TIMINGS

Hostel	Day	Timing
Boys' Hostel	Mon–Fri	4:30–5:30 PM
	Saturday	2:00–3:00 PM
	Sunday	10:00–11:00 AM & 4:00–5:00 PM
Girls' Hostel	Mon–Sat	1:00–2:30 PM
	Sunday	10:00–11:00 AM & 1:30–2:00 PM

23.6 HOSTEL GATE AND EXIT

- (i) Hostel gates close at 10:00 PM. No student shall exit after the specified time.
- (ii) Girls' Hostel main gate closes as per seasonal notice.
- (iii) No student shall visit other hostels after 10:00 PM.
- (iv) Jumping over boundary walls will lead to severe disciplinary action.

23.7 VISITORS

- (i) No visitor/guest shall be taken to hostel rooms under any circumstances.
- (ii) Visitors (parents/blood relatives) may meet students in Quick Bite only, with Warden/Chief warden/Dean-SW permission.
- (iii) Female visitors are restricted from the Boys' Hostel area and male visitors from the Girls' Hostel area.

23.8 SICKNESS IN HOSTEL

- (i) COER Hospital on campus provides medical consultation and ambulance facilities.
- (ii) If a student is unwell, they must immediately inform their room partner, Hostel Supervisor, Warden, Chief Wardenand Dean-SW.
- (iii) All costs of consultation, medicines, and diagnostics will be borne by the student.

23.9 MONTHLY MEETING & COMMUNICATION

- (i) A monthly meeting of hostel residents is held in the third week of every month (Friday, 4:00 PM onwards), chaired by the Dean-SW.
- (ii) Students may meet the Dean-SW every Friday, 4:00–5:00 PM, and the Chief Warden daily, 4:00–5:00 PM, to resolve personal/academic issues.
- (iii) Suggestions must be submitted in advance to the Dean-SW through the respective Warden.

24. DISCIPLINARY PROCEDURE AND PENALTIES

24.1 Disruptive Conduct

Any intentional act that substantially obstructs or disrupts university operations, teaching, or normal functioning. This includes:

- Classroom, lab, or common area (library, dining hall, hostel) disruptions.
- Disrespectful, threatening behavior, or physical violence.
- Vandalism or property damage.
- Policy non-compliance or inappropriate technology usage.

- Academic misconduct.
- Possession/use of prohibited intoxicants.

24.2 Discrimination

Verbal or physical behavior targeting individuals or groups based on origin, race, creed, gender, religion, or sexual orientation.

- **Threshold:** Conduct that creates an intimidating or demeaning environment, impeding access to educational benefits.
- **Includes:** Derogatory, racist, profane, sexually explicit, or graphic communications (words or pictures) demonstrating bias.

24.3 Falsification & Refusal to Identify

- **Information Fraud:** Wilfully providing false, misleading, or incomplete information to officials; forging or altering university records.
- **Identity Fraud:** Falsely identifying oneself or refusing to identify oneself to authorized personnel (including security).
- **Proxy Attendance:** Signing in for another student constitutes signature forgery, is treated as a criminal offense, and is liable to legal prosecution.

24.4 Prohibited Substances & Weapons

Zero Tolerance Notice: Violations involving weapons, drugs, or proxy attendance will result in immediate disciplinary action and/or criminal prosecution under the law.

- **Weapons:** Unauthorized possession/use of firearms, incendiary devices, explosives, or bio-chemical agents.
- **Smoking/Vaping:** Strictly prohibited inside all campus premises, including hostels.
- **Alcohol:** Entering campus/hostels under the influence, or the possession/consumption of alcohol on university premises, is strictly forbidden.

24.5 Theft & Property Damage

Includes the theft, embezzlement, damage, destruction, unauthorized possession, wrongful sale, or gifting of university or peer property.

24.6 Public Display of Affection (PDA)

- **Scope:** Interaction between genders must remain strictly within academic and professional boundaries.
- **Restriction:** Explicit physical contact in public places is banned, construed as a punishable offense, and requires students to maintain decency and avoid boisterous behavior.

Any breach of discipline must be reported immediately to the Proctor or any available authority HOD, Faculty, Warden, Lab Staff, or Bhawan Supervisor. Complaints related to sexual harassment or ragging must be in writing and submitted within 60 days of the alleged violation (verbal reports are accepted for urgent matters).

24.7 Inquiry

On receipt of a complaint, the Committee will conduct a full investigation and recommend action commensurate with the gravity of the offence. No punishment shall be imposed without providing the accused student a fair opportunity to defend themselves. Serious incidents will be reported to the Police by the Registrar, with the Vice-Chancellor's consent.

24.8 Disciplinary Actions

- WARNING:** The student's conduct was a violation of the CoC; further misconduct will result in severe action.
- RESTRICTION:** Reprimand and restricted access to campus facilities for a specified period.

- (iii) **MONETARY PENALTY:** Fine, and/or suspension/forfeiture of scholarship for a specified period.
- (iv) **SUSPENSION:** Prohibition from attending classes, student activities, and use of University facilities for a specified period.
- (v) **EXPULSION:** Permanent prohibition from entering the campus or participating in any student activities.
- (vi) **DISMISSAL:** Suspension followed by dismissal; ineligibility to reapply for admission for 3 years; withholding of grade cards or certificates.

24.9 Appeal

Any student aggrieved by a disciplinary decision may appeal to the Appellate Committee.

PENALTY GENERAL (ALL STUDENTS)

Sr. No.	Misconduct / Offence	Punishment
1	Discrimination & Ragging	Immediate 15-day suspension from classes; entry to campus prohibited; Fine Rs. 10,000/- (minimum); initiation of legal proceedings.
2	Academic Misconduct (cheating, plagiarism, etc.)	Immediate confiscation of identity card; suspension from classes; Fine Rs. 10,000/- (minimum); debarment from examination.
3	Prohibited Activities (violation of disciplinary guidelines)	Fine Rs. 2,000–25,000/- depending on degree of misconduct; immediate suspension; campus entry prohibited; initiation of legal action
4	Substance Abuse (intoxicants, drugs, alcohol, etc.)	Immediate suspension from classes; campus entry prohibited; Fine Rs. 10,000/- (minimum).
5	Vandalism / Damage or Theft of University Property	Recovery of full cost of damaged/stolen property + Fine Rs. 10,000/- (minimum); initiation of legal proceedings.
6	Not following COER dress code during college hours	Monetary fine Rs. 500/- and written warning.
7	Mobile phone use in class/lab/library/examination	Confiscation; Fine Rs. 1,000/-; expulsion from classes/hostel; second offence: fine doubled.
8	Assault and fighting	Suspension from hostel 30 days or more; suspension from classes for 2 weeks; detention from Mid-Term tests; Fine Rs. 10,000/- (minimum); FIR may be filed.
9	Using abusive language or passing offensive remarks	Fine Rs. 200/-; rustication from class and hostel; rustication from COER
10	Theft of books from library	Recovery of 3× cost; suspension from library for 1 month; suspension from classes.

STUDENT CODE OF CONDUCT

PENALTY— HOSTELLERS ONLY

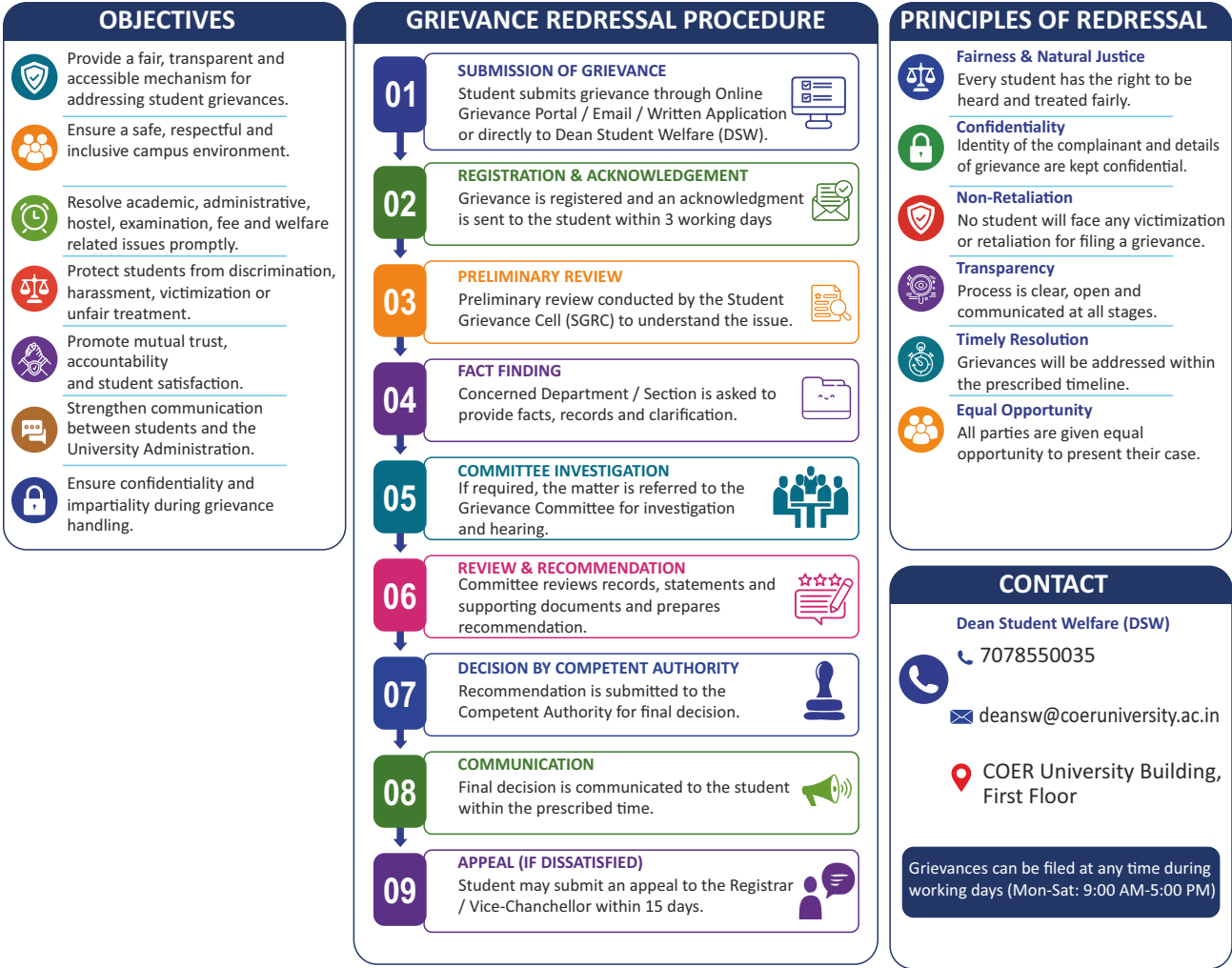
Sr. No.	Misconduct / Offence	Punishment
1	Going out without outpass or jumping boundary wall	Cancellation of outpass for 15 days; parents informed; Fine Rs. 1,000/-. Repetition: Fine Rs. 2,000/-; rustication from hostel.
2	Availing outpass and not returning on time	Same as Case 1.
3	Providing false address on outpass/leave	Same as Case 1.
4	Amending leave/outpass without permission	Cancellation of leave for 15 days; Fine Rs. 1,000/-. Repetition: Fine Rs. 1,000/- additional.
5	Non-veg food, smoking, chewing tobacco/gutkha or keeping tobacco products	Parents informed; Fine Rs. 500/-. Repetition: Fine Rs. 1,000/- or more; expulsion from hostel.
6	Consuming alcohol or inhaling toluene (correction fluid)	Same as Case 5.
7	Assault and fighting in hostel	Hostel suspension 30 days or more; suspension from classes 2 weeks; detention from Mid-Term tests; Fine Rs. 10,000/- (minimum); FIR may be filed
8	Midnight birthday celebration	Written warning; Fine Rs. 1,000/-; expulsion from hostel or both.
9	Keeping unauthorised person in hostel room	Written warning; Fine Rs. 1,000/-.
10	Shouting/screaming in hostel	Written warning; Fine Rs. 1,000/-; suspension from hostel.
11	Using unauthorised electrical appliances	Fine Rs. 2,000/-; item confiscated. Second offence: rustication from hostel; fine doubled.
12	Playing cricket/basketball/volleyball in hostel corridors	Fine Rs. 1,000/-; written warning; suspension from sports activities.
13	Presence in another hostel after 10:00 PM without permission	Suspension of outpass for 10 days; Fine Rs. 500/-.
14	Misusing leave (not going home when approved)	Cancellation of privileged leave for 2 months; Fine Rs. 1,000/-; rustication from hostel.

25. STUDENT GRIEVANCE PROCEDURE AND SUPPORT

Any student aggrieved by acts of sexual harassment, misconduct, or ragging may approach the Redressal Cell at the University. Any student aware of violations must also report the same to the Cell. The said grievance must be submitted in writing within 60 days of the alleged violation and must be addressed to office of DSW

STUDENT GRIEVANCE REDRESSAL CELL (SGRC)

A Fair Hearing Timely Action Respect for Every Student



NOTE: Misuse of the Grievance Mechanism with Mala-fide Intentis a Disciplinary Offence.

"Your Voice Matters. We are here to Listen and Help."

26. CAMPUS FACILITIES AND SUPPORT

- (i) COER Hospital is located on campus; physicians and ambulance services are available.
- (ii) Health Club (separate for boys and girls) with modern fitness equipment.
- (iii) Student Centre facilities: Food Court, stationery shop, photocopy services, ATM (Punjab National Bank)
- (iv) Suggestion boxes are placed in hostels, the academic building, lab block, and computer centre lobby.
- (v) Complaint registers are maintained in the Warden's office for Wi-Fi, electricity, water supply, and furniture repair issues. Unresolved complaints within 24 hours should be escalated to the Chief Warden
- (vi) Visitors/parents should not visit during class hours. If they do, meetings must not exceed 20 minutes.

27. COUNSELING AND MENTAL HEALTH SUPPORT

- i. Professional counseling and psychological support services through the SAARTHI Centre for Mental Health and Well-Being for students. The Centre is dedicated to promoting students' emotional, psychological, and social well-being through individual and group counseling sessions.
- ii. Students may avail themselves of confidential counseling services for academic, personal, and career-related concerns. All sessions are conducted by trained professionals and are strictly confidential.
- iii. Awareness programmes, mental health workshops, and sensitization campaigns are organized periodically to encourage a culture of openness and reduce stigma around seeking support.

28. ACADEMIC CALENDAR

Odd/Even Semester

Academic Session: 2026 - 27

Sr. No.	Activity	Date	Day	Remarks
01	Reporting of all courses (1st Year Students)	July 06, 2026 onwards	Monday	
02	Orientation Program for 1st Year Students	July 07, 2026 to July 22, 2026	Tuesday to Wednesday	Orientation Days Classes commences from July 23, 2026
03	Registration for 2nd Year Students in III Semester	July 03, 2026	Wednesday	Classes commences from July 06, 2026
04	Registration for 3rd Year Students in V Semester	July 08, 2026	Wednesday	Classes commences from July 09, 2026
05	Registration for 4th Year Students in VII Semester	July 08, 2026	Wednesday	Classes commences from July 17, 2026
06	Shiv Ratri	Aug. 11, 2026	Tuesday	HOLIDAY
07	Independence Day	Aug. 15, 2026	Saturday	NATIONAL EVENT
08	Raksha Bandhan	Aug. 28, 2026	Friday	HOLIDAY

Sr. No.	Activity	Date	Day	Remarks
09	Fresher's Meet 2026	Aug. 29, 2026	Saturday	
10	Shri Krishna Janmashtami	Sept. 04, 2026	Friday	HOLIDAY
11	Mahatma Gandhi's Birthday	Oct. 02, 2026	Friday	HOLIDAY
12	Manthan 2026	Oct. 08, 2026 to Oct. 10, 2026	Thursday to Saturday	UNIVERSITY's TECHNICAL FEST
13	Maha Navami	Oct. 19, 2026	Monday	HOLIDAY
14	Vijayadashami Celebrations	Oct. 20, 2026	Tuesday	HOLIDAY
15	Commencement of Mid-Term Exams (MTE)	Oct. 26, 2026 to Oct. 28, 2026	Monday to Wednesday	—
16	RUNN 2026	Oct. 29, 2026 to Oct. 31, 2026	Thursday to Saturday	ANNUAL SPORTS FEST
17	Deep Sandhya Celebration	Nov. 06, 2026	Friday	—
18	Deepawali Festival Break including Govardhan Pooja & Bhai Dooj	Nov. 07, 2026 to Nov. 10, 2026	Saturday to Tuesday	HOLIDAYS
19	Commencement of ODD Semester Practical Examinations (WINTER)	Nov. 11, 2026 to Nov. 14, 2026	Wednesday to Saturday	—
20	Study Leave/ Tutorial Sessions/ Review & Remedial Classes	Nov. 16, 2026 to Nov. 21, 2026	Monday to Saturday	STUDY LEAVES
21	Commencement of ODD Semester Theory Examinations (WINTER)	Nov. 23, 2026 to Dec. 05, 2026	Monday to Saturday	EXAMINATION DAYS
22	Guru Nanak Jayanti	Nov. 24, 2026	Tuesday	HOLIDAY
23	Foundation Day Celebrations	Dec. 03, 2026	Thursday	—
24	15 Days WINTER Break for Students	Dec. 21, 2026 to Jan. 02, 2027	Monday to Saturday	WINTER BREAK
25	Result Declaration ODD Semester	Dec. 21, 2026	Monday	—
26	Christmas Eve	Dec. 25, 2026	Friday	HOLIDAY
27	Commencement of Registration for II, IV, VI, and VIII Semesters	Jan. 04, 2027	Monday	REPORTING for EVEN Semester

STUDENT CODE OF CONDUCT

Sr. No.	Activity	Date	Day	Remarks
28	Commencement of Classes for the II, IV, VI, and VIII Semesters	Jan. 05, 2027	Tuesday	CLASSES COMMENCEMENT
29	Republic Day	Jan. 26, 2027	Tuesday	NATIONAL EVENT
30	Basant Panchami	Feb. 11, 2027	Thursday	HOLIDAY
31	Convocation 2027	February 2027	–	03rd CONVOCATION
32	Eid-ul-Fitr	March 10, 2027	Wednesday	HOLIDAY (Subject to Moon Sighting)
33	ZION 2027	Mar. 11, 2027 to Mar. 13, 2027	Thursday to Saturday	UNIVERSITY ANNUAL FEST
34	Holi Celebrations	Mar. 22, 2027	Monday	HOLIDAY
35	Commencement of Mid-Term Exams (MTE)	Apr. 01, 2027 to Apr. 06, 2027	Thursday to Tuesday	–
36	Dr. B. R. Ambedkar Jayanti	Apr. 14, 2027	Wednesday	HOLIDAY
37	Ram Navami	Apr. 15, 2027	Thursday	HOLIDAY
38	Mahavir Jayanti	Apr. 19, 2027	Monday	HOLIDAY
39	Last Day of TEACHING	May 08, 2027	Saturday	–
40	Commencement of EVEN Semester Practical Examinations (SUMMER)	May 10, 2027 to May 14, 2027	Monday to Friday	05 Days for Practical Examinations/Tutorials
41	Commencement of EVEN Semester Theory Examinations (SUMMER)	May 17, 2027 to May 29, 2027	Monday to Saturday	EXAMINATION DAYS
42	Summer Training/ Industrial Internship Program (IIP) - 2026 Batch	June 01, 2027 to July 16, 2027	Tuesday to Thursday	–

IMPORTANT NOTE

- Minimum 90 days of teaching (minimum required teaching days as per UGC Norms), will be completed by conducting weekend extra classes.
- Independence Day shall be celebrated on Saturday i.e. August 15, 2026
- Republic Day shall be celebrated on Tuesday i.e. January 26, 2027

29. KEY CAMPUS CONTACTS

Sr. No.	Name	E Mail ID	Contact No	Role
1	Prof (Dr) Anubha Singh	vc@coeruniversity.ac.in	9719930270	Honorable Vice Chancellor
2	Dr R Chinnaiyan	pvc1@coeruniversity.ac.in	8867838352	PVC (Academics & Research)
3	Dr Rajesh Kumar Upadhyay	pvc@coeruniversity.ac.in	9889891000	PVC
4	Dr Ajay Sharma	registrar@coeruniversity.ac.in	9027916006	Registrar
5	Dr Muneesh Sethi	dean.research@coeruniversity.ac.in	8006440438	Dean Research
6	Dr Gesu Thakur	dean.computing@coeruniversity.ac.in	9411899788	Dean Computing
7	Dr Jageshwar Nath	Dean.legal@coeruniversity.ac.in	7906022956	Dean Legal Studies
8	Dr Deepak Painuli	hod.cse@coeruniversity.ac.in	9917815501	Head CSE
9	Dr Nitesh Dutt	hod.me@coeruniversity.ac.in	9837424469	Head ME
10	Dr Prashant	hod.eee@coeruniversity.ac.in	9413934618	Head EEE
11	Dr Sachin Chauhan	hod.mgmt@coeruniversity.ac.in	9837326500	Head COBS
12	Dr Mamta F Singh	principal.pharmacy@coeruniversity.ac.in	8755352001	Principal Pharmacy
13	Dr Priya	principal.nursing@coeruniversity.ac.in	9613800369	Principal Nursing
14	Dr Jyoti Saxena	principal.paramedical@coeruniversity.ac.in	7895021150	Principal Paramedical
15	Dr Kamal Kapoor	coe@coeruniversity.ac.in	9412158114	Controller of Examination
16	Dr Gunjan Agarwal	proctor@coeruniversity.ac.in	9412040928	Proctor
17	Dr Amar Nath	deansw@coeruniversity.ac.in	7078550035	Dean Student Welfare
18	Dr Anurag Singh	chiefwarden@coeruniversity.ac.in	8979317106	Chief Warden
19	Mr Sandeep Singh	studentcell@coeruniversity.ac.in	9027916032	Head Student Cell

30. AFFIDAVITS TO BE SUBMITTED AT THE TIME OF REPORTING

AFFIDAVIT

(On a Non-Judicial Stamp Paper of Rs. 10)

I, **[Full Name of the Student]**, Son/Daughter of Shri **[Father's Name]**, residing at **[Full Address]**, do hereby solemnly affirm and declare as under:

1. That I have taken admission in the COER University, Roorkee, for the academic program **[Name of the Course]**, commencing from July 2026.
2. I hereby undertake and agree to strictly abide by the following institutional norms and student responsibilities throughout my tenure at the university:

- **Mandatory Attendance:**

I understand that a minimum of 75% attendance in each subject is compulsory, failing which I may not be permitted to appear in the university examinations and may face academic penalties.

- **Uniform and Identity Card Compliance:**

I shall wear the prescribed university dress code and university-issued identity card at all times while on campus. I acknowledge that non-compliance shall be considered a violation of institutional discipline.

- **Examination Back Paper Fee:**

If I fail to clear any subject in any university examination for any reason whatsoever, I shall pay the back paper examination fee as per the prevailing university rules and regulations without objection.

- **Non-Involvement in Conflicts:**

I shall refrain from any kind of conflict, argument, or activity that disturbs the peace and decorum of the university environment.

- **Protection of University Property:**

I shall not intentionally or negligently cause any damage to university property, infrastructure, or assets. In the event of such damage, I shall be liable to compensate for the loss, including repair or replacement costs, as determined by the university as well as pay penalty fine.

- **Conduct and Discipline:**

I shall maintain the highest standards of behavior. I will not indulge in any form of indiscipline, misconduct, or misbehavior with fellow students, faculty, staff, or any university employee. I understand that such acts will attract strict disciplinary action, including but not limited to fines, suspension, or expulsion.

- **Use of Social Media:**

I undertake not to post, circulate, or share any content on social media platforms that may defame, insult, or misrepresent the University, its faculty, staff, students, or any related stakeholder. Also, sensitive media related to other students or faculty like personal photos, videos, etc. without their permission. I understand that any such act will attract strict disciplinary action.

3. Penalty Clause:

I acknowledge that breaching any of the above rules and responsibilities shall invite a minimum monetary fine upto Rs. 50,000, and I shall comply with the penalty without dispute.

4. I further declare that I shall abide by all other rules, regulations, guidelines, and codes of conduct framed and amended by the university from time to time.

Verification

I, the deponent above named, do hereby verify that the contents of this affidavit are true and correct to my knowledge and belief. No part of it is false and nothing material has been concealed therefrom.

Verified at **[Place]** on this **[Date]** day of **[Month]**, **[Year]**.

Signature of the Student:
(Full Name of the Student)

Signature of Parent/Guardian:
(Full Name of the Parent/Guardian)

HOSTEL AFFIDAVIT

(To be printed on a Non-Judicial Stamp Paper of Rs. 10)

I, [Full Name of the Student], Son/Daughter of Shri [Father's Name], Residing at [Full Address], do hereby solemnly affirm and declare as under:

1. Hostel Allotment

That I have been allotted a hostel room in the premises of COER University, Roorkee, for the academic year 2026-27.

2. Undertaking & Rules

I undertake to follow all hostel-related rules and regulations, and I agree to abide by the following conditions:

- **Fee Payment:**

I shall pay all hostel dues, including mess charges, maintenance fees, and other applicable payments on or before the due dates.

- **Cleanliness and Hygiene:**

I shall maintain cleanliness in my room and in all common areas, including toilets, corridors, and dining spaces.

- **Damage to Property:**

I shall not damage any hostel property or belongings. If found guilty, I will compensate the full cost of the damage as assessed by hostel authorities as well as ready to pay penalty fine.

- **Use of Electrical Appliances:**

I shall not use or store any unauthorized electrical appliances, heaters, induction cooktops, or inflammable/hazardous materials, water coolers.

- **Prohibition of Illegal Substances:**

I shall not possess, consume, or distribute any alcohol, drugs, tobacco, no smoking, or other intoxicants. Violation will lead to immediate expulsion and possible legal action.

- **Anti-Ragging Compliance**

I shall not be involved in or tolerate any form of ragging or bullying. I understand that ragging is a punishable offence under the law and university rules.

- **Visitors and Outsiders:**

No outsider shall be allowed to stay in my room. Visitors will be permitted only during university-specified hours with prior approval.

- **Indiscipline or Misconduct:**

I shall not misbehave with hostel staff, security personnel, or fellow residents. Disciplinary action will be taken in case of any misconduct.

- **Participation in Hostel Meetings:**

I will attend all hostel meetings, follow circulars issued, and extend cooperation for maintaining harmony and order.

- **Room Inspections:**

I am aware that hostel authorities may inspect my room at any time without prior notice.

- **Fire Safety and Security:**

I shall not tamper with fire extinguishers, smoke detectors, CCTV systems, or other safety devices. I will report any suspicious activity immediately.

- **Use of social media:**

I undertake not to post, circulate, or share any content on social media platforms that may defame, insult, or misrepresent the University, its faculty, staff, students, or any related stakeholder. Also, sensitive media related to other students or faculty like personal photos, videos, etc. without their permission. I understand that any such act will attract strict disciplinary action.

3. Consequences of Violation:

I understand that any breach of these rules will attract a minimum fine upto Rs. 50,000, and repeated or severe violations may lead to expulsion from the hostel or even from the university.

4. Final Declaration

I hereby declare that I have read, understood, and shall comply with the above rules and university hostel policies. I shall also follow any future amendments or additional instructions issued by hostel or university authorities.

Verification

I, the deponent above named, do hereby verify that the contents of this affidavit are true and correct to my knowledge and belief. Nothing material has been concealed.

Verified at [Place] on this [Date] day of [Month], [Year].

Signature of the Student:
(Full Name of the Student)

Signature of Parent/Guardian:
(Full Name of the Parent/Guardian)

राष्ट्रगान

जन-गण-मन अधिनायक जय हे

भारत भाग्य विधाता।

पंजाब-सिंधु-गुजरात-मराठा

द्राविड़-उत्कल-बंग

विंध्य हिमाचल यमुना गंगा

उच्छल जलधि तरंग

तब शुभनामे जागे,

तब शुभ आशिष मांगे

गाहे तब जय गाथा।

जन-गण-मंगलदायक जय हे

भारत भाग्य विधाता।

जय हे, जय हे, जय हे,

जय जय जय जय हे॥



कोर विश्वविद्यालय, रुड़की कुलगीत

आधुनिक विज्ञान का है केन्द्र गंगा के किनारे
कोर विश्वविद्यालय हरिद्वार गंगा के किनारे
हरिद्वार गंगा के किनारे ॥

सेठ रोशन लाल ने विज्ञान के उत्थान को
तकनीकी के ज्ञान से ज्ञान के विज्ञान को
ज्ञान के विज्ञान को
यंत्र-तंत्र से दक्ष बालक
यंत्र-तंत्र से दक्ष बालक विश्व में जिसने उतारे
आधुनिक विज्ञान का है केन्द्र गंगा के किनारे

स्वच्छ वातावरण में विज्ञान प्रविधि से जुड़े
विज्ञान के नूतन शिखर तक ज्ञान से विस्तार दें
ज्ञान से विस्तार दें
विश्वविद्यालय की महत्ता..
विश्वविद्यालय की महत्ता विश्व तक हम सब उतारें
आधुनिक विज्ञान का है केन्द्र गंगा के किनारे

तकनीकी अभियांत्रिकी के साथ आयुर्वेद ने
स्वास्थ्य के हर एक उपागम से समाज का जोड़ने
कोर के संकल्प को
कोर के संकल्प को मिलकर सभी चित में उतारें
आधुनिक विज्ञान का है केन्द्र गंगा के किनारे

ज्ञान की विज्ञान की यह चेतना हम में रहें
दक्षता से पूर्ण हों हम अनवरत बढ़ते रहें, अनवरत बढ़ते रहें
युग-युगों तक सृजनपथ पर
युग-युगों तक सृजनपथ पर कोर की दें सब मिशालें
आधुनिक विज्ञान का है केन्द्र गंगा के किनारे
कोर विश्वविद्यालय हरिद्वार गंगा के किनारे
कोर विश्वविद्यालय हरिद्वार गंगा के किनारे
कोर विश्वविद्यालय हरिद्वार गंगा के किनारे
हरिद्वार गंगा के किनारे॥
हरिद्वार गंगा के किनारे॥



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Don't miss **O**PPORTUNITIES
Get Good **E**DUCTION
Always Do **R**ESEARCH



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UNIVERSITY OF
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FOUR SQUARE ADVT : 09654730473

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