BITS Pilani
Dubai Campus

innovate achieve lead

BITS Pilani, Dubai Campus

STUDENT HANDBOOK
2022-2023

Student Handbook
2022 - 2023

BITS Pilani, Dubai Campus

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WELCOME MESSAGE FROM THE DIRECTOR

A very warm welcome to all the students!

As you embark on this new and exciting phase of your life, you are also in the process of discovering yourself. BITS-Pilani, Dubai Campus (BPDC) provides an excellent foundation and platform for your onward journey.

With regard to academics, you will find many opportunities to explore your interests, apart from your major area. Equally important, you will have a variety of options to cultivate your passions in the extra-curricular domains of arts, culture and sports. As well, we urge you to expand your interests and network in your respective major areas through student associations. A combination of these activities will ensure development of academic, technical and life skills that will facilitate lifelong growth, realization of your potential to the fullest and high quality of life.   In short, we aim for holistic growth through the BITS Pilani principles of innovate, create and lead.

Our team of faculty and staff are always available to help, support and guide to ensure that you are getting the best out of your experience at BPDC. Do approach any of us if you have any questions about anything.

We look forward to an exhilarating journey with you.

Professor Srinivasan Madapusi
Director, BPDC

ABOUT BPDC: EMBLEM, MISSION & VISION

BITS Pilani, Dubai Campus (BPDC) was established in 2000 in response to the growing need for providing quality engineering education in the Middle East. BPDC is the first Indian Higher Educational Institution (HEI) to set up its campus abroad. The beautiful campus is located in Dubai International Academic City (DIAC), and is about 16 kms from Dubai International Airport. All the programmes offered at the campus are approved by Knowledge and Human Development Authority (KHDA), Government of Dubai, UAE.

Dubai Campus houses the academic building (main, library and mechanical blocks, hostels for boys and girls, the library, sports facilities, playgrounds, indoor and outdoor play areas, gyms), mini mart, clinic and canteen. All classrooms, laboratories, offices, hostels and other indoor areas are centrally air-conditioned. Cisco Telepresence classrooms, meeting rooms, and campus-wide wi-fi enrich the learning experience.

The campus provides single-occupancy, furnished and air-conditioned hostel accommodation, wi-fi Internet connectivity and provisions for maintaining a small refrigerator. The hostels provide a safe and secure learning environment to our students. Hostels have televisions, microwave ovens, gymnasiums, laundromat, first aid kits and recreation rooms with indoor games.

INSTITUTE EMBLEM

The Emblem of the Institute represents a synthesis of Science, Humanities and Engineering. The lotus represents Humanities and the Social Sciences, the molecule represents the Sciences, and the image of the rocket represents Engineering & Technology. The University's motto is Gynanam Paramam Balam in Sanskrit, meaning Knowledge is Power Supreme.

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INSTITUTE MISSION

Our mission is to advance knowledge and educate students in science, technology, and other areas of scholarship that will best serve the nation and the world in the 21st century.

INSTITUTE VISION

To be amongst the global leaders in education promoting innovation in every field and providing an atmosphere that promotes cross disciplinary interaction and research by students and faculty alike.

YOUR FIRST
WEEK AT BPDC

ORIENTATION WEEK

Orientation Week for the freshmen is during September 12-16, 2022. During this week, freshmen and their families will become familiar with various aspects of BPDC including the academic system, programme structure, infrastructural and hostel facilities, policies, procedures and protocols of BPDC.

The Director Staff and Faculty from academic registration, academic studies and programmes, Practice School, Career Services, Student Welfare, Library, Information Technology, etc., will meet the freshmen and their parents during interactive sessions.

Schedule of activities for each day during the Orientation Week will be provided at the Front Desk.

IDENTITY CARD

Students will be issued with an RFID-enabled identity card carrying their photographs. *The nomenclature used in the student's unique identification number specifies the year of enrollment, programme of study and the campus (Dubai).*

Students are expected to keep the Identification Card with them at all times, especially when writing tests, going to the library, and also when they go out of town/campus. Since identity cards are used for cashless transactions on campus, students are responsible for their safe-keeping.

Loss of the card should be reported immediately to the Student Welfare Division at **rafi@dubai.bits-pilani.ac.in** , Phone: +971 4 420 0700 Extn.126; Room # G29.

STUDENT EMAIL

Every student is given a BPDC email address and it is a unique identifier.

ERP SYSTEM

All academic activities and schedules are integrated into the BPDC's Enterprise Resource Planning (ERP) system software designed to manage and integrate all activities of the BPDC's various domains. At the beginning of the semester, each student registers for a specific number of courses through the ERP system. Throughout the semester, the student can check their monthly attendance, course requirements, awarded grades, and current Cumulative Grade Point Average (CGPA). Also, they can download the performance sheets from the ERP.

REGISTRATION

For the registration process, a faculty member serves as the Registration Advisor (RA) to help organize the individual class schedule for the student based on their choice of elective courses, class timings, and aspirations. The registration process through ERP is as follows:

1. Sign into your ERP student account using your user ID and password
2. Under self-service => student centre => check the academic requirements
3. For each course, select the class sections and add them to the Registration Course cart
4. Validate the course cart without any class overlaps
5. Finally, select and 'Register' all the courses in the Registration Course cart

The academic year comprises of two semesters (Semester 1: September-January; Semester 2: February-June) and the summer term (June-August), If offered.

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ACADEMIC CALENDAR
FIRST SEMESTER 2022 – 2023

The academic year comprises of two semesters
Semester 1: September - January
Semester 2: February - June
Summer Term: June - August (If offered)

September 12-15, 2022	Freshmen Orientation
September 15, 2022	Registration for First Semester 2022-23
September 16, 2022	Icebreakers
September 19, 2022	Classwork Begins
October 8, 2022	Prophet Mohammad's Birthday (H)
October 11-13, 2022	Sparks
October 24, 2022	Diwali (H)
October 31 - Nov. 7, 2022	Mid-semester Test (Class work Suspended)
November 10, 2022	Ethnic Day
November 14, 2022	Last day for withdrawal from courses
November 15, 2022	Last day for Midsem Answer scripts returning to the students
November 21-25, 2022	BITS Sports Festival
November 22, 2022	Last day for posting Midsem Grades
December 1, 2022	UAE Commemoration Day (H)
December 2-3, 2022	UAE National Day (H)
December 25, 2022	Christmas (H)
January 1, 2023	New Year Day (H)
January 6, 2023	Last day for classwork/Engg. Graphics Compre Exam*
January 9, 2023	Comprehensive Examination begins
January 13, 2023	Comprehensive Examination ends
January 13, 2023	First Semester ends
January 14-29, 2023	Recess
January 26, 2023	Republic Day (H)
January 30, 2023	Second Semester begins

* For the EG Group, regular classwork will end by 5th January 2023

(H) Holiday
*Subject to Change

In case of any unexpected holidays that will be compensated on Saturdays
The above schedule may be revised subject to contingencies.
*Islamic holidays are subject to change according to the local sighting of the new moon/ declaration by the Ministry.

ACADEMIC CALENDAR

SECOND SEMESTER 2022 – 2023

January 30, 2023	Registration for Practice School II
February 1, 2023	Practice School II Begins
February 2, 2023	Second Semester begins
February 2, 2023	Registration for Second Semester 2022-23
February 6, 2023	Classwork Begins
February 20, 2023	Last day for substitution/addition of courses
February 21-23, 2023	Technofest/Enginuity
March 1-2, 2023	ARTEX
March 13-16, 2023	JASHN
April 3-10, 2023	Mid-semester Test (Class work Suspended)
April 18, 2023	Last day for withdrawal from courses
April 19-21, 2023	Ph D Qualifying Exam Schedule
April 19, 2023	Last day for Midsem Answer scripts returning to the students
April 19, 2023	Mid Sem Thesis / Project review
April 20-23, 2023	Eid-Al-Fitr (H)*
April 26, 2023	Last day for posting Midsem Grades
May 1-3, 2023	PhD Qualifying Exam Schedule
May 8, 2023	Registration for Practice School I
May 12, 2023	Diro'S Tea Party
May 18, 2023	Annual Day
May 21, 2023	Last day for Final evaluation of Project Courses
May 26, 2023	Last day for classwork
May 29, 2023	Comprehensive Examination begins
June 4, 2023	Last day for Final evaluation of Thesis
June 8, 2023	Comprehensive Examination ends
June 8, 2023	Second Semester ends
June 9, 2023	Practice School I / Summer Term Begins
June 9, 2023	Registration for Summer Term
June 23, 2023	Summer vacation begins
June 27- June 30, 2023	Eid-Al-Adha (H)*
July 14, 2023	Practice School II ends
July 19, 2023	Al-Hijra - Islamic New Year day (H)*

August 2, 2023	Practice School I / Summer Term ends
August 3, 2023	Registration for Practice School II for First Semester 2023-24
August 15, 2023	Independence Day (H)
August 18, 2023	Summer vacation ends
August 28-30, 2023	Admission to Integrated FD & HD Program & Freshmen Orientation
August 31, 2023	First Semester begins
August 31, 2023	Registration for First Semester 2023-24
September 4, 2023	Classwork begins

CLASS SCHEDULE

Each class is of 50-minute duration with a 5-minute break between classes. Classes start at 7.30 am on all week days, and end at 3.40 pm from Monday to Thursday, and at 12 noon on Fridays. *Class timings/duration may be subject to change during the holy month of Ramadan.*

First Degree Programmers

Monday to Thursday (classes end at 12 noon on Fridays)

Periods	1	2	3	4	5	6	7	8	9
Time	7.30 - 8.20	8.25-9.15	9.20-10.10	10.15-11.05	11.10-12.00	12.05-12.55	1.00-1.50	1.55 - 2.45	2.50-3.40

Higher Degree Programmes

Monday, Wednesday and Friday – classes are held in the evenings

Periods	1	2	3	4
Time	7.00 pm-7.45 pm	7.45 pm-8.30 pm	8.45 pm-9.30 pm	9.30 pm-10.15 pm

Sunday – classes are held the whole day

Periods	1	2	3	4	5	6	7	8	9
Time	9-9.45	9.45-10.30	10.45-11.30	11.30-12.15	12.15-1.00	2.00-2.45	2.45-3.30	3.45-4.15	4.15-5.00

ACADEMIC ACTIVITIES, POLICIES, REGULATIONS AND SCHOLARSHIPS

BITS Pilani Academic Regulations and **BITS Pilani Bulletin** details academic information, curriculum, policies, and requirements. These are available at:

https://academic.bits-pilani.ac.in/Downloads/Academic-Regulations-2015.pdf
https://universe.bits-pilani.ac.in/uploads/Bulletin%202021%2022.pdf

A broad overview of the same information is provided below.

PROGRAMMES OF STUDY

BITS Pilani, Dubai Campus offers the following programmes:

- First Degree Programmes
  - B.E. Biotechnology
  - B.E. Chemical Engineering
  - B.E. Civil Engineering
  - B.E. Computer Science
  - B.E. Electronics & Communication Engineering
  - B.E. Electrical & Electronics Engineering
  - B.E. Mechanical Engineering
- Higher Degree Programmes M.E.
  - M.E. Design Engineering
  - M.E. Electrical with specialization in Power Electronics and Drives
  - M.E. Microelectronics
  - M.E. Software Systems
- M.B.A. (Master of Business Administration)
- Doctoral Programme (Ph.D.)

MINOR PROGRAMMES FOR FIRST DEGREE STUDENTS

Minor Programmes are offered as an option for first degree students with the intent of encouraging them to add focus to their supplemental learning (outside a major area) as well as recognizing and certifying the knowledge thus obtained.

General Guidelines

- A minor comprises a package of courses offered in an area/sub-area to students for whom this area/sub-area would not be part of their (major) programme.
- A minor option would allow a student to pursue the study of an area / sub-area through a set of courses but not as exhaustively as required to obtain a degree (i.e., a major) in that area.
- A minor may be interdisciplinary (e.g., a minor in Computational Science may include courses in Numerical Analysis, Computational Physics, Computational Chemistry, and
- Bioinformatics among others).
- A minor will be recognized by means of a separate certificate (i.e., in addition to the degree certificate in the major area of study).

The following minor programmes are currently offered at BPDC:

- Aeronautics
- Data Science
- Entrepreneurship
- Finance
- Materials Science and Engineering
- Philosophy, Economics and Politics

For details or any other clarification, students can contact the concerned Head of the Department offering the minor.

TEACHING AND LEARNING

A course is offered as a single section or multi-section based on the number of enrolled students. Each section of the multi-section course is taught by a faculty member called the instructor. An instructor-in charge (IC) will coordinate all the academic activities for a multi-section course. In the case of a single section course, the instructor is responsible for all aspects of the course. A course may be offered in any one of the following ways depending on the units associated with the course:

1. Lecture
2. Lecture + Tutorial (Lectorial)
3. Lecture + Tutorial (Lectorial) + Practical
4. Practical

The IC of each course will provide the following information to the students enrolled in the course:

- Operations of the course: pace, coverage and level of treatment, textbooks and other reading assignments, home tasks etc.;
- Various components of evaluation, such as tutorials, laboratory exercises, home assignment, projects, quizzes, tests, mid semester and comprehensive exams, regularity of attendance, etc.,
- Frequency, duration, tentative schedule, relative weightage etc. of the various components.
- The broad policy which governs decisions about make-up assessments;
- Grading procedure - overall basis, review of border line cases, effect of class average, etc

EVALUATION

All courses are conducted and evaluated in a continual and internal manner by the faculty who teach these courses. The performance of a student in each course is assessed by means of continual evaluation through classwork, periodic quizzes, tests (both open and closed book), tutorials, laboratory work, homework, seminars, group discussions, project, etc., a midterm examination, and a comprehensive examination at the end of the semester. Besides encouraging and rewarding consistent and systematic study, the system provides regular feedback to the students as to where they stand, thus enabling them to cultivate regular habits of studying and preparing for the future.

The student is awarded a letter/non-letter grade for each course at the conclusion of the semester. The grade will depend on the total performance in all the components of evaluation as designed by the IC.

(a) Letter grades

Letter Grade	A	A-	B	B-	C	C-	D	E
Qualitative Meaning	Excellent	Very good	Good	Above average	Fair/ average	Below average	Poor	Exposed
Grade Point	10	9	8	7	6	5	4	2

(b) Non-letter grades

Seminar/Independent Study	Good, Poor
Teaching Practice/Practice Lecture series	Above Average, Average, Below Average
Courses taken on Audit; Interim grade for Ph.D. Thesis	Satisfactory, Unsatisfactory
Final grade for Ph.D. Thesis	Acceptable, Unacceptable

The various letter grades listed below are as described in the Academic Regulations:

(i) Incomplete (I) (ii) Grade Awaited **(GA)** (iii) Withdrawn **(W)** (iv) Registration Cancelled **(RC)**, Required to Register Again **(RRA)** Discontinued from the Programme **(DP)** (v) Not Cleared **(NC)** (vi) Thesis Grade Awaited **(TGA)** (vii) Allowed to Continue **(AC)**

The **Cumulative Grade Point Average (CGPA)** will be used to describe the overall performance of a student in all courses in which they are awarded letter grades. It is the weighted average of the grade points of all the letter grades received by the student since their entry into the BPDC and is expressed on a 10-point scale and computed as follows:

$$CGPA = \frac{u_1 g_1 + u_2 g_2 + u_3 g_3 + \ldots\ldots u_n g_n}{u_1 + u_2 + u_3 + \ldots\ldots u_n}$$

where u_1, u_2, u_3, … u_n denote units associated with the courses taken by the student and g_1, g_2, g_3 … g_n denote grade points of the letter grades awarded in the respective courses. In the case of First Degree programmes the final division for the degree is decided on the basis of CGPA and there are three classifications, namely Distinction (CGPA above 9.00), First Division (CGPA above 7.00 and below 9.00) and Second Division (CGPA above 4.50 and below 7.00).

Students who fail to meet the minimum academic requirements stipulated above, are placed under (Academic Counseling Board)which provides support to help improve their performance.

ATTENDANCE POLICY

BPDC stipulates a minimum percentage of attendance for every course. The student is permitted to appear for final comprehensive examination only when they satisfy the minimum attendance requirement of 60% in their coursework for all lectorials and practicals.

BPDC expects every student to be responsible for regularity of their attendance in classrooms and laboratories, to appear in scheduled tests and examinations and to fulfill all other tasks assigned in every course. The system is designed to accommodate unforeseen situations by facilitating withdrawal from a course, make-up test, feedback from examinations and counseling by faculty. In the event when a student fails to discharge their obligations to such an extent that the faculty is unable to award any grade, the faculty is authorized to give a "Not Cleared" **(NC)** report.

STRUCTURE OF THE FIRST DEGREE PROGRAMMES

The category-wise structure and the requirements of the first degree are given below:

Category	Number of Units Required	Number of Courses Required

(I) General Institutional Requirement

Humanities Electives	8	3
Science Foundation	12	6
Mathematics Foundation	12	4
Engineering Foundation	6	2
Technical Arts	10	4
General Awareness / Professional Courses	3 to 6	1 to 3
Sub-Total	51 to 54	20 to 22

(II) Discipline Requirement

Core	33 to 48	10 to 16
Elective	12 to 27	4 to 9
Sub-Total	57 to 60	15 to 20
(III) Open Electives	15 to 27	5 to 9
Course-work Sub-Total	129 (min)	**41 (min)**
(IV) PS-I and II OR Thesis	25 OR 9 to 16	2 OR 1
Total	**144 (min)**	**42 (min)**

A student should complete the minimum number of courses and units required in each category as well as meet the minimum requirements of courses (42) and units (144) in total. The following courses are needed to meet the General Institutional Requirement:

- General Biology, Biology Laboratory, General Chemistry, Chemistry Laboratory, Mechanics, Oscillations and Waves, and Physics Laboratory under the head of ''Science Foundation''. For specific programmes, General Physics may replace Mechanics, Oscillations and Waves.
- Electrical Sciences, Thermodynamics and Process Engineering under the head of ''Engineering Foundation''.
- Computer Programming, Workshop Practice, Engineering Graphics, and Technical Report Writing under the head of ''Technical Arts''.
- Principles of Economics, or Principles of Management and Environmental Studies* under the head of General Awareness / Professional courses. *[Students completing this course will be awarded a non-letter grade (GOOD or POOR)]
- The courses under the following categories are designed to meet the General Institutional Requirement under the head of ''Humanities Electives'':

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- Languages and Literature
- History and Philosophy
- Political and Social Sciences
- Fine Arts and Professional Art

FLEXIBILITIES

Dual Degree Scheme

A student who is admitted to a first degree is offered a second degree under the Dual Degree Scheme. This enables the student to demonstrate proficiency and obtain credentials for both programmes of study. The student is required to maintain a minimum CGPA of 4.50 in order to stay in the Scheme.

The normal duration for each programme is indicated in the BPDC's Bulletin **https://bit.ly/3BiwRJs** and the eligibility for a degree is determined on the basis of number of courses or units completed.

Admissions in Both Semesters

The structural flexibilities available at BPDC make it possible to admit students in both the semesters.

Admission with Advanced Standing

When a candidate for any programme comes with a preparation beyond the minimum requirement for admission in that programme, the admission of such a candidate is handled as Admission with Advanced Standing. The guiding principle is that the courses the candidate has already done before entering the BPDC need not be repeated provided adequate proficiency in these courses is demonstrated. This situation is handled on a case by case basis.

Transfer

It is possible for a student to seek transfer from one programme to another in the middle of a programme with due credit given to coursework already completed. Details are available in the Academic Regulations: **https://bit.ly/3Rm6QOG**. The Academic-Undergraduate Studies Division (AUGSD) office can be contacted for further information: **augsd@dubai.bits-pilani. ac.in**

Auditing

Auditing a course on audit provides an opportunity to a student to update their knowledge in selected courses. It is expected to meet primarily the needs of casual students (not enrolled for degree). Any student who wishes to take such courses can take them on an audit basis along with payment of additional fees.

PRACTICE SCHOOL

All First Degree and Higher Degree Programmes are provided with a Practice School (PS) option. A student who exercises this option receives, on successful completion of the requirements of the programme, a degree which carries the tag, "With Practice School".

BITS is strongly committed to the view that university education must be oriented to (i) meet the rapidly changing needs and challenges of the environment, (ii) help people use their intelligence and become capable of facing unfamiliar, open-ended real-life situations, and (iii) bear an economic relevance to the society.

The Practice School method of education links the university with the professional world by infusing the reality of the world of work into the educational process. The classroom is shifted for a period of 7½ months to a professional location where the students, under the supervision of the faculty, are involved in applying the knowledge acquired in the classroom to finding solutions to real life problems. The distinguishing features of the PS method of education are: (i) the work of the students is supervised and evaluated by faculty, (ii) the credits earned by the student count towards the total credit requirement of the degree, and (iii) the PS option is available to students of all disciplines.

Operation of the PS Programme

The PS programme for the First Degree has two components, namely PS-I of two months duration implemented during the summer following the 2nd year and PS-II of five and a half months duration implemented during either of the semesters of the final year. Dual degree students can also opt for PS-II in both the semesters of the final year.

The PS Programme for Higher Degree has a single component, operating in an identical fashion to PS-II in the final semester of the Higher Degree Programme.

Practice School - I (PS-I)

This component is the first exposure to the world of work that is necessary for the subsequent problem-solving experience during PS-II. It is implemented at large industrial complexes, research and development centres, software development houses, etc.

The general aim of PS-I is to give an opportunity for the student to learn how work is organized and carried out. It provides an opportunity for a detailed understanding of engineering operations and its various facets such as inventory, productivity, management, information systems, human resource development, etc. Students observe science and technology in action, develop an awareness of the method of scientific experimentation, and often get an opportunity to see, study and operate sophisticated equipment. They also learn about the implementation of the principles of management they have learnt in class, when they observe multidisciplinary teams of experts from engineering, science, economics, operations

research, and management deal with techno-economic problems at the micro and macro levels. Finally, it enables them to develop and refine their language, communication and interpersonal skills, both by its very nature, and by the various evaluation components, such as seminar, group discussion, project report preparation, etc.

The students are advised by a faculty who is responsible for coordination with the organization and the day-to-day educational as well as evaluation details.

Practice School - II (PS-II)/ PS for Higher Degree

PS-II is attended by the students of the First-Degree Programmes in their final year of study. The students are divided into two batches, about half the students doing PS-II in the first semester and the other half in the second semester. In either case, the time duration is augmented by a part of the summer term (preceding or following the semester). The operation is therefore round the year.

PS for Higher Degree is available in the final semester of the programme, after completion of the campus-based courses.

The PS-II component is implemented at production and manufacturing units, design, development and consulting agencies, research and development centres, financial institutions, software development organizations, etc. The student education is in terms of the direct involvement of the student in problem solving efforts of specific interest to the host organization.

The assignments are identified by the PS faculty well in advance in consultation with experts from the host organization. The problems are often multidisciplinary in nature, which are assigned to a group of students drawn from different disciplines. The professional expert in charge of a particular problem and the PS faculty play the roles of consultant and supervisor respectively. The students are encouraged to work independently and are required to defend the technical aspects of their work through periodic written and oral presentations. Emphasis is laid on realizing the importance of teamwork, development of leadership qualities, and the need for effective time management.

RESEARCH AT BPDC

Thesis and dissertation are optional alternatives to PS at the first- and higher-degree levels respectively. Thesis is an integral component of the Ph.D. programme. While some salient features are described below, for further details, please refer to Academic Regulations.

First Degree

- A single degree student must take either Thesis or PS and a dual degree student has to normally do Thesis for one degree and PS for the other degree. Such a student also can opt for PS/Thesis for both the degrees.
- Students will be assigned a topic of research and a supervisor after giving due consideration to the student's preference, the research goals of BPDC and the work-load of the supervisors.
- A first-degree student opting for a Thesis has two options: (i) register for a 16-units Thesis, in which case the student cannot be simultaneously registered in any other course; or (ii) register for a 9-units Thesis, in which case the student may take additional elective courses to meet graduation requirements
- Thesis is graded in terms of letter grades.
- Thesis can also be done at collaborating organizations and industries under joint supervision.

Higher Degree

For students who opt out of Practice School, Dissertation of 15-25 units is a required component. Students may be registered for one full semester after completing all courses or may be registered concurrently for varied units along with other courses. The student takes up a research topic under the supervision of a faculty. Dissertation can also be done at collaborating organizations and industries under joint supervision. Pursuit of research through this course in any semester must result in a written report at the end of the semester. The student is awarded a letter grade at the end of the semester.

Ph.D. Degree

Thesis is an integral component in the Ph.D. Degree programme. It requires a minimum of 40 units to be distributed normally across four semesters. A Ph.D. student can register for the Thesis course only after passing the Qualifying Examination and after approval of the topic of research and supervisor(s) by the Dean, Academics (Graduate Studies and Research).

The pursuit of the thesis can be on the campus or at Practice School centres and in certain circumstances at other specific centres with prior permission.

ACADEMIC AWARDS

The following medals are awarded to the students for their proficiency in Academics and as well in their all-round achievement.

1. Chancellor's Medal

Gold, Silver and Bronze for Overall Academic performance among all disciplines: Medals awarded to the top three outstanding students in academics among all the disciplines of the First Degree Programme upon graduation.

2. Director's Medal

Director's Medal is awarded for all round achievement (Male and Female): Medals given to the graduating students with a good academic standing and also, showing excellent skills and achievements in co-curricular and extra-curricular activities, along with contribution in social activities.

3. Academic Achievement Awards

- First Year students: Top 2 achievers among all the First Year in terms of combined CGPA, irrespective of their discipline
- Second year students: Discipline wise Top 2 achievers in terms of combined CGPA
- Third Year students: Discipline wise Top 2 achievers in terms of combined CGPA

SCHOLARSHIPS AT BPDC

A number of scholarships, fellowships and other forms of financial assistance are available to the students admitted to Dubai Campus. For continuance of scholarships, students are required to maintain good scholastic standing and good conduct.

Scholarships for FD Students

Board Toppers

Candidates who have secured the top position in 12th standard in their respective boards (General Secondary Education Certificate Examination of Ministry of Education, UAE or CBSE-India or any other State, National or International Board) are given a merit scholarship of 50% of the first-year tuition fee. The minimum overall aggregate of the candidate must be a minimum of 90% or equivalent in the qualifying exam to avail the scholarship.

Merit in Qualifying Examination (Grade 12 or equivalent)

Students who have obtained 95% or above in the aggregate of the Qualifying Examination are given a merit scholarship of 40% of first year tuition fee.
Students who have obtained 90% or above but less than 95% in the aggregate of the Qualifying Examination are given a merit scholarship of 25% of first year tuition fee.
Students who have obtained 80% or above but less than 90% in the aggregate of the Qualifying Examination are given a merit scholarship of 15% of first year tuition fee.
Students who have obtained 70% or above but less than 80% in the aggregate of the qualifying examination are given a merit scholarship of 10% of the first-year tuition fee.

Merit in BITSAT

Students with BITSAT 2022 (or BITSAT 2021) score of 200 or above are given a merit scholarship of 25% to 75% of tuition fees for the first year.

Hostel Fee Concession

Enrolled students with a BITSAT score of 150 or above or an aggregate of 70% or above in the qualifying examination are offered a 25% concession in the Hostel fee for the normal duration of the programme (four years).

Other Special Concessions:

For Arab Nationals: Meritorious GCC/Arab Nationals will be offered a scholarship of up to 75% on the tuition fee for the normal duration of the programme based on their performance in the qualifying exam (Grade 12 or equivalent) and continuity of a minimum CGPA of 6:00 on a 10:00 scale during the programme. This will be restricted to a specific number of students.

For Sudden Bereavement of Earning Member of Family: Such students are helped by waiving off up to 100% tuition fee for that semester followed by up to 75% in the subsequent semesters on a case-to-case basis, depending on means and need.
For Students of Determination: All physically challenged students satisfying the conditions laid out in the Bulletin are given 15% concession on the tuition fee throughout the programme subject to satisfactory academic performance in each semester.

For Siblings: For families that have more than one child enrolled concurrently, a concession of 25% on the tuition fee is offered to the second child until the first child graduates.

For Continuing Students

Students with a CGPA of 9.00 or above on a 10.00-point scale at the end of a previous semester are given a merit scholarship of 20% of tuition fee for the current semester.

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Merit in Qualifying Examination

Tuition Fee Scholarship: Students who have obtained aggregate marks of 75% or above in the Qualifying Examination (B.E./B.Tech. or equivalent) are given a merit scholarship of 20% of first semester tuition fee.

Hostel Fee Concession: Admitted Candidates who have obtained aggregate marks of 80% or above in the Qualifying Examination (B.E./B.Tech. or equivalent) are given a concession of 25% on the hostel fee for the normal duration of the programme.

U.A.E. Nationals

Students who are UAE Nationals will be offered a 50% tuition fee scholarship for the normal duration of the programme based on their performance in the qualifying exam and continuity of a minimum CGPA of 6:00 on a 10:00 scale during the programme.

Alumni, Siblings/ Parents and Employees of Collaborative Organizations

BITS Alumni, Employees of Collaborative Organizations and Siblings/Parents of continuing students will be offered a 10% concession on the tuition fee, during the normal duration of the programme.

Group Concession for Corporate Executives

Three or more candidates from the same organization seeking admission into any higher degree programme in any semester of the academic year 2022-23 would be eligible for a 10% concession on the tuition fee for the normal duration of the programme subject to continuance and completion of the degree programme, by all candidates.

For Continuing Students

Students with a CGPA of 9.00 or above on a 10.00-point scale at the end of a previous semester are given a merit scholarship of 20% of tuition fee for the current semester

For more details: https://bit.ly/3cPFDF6

CAMPUS FACILITIES

ACCOUNTS AND FINANCE
Mr. Mohammad Akram; +971 4 275 3700 (Ext. 130)
Mohammad.akram@dubai.bits-pilani.ac.in

Below are the primary services offered by the Finance and Accounts department:

Fee advice to students
We will send yearly four Fee Advices to students to their college email id.

1. Fee advice in October (2nd installment of the 1st Semester)
2. Fee advice in December (1st Installment of 2nd Semester)
3. Fee advice in March (2nd Installment of 2nd Semester)
4. Fee advice in June (1st Installment of the 1st semester new academic year)

Fee Payments
Students can make payments through any of the modes given below:

Cash Counter (Room# G16): We accept major currencies; The current exchange rates will be applied to convert to UAE Dirhams. Contact cashier for more detail.

The cash counter will be open from 7.30 AM to 4.00 PM (Monday to Thursday) & 7.30 AM to 12.00 PM (Friday).

Cheque: Cheque should be drawn in favour of ''BITS Pilani FZ LLC''. Cheques can be dropped in the cheque drop box which is kept outside Room No. G16. Kindly fill the form available on the cheque drop box & attach it along with the cheque.

Credit Cards: All domestic & international credit cards are accepted at the Cash Counter.

Online transfers: The fees can be paid online with your debit/credit cards online by using the online payment gateway through the following link **https://admission.bits-dubai.ac.ae/fee/** Please mention your college ID while making the payment; we need it to identify your remittance.

Bank transfers: Fees can also be paid through a bank transfer. Bank details are available in our Admissions Bulletin, Website, and in the Fee advice. Once you transfer the amount, please send us a copy of your transfer slip to **Jasneet@dubai.bits-pilani.ac.in**

FEE ENQUIRY/ FEE CLARIFICATIONS / FEE STATEMENTS
Students can send their fees-related queries to Mr. Jasneet Singh at
Jasneet@dubai.bits-pilani.ac.in

OTHER SERVICES
The charges for other services such as usage of library resources, bona fide letters, transcripts, grade sheet, courier, etc., can be paid by Cash at the Counter or through bank transfer.

REFUND OF FEES / CAUTION DEPOSIT
Fee refunds upon graduation or transfer during the programme will be calculated as per BPDC policies. The refund documents ('No Dues' form, approval letter, bank details, etc) should be submitted to the Accounts Department. The processing time for refund is 7-14 working days.

OPENING OF STUDENTS' BANK ACCOUNT
Students can open a UAE local bank account. Contact details for the bank can be obtained at the Cash Counter.

REMUNERATION / ALLOWANCES TO STUDENTS
Students who have been appointed as Professional Assistants and assigned Departmental work, can collect their remuneration in cash from the Counter.

CONTACT DETAILS

Fee enquiry/ Fee Clarifications/ Fee statements
Mr. Jasneet Singh
Contact Details: +971 4 275 3700 (Ext. 117); **Jasneet@dubai.bits-pilani.ac.in**

Cashier
Mr. Rohit Joseph
Contact Details: +971 4 275 3700 (Ext. 121); **Rohit@dubai.bits-pilani.ac.in**

AUDITORIUM

Mr.Basheer, Room # G-07 & G-08, +971 4 275 3700 Ext.131; email:
basheer@dubai.bits-pilani.ac.in

The fully carpeted campus auditorium can accommodate 900 and is equipped with latest sound system, lighting etc.

COPYING/PRINTING FACILITIES

Mr. Jayachandran: Library Block, Ext. 473/475, Direct: 04 275 3742

The Library renders standard services such as circulation, reference, referral services and reprographic services such as networked printing, photocopying, scanning and binding facilities.

CAFETERIA

Adjacent to Library Block, Time: 07.30 am to 4.00 pm

COFFEE MACHINES AND VENDING MACHINES

Main Block, Ground Floor, 24 Hrs.

HEALTH INSURANCE

Ms. Sathya Raja, Room #G05, 04 275 3721, Time: 07.15 am to 5.00 pm
sathya@dubai.bits-pilani.ac.in

It is mandatory for every student to have medical insurance. At the time of admission, students must submit proof of valid health insurance, which can be used in the UAE. Please note that health insurance taken outside UAE is not acceptable since such card holders have to pay the full bill amount at the time of treatment in UAE hospitals and subsequently get the money reimbursed from the country from where the insurance has been obtained.

It is advisable to obtain health insurance cards from UAE health insurance companies only. BPDC has made arrangements with a leading insurance company to provide health insurance to students at a reduced cost.

HOSTEL FACILITIES

BPDC's hostel buildings house gym, recreational rooms, laundromat, mess in addition to the fully airconditioned single occupancy rooms for the students.

Gym, Sports, Recreation Room:	Dr. Rafiuddin:	050 450 3640
Laundry:	Mr. Pramod:	055 144 3067
Mess:	Mr. Karimulla:	050 578 6641

BITS Pilani
Dubai Campus

IT FACILITIES

BPDC's Key IT Services

- Internet (Wired/Wireless) services- 2GBPS Internet bandwidth
- Email support
- Microsoft Office 365
- Intranet portal
- Centralized E-print solution
- BITS Service desk
- Auditorium /Meeting Room/Classroom IT support

IT Team Members

Name	Room #	Ext	Email	Description
Saravana Kumar	151	239	saravana.kumar@dubai.bits-pilani.ac.in	Head of IT
Anurag Kumar	154	242	anurag@dubai.bits-pilani.ac.in	IT infrastructure
Raja Selvaraj	152	241	raja.selvaraj@dubai.bits-pilani.ac.in	IT infrastructure
Syed Zakaria	152	240	szakariya@dubai.bits-pilani.ac.in	IT infrastructure
Kashyap Shah	333	443	kashyap@dubai.bits-pilani.ac.in	IT applications
Sheeba Uruj	108	269	sheeba@dubai.bits-pilani.ac.in	IT applications

BITS Service Desk Portal

Online service desk portal is implemented to all the users in the campus. IT Related requirements and Issues to be communicated through the BITS service desk portal. Every support request is assigned a unique ticket number which can be used to track the progress and response online.

BITS Service Desk - **https://support.erp.bits-pilani.ac.in/**
IT Support Email - **itsupport@dubai.bits-pilani.ac.in**

CISCO Telepresence Systems

Cisco Telepresence system (under BITS Connect 2.0 project) is implemented in the campus which is interconnected to all BITS campuses in India. The Cisco Telepresence classroom will help the students to participate in the online classroom sessions.

The classroom is equipped with C90 system with 160 seating capacity and used for inter campus meetings and lectures. It facilitates offering specialized electives to students, knowledge exchange between students from the other three campuses and helping students to attend guest lecture sessions from remote locations.

E-Campus Solution

E-campus solution is adopted to achieve the Smart University environment. E- campus involves cashless transactions using a single card solution for all institute facilities. The faculty members, staff and students can access all the services and facilities in the University campus by using E-Campus smart card.

Online Learning and Evaluation Platform

BPDC has adopted online platforms such as Impartus, Webex, Google Meet, Zoom, Google classroom and Microsoft Teams to ensure uninterrupted learning and to facilitate hybrid learning. Online evaluation platforms such as CodeTantra, Socrative, Google Classroom, WebEx and Google Meet are used for conducting examinations. Lab and lab comprehensive examinations are conducted by using the virtual labs such as Platify, Cisco WebEx hands on lab and physical labs by remote lab component. All the classrooms are equipped with Wacom interactive screens for an effective interactive teaching learning experience. Moodle Learning management system (LMS) is adopted and implemented to enhance the teaching learning experience of the BPDC community.

LIBRARY

Mr. Jayachandran 055 639 6651; **jayachandran@dubai.bits-pilani.ac.in**

The library is located in a separate building with a seating capacity of more than 325. It extends over two floors and comprises reading halls, a reference section, stacking area, faculty reading room, discussion rooms and digital library with 21 computers, internet browsing centre with 22 computers, 70 individual study carrels, and eight exclusive systems to browse Library resources and the online catalogue. An LED display panel for displaying information about the library and its resources and services has been installed. The library has Wi-Fi facility for users to use their laptops for browsing / project / thesis work. Photocopy, printout, scanning, and binding facilities are also available.

Library Timings

Monday-Thursday	: 7.15 AM to 7.00 PM
Friday	: 7.15 AM to 12.00 PM & 5.00 PM to 7.00 PM
Saturday	: CLOSED
Sundays	: 1.00 PM to 6.00 PM
National Holidays	: CLOSED

* The library is open until midnight during Mid-semester tests and Comprehensive examinations

Reading Material

The library houses a broad-based collection of around 23,600 books. The material reflects BPDC's focus on providing a holistic education to its students. New books are added to the existing collection every year in all the major disciplines of Engineering, Management, Sciences, Social Sciences, Religious Studies and Islam, Languages such as Arabic, and Fiction. The Library has a separate collection of Textbooks under the Book Bank Scheme for students to borrow. The Library procures many books on general aptitude such as TOEFL, GRE, SAT, IELTS, GATE etc. The Library subscribes to four UAE-based print newspapers. The Library also has 862 back volumes of print journals. There are 1,609 CD-ROMs on engineering courses, 3,249 practice school reports and project reports and 620 theses submitted by students and PhD scholars.

Automation of Library Services

Library operations are completely automated using the AUTOLIB Library Management Software and all the resources are bar-coded and RFID tagged for quick and easy check out. A Self-Service Kiosk for issue, return and renew of books is also available. The Online Public Access Catalogue (OPAC) is web-enabled which can be accessed from anywhere at any time.

Online Resources

An e-Library portal provides a one-point search and access to all the subscribed e-databases from anywhere, anytime at any device. The library provides access to a collection 1,917 e-journals from the following e-databases:

IEEE Xplore Digital Library, ScienceDirect (Engineering, Computer Science, Material Science and Biochemistry, Genetics and Molecular Biology), and JSTOR (Mathematics & Statistics, Life Sciences, Sustainability, Business & Economics, Social Sciences, and Engineering). The e-databases have full text of e-journals with back issues, conference proceedings, e-books and reports. The library also has 1770 e-books (including BPDC Course Text and Reference Books) from IEEE/MIT Press, IEEE-Wiley, Springer, Elsevier, Taylor & Francis, etc. The previous years' question papers of the courses offered at BPDC are digitized and made available to students through OPAC. The library has an institutional repository that contains faculty publications, BPDC magazines, project reports, thesis etc. that can be accessed on campus.

Email Alert Services & Webinars

The library provides e-alert services of upcoming conferences, competitions for students, higher education scholarships and latest arrivals. The library also offers an Inter Library Loan (ILL) facility. The library has an MOU with the Al Ain University of Science and Technology in UAE for the mutual benefit to facilitate users to avail ILL facilities. The library also regularly organizes webinars, online training sessions, library virtual orientation and provides e-resources trial access to the users. The library also offers training and information literacy sessions to users that are communicated via email as and when these are scheduled.

Safety Measures at the Library

The library is under constant CCTV surveillance to ensure security and safety on campus. Further, to ensure protection from Covid-19 and renew confidence in library access, an Ultra-Violet (UV) Book sterilization machine has been placed in the library which sterilizes returned and used books before replacing them on the shelves. To assure the safety of library users, "New Guidelines to use the Library, Resources and Services" has been followed with the appropriate safety signages and social distancing of seats as per the protocols given by Knowledge and Human Development Authority, Government of Dubai.

Purchase of Textbooks	BITS Co-operative Store – Textbooks
UAE Vendor	**Indian Vendor**
Al Khamri Commercial Enterprises LLC Mr.Anwar Ali, Sr. Manager P.O. Box 7020, Dubai, UAE. Tel: 971 4 2664027 / 971 4 2668976, Mobile: 971 55 1095786 **Working Hours:** Monday to Friday: 8.30 AM to 5.30 PM Closed on Saturday & Sunday **Location:** Salahuddin Street, Near Abu Baker Al Siddique Metro Station, Speedex Center Building, M # 19, Mezzanine Floor.	Mr. Sanjeev Kumar M/s Arjun Dass & Sons C'NOT Market, BITS Campus, Vidya Vihar, Pilani 333 031, Rajasthan, India Email: adsbookshop@gmail.com adsbooks@rediffmail.com Mobile: +91 9352602865 (for WhatsApp calling) **Money transfer be made to:** Arjun Dass & Sons 1.UCO Bank, Vidya Vihar, Pilani, Rajasthan-333031 IFSC code: UCBA 0000150 Current Account Number: 01500200003087 2. Bank of India Pilani, Rajasthan-333031 IFSC code: BKID 0006647 Current Account Number: 664720110000033

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LOCKERS

Mr. Aslam Khan, 052 506 1095; Room # G-37, Time: 9.00 am to 12.00 noon
Lockers to keep workshop-related gear for *Undergraduate students* only are provided on campus.

LOST & FOUND

Contact Campus Security: Mr. Harman, 058 213 9092

MEDICAL FACILITIES

Mr. Chaitanya Kumar, 050 801 8275
Campus Clinic is located behind the Sports Complex and can be accessed from the outside.

Doctor A Doctor visits the campus clinic every day from 1.30 pm. to 3.30 pm.

Nurse Mr. Chaitanya Kumar, the nurse is available 24 hours to provide first aid and emergency care and can be reached at 050 321 3748 or **madanuchaitanya02@gmail.com**

Transportation will be provided to take students to the hospital in case of any emergency. The BPDC ensures that all students are vaccinated for chickenpox, covid, flu or any other contagious diseases. From time to time, free medical camps are organized for faculty and staff.

MINIMART

Time: 7.30 am to 5.30 pm (closed on Sundays); 055 801 7029

PARKING FACILITIES

Mr. Basheer, +971 4 275 3700 Ext.131; or Direct: 04 275 3734
Limited free parking is available for students on campus.

PEOPLE OF DETERMINATION

All campus buildings, the library, laboratories and hostel buildings are accessible with elevators and ramps.

Wheelchairs are available at the Campus Clinic.

PRAYER ROOM

Mr. Basheer, +971 4 275 3700 Ext.131 or Direct: 04 275 3734
There is a prayer room located on the ground floor outside the Auditorium (opposite to G26) which can accommodate up to 20 people.

REGISTRAR'S OFFICE

Mr. Akshay Chutani, +971 4 275 3744;
Office.registrar@dubai.bits-pilani.ac.in

Registrar's office at BPDC provides following services to students and alumni:

- Issuing the bona fide letters, NOC for Internships, Course Completion Certificates
- Document verification for graduated students to facilitate higher studies/ employment
- Issuing of duplicate transcripts to graduated students
- Processing of withdrawal/transfer of students at their request
- Distribution of Degree certificates to eligible students
- Organizing the Convocation of the graduating batch every year
- Helping alumni with document verification through World Education Service.
- Helping students with KHDA attestation of Academic Transcript and Degree Certificate.

SAFETY AND SECURITY

Mr. Basheer, Room # G-37 +971 4 275 3700 Ext.131 or Direct: 04 275 3734,
basheer@dubai.bits-pilani.ac.in
The campus and hostels are under constant CCTV surveillance. There is also round-the-clock security for the safety and the security of the students and their property. There is an automated barrier system at the main gate to regulate access.

SPORTS FACILITIES

Dr. Rafiuddin, Room #G29; Ext. 127/128

The campus has large indoor and outdoor sports arenas for games. An athletic track facilitates marathons, relays and races. One main turf cricket pitch, three turf net practicing pitches and two cemented net practicing pitches are available. The football and cricket pitches are equipped with the flood lights for the day and night matches and events.

The Indoor Sports Complex consists of Badminton courts, Table Tennis, Boxing training room, Carom Board, and houses facilities for foosball and a gym. In addition, outdoor games facilities are available for football, cricket, basketball, volleyball, throw ball, tennis and handball. Separate gyms of international standards for girls and boys are available in the Sports Complex and in hostels.

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Rules and Regulations

- A physical distance of at least 2 meters must be maintained, to ensure the safety of everyone.
- Proper sanitization must be done before and after practice.
- All players must always wear a face mask, including when engaged in light or moderate physical activity, but the mask can be lowered/removed when engaged in strenuous physical exercises.
- They must frequently sanitize the equipment used for the required activities.
- It is mandatory to wear sports dress and shoes.

Timings

S/N	Sport	Timing	Venue
1	Gym and Recreation Room for Hostel Students Only	4:00PM to 12:00AM	Hostel C block
2	Gym for Day Scholars	7:30AM to 8:30PM	Sports Complex
3	Badminton and Table	7:30AM to 8:30PM	Sports Complex
4	Tennis, Cricket, Basketball, Volleyball and Athletics	7:30AM to 10:30PM	BPDC Grounds

Booking Procedure

- Login to BPDC Intranet portal under the student section with your BITS ID No. and password.
- If you do not have the password, you can use the 'Retrieve password' link available on the student login page.
- After login, click 'Sports Facility Booking' link and select your sports along with the preferred date.
- Check the availability of the facility and if available you can book it.
- After successful booking you will receive an auto generated confirmation mail.

TRANSPORT FACILITIES

Mr. Basheer, Room #G-37 +971 4 275 3700 Ext.131 or Direct: 04 275 3734,
basheer@dubai.bits-pilani.ac.in

Air-conditioned buses are provided for day scholars traveling from Dubai, Sharjah and Ajman. All covid-related protocols are followed strictly inside the buses. Hostel students are provided free transport facilities to take them to and from their Practice School stations as well as for their weekly city trips.

STUDENT SERVICES

ACADEMIC ADVISING

Academic advising will be through Faculty Advisors allotted to all the First-degree students. In addition to academic advising, the assigned faculty member will be the advisor throughout the student's stay at BPDC. This advisor will be a primary contact for students to seek counsel for academic and other matters.

Students are advised to contact their advisors periodically to discuss their performance and address any concern they may have. The objective is to facilitate continued progress of the learning outcomes and to help students address their programme-related issues and improve academic performance.

ACADEMIC COUNSELING BOARD (ACB)

The Academic Counseling Board (ACB) consists of the Associate Deans for undergraduate studies, graduate studies, and student welfare, 2 faculty members and 2 students.

The progress and performance of every student is monitored at the end of every semester/ term by noting whether (i) they have secured more than one E grade in that semester/terms; (ii) they have obtained a CGPA less than 4.50 in case of the first degree programme and less than 5.50 in case of higher degree programme up to that semester/term; (iii) they have spent more than 50% extra time than what is prescribed for them up to that semester/terms in their programme. The students who fail to meet the minimum academic requirements are brought under the purview of ACB to help them improve their academic performance.

ALUMNI RELATIONS

Dr. Trupti Gokhale: Room # 315; **trupti@dubai.bits-pilani.ac.in**

BPDC's Alumni Relations Division fosters long term relationships among alumni through various programmes. Its mission is to enable the alumni, students, faculty and friends to maintain their connectivity with the University and each other for shared benefit. The website **https://universe.bits-pilani.ac.in/dubai/dubaibitsaa/dubaibitsaa** is periodically updated to enable the alumni to have access to the information. The Alumni Relations Division at the campus uses various platforms to connect with the alumni such as emails, LinkedIn **https://www.linkedin.com/company/alumni-relations-division-bits-pilani-dubai-campus/**, Instagram (@bitsdubai), Twitter, Facebook and Alma Connect. The Alumni Relations team is actively engaged in maintaining the up-to-date information of the alumni, engaging with alumni through various events such as alumni meets, start-up mentoring, organizing workshops and informative talks, social get- togethers, etc.

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BITS BUDDIES

Looking for answers? BITS buddies are students from BPDC who will be happy to answer any questions you may have or direct to you to appropriate sources.
Here is the list of 2022-2023 BITS Buddies:

Department	Name of BITS Buddy	Contact Information
Biotechnology	Tushar Raja	f20210259@dubai.bits-pilani.ac.in +971 52 461 2208
	Kirmi Harikrishnabhai Joshi	f20200195@dubai.bits-pilani.ac.in +971 52 576 0611
	Rishin Mashoom Shah	f20200007@dubai.bits-pilani.ac.in +971 52 865 1264
Civil Engineering	Sarat Gireesh	f20190199@dubai.bits-pilani.ac.in +971 56 969 2420
	Anoushka Chowdhury	f20190154@dubai.bits-pilani.ac.in
Chemical Engineering	Rishabh Somani	f20210288@dubai.bits-pilani.ac.in +971 50 157 5958
	Ummal Fahadha	f20200096@dubai.bits-pilani.ac.in +971 56 671 8044
Computer Science	Akshat Raj Sharma	f20190044@dubai.bits-pilani.ac.in +91 98 10027769 (Whatsapp) +971 58 894 4569
	Guha Baishali	f20210003@dubai.bits-pilani.ac.in +971 56 463 5431
	Sadaf Surur	f20200156@dubai.bits-pilani.ac.in
	Aditya Saxena	f20190089@dubai.bits-pilani.ac.in +971 58 586 2775
	Tanushree Jain	f20190015@dubai.bits-pilani.ac.in +971 54 376 9948
Electrical and Communication Engineering	Mohammed Sulaiman	f20190126@dubai.bits-pilani.ac.in +971 58 587 9614
	Gopika Girirajan	f20190202@dubai.bits-pilani.ac.in +971 56 421 7172
Mechanical Engineering	Jayantra Thulasidas Andal	f20200153@dubai.bits-pilani.ac.in
	Mohammad Zaid Noor	f20200060@dubai.bits-pilani.ac.in
MBA	Ahmad	h20210021@dubai.bits-pilani.ac.in +971 52 213 7699
	Sarika Priya	h20200912@dubai.bits-pilani.ac.in + 971 54 519 9001

EARN WHILE YOU LEARN

Dr. Kumar, Room # G-13, Ext. 114, Direct: 04 275 3782

Students can earn while learning under the earn-while-you-learn scheme. Students are given the opportunity to work as Professional Assistants in laboratories and/or assist the faculty and departments in other academic and professional tasks. They are paid an honorarium based on the work done and a certificate of appreciation is also provided.

GRIEVANCE CELL

Dr. Priti Bajpai, Room# G-14, Ext. 115/363, Direct: 04 275 3781

The Students Grievances Cell (SGC) addresses the students' grievances, if any, and works to maintain the well-being of the student community in general. The SGC addresses the issues, investigates and recommends feasible solutions for resolving issues for the mutual benefit of the students and the Institution.

CAREER SERVICES

BPDC offers Career Services and provides placement support to all its graduating students, as well as guidance and required skills, knowledge, experience to the students to be successful in their future. The division helps students in making appropriate choices in taking career decisions based on the demand and requirements of the future of work. The division support students through:

Job Assistance - The division connects students with suitable job leads that are congruent with their educational background, professional career objectives, and skill sets.

Workshops - In order to support our students to reach higher levels in their professional lives, the division conducts workshops that help students develop their resume writing skills, interview skills and soft skills.

Placement Portal - This is an online job portal where students interested in job / internship opportunities register and the companies post job vacancies. Students apply for various roles depending on their interest and eligibility.

Career Fair - An annual event from the Career Services Division where students get a chance to network and meet with some of the hiring managers of prominent MNCs & local conglomerates.

Contact Details

Mr. Amsal Muneeb	Ms. Rouble Dhawan
Email: **amsal@dubai.bits-pilani.ac.in**	Email: **rouble@dubai.bits-pilani.ac.in**
Room# 172; +971 56 600 1267	Room# 171; +971 56 195 3537

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STUDENT COUNSELOR

Ms. Eunice Fernandes: Room # 326, Time: M-F, 11 am to 2 pm
counselor@dubai.bits-pilani.ac.in

At BPDC, we believe that the mental well-being and happiness of our student body is as important as its academic and extracurricular pursuits. We have an experienced psychologist/ counselor who is available for consultation. The sessions are individual and confidential. Students are advised to contact the counselor directly. The goal is to help students reduce their stress, maximize academic and personal success, enhance personal development and quality of life.

INTERNATIONAL STUDENT SERVICES

S. Vijayakumar: Room # G-02, Ext. 103,108, Direct: 04 275 3753
iss@dubai.bits-pilani.ac.in

The ISS offers the following services:
- *UAE Student Residence Visa - Facilitated by the Institute*

Fresh visa processing, visa medical test, fresh visa stamping, visa renewal process and visa stamping, Emirates ID Card and visa cancellation.
- *Bona fide Certificates (Institute - English)*

General / Bank / Financial / Visa Renewal / NOL Card / Insurance / NOC for Driving License / No objection certificates for foreign visas
- *Bona fide Certificates in Arabic by UAE Authorities*

UAE visa renewal / Consulate & Embassies / GCC Visa renewal / GCC Visit Visa

CLUBS, FESTIVALS AND STUDENT COUNCIL

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While college life undoubtedly involves studies and learning, there is ample scope for 'fun while you learn' at BPDC. There are multiple avenues for students to connect socially, culturally and institutionally. To help you find your tribe and pursue your extracurricular interests, here is a brief introduction to the academic, social, cultural, and sports clubs, festivals, and student council on campus. Events from all these clubs have become a regular feature of the Campus calendar.

CLUBS: ACADEMIC & PROFESSIONAL

Association for Computing Machinery (ACM)
ACM is a vibrant and technology-focused association. The association regularly holds coding workshops, bootcamps, hackathons and talks with the objective of introducing students to the latest technologies and for students to share their knowledge and to upskill. There are three special interest groups for students with a focus in specific areas: ACM-CP for Competitive Programming, ACM-HEX for Security and ACM AI for AI. ACM BPDC was awarded the excellence award for outstanding chapter activities by ACM headquarters in New York in April 2020.

Faculty In-charge	Dr. Sujala D Shetty	sujala@dubai.bits-pilani.ac.in
President	Aditya Saxena	f20190089@dubai.bits-pilani.ac.in

ACM-W
ACM-W BPDC is the women in tech chapter of ACM at BPDC. It aims to inspire and lead women in tech by offering services and programmes for professional and career development. ACM-W contributes to a community of women in tech, through webinars, hands-on sessions and social media, and by organizing activities such as, seminars, workshops and hackathons.

Faculty In-charge	Dr. Sujala D Shetty	sujala@dubai.bits-pilani.ac.in
President	Aditya Saxena	f20190089@dubai.bits-pilani.ac.in

Association of Electronics Engineers (AOEE)
AOEE promotes knowledge and awareness in the field of electrical and electronic engineering through meetings, discussions, quizzes, and other activities, and encourages students to develop their interpersonal skills, confidence, communication skills, and knowledge by conducting presentation competitions, etc. AOEE students develop a healthy competitive spirit by competing with students from other departments in intra-university events.

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Faculty In-charge	Dr. Sujala D Shetty	sujala@dubai.bits-pilani.ac.in
Co-Chairperson	Nausheen Nakhawa	f20190132@dubai.bits-pilani.ac.in
Co-Chairperson	Anuragh Dasgupta	f20190033@dubai.bits-pilani.ac.in
Vice Chair	Mahalakshmi Ramalingam	f20190141@dubai.bits-pilani.ac.in
General Secretary	Kavya Goel	f20200223@dubai.bits-pilani.ac.in
Editor in chief	Akash Ghosh	f20200115@dubai.bits-pilani.ac.in
Treasurer	Sayeed Ahmed	f20210038@dubai.bits-pilani.ac.in

American Institute of Chemical Engineers (AIChE)

AIChE (American Institute of Chemical Engineers)- the student's chapter is one of the first AIChE Student Chapters set up in the region. A subchapter is active in organizing industrial field trips, interactive sessions with professionals, and workshops which equip our chemical engineering graduates with hands-on experiences to excel in their careers and to connect to chemical engineers from around the globe. Students involve themselves with networking, such as with students from AIChE chapters at the University of Utah and Brigham Young University, UC Berkeley, and Universidad Nacional de Colombia, as well as mentoring opportunities, and essential educational/career guidance.

Faculty In-charge	Dr. Murchana Changmai	murchana@dubai.bits-pilani.ac.in
President	Swastik Nagrikar	f20200244@dubai.bits-pilani.ac.in
Vice president	Aparna Kumar Vivek	f20190189@dubai.bits-pilani.ac.in
General Secretary	Ummal Fahadha	f20200096@dubai.bits-pilani.ac.in
Treasurer	Fayyaz Anzar	f20210207@dubai.bits-pilani.ac.in
Events head	Shriya Varanasi	f20210047@dubai.bits-pilani.ac.in
Events officer	Garima Dodeja	f20200038@dubai.bits-pilani.ac.in
External Affairs head	Gayatri Biju	f20190148@dubai.bits-pilani.ac.in
Media head	Karthik Sairam M	f20210104@dubai.bits-pilani.ac.in
K12 head	Rishabh Somani	f20210288@dubai.bits-pilani.ac.in
K-12 officer	Atul Vinay Srikanth	f20200004@dubai.bits-pilani.ac.in

American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE)
The American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) student branch brings together students interested in pursuing a career in the field of heating, ventilating, air conditioning, and refrigeration. The Student Branch offers the opportunity to interact and "network" with members of the ASHRAE Chapter, to participate in technical tours, invite guest speakers, and to interact with other students with the same career interests.

Faculty In-charge	Dr. Naveen Kumar / Dr. Shashank Khurana	naveen@dubai.bits-pilani.ac.in/ skhurana@dubai.bits-pilani.ac.in
Student In-charge	Granth Jamkar	f20200220@dubai.bits-pilani.ac.in

American Society of Mechanical Engineers (ASME)
The ASME Chapter of the Campus in association with the Pinnacle Knowledge Group hold the biggest Student Professional Development Conference (SPDC). SPDC is an initiative of ASME to enhance and develop the technical and leadership skills amongst the engineers worldwide. This Student section also organizes various student competitions every year in which many local universities participate.

Faculty In-charge	Dr. Vincent Shantha Kumar/ Dr. Gulshan Kumar	vincent@dubai.bits-pilani.ac.in / gulshankumar@dubai.bits-pilani.ac.in
Student In-charge	Manjari Mishra	f20190039@dubai.bits-pilani.ac.in

Center for Innovation, Incubation and Entrepreneurship (CIIE)
The CIIE is a centre that seeks to foster entrepreneurship among students and provide support to translate ideas into successful ventures. CIIE strives to create events and initiatives to bring together young minds to "Ideate, Innovate and Implement". The CIIE enrolls student members based on requirements of the centre. Student members assist in events and help startups under the centre Contact Dr. Aakash Ashok Kamble, +971 4 275 3700 Ext. 213; Room# 120 **aakash@dubai.bits-pilani.ac.in**

Chimera
Chimera provides opportunities for Biotech students to participate in fun activities like Agar Painting, Crime Scene Investigation, Poster making competition and many more. Guest lectures and talks are held by professionals in the field, which keep students updated with recent discoveries and developments and provides them with industry exposure.

Faculty In-charge	Dr. DJ. Shariff	djshariff@dubai.bits-pilani.ac.in
Students Representatives	Joshita Pentapati	f20190211@dubai.bits-pilani.ac.in
	Sarah Yusuf	f20200190@dubai.bits-pilani.ac.in
	Shreya Suresh	f20210095@dubai.bits-pilani.ac.in

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Institute of Electrical and Electronics Engineers (IEEE)

The IEEE Student Branch of BPDC is one of the largest IEEE student branches in UAE Section. It organizes competitions and invites eminent scholars and successful entrepreneurs for talks. Students from the Campus participate in IEEE Xtreme which is a 24-hour online International Programming Competition held every year.

Faculty In-charge	Dr.Nilesh Goel	nileshgoel@dubai.bits-pilani.ac.in
Chairperson	Mohammed Sulaiman	f20190126@dubai.bits-pilani.ac.in
Vice-Chairperson	Irfaan Ahmed Khazi	f20200800@dubai.bits-pilani.ac.in
General Secretary	Sadaf Ahmed	f20200156@dubai.bits-pilani.ac.in
Design and Planning Event Management Head	Avani Kottalgi	f20210049@dubai.bits-pilani.ac.in

Intelligent Flying Object for Reconnaissance Club (Team IFOR)

IFOR is a student team engaged in research and development in the field of aerial robotics. Students in electrical and electronic engineering, computer science, and mechanical engineering come together to design and build autonomous and airborne robotic systems. The team's structure includes artificial intelligence and navigation, computer vision, hardware and control systems. The team organizes workshops, participates conferences / competitions, and organizes lectures by alumni.

Faculty In-charge	Dr. V. Kalaichelvi	kalaichelvi@bits-pilani.ac.in
Student team leaders	Kanishkha J	f20190072@dubai.bits-pilani.ac.in
	Hafeez Khan	f20190091@dubai.bits-pilani.ac.in

LINUX Users Group

The Linux Users group is open and free to all interested BPDC students. The group provides resource material on UNIX Commands and Editor for first year students and installation-related assistance for UBUNTU OS for interested project students.

Faculty In-charge	Dr. B. Vijayakumar	vijay@dubai.bits-pilani.ac.in
Core Committee Student Members	Dhruv Jain	f20190260@dubai.bits-pilani.ac.in
	Ravali Attivilli	f20190224@dubai.bits-pilani.ac.in
	Afraa Noureen	f20190239@dubai.bits-pilani.ac.in
	Neetesh Singh Bhati	h20210003@dubai.bits-pilani.ac.in
	Akshat Raj Sharma	f20190044@dubai.bits-pilani.ac.in
	Harshiv Chandra	f20200085@dubai.bits-pilani.ac.in

Microsoft Tech Club
Microsoft Tech Club is associated with Microsoft Gulf, DIC. It is run by Microsoft Student Partners (MSP), and students of the Microsoft Student Community. Every year the club carries out training programmes for students in emerging technologies using the software tools supplied by Microsoft. Senior members of the club (MSP) undergo training at Microsoft Gulf in Dubai and teach other members of the club about emerging technologies in Computer Science with the support of Microsoft tools whose keys are shared free of cost by Microsoft. MSPs are involved in building applications, training others and social media. They attend seminars, workshops and developer camps at the Microsoft Dubai office. Developers from Microsoft visit and conduct workshops for the members of the club on cutting-edge technologies delivered by Microsoft. The training offered by the club prepares students to in their PS-II program where Microsoft software tools are widely used. Every year the tech club conducts activities like Boot camps, hackathons, technical quizzes, workshops, Code Blitz, Coder of the Year events, and so on.

Faculty In-charge	Dr. S. Vadivel	vadivel@dubai.bits-pilani.ac.in
President	Tanushree Jain	f20190015@dubai.bits-pilani.ac.in
Secretary	Nandini Sitlani	f20190022@dubai.bits-pilani.ac.in

Skyline
SKYLINE's mission is to educate and empower students for what lies beyond academics. SKYLINE students have membership in the American Society of Civil Engineers (ASCE). Guest lectures and invited speeches by eminent personalities from the construction industry, as well as site visits to leading companies in the industry and organizing workshops offering hands-on experience on popular concepts such as GIS and modern surveying methods, dominate the association's main activities. Skyline periodically conducts a techfest 'Constructo' at the Institute's Technofest to focus on the gamification of concepts related to the structural design of bridges, soil and transport engineering.

Faculty In-charge	Dr. Akshay Venkatehwaran	civil.akshay@dubai.bits-pilani.ac.in
President	Sarat Gireesh	f20190199@dubai.bits-pilani.ac.in
Vice President	Mohammad Arham Khan	f20190191@dubai.bits-pilani.ac.in
General Secretary	Aamir Ahmed	f20200248@dubai.bits-pilani.ac.in
Treasurer	Vetha Varshini	f20200157@dubai.bits-pilani.ac.in
Marketing & Creative Head	Kamlesh Kumar	f20210151@dubai.bits-pilani.ac.in

Society of Automotive Engineers (SAE)
SAE Student chapter is very active in participating in various competitions in USA / ITALY / INDIA. The students form teams and register for these competitions, and they design, fabricate, and build the cars in college workshops.

Faculty In-charge	Dr. Snehaunshu Chowdhury	snehaunshu@dubai.bits-pilani.ac.in
Student In-charge	Marshal Savio Nunes	f20200005@dubai.bits-pilani.ac.in

Society of Women Engineers (SWE)

The Society of Women Engineers (SWE), a U.S.- based global organization with more than 80 affiliates worldwide, advocates for women to have a permanent place and voice in the engineering profession. BITS Pilani, Dubai Campus, is an affiliate campus of SWE and the first dedicated engineering and technology institute in the United Arab Emirates to partner with SWE. BPDC aims to further SWE's vision of a world with gender parity and equality in engineering and technology. BPDC SWE aims to further promote women's participation in the fields of science, technology, engineering and mathematics (STEM) by supporting them in spreading their vision and mission and providing them with the necessary skills to compete in the outside world, whether pursuing a master's degree or as part of the engineering workforce. As part of SWE, the BPDC hosts a variety of events that will empower female students through public speaking and leadership workshops, industry visits, peer-mentored projects, elevator pitches, and networking with other women leaders.

Faculty In-charge	Dr R Swarnalatha	swarnalatha@dubai.bits-pilani.ac.in
Head - Comp Sci.	Asmi Sriwastawa	f20190147@dubai.bits-pilani.ac.in
Head - Comp Sci.	Dhakshina Priya Rajeshwari Ilango	f20190003@dubai.bits-pilani.ac.in
Head -EEE	Nausheen Aijaz Nakhawa	f20190132@dubai.bits-pilani.ac.in
Head-Mechanical	Manjari Mishra	f20190039@dubai.bits-pilani.ac.in
Head- Biotech	Neha Sampath	f20190209@dubai.bits-pilani.ac.in
Head-Civil	Anoushka Chowdhury	f20190154@dubai.bits-pilani.ac.in

Women In Engineering (WIE)

IEEE Women in Engineering (WIE) is the largest international professional organization dedicated to the advancement of women engineers and scientists. The mission of IEEE WIE is to facilitate the global recruitment, retention, and recognition of women in engineering disciplines. BPDC WIE is an affinity group that connects with its members through various platforms such as summits, social networks - Facebook, Youtube - and conferences and workshops.

Faculty In-charge	Dr R Swarnalatha	swarnalatha@dubai.bits-pilani.ac.in
President	Inas Riyaz Mohammed	f20190212@dubai.bits-pilani.ac.in
Vice President	Divija Sanapala	f20190234@dubai.bits-pilani.ac.in

CLUBS: CULTURAL AND SOCIAL

Student clubs formed around social and cultural interests add to the rich mosaic of student life. The students can explore various extracurricular activities of their interest such as drama, public speaking, debate, poetry and story writing, painting, sketching, singing, dancing, quizzing, gaming, digital art, face painting, rangoli, henna, photography, fashion show, etc. A list of all the clubs at BPDC and the contact details of the faculties in charge are provided below:

Name of Club	About the Club	Faculty-in-Charge & Contact
Art Club	*Shades*, the Art Club members take part in rangoli, henna, face painting, origami etc.	Dr.Vijaya Ilango: vilango@dubai.bits-pilani.ac.in; +971 4 420 0700 Ext. 230; Room # 139
Astronomy Club	*Supernova*, the Astronomy Cub organizes star-gazing trips and talks.	Dr. KK Singh: singh@dubai.bits-pilani.ac.in; +971 4 275 3789, Ext. 245; Room # 157
Dance Club	*Groove*, the Dance Club entertains in all events.	Dr. V Kalaichelvi: kalaichelvi@dubai.bits-pilani.ac.in; +97144200700 Ext. 349; Room # 329A2
Design Club	*Oh, Crop!* Is the name of the Design Club and it is responsible for designing the yearbook, posters, brochures, certificates, website etc.	Dr. Pranav Mothabhau Pawar: pranav@dubai.bits-pilani.ac.in; +97144200700 Ext. 304; Room #204
Drama Club	*Paribhasha*, the Drama Club actively participates in all events.	Dr. Geetha: geetha@dubai.bits-pilani.ac.in; +971-42753700, Ext: 349, Room No. 237
Fashion Club	*Allure*, the Fashion Club is a key contributor to events like Jashn.	Dr. R. Swarnalatha: swarnalatha@dubai.bits-pilani.ac.in; +97144200700 Ext. 434; Room # 137
Music Club	*Trebel*, the Music Club makes its presence felt in all campus events.	Dr.Rafiuddin: rafi@dubai.bits-pilani.ac.in; +97144200700 Ext.126; Room #G29
Photography Club	*Reflexions*, the Photography Club, covers all events of BPDC.	Dr. Amaranath: amaranath@dubai.bits-pilani.ac.in; +971 4 2753700 Ext. 416; Room # 309A2
Public Speaking & Literary Club	*Expressions*, the Literary Club takes part in all major events like MUN and debates.	Dr Sayantan Chakraborty: sayantan@dubai.bits-pilani.ac.in; +971 4 4275-3700 Ext. 227; Room # 136

Quiz Club	*Flummoxed*, the Quiz Club, is responsible for BQuizzed, the largest quizzing competition held in the UAE.	Dr. Shamshad Ahmad Khan: shamshad@dubai.bits-pilani.ac.in; +971 4 4275-3700 Ext. 220; Room #148
Social & Environment Club	*MAD* organizes events to raise awareness towards the environment and the larger social community. Activities include Earth Hour, Earth Day, Preventable Cancer Awareness, Mental Health Awareness etc.	Dr. Geetha: geetha@dubai.bits-pilani.ac.in; +971-42753700, Ext. 349, Room # 237
Sports Club	The *Sports Club* is committed to the health and well-being of the student community. It encourages students and faculty to be involved in recreational sports through intramural, extramural competitions and tournaments. BSF (BITS Sports Festival) is the marquee event of the Sports Club.	Dr. Rafiuddin: rafi@dubai.bits-pilani.ac.in; +971 4 420 0700 Ext.126; Room # G29 Mr. Yaqub Pasha: 055 490 7446
Wall Street Club	The club holds events related to finance, management and economics through the academic year	Dr. Sartaj Rasool Rather: sartajrasool@dubai.bits-pilani.ac.in; +971 4 420 0700 Ext. 212, Room # 122

CAMPUS FESTIVALS

ARTEX

ARTEX is an annual intra-college art and craft event conducted by Shades, the Art Club of BPDC. Its main event is Kalakriti - an Art exhibition, which showcases various forms of art. Entries by students, faculty and staff are put on display during Artex. Competitions like rangoli, face painting, henna, origami etc. are conducted for the students during Artex.

BITS Sports Festival (BSF)

BSF is the annual event in which the three Indian Campuses of BITS Pilani and more than 36 universities and colleges participate from all over UAE in the tournaments that include basketball, throwball, football, cricket, table tennis, chess, volleyball, athletics, archery, boxing, swimming and badminton. Past BPDC Sports Festivals have been graced by the presence of sports celebrities such as Diego Maradona, Virendra Sehwag, DJ Bravo, Pullella Gopichand, Sania Mirza, Sushil Kumar, Sania Nehwal, Madan Lal, Koneru Humpy, Vijender Singh, Piyush Chawla and Mohammed Azharuddin. The sports event draws crowds of almost 4000 students, and is considered to be one of the largest inter-University/college sports festivals in the UAE.

ENGINuity

ENGINuity, the annual inter-university techno-managerial and innovation is one of the most prestigious platforms to 'An Engineer's Ingenuity'. The event encourages innovation and creativity amongst its participants and provides a platform for students who share a mutual passion for science, technology and management to come together. Events such as BQuizzed, Treasure Hunt, Code Blitz, Hackathon, Art Carnival, Gaming, Model Designing, Azure Workshop, Infographic, Talks on Sustainability are part of this festival.

JASHN

JASHN is the annual intercollegiate cultural festival where universities from all over UAE participate in drama, dance, music, fashion, quizzing, art, literary, photography and many other competitions. Its mission is to mark the beginning of a new generation of cultural uprising in UAE, and give a platform to the untapped talent amongst the young in the UAE.

Sparks

Sparks is an annual intra-college cultural event. Various competitions in dance, drama and music are held. Competitions in Duet and Group Dancing and singing are conducted in Eastern and Western categories, along with the Battle of Bands. Drama events like Histrionics, Ad making etc. are popular. The Fashion club, Allure, entertains the crowd and teach those who are interested in fashion and style. Drape is a fashion designer's show where participants brainstorm and come up with innovative designs.

Technofest

Technofest is an annual intra-university technical festival. The various events that are part of this festival are: Mechathlon, Float, Capture the Flag, Puzzled, Frynapse, Tech Fiesta, Debate, What is the good word, Business Quiz, Code Blitz, MindSpark, Big Split, Consumer Product, Pass the Buck, Rings of Fire, RC Football, Play2Code, TrashPanic and Hackathon. There are separate sessions for paper presentations and exhibits for working and non-working models.

STUDENT COUNCIL

Preamble: Objective of the Council

1. The Council shall strive to protect the students by any fair means available.
2. The Council shall endeavour to promote all activities relating to academic awareness, cultural affluence, physical fitness and general welfare of the students.
3. The Council shall seek to impart a sense of fair-play and security among the students.
4. The Council shall undertake all negotiations related to Student Welfare between the student community as a whole and the Institution.

Membership

All regular students of First Degree & Higher Degree are ipso facto members of the General Body.

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Elections
Elections are typically held in the early part of Semester 1 of each academic year..

The Student Council Members (SC)

1. The Student Council comprises the following,

    Executive Members:
       i. President – 4th Year
       ii. Vice President – 3rd Year
       iii. General Secretary – 2nd or 3rd Year

    Representatives:
       iv. One elected representative from each Hostel block.
       v. One elected representative from Day Scholars for each of the 4 admission years.

    Ex-Officio:
       vi. One ex-officio member from the Outgoing Student Council.

2. Executive Members will be elected by the General Body and for the representatives by the respective student bodies.

3. The Student Council Members shall constitute the governing body of the Council. All decisions of the Student Council shall be binding upon all its organs.

4. The quorum at a meeting of the Student Council shall be a two-third (2/3rd) majority of the elected members.

5. A member of the Student Council cannot hold any executive position (President, Vice-President, Treasurer, General Secretary or any other post at par with similar designation) in a Club or an Association.

6. Any events or activities conducted by students, clubs or associations held on Campus must have due approval of the Associate Dean of Student Welfare and Student Council.

7. No-Confidence motion can be raised against any Student Council Member by any member of Student Council. It needs at least two-thirds majority to pass.

STUDENT PUBLICATIONS

Editorial Board

The Editorial Board of BPDC oversees publication of the semesterly newsletter, @bitsdubai and the student journal Perspectives.

- @bitsdubai- A digital edition of the newsletter is published every semester to inform stakeholders about the institution's events, activities and achievements.
- Perspectives- The student journal is a digital publication for students and by students and mainly contains the writings and contributions of the students. It provides them a wonderful platform to showcase their talent as writers and to express their thoughts, feelings and actions.

The Editorial Board consists of student editors, reporters and graphic designers, headed by a Faculty Editor-in-Chief and patronized by the Director of the Institute. Every year, in September, a screening round is conducted by the Board to select new student members with strong writing, editing, graphic design and interpersonal skills. For more information, visit **http://weblibrary:8066/xmlui**

CODES, RIGHTS AND RESPONSIBILITIES

ANTI-RAGGING

Institutions under para 6.3 (a & c), BPDC has constituted an Anti-Ragging Committee (ARC) and Anti-Ragging Squad (ARS). The members of the ARS are vigilant and active at all times and conduct their inspection rounds of the campus routinely. The members also make surprise visits to the hostels and any other area of the campus that is brought to their attention.

The ARS members have the authority to conduct an on-the-spot enquiry into any incident of ragging and prepare a report with recommendations which will be submitted to the ARC for suitable action. The ARC may, depending on the nature and gravity of the incident established by the ARS, award those found guilty of ragging one or more of the punishments as prescribed under Clause (b) of Regulation 9.1 of the UGC Regulations

Procedure for Filing a Formal Complaint

- Any student of BPDC may lodge a complaint to the Anti Ragging Committee.
- The complaint may be oral to the Associate Dean, Student Welfare Division, via email (arc@dubai.bits-pilani.ac.in) or in writing. If the complaint is oral, it will be converted into a written form and later authenticated by the complainant under their signature and forwarded to **arc@dubai.bits-pilani.ac.in**
- Upon receipt of complaint by any member of ARC/ARS, the member should immediately inform the Chairman, Vice Chairman and Member Secretary of the ARC.

Preventive Measures Against Ragging Taken by BPDC

- Sharing anti-ragging documentaries
- Display of anti-ragging posters on campus at prominent places in the Institute informing freshers about the emergency contact numbers in case of ragging by the senior students.
- An anti-ragging squad headed by the Chief warden ensures that no ragging takes place on campus.
- A dedicated security team is placed at the freshmen hostel block to prevent ragging.

CODE OF CONDUCT

DIAC Code of Conduct

As a campus located in the Dubai International Academic City (DIAC), BPDC is subject to the rules and regulations of DIAC. The DIAC student code of conduct stipulates the following guidelines:

Misconduct means (i) wrongful, improper, or unlawful conduct (ii) motivated by premeditated or intentional purpose or by obstinate indifference to the consequences of a student's act(s),

(ii) conduct that is unacceptable to the DIAC management even if such conduct does not violate any criminal statutes. Violations of the following standards of conduct represent misbehaviour that normally will result in a disciplinary action from the DIAC Disciplinary Committee in addition to any other punishment, sanction or penalty imposed by the relevant governmental bodies/authorities. An indicative list of acts of misconduct can be obtained from: **http://www.bits-dubai.ac.ae/downloads/DIAC_Student_Discipline.pdf**

DIAC STUDENT CODE OF CONDUCT

No inappropriate physical contact between males and females.

Inappropriate dress for males and females is prohibited

No fighiting, assault or any acts of violence.

No harassing, threatening, bullying or intimidating other

No possessing, using or distributing illegal substances

No smoking in undesingnates areas

No possessing of firearms, explosives or weapons

No gambling

No raising false alarams

No setting fires

BPDC General Code of Conduct

- UAE Laws are strict for those found consuming/indulging in alcohol, smoking, drugs, paan & tobacco chewing, spitting, pornography, gambling, thieving, demonstrations and eve-teasing, indecent/inappropriate behaviour. The visas of students found guilty will be cancelled and they will be deported.
- Students are advised to use social media and communications platforms responsibly, and mobile phones are to be handled with restraint. Complaints from any girl student will be treated seriously. It is strictly forbidden to comment in a disrespectful manner about their country, this country, any community, their own educational Institute and its faculty & staff. The UAE's Telecommunication Regulatory Authority (TRA)-related information can be obtained from: **https://u.ae/en/media/media-in-the-uae/media-regulation**
It advises the following:

- Do not post photos or videos of others without consent.
- Do not make threats: Posts or comments that are abusive or threatening to other people can have legal consequences.
- Do not post vulgar pictures or of alcohol: Drunken photos that offend Islamic values or morals of the UAE can lead to legal consequences. Do not post pornographic or material that contains nudity.
- Do not tag anyone without consent: TRA warns that tagging without permission can be a breach of defamation and privacy laws, both of which can carry hefty fines and even imprisonment.
- Do not insult Islam: The TRA warns against offending Islamic morals and values.
- Do not gossip: People could face fines of up to Dh 1 million if they spread false information.
- Do not bully or harass: Users must not post content which includes hate speech, incites violence or which is threatening or contains graphic or gratuitous violence.

- There is "Zero" tolerance for ragging at BPDC
- All students should equip themselves with appropriate uniforms and shoes for workshops for their own safety.
- All students should ensure that they are properly and decently dressed as expected in this country.
- Students are advised to refrain from causing any damage to the Institution property.

Hostel Rules and Code of Conduct

BPDC has zero tolerance for any unfair means in any evaluation component. The following examples will be construed as unfair means during examinations:

- Students should obey the rules and regulations set by BPDC for the hostels. The Institute reserves the right to modify or add to the rules and regulations at any time. Students must also obey and adhere to the UAE Laws.

- The allotment of the hostel room will be for the entire duration of the programme. The hostel accommodation is mandatory for students from outside U.A.E. who are on BPDC's Visa.

- Students will be allotted single room accommodation in the on-campus hostels on a lottery basis, after paying the hostel fee and caution deposit by cash/ cheque/ TT.

- BPDC's decision for allotment of rooms is final.

- Students who wish to keep their own refrigerator in their rooms can do so with prior approval of Chief Warden by paying the required charges. Keeping and using other electrical appliances like microwave oven, TV, vacuum cleaner, hot plates, induction/ electric cooker etc. in the room are strictly prohibited; they will be confiscated if found in the room, regardless of whether it is used or not.

- In case of any disciplinary action against a student, depending on the gravity of the case, the Institute reserves the right to ask the student to vacate the hostel. The hostel fee payment made for the academic year will not be refunded.

- Hostel students are not allowed to permit day scholars/outsiders to stay in their rooms, failing which both the hostel student and day scholar would each be fined AED 150 per day.

- Students are solely responsible for their personal belongings in the hostel. The students are requested to keep their belongings under lock and key. They are advised not to keep valuable things with them in the hostel. The Institute will not be responsible for any theft, loss or damage to the personal belongings of the students.

- Students shall observe all safety precautions. The Institute is not liable for any accident of whatever nature either in the Institute, Hostels, Workshop, Laboratories, and Playgrounds or outside.

- Food provided in the hostel is strictly for the hostel students. Without prior permission from Chief Warden, no outsiders will be allowed to take food in the hostel. Students are also not allowed to take the food outside the dining hall. In case a student is not well they will have to inform the hostel manager so that their food requirement is taken care of.

- Students are allowed to have visitors between 5.00 P.M to 7.00 P.M. on weekdays and 9.00 A.M. to 7.00 P.M. on weekends and holidays. Visitors must obtain permission from the Hostel Warden before meeting the student. Visitors can meet the students during the prescribed time schedule as mentioned above in the reception area only.

- All students should return to the campus by 10.30 pm. Girl students should be inside the hostel by midnight.

- Students are not allowed to go outside campus between 10.00 PM to 6.00 AM.

- Students who wish to stay outside the hostel during weekends or holidays have to obtain prior permission from the hostel warden along with consent from their parents or local guardian.

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- Hostel students are required to register their entry and exit while leaving the hostel for more than a day/night. The registers are placed in the "C" block for boys and in the "G" block for girls.

- Students are not allowed to stay in the hostel beyond three days after the last day of the comprehensive exam.

- If any student is required to reside in the hostel during the winter or summer break for a genuine reason, they will have to get a consent letter from the parent and also appropriate written permission from the institute. Such students will be charged additional hostel fee of AED 150/- per day. If any student is found staying in the hostel without proper permission, they will have to pay fine apart from the AED 150/-

- Students shall note that ragging is strictly prohibited in any form in the institute and in the hostels. Students found involved in ragging will be dealt with severely including rustication from the Institute.

- If any student is found using abusive language or misbehaving with other students, faculty, hostel authorities and staff, strict action will be taken against the student according to the rules and regulations.

- Drinking alcoholic beverages, smoking, use of banned drugs and pornographic materials are totally prohibited in the hostel. If any student is suspected of or found possessing, facilitating and/or using the above-mentioned materials they would be liable for strict disciplinary actions as per rules and regulations of BPDC including rustication from the hostel/BPDC. The wardens / authorized staff of hostels shall have unlimited access to student's possessions to check the presence of any suspicious material in this regard.

- Tampering with leave permits, unauthorized entry or exit, misbehavior in public, misbehaviour of sexual nature, identity theft and impersonation, misuse of cyberspace will lead to disciplinary action.

- Boys are not allowed to visit the Girls hostel and vice versa. It is a serious offence and will lead to expulsion of the student from the institute.

- No pet animals are allowed inside the hostel.

- Hostel Students can have a car with prior approval from Chief Warden. They should furnish their car registration numbers to the Chief Warden. All cars should be parked only at designated areas.

- Students found guilty of damaging/misusing hostel facilities, property, infrastructure etc., will face disciplinary action. Besides, the student will bear the cost of repair / replacement of the equipment. If the damage is caused by a group, then the loss towards the damages or replacement would be shared by the students involved.

- The public areas of the hostels are monitored by CCTV.

UNFAIR MEANS AND PLAGIARISM

BPDC has zero tolerance for any unfair means in any evaluation component. The following examples will be construed as unfair means during examinations:

- examination hall;
- Possession of materials generally not allowed during examinations, in any form, relevant or not relevant to the subject;
- Possessing incriminating material in the pencil box / scale/ calculators / tables / any part of the body;
- Tampering with the answer books during examination;
- Copying during the examination in collaboration with other student(s) or helping a student in the examination hall;
- Any suspicious behaviour / action which could disturb the smooth conduct of the examination;
- Scribbling / writing answers on the question papers;
- Impersonation
- Any other activity which may lead to unfair means

The offenders will face severe punishment, ranging from cancellation of registration in the said course to cancellation of registration in all the courses and discontinuation from the programme, based on various codes regarding the punishment for unfair means cases.

For thesis and project-based courses, plagiarism check will be done using software for all the project reports.

COMMITTEE FOR COMBATING SEXUAL HARASSMENT (CCSH)
Dr. Shazi Shah Jabeen: **shazi@dubai.bits-pilani.ac.in**
Dr. Priti Bajpai: **priti@dubai.bits-pilani.ac.in**

BPDC recognizes that all human beings are born free and are equal in dignity and rights and that all human beings are entitled to the full enjoyment of all human rights. BPDC further recognizes that discrimination, violence, harassment and sexual misconduct is a serious challenge that undermines the physical and mental health, all round well-being, as well as the security of individuals, of communities, and of the nation at large. All members of BPDC should have the ability to live, work, study and participate in activities within a safe and healthy campus environment free from any sexual violence and free from any form of discrimination, violence and harassment.

In furtherance of its commitment towards prevention, prohibition and protection from any incident of discrimination, violence and harassment involving its members, BPDC has constituted a Committee for Combating Sexual Harassment (CCSH). The CCSH has been vested with the power to investigate all cases of sexual harassment and sexual abuse on campus. The CCSH shall have 6 members out of which the head of the committee shall be a woman. At least 50% of the members nominated for CCSH must be women and the Counsellor must be a member as an external person to ensure integrity and impartiality of the

CCSH. If students believe that they have been subject to harassment or sexual misconduct by another member of the institute, they can make a complaint verbally, through email, or in a letter to any member of the CCSH, to the Dean-Student Welfare, or directly to the higher authorities of the Institute. Complaints can be made directly by the person facing harassment or even by a third party.

The Committee guarantees anonymity of complainants and all persons involved. All complaints will be dealt with equal seriousness irrespective of the positions held by the persons involved.

For more information, visit **https://universe.bits-pilani.ac.in/SexualHarassment**

GRIEVANCE REDRESSAL POLICY
Dr. Priti Bajpai, Room# G-14, Ext. 115/363, Direct: 04 275 3781

In order to redress individual or collective grievances of students of BPDC, a Grievance Redressal Committee is in place that seeks to address any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with the Institute that a student thinks, or even feels, is unfair, unjust or inequitable.

Procedure for Filing Formal Complaint/Grievance
- Any student of BPDC may lodge a complaint with the Grievance Redressal Committee.
- Complaint may be oral, by email grievance@dubai.bits-pilani.ac.in or in writing. If the complaint is oral, it will be converted into a written form by the GRC member who received the complaint and authenticated by the complainant under their signature as soon as possible.
- Upon receipt of complaint by any member of GRC, the member will forward it to grievance@dubai.bits-pilani.ac.in

Note: While this platform allows all students to voice their concerns in an open manner it is imperative for the complainant to approach the concerned Dean/Department Head before approaching the Grievance Redressal Committee. Complainants need to ensure that due diligence and care has been taken in deciding what qualifies as a grievance, which is serious enough to deserve the attention of this committee of senior faculty members and administrators of the Institute.

Procedure for Filing a Complaint/Grievance Without Revealing Identity
- If the complainant would not like to reveal their name for any grievance, they can drop the grievance(s) in the drop box to the left as you enter the main entrance outside the Facilities Manager's office placed near the reception.
- The complainant may also register their complaint by sending an email through an anonymous email ID to swd2@dubai.bits-pilani.ac.in

Process for Addressing Grievances

- Upon receipt of the complaint, the Secretary of the Committee will send a response to the
- complainant acknowledging the receipt of the grievance immediately.
  At this stage, based on the nature of the complaint and severity of its possible impact,
- the Secretary may take one of two options to address the concerns while keeping the Chairperson, GRC copied in all communication:

  - Option 1 for matters of a routine nature:
    - The Secretary of the Committee may address the issue directly with the help of the concerned department
    - In this case, it is important that the complainant is apprised of the actions taken or the work-in-progress in a timely manner
    - Once the matter has been resolved the Secretary will send a final update to the complainant on the matter

  - Option 2 for matters of a very serious nature, in consultation with the Chairperson:
    - The Secretary may call for a meeting of the GRC
    - The presence of 50% or more members shall form the quorum
    - The Committee, as required, may also call for a deposition by the complainant and the person/representatives from the department against which the complaint has been made. The Secretary of the Committee will communicate the decisions to the concerned parties/departments via email and a copy of the case and decision will be sent to the Director.
    - The Secretary will maintain an updated record of all complaints, actions taken and closure status.
    - In case the complaint has been made against a member of the GRC, the concerned member will be barred from participating in any proceedings until the case has been closed.
    - The committee would recommend appropriate action against complainant(s), if complaint made is found to be baseless or trivial.

Re-appeal on Decision of the GRC

- Aggrieved students, who are not satisfied with the decision of the committee, may appeal to the Director, BPDC for a reconsideration and review within 7 working days.
- The decision of the Director, BPDC, in such matters, shall be final.

DISCIPLINARY COMMITTEE

The Composition of the committee is as follows:

- Associate Dean, Student Welfare (convener)
- Chief warden
- Two faculty members nominated by the Senate
- Two student members nominated by the Senate

Process

Any case of indiscipline is referred to the disciplinary committee. The committee deliberates on the case. The student against whom the case is reported is given a fair hearing. If the student is found guilty, the punishment is awarded according to the guidelines approved by the Senate. The proceedings are forwarded to the campus Director for approval. The approved proceedings are forwarded to the Registrar's office of BPDC for issuance of a notice to the student concerned.

Appeal

The student has a right to appeal, in case they are not satisfied with the decision. The student can appeal to the Director who is the appellate body, within a week of receiving the disciplinary notification from the Office of the Registrar.

STUDENT DISCIPLINARY POLICIES AND ACCOMPANYING DISCIPLINARY ACTIONS

A student admitted to BPDC accepts the responsibility to conform to all the BPDC rules and regulations. Proven failure to meet this obligation will justify appropriate disciplinary actions including, but not limited to, expulsion, suspension, disciplinary probation, or reprimand.

The student disciplinary policies and procedures emphasize BPDC's obligation to promote personal freedom, maturity, and responsibility of its students. BPDC has a special set of interests and purposes essential to its effective functioning. These include:

- The opportunity for students to attain their educational objectives.
- The creation and maintenance of an intellectual and educational atmosphere throughout the BPDC.
- The protection of health, safety, welfare, and property of all members of the BPDC, and the property of BPDC itself.

The student disciplinary policies and procedures sets forth acts which constitute unacceptable conduct on the part of BPDC students. All alleged violations of the student disciplinary policies and procedures may result in referral to the Associate Dean Student Welfare. It also has the obligation to introduce counseling and/or disciplinary action if the student's conduct has interfered with BPDC's exercise of its educational objectives or responsibilities to its members.

Disciplinary Actions

The disciplinary actions range from warning, public apology, fines, social service on campus, regular consultation with Counselor/Mentor, cancellation of registration for one or two semesters for serious cases.

Level	Category	Illustrative Cases	Disciplinary Actions First Time
Category 1	Minor violation of Hostel/ Campus rules, misconduct	Smoking inside the hostel/inside the Campus.	Warning + Parent Undertaking +Counseling.
		Tampering with leave permit, Misbehaviour in public place.	Warning + Fine of AED 1000 and Parent Undertaking.
		Possession and use of appliances or any other item not permitted in the hostel	Warning + Confiscation of Appliances + Cost towards replacement/damages + Parent Undertaking.
Category 2	Serious violation of Hostel/ Campus rules/ Serious misconduct	Thefts from the hostel.	Warning + Fine of AED 1000 + Amount equivalent to Replacement of Theft Item+ Parents Undertaking.
		Consuming/Carrying alcohol and found in a drunken state inside the Campus/Hostel Room/ Hostel Premises.	Warning + Fine of AED 2000 + Parent Undertaking + Social Service by attaching with a Mentor and counseling.
		Misuse of others' belongings through Impersonation/ Identity Theft	Warning + Fine of AED 2000 + Parent Undertaking + Replacement to the extent of misuse. Social Service by attaching with a Mentor.
		Damage to Peers and/ or Institute property	Warning + Fine of AED 1000 + Amount equivalent to Replacement cost for damaged property + Parent Undertaking.
Category 3	Grave violation of Hostel/ Campus rules/ Grave misconduct, fraud	Entry to Girl's/Boy's hostel against rule	Expulsion for a semester + Parent Undertaking. Stipulating monitoring mechanism through various modes during next semester.
		Illegal entry into faculty room, bribing, objectionable material possession and/or consumption	Fine of AED 10000 + Cancellation of Registration for one Semester or higher + Parents Undertaking.

Level	Category	Illustrative Cases	Disciplinary Actions First Time
Category 3	Grave violation of Hostel/ Campus rules/ Grave misconduct, fraud	Consuming/Carrying intoxicants/abuse of drugs or any other substance in Hostel/ Hostel Premises and Campus	Two semesters cancellation subject to review at the end of one semester + certificate from a counselor / rehabilitation center to the satisfaction of the institute + Parent Undertaking. Stipulating monitoring mechanism through various modes during next semester.
		Misuse of cyberspace for malicious activities	Two semesters cancellation subject to review at the end of one semester + Parent Undertaking. Stipulating monitoring mechanism through various modes during next semester.
		Selling of drugs or any other substance in Hostel/Hostel Premises and Campus	Expulsion from the institute.

Note
1. A suitable undertaking from parents will be taken in all cases against whom disciplinary action is taken.
2. Any student against whom action is taken under the Disciplinary Committee will not be eligible to apply for any institute scholarship.

STUDENT RIGHTS AND RESPONSIBILITIES

As per the Dubai International Academic City (DIAC) Shared Facility Policy Statement on Student Discipline **http://www.bits-dubai.ac.ae/downloads/DIAC_Student_Discipline. pdf**, the students of DIAC have the following rights and responsibilities:

- No Student shall be deprived of personal rights or liberties without recourse to due and fair processes of applicable regulations.
- No disciplinary sanctions may be imposed by the Disciplinary Committee upon any
- Student without fair and due process.
- The Disciplinary Committee shall not consider ignorance of a rule or regulation an acceptable defence.

CAMPUS DIRECTORY

Campus Main Line   +971 42 753 700
info@bitspilanidubai.ae

Accounts and Finance
Mr. Mohammad Akram, Room # G-16, Ext. 130, Direct: 04 275 3728

Admissions
Ms. Nahid Afshan, Room# G 22, Ext. 122, Direct: 04 275 3710

Alumni Services
Dr. Trupti Gokhale: Room # 315, Ext. 412

Clinic
Behind Sports Complex, Ext. 136

Career Services and Placement
Ms. Rouble Dhawan: Room # 171, Ext. 254, Direct: 04 275 3732
Mr. Amsal Muneeb: Room # 172, Ext. 255, Direct: 04 275 3753

Counselor
Ms. Eunice Fernandes, Room # 326, **counselor@dubai.bits-pilani.ae.in**

Dean of Postgraduate Studies
Dr. Ram Karthikeyan, Room # G-12, Ext. 218, Direct: 04 275 3761

Dean of Student Affairs
Dr. Priti Bajpai, Room# G-14, Ext.115/363, Direct: 04 275 3781

Dean of Undergraduate Studies
Dr. Kumar, Room # G-13, Ext. 114, Direct: 04 275 3782

Director
Dr. Madapusi Srinivasan, Room # G-01, **director@dubai.bits-pilani.ac.in**

Emergency
Police: 999   Fire: 997

Campus Paramedic
Mr. Chaitanya Kumar: 055 691 9930

BITS Pilani
Dubai Campus

Campus Emergency
Mr. Basheer: 050 376 4725
Dr. Rafi: 050 450 3640
Dr. Priti Bajpai: 052 932 3304

Campus Security
Mr. Harman: 058 213 9092

Executive Secretary to the Director
Mr. Vijayakumar.S: Room # G-02, Ext. 103,108, Direct: 04 275 3753

Facilities
Mr. Basheer Ext.131; email: **basheer@dubai.bits-pilani.ac.in**

Front Desk
Ms. Bhavika Gaur: Ext. 100, Ph: 04 275 3700

General Manager
Dr. Krishna Kumar Singh, Room #157, Ext. 245, Direct: 04 275 3789

Gym, Sports, Recreation Room
Dr. Rafiuddin: 050 450 3640
Mr. Yacob: Sports Complex, Ext. 128 / 127

Hostel (Boys)
Dr. M.B. Srinivas: 052 288 0399

Hostel (Girls)
Ms. Babita: 055 420 1688

Hostel Mess
Mr. Karimulla: 050 578 6641

International Student Services
Mr. Vijayakumar. S: Room# G-02, Ext. 103,108, Direct: 04 275 3753
Mob: 050 876 2580, **iss@dubai.bits-pilani.ae.in**

IT Services
Mr. Saravanakumar: Room # 151, Ext. 239, Direct: 04 275 3755

Library and Information Services
Mr. Jayachandran: Library Block, Ext. 473/475, Direct: 04 275 3742

Medical Insurance
Ms. Sathya Raja, Room # G-05, Ext. 107, Direct: 04 275 3721

Practice School
Dr. Somasundaram, Room #s G-11 / 146, Ext. 203, Direct: 04 275 3788

Registrar's Office
Mr. Akshay Chutani, Room # G-09, Ext. 120, Direct: 04 275 3744

Student Welfare Division
Dr. Priti Bajpai: 052 932 3304
Dr. Rafi: 050 450 3640

Transport
Mr. Basheer, Ext.131; Direct: 04 275 3734

AT A GLANCE

Identity Cards, Financial Aid, Travel Concession Orders, Co-curricular activities, etc.		Student Welfare Division (SWD) Dr. Priti Bajpai, Chamber No. G-14 Phone: 04-2753781 Extension - 115 / 363
Change of home / email address and contact details		
Complaints related to ragging		Associate Dean, SWD/Chief Warden
Complaints regarding sexual harassment		Dr. Shazi Shah Jabeen: shazi@dubai.bits-pilani.ac.in Dr. Priti Bajpai: priti@dubai.bits-pilani.ac.in
Registration, advice on academic programmes, substitution of courses, and withdrawal from courses, issues related to Registration, Academic Records, Grade Cards, Academic Counseling Board, Provisional Certificates, Transcripts, Name corrections etc.		Registrar's Office Academic – Undergraduate Studies (AUGS) / Academic – Graduate Studies and Research (AGSR)
Certificates	i. Academic	Registrar's Office Academic – Undergraduate Studies (AUGS) / Academic – Graduate Studies and Research (AGSR)
	ii. Others	Student Welfare Division (SWD)
Matters related to Practice School		Practice School Division (PSD)
Matters regarding timetable, scheduling of tests, and conduct of courses, examinations etc.		Academic – Undergraduate Studies (AUGS) / Academic – Graduate Studies and Research (AGSR)
Matters related to admissions, dual degrees, transfer, etc.		Admissions Division
Matters pertaining to Library, Textbooks		Librarian
Matters pertaining to Workshop		Workshop Unit
Matters related to hostels and messes		Wardens
Clubs		Faculty in Charge / HODs of the discipline concerned

Games and Athletics	Dr. Rafiuddin: rafi@dubai.bits-pilani.ac.in; Ext.126; Room # G29
Placement, Campus Interviews, etc.	Career Services and Placement
Degrees, medals, etc.	Registrar
Matters related to Centre for Incubation, Innovation and Entrepreneurship (CIIE)	Dr. Aakash Ashok Kamble: aakash@dubai.bits-pilani.ac.in; Ext. 213; Room # 120

Note

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

USEFUL LINKS

DIAC Code of Conduct:
https://bit.ly/3qbNEr4

BITS-Pilani Academic Regulations:
https://bit.ly/3Rm6QOG

BITS-Pilani Academic Bulletin:
https://bit.ly/3BiwRJs

NOTES

BITS Pilani
Dubai Campus

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