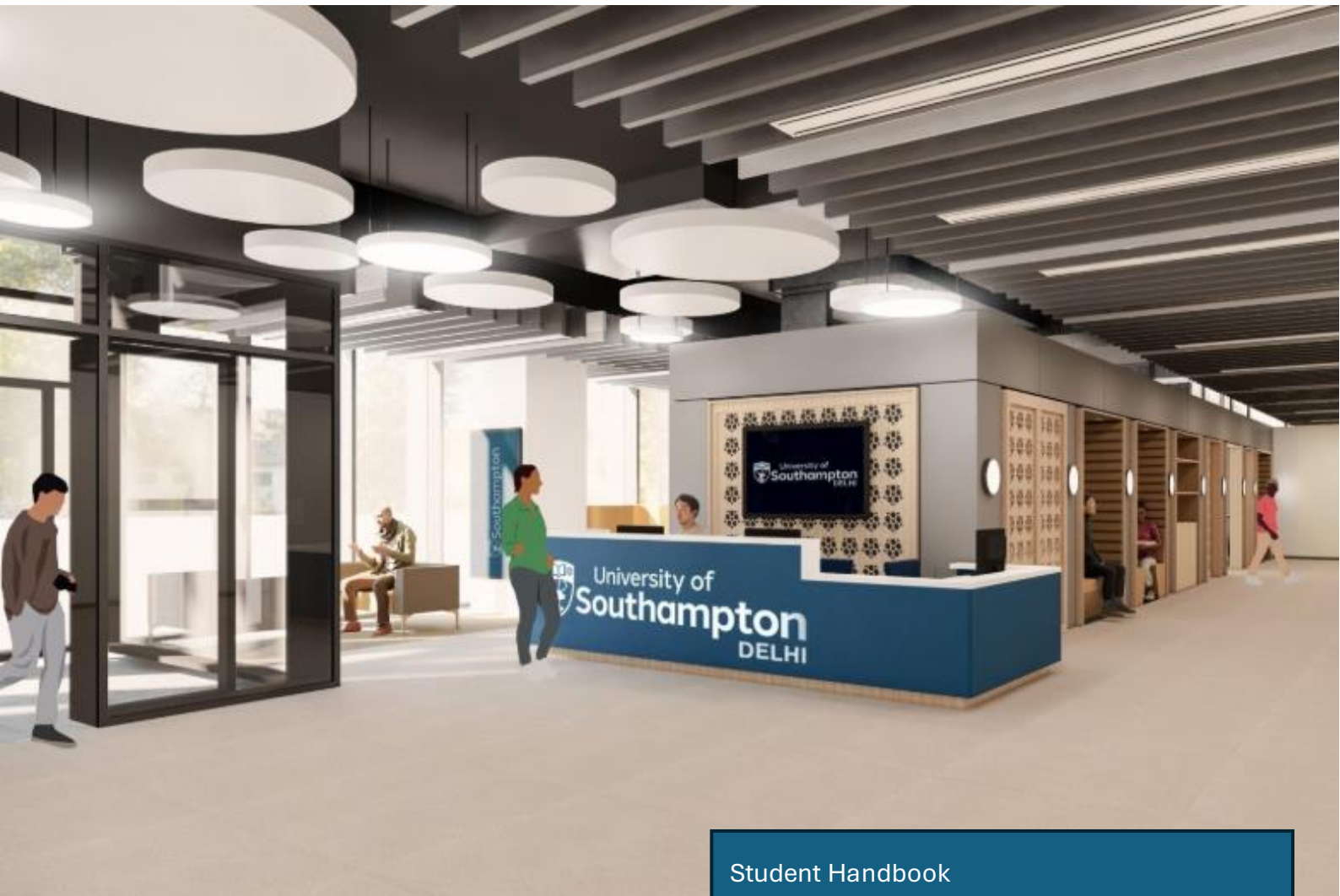




Student Handbook

AY 2025-26

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The University of Southampton is committed to providing students with a high-quality educational experience and a community in which we can all live and work.

The behaviour of most of our university students is exemplary. However, any student whose behaviour does not meet our expected standards may be dealt with through the University's [Regulations for Student Discipline](#)

- [Student Discipline | Student and Academic Administration | University of Southampton](#)
- [Inclusion and Respectful Behaviour Policy | University of Southampton](#)
- [Notice to appeal form](#)
- [Initial Guidance for Reporting Student](#)

Information	
Author	Student Handbooks Working Group
Owner	AQSC (Academic Quality and Standards Committee)
Approved Date	
Last Revision	
Type of Document	Guidance

Message From Vice Chancellor / Academic Provost

Dear Students,

It is my great pleasure to welcome you to the University of Southampton Delhi. You are joining a vibrant academic community that combines the excellence, values, and global outlook of the University of Southampton with the rich cultural and intellectual energy of India's capital.

At UoSD, we are committed to delivering a world-class learning experience that not only deepens your knowledge but also develops the skills, resilience, and perspective needed to thrive in a complex and interconnected world. Here, your learning will extend beyond the classroom through collaboration with peers and faculty, engagement with industry and the community, and participation in the diverse opportunities our campus provides.

As members of the Southampton community, you are part of a tradition of curiosity, innovation, and integrity. I encourage you to embrace this journey with openness and determination—ask questions, challenge ideas, and take ownership of your growth. The years ahead will be filled with learning, discovery, and personal transformation.

This handbook will be your guide to navigating academic life, campus resources, and community expectations at UoSD. I urge you to read it carefully and refer to it often.

On behalf of our faculty and staff, I wish you every success in your studies and look forward to seeing you contribute to—and benefit from—the rich tapestry of life at the University of Southampton Delhi.

Warm regards,

Professor (Dr) Eloise Phillips
Academic Provost and Associate Vice President (International)
University of Southampton Delhi

1. Introduction and University Overview

Welcome to the University of Southampton Delhi (UoSD). As a student of a globally recognised institution, you are part of a dynamic and diverse academic community committed to excellence in teaching, research, and student experience.

This Student Handbook serves as an essential guide to help you navigate academic life at UoSD. It provides important information on institutional policies, academic expectations, student services, health and safety, financial regulations, and campus life.

Please read this Handbook carefully and retain it for future reference. All students are expected to comply with the policies, procedures, and responsibilities outlined herein. You will be required to sign an undertaking acknowledging your understanding and acceptance of the same.

Key Facts:

- Regulatory Status: UGC-approved International Branch Campus
- Degree Awarding Body: University of Southampton, UK
- Academic Standards: UK Framework for Higher Education Qualifications (FHEQ)

1.1. About the University of Southampton Delhi

The University of Southampton Delhi represents the India campus of the University of Southampton, UK—one of the world's top 100 universities (QS World Rankings). The Delhi campus offers UK-validated degree programmes, bringing together the academic rigour and quality assurance of the UK system with the local relevance and regulatory alignment of Indian higher education.

UoSD operates under the University Grants Commission (UGC) guidelines for International Branch Campuses and complies with all mandatory statutory requirements, while also upholding the quality standards of the UK higher education framework.

At UoSD, you will benefit from:

- Globally recognised degrees awarded by the University of Southampton.
- A curriculum designed and delivered by qualified faculty under UK academic governance.
- International exposure with opportunities for mobility, internships, and career development.
- A supportive environment for personal and academic growth.

1.2, 1.3 & 1.4 University of Southampton Delhi – Core Values, Vision and Mission

Our values provide the lens through which we make decisions...” emphasizing inclusivity, collaboration, agility, sustainability, and transformational leadership

Key values include:

- **Egalitarian:** championing equality, diversity, and inclusion.
- **Environmental sustainability:** embedded in all operations.
- **Transformational leadership:** empowering communities.
- **Agility:** integrating digital tools and new ways of working.
- **Collaborative:** building inclusive communities via partnerships.

Vision

To inspire excellence and transform lives through education and research, creating leaders who drive positive change locally and globally.

Mission

The University of Southampton Delhi aims to deliver high-quality education rooted in research, innovation, and enterprise. We are committed to nurturing critical thinking, creativity, and professional growth through a student-focused academic experience that reflects the standards and values of the University of Southampton in the UK.

1.5 Academic Collaborations and UK Linkages

The University of Southampton is an internationally recognised research-intensive university and a member of the prestigious **Russell Group** of UK universities. Through the University of Southampton Delhi, students benefit from the University's extensive academic collaborations and global networks, supporting excellence in education, research, and innovation.

Key partnerships and affiliations include:

- **Russell Group** – A collective of 24 leading UK universities committed to maintaining the highest research and teaching standards, of which Southampton is a member.
- **SET squared Partnership** – A world-leading business incubator and enterprise collaboration between the universities of Bath, Bristol, Exeter, Southampton, and Surrey, fostering innovation and entrepreneurship.
- **N8 Research Partnership** – Collaborative engagement with universities in the North of England focusing on industrial strategy and large-scale research initiatives.
- **The Alan Turing Institute** – As a founding partner, Southampton contributes to the UK's national institute for data science and artificial intelligence.
- **GW4 Alliance** – A strategic partnership with the universities of Bath, Bristol, and Cardiff to support collaborative research, doctoral training, and innovation.

These linkages ensure that students at UoSD are part of a dynamic, globally connected academic community and have access to research-led learning influenced by cutting-edge developments across disciplines.

1.6 Quick Start Guide for New Students

Your First Week Checklist:

1. Complete registration and collect Student ID
2. Attend mandatory orientation sessions
3. Set up university email and IT accounts
4. Download essential apps: Blackboard, Microsoft Team
5. Locate your timetable and classrooms
6. Meet your Personal Academic Tutor
7. Join the Student Hub WhatsApp group
8. Register for library access
9. Complete health and safety induction

2. About the Student Handbook

2.1 Purpose

The handbook is your essential companion throughout your university journey. It provides:

- Academic policies & procedures

- Support services & wellbeing resources
- Campus facilities & IT services
- Student conduct & disciplinary policies
- Key contacts & emergency information

2.2 Scope and Applicability

Key Sections in the Handbook are:

A. Academic Information

- Course Structure: Modules, assessments, and grading criteria.
- Examination Rules: Policies on plagiarism, late submissions, and academic integrity.
- Extenuating Circumstances: How to request deadline extensions or special considerations.
- Appeals Process: Steps for contesting academic decisions.

B. Student Support Services

- Wellbeing & Mental Health: Counselling, disability support, and health services.
- Career Support: Internships, job placements, and career advice.
- International Student Guidance: Visa support, language help, and cultural integration.

C. Campus Life & Facilities

- Libraries & Study Spaces: Opening hours, online resources, and borrowing rules.
- IT Services: Wi-Fi, software access, and tech support.
- Sports & Societies: Clubs, gym facilities, and student association activities.
- Technology-enabled lecture theatres and seminar rooms
- Student Learning Resource Centre and library
- Dedicated labs for relevant programmes
- Student support and wellbeing office
- Access to safe, quality student accommodation

D. Rules & Responsibilities

- Code of Conduct: Expectations for behaviour on and off campus.
- Disciplinary Procedures: Consequences for misconduct (e.g., cheating, harassment).
- Equality & Diversity: Policies on inclusion and anti-discrimination.

E. Safety & Emergency Info

- Campus Safety: Contact numbers, safe zones, and reporting incidents.
- Guidelines for fire safety, emergency drills, and medical preparedness.

2.3. How to Access the Handbook

- Online: Usually available on the university's student intranet (Blackboard).
- Faculty-Specific Versions: Some departments have tailored handbooks.

2.4. Updates & Importance

- This handbook applies to all students enrolled at University of Southampton Delhi and is updated annually. The current version is valid for Academic Year 2025-26.
- Ignorance of policies is not an excuse, so reviewing it is strongly recommended.

2.5. Who Should Use It?

- New Students: To understand university expectations.
- Continuing Students: For referencing policies on exams, complaints, or support.
- Staff & Advisors: To guide students accurately.

3. Academic Information

3.1 Registration and Student Identity Card

All students are required to complete formal registration at the start of each academic year.

Registration confirms your student status and grants access to academic, administrative, and campus services.

Key Steps by Admission Department:

- Submission of required documents and photographs
- Verification of eligibility and payment of applicable fees
- Confirmation of enrolment for your academic programme

Upon successful registration, students will be issued a University of Southampton Delhi Student Identity Card by Student Hub, which must be:

- Always carry while on campus
- Presented for access to facilities (library, labs, classrooms, hostel, etc.)
- Shown when requested by university staff or security personnel
- Lost or stolen ID cards must be reported immediately to the Student Hub. A replacement may be issued for a fee of Rs 1000/-.

3.2 Key Contacts

Department	Contact Person	Email	Contact No.
Student Hub	Dr. Nalini S.	studenthub@delhi.southampton.ac.uk	Number
Academic Registry	Ms. Yashashree D.	y.datar@soton.ac.uk	Number
IT Support	Mr. Raj B.	r.swami@soton.ac.uk	Number
Library Services	Ms. Anupama S.	asaini@OxfordInternational.com	Number
Facilities management	Mr. Syed E.	shamraz@OxfordInternational.com	Number
Career Services	Ms. Monisha T.	mtandon@OxfordInternational.com	Number

3.3 Getting Started: Orientation and Induction Programme

All new students at the University of Southampton Delhi are required to attend a **two-week comprehensive induction programme** at the start of the academic year. This programme is designed to:

- Welcome students into the University community
- Familiarise them with academic expectations and university policies
- Introduce key support services and resources

- Encourage peer interaction and cultural integration
- Establish a shared understanding of the University's values and standards

Participation is **mandatory** and ensures students begin their journey with clarity, confidence, and connection.

3.4 Academic Calendar

The academic year at UoSD is structured into three quarters:

University of Southampton - Delhi (UOSD)

Academic Calendar 2025-26

No	Week	UoS-Delhi
1	25 August 2025	Commencement of New Cohort & Induction 2025-26
2	01 September 2025	Careers and Employer Engagement week
3	08 September 2025	Commencement of Classes of New Cohort (2025-26) of S1 T1 W1
2	15 September 2025	S1 T1 W2
3	22 September 2025	S1 T1 W3
4	29 September 2025	S1 T1 W4
5	06 October 2025	S1 T1 W5
6	13 October 2025	S1 T1 W6
7	20 October 2025	Mid Semester Break
8	27 October 2025	S1 T1 W7
9	03 November 2025	S1 T1 W8
10	10 November 2025	S1 T1 W9
11	17 November 2025	S1 T1 W10
12	24 November 2025	S1 T1 W11
13	01 December 2025	S1 T1 W12
14	08 December 2025	S1 T1 W13
15	15 December 2025	Break
16	22 December 2025	Break
17	29 December 2025	Break
18	05 January 2026	S1 T1 W14
19	12 January 2026	S1 Assessment Period
20	19 January 2026	S1 Assessment Period
21	26 January 2026	Commencement of Classes (2025-26) of S2 T2 W1
22	02 February 2026	S2 T2 W2
23	09 February 2026	S2 T2 W3
24	16 February 2026	S2 T2 W4
25	23 February 2026	S2 T2 W5
26	02 March 2026	S2 T2 W6
27	09 March 2026	S2 T2 W7
28	16 March 2026	S2 T3 W8
29	23 March 2026	Break
30	30 March 2026	Break
31	06 April 2026	Break
32	13 April 2026	Break
33	20 April 2026	S2 T3 W9
34	27 April 2026	S2 T3 W10

35	04 May 2026	S2 T3 W11
36	11 May 2026	S2 T3 W12
37	18 May 2026	S2 Assessment Period
38	25 May 2026	S2 Assessment Period
39	01 June 2026	S2 Assessment Period
40	08 June 2026	Summer Vacation
41	15 June 2026	Summer Vacation
42	22 June 2026	Summer Vacation
43	29 June 2026	Summer Vacation
44	06 July 2026	Summer Vacation
45	13 July 2026	Summer Vacation
46	20 July 2026	Summer Vacation
47	27 July 2026	SA Period of T1 & T2
48	03 August 2026	SA Period of T1 & T2
49	10 August 2026	Summer Vacation
50	17 August 2026	Summer Vacation
51	24-Aug-26	New Intake arrivals / induction week of New Cohort 2026-27

Semester (S), Term 1 (T1), Term 2 (T2), Week (W), Supplementary Assessments (SA)

- Quarter 1: 8 September 2025 – 24 January 2026
- Quarter 2: 25 January 2026 – 19 April 2026
- Quarter 3: 20 April 2026 – End of July 2026

3.5 Grading Matrix and Description- - [Assessment Descriptors](#) | [Quality Handbook](#) | [University of Southampton](#)

3.6 Access to IT Services and Official Email ID & Usage Policy

Upon completion of registration, students will receive access to University IT services and be issued an official university email ID (e.g., firstname.lastname@uosd.ac.in). This email is the primary mode of official communication.

IT Services Provided:

- University email and calendar (Microsoft Outlook)
- Access to the Student Portal, Blackboard (Virtual Learning Environment), and MS Teams
- Wi-Fi connectivity across campus
- IT helpdesk and support services

Email and IT Usage Policy:

- All University communication will be sent to your official Student email ID.
- Students are required to check their official email daily for academic updates, deadlines, and announcements.
- University IT services are to be used solely for academic and authorised purposes.
- Misuse, including sending offensive content, spamming, sharing login credentials, or accessing unauthorised material, is strictly prohibited and may lead to disciplinary action.
- All usage is subject to monitoring in accordance with institutional IT and digital conduct policies.

3.7 Academic Responsibility & Conduct

https://www.southampton.ac.uk/quality/assessment/academic_integrity.page

All students must adhere to the University's standards of academic integrity.

- Acts of plagiarism, collusion, impersonation, data falsification, or use of unauthorized materials during assessments are serious violations and will invoke disciplinary procedures.
- The University uses plagiarism detection software, and students are expected to familiarize themselves with proper referencing practices.

4. Your Academic Programme –

4.1 Programme Structure (BSc/MSc)

Undergraduate (BSc) and Postgraduate (MSc) programmes at UoSD follow a modular structure, comprising core, optional, and skills-based modules designed to provide subject depth and interdisciplinary breadth.

Each academic year is divided into three terms/quarters, with students expected to complete a set number of modules and credits per year. All programmes are mapped to the UK Framework for Higher Education Qualifications (FHEQ) and comply with UGC guidelines.

Programme details, including module outlines, learning outcomes, and contact hours, are shared at the beginning of the academic year via the Student Portal (Blackboard).

Academic Profile - [Our team | University of Southampton Delhi](#)

4.2 Credit System and Workload Expectations: [General Academic Regulations | University of Southampton](#)

Students are expected to manage approximately 40 hours of study per week, including scheduled sessions and independent work.

4.3 Teaching, Labs, Tutorials, and Supervisions

Teaching at UoSD employs a mix of:

- Lectures: Core concepts, theories, and frameworks
- Laboratory Work: Practical application (where applicable)
- Tutorials and Workshops: Discussion-based learning in smaller groups
- Supervisions: Academic mentoring, particularly for dissertations and projects

The Virtual Learning Environment (VLE) supports blended delivery and online access to learning materials.

4.4 Attendance and Participation Policy

Regular attendance and active participation in all scheduled academic activities, lectures, seminars, laboratory work, tutorials, and supervision sessions are mandatory for all students.

In compliance with University Grants Commission (UGC) regulations, students must maintain **a minimum of 75% attendance in each course/module** to be eligible to appear in final assessments or examinations. This applies to both theory and practical components.

Key provisions:

Attendance is monitored regularly across all modules.

- Participation in online and offline sessions, fieldwork, and group projects is considered part of attendance.

- Students falling below the required attendance threshold without valid extenuating circumstances may face academic penalties, including disqualification from assessments or requirement to repeat the module.
- International students must also comply with visa-related attendance requirements, which may be more stringent.
- Students are advised to inform academic staff in advance of any unavoidable absence and to submit appropriate documentation for medical or personal reasons.

4.5. Coursework Submission and Extension: [Progression, Determination and Classification of Results: Undergraduate and Integrated Masters Programmes 2024-25 | University of Southampton](#)

4.5.1 Late Submission Penalties

The University has a uniform policy for the late submission penalty for a piece of assessed work worth 10% or more of the final module mark.

Work submitted up to 5 days after the deadline should be marked as usual, including moderation or second marking, and feedback prepared and given to the student. The final agreed mark is then reduced by the factors in the following table.

Days late	Mark
Up to 1	(final agreed mark) * 0.9
Up to 2	(final agreed mark) * 0.8
Up to 3	(final agreed mark) * 0.7
Up to 4	(final agreed mark) * 0.6
Up to 5	(final agreed mark) * 0.5
More than 5	Zero

4.6 Assessment and Evaluation Framework: [Assessment | Quality Handbook | University of Southampton](#)

Assessment methods vary across modules and may include:

- Written examinations
- Coursework and essays
- Presentations and group projects
- Lab reports and practical
- Online quizzes and class participation

All assessments align with University of Southampton academic standards, including anonymous marking, internal moderation, and external examiners. Details for each module are published in the module descriptor.

4.7 Progression Criteria and Degree Classification: [Progression, Determination and Classification of Results: Undergraduate and Integrated Masters Programmes 2024-25 | University of Southampton](#)

To progress to the next stage or graduate, students must:

- Pass the required number of credits
- Meet academic standards for core modules

- Not exceed the maximum allowed number of resits
- Degree classification for BSc and MSc follows the UK honours system:
 - First Class ($\geq 70\%$)
 - Upper Second Class – 2:1 (60–69%)
 - Lower Second Class – 2:2 (50–59%)
 - Third Class Degree - Pass (40–49%)
 - Borderline cases may be reviewed based on overall performance and qualitative profile.

4.8 Dissertation, Projects, and Placements

Most programmes include a final-year dissertation, research project, or capstone assignment, supported by academic supervision. These components are assessed on:

- Originality
- Critical analysis
- Research methodology
- Communication and presentation

Opportunities for industry placements, internships, or live projects may be available based on the programme and partner collaborations. Eligibility and timelines will be announced by the academic team. Any student found guilty of submitting wrong details/ forged documents, would be debarred from the entire placement/internship/dissertation process without any intimation.

4.9 Study Abroad and Global Learning Opportunities

As part of the University of Southampton global network, eligible students may be able to:

- Participate in exchange programmes with UK or international partner campuses
- Attend summer schools, short-term mobility programmes, or virtual exchanges
- Access guest lectures and collaborative workshops across campuses

All such opportunities are subject to academic performance, visa requirements, and programme fit. Further information is shared through the Student Hub.

4.10 Suspending or Withdrawing from Study, Fitness to Study: [Transfer, Pause in Study, Withdrawal, and Termination of Study 2024-25 | University of Southampton](#)

5. Academic Regulations and Integrity

5.1. Academic Responsibility and Conduct

Plagiarism, and Misconduct - [Academic Integrity | Quality Handbook | University of Southampton](#)

5.2 Coursework, Examinations, and Feedback

- Assessments include coursework, exams, practical, presentations, and projects. Submission deadlines are strictly enforced; extensions are permitted only under approved extenuating circumstances.
- Examination guidelines, including schedules, venue protocols, and conduct expectations, will be communicated well in advance.
- Marked coursework and exam feedback will be provided in line with institutional timelines to support learning and improvement.

5.3 Grading, Progression, and Reassessment

- Modules are graded using a percentage scale and mapped to standard classifications (e.g., First Class,). To progress, students must achieve the required number of credits and meet programme-specific thresholds.
- Re-sits or referrals may be allowed where progression criteria are not met.
- Repeating a module or year may be permitted under academic policy, subject to approval.
- Students may request access to marked scripts or seek clarification on grades received.

5.4 Appeals, Withdrawal, and Fitness to Study

- Students may appeal academic decisions only on valid grounds (e.g., procedural errors, bias, or documented extenuating circumstances), as per university policy.
- Students considering withdrawal from their programme must consult academic advisors and complete the required formalities.
- In certain cases, if a student's wellbeing affects their academic progress or the safety of others, a Fitness to Study process may be initiated.

5.5 Result Publication and Academic Calendar

- Results will be published on the student portal, typically following Board of Examiners meetings.
- Key dates for coursework submissions and examinations will be communicated early in the academic year and are binding and all the course of results will be provisional and can be changed after the Board of Examiner meeting.
- It is the student's responsibility to be aware of academic timelines and institutional announcements.

6. Student Support and Wellbeing

The University of Southampton Delhi (UoSD) is committed to supporting students through a range of services designed to assist with academic concerns, mental health, disability support, and personal development. The following support systems are available to ensure student wellbeing throughout their academic journey:-

6.1 Personal Tutoring System

UoSD assigns each student a Personal Academic Tutor (PAT) to provide comprehensive academic and pastoral support throughout your studies.

Support Areas

- **Academic:** Progress reviews, module selection, exam preparation, and specialist referrals
- **Wellbeing:** Stress management, time management, university transition support, and guidance to counselling/financial services
- **Career:** Basic guidance on internships, placements, postgraduate options, and CV support

How It Works:

- **First Year:** Regular contact to support university transition
- **Later Years:** Milestone-based meetings (dissertations, placements)
- **Contact:** University email, office hours, or scheduled appointments (online/in-person)

Accessing Your Tutor:

You'll be assigned a tutor at course commencement. Contact details are provided via university email and Blackboard. Book meetings through email or during listed office hours.

Additional Support

For concerns beyond your tutor's scope, referrals available to:

- Student Hub: studenthub@delhi.southampton.ac.uk
- Wellbeing Services (mental health/counselling)
- Faculty Senior Tutors (complex academic issues)

6.2 Counselling and Mental Health Resources

Wellbeing Support Mental Health and Counselling

- Free, confidential support is available for concerns such as stress, anxiety, and depression.
- Self-help resources are also accessible which can be accessed through student hub at the campus
- To book an appointment, please contact: studenthub@delhi.southampton.ac.uk

6.3 Support for Students with Disabilities

Disability and Neurodiversity Support

- Support is available for students with disabilities, neurodivergent conditions (e.g., dyslexia, ADHD, autism), or long-term health conditions on case-to-case basis with the supporting documents certified by the Medical Practitioner & Hospital
- Students may access learning adjustments, course work submissions, exam accommodations, and assistive technologies.
- For assistance, email: studenthub@delhi.southampton.ac.uk

6.4 Career Services and Employability

The University facilitates employability and holistic development for all eligible students through comprehensive support services.

Career Development

- Career guidance, mentoring, and aptitude assessments
- Dedicated advisors for UG and PG students
- Alumni support and networking opportunities

Skill Development

- Communication, soft skills, and technical training programs
- Interview preparation, resume building, and business writing
- Domain-specific workshops and logical reasoning sessions

Experiential Learning

- Mandatory internships and industry-based projects
- Live briefs, case competitions, and hackathons
- SIP and SIC programs (per academic guidelines)

Industry Engagement

- Guest lectures, panel discussions, and alumni interactions
- Partnership collaborations for internship and placement opportunities

Placement & Internship Support

The Centre for Career Advancement Services coordinates recruitment through:

- Annual placement/internship calendar with defined windows
- Transparent eligibility criteria communication

- Annual tracking and outcome reporting

Special Provisions

- **Enterprise Route:** Startup mentorship, incubation space access, and funding guidance
- **Higher Studies:** Competitive exam and application support
- **Diversity & Inclusion:** Targeted support for first-generation learners, women in STEM, and differently abled students

Monitoring & Evaluation

- Annual Student Body Committee formation and monitoring
- Student and employer feedback collection
- Graduate outcomes tracking (up to 1-year post-graduation)

Student Responsibilities

Students must actively participate in Centre sessions, meet academic eligibility criteria, and maintain high integrity and professional ethics in all stakeholder interactions.

7. Campus Life and Student Engagement

7.1 Student Societies and Leadership: [Our student community | University of Southampton](#)

7.2 Events, Clubs, and Cultural Activities: [Events | University of Southampton Delhi](#)

7.3 Facilities: Library, Labs, Recreation, Canteen

7.3.1 Library: Services and Resources:

The library at University of Southampton Delhi offers a welcoming, inclusive environment designed to support your academic and personal development. Whether you are preparing for assignments, collaborating on group work, or simply looking for a quiet space to focus, our library is here to support your journey.

With access to extensive print and digital collections, student-focused services, and expert support from qualified library professionals, our aim is to help you succeed.

7.3.2 Library code of conduct:

- **Physical Collection:** A curated collection of academic textbooks and reference materials aligned with your programmes.
- **Digital Resources:** 24/7 access to a wide range of e-books, online journals, databases and the university's subject-specific online repositories through your student login.
- **Reading Lists:** Each course includes a digital reading list with direct links to essential and recommended readings.
- **Appointments** can be taken for one-on-one sessions to help with research, referencing, and database navigation.

7.3.3. Access and Opening Hours of Campus

- **Term Time:** Monday–Saturday: 8:00 AM – 7:00 PM.
- **Vacation Hours:** Reduced timings, communicated via the student portal and email.
- **Digital Access:** E-resources are available 24/7 via your student login.

7.4 Student Representation and Feedback Channels

UoSD is committed to student voice and shared governance. Students will be given structured opportunities to engage with university staff and leadership on matters that affect their experience.

Representation Structures:

- Student Council (to be constituted in AY 2025–26): Will represent the student body in academic and non-academic matters, organise student-led initiatives, and liaise with university administration.
- Class Representatives: May be nominated or elected to raise course-specific concerns with academic staff.

Feedback Channels:

- Surveys and Evaluations: Conducted quarterly to gather input on courses, facilities, and services.
- Open Forums and Townhalls: Regular sessions where students can directly engage with faculty and leadership teams.
- Student will have to raise any query/ concern to the Student Hub in person or via email
@studenthub@delhi.soton.ac.uk

We believe your voice is essential in shaping a responsive and student-centred university environment. All feedback is reviewed seriously and contributes to continuous improvement.

8. Policies, Rules, and Responsibilities - [Policies | University of Southampton](#)

8.1 Code of Conduct - [Student Charter | University of Southampton](#)

8.2 Attendance Policy - [Academic Engagement and Attendance Policy | University of Southampton](#)

8.3 Anti-Ragging and Anti-Harassment Policy

8.3.1 Purpose

The University of Southampton Delhi maintains a **zero-tolerance policy** towards ragging, harassment, bullying, and discrimination in any form. This policy aims to ensure a safe, respectful, and inclusive environment for all students.

8.3.2 Scope

This policy applies to:

- All enrolled students (UG, PG, Diploma, Exchange, Part-time)
- All university spaces (academic, residential, digital)
- All university-endorsed activities, whether on or off campus

8.3.3 Anti-Ragging Policy

- **Definition of Ragging:**
Any act that causes physical or psychological harm, humiliation, intimidation, forced actions, or infringes on the dignity and freedom of another student, whether in person or via digital channels.
- **Mandatory Undertaking:**
All students and their parents/guardians must submit an **Anti-Ragging Undertaking** at the time of admission.
- **Anti-Ragging Committee:**
Responsible for implementation, monitoring, and disciplinary processes as per UGC regulations.

- **Anti-Ragging Squad:**

A mobile unit of faculty, staff, and student mentors ensuring vigilance and immediate intervention across campus, including hostels.

Anti Ragging Committee composition as per UGC Regulations		
Constitutions as per UGC Norms	Name and Designation	Role
Head of the Institution	Prof Eloise Phillips	Chairperson
Representatives of the faculty members (4)	Dr Vaibhav Gandhi, Dr Mohammad Anam, Dr Chitrakalpa Sen	Member
Parents (2)	Mrs Suman Tripathi	Member
Students (freshers & seniors-4)	Class Representatives	Member
Non-Teaching Staff (2)	Mr Narender, Monisha Tandon	Member
Proctor & Dy. Proctor (2)	Dr Nalini & Yashashree Datar	Member Secretary

8.3.4 Sexual Harassment Policy (POSH/ICC): [Making a complaint | University of Southampton Delhi](#)

Definition of Harassment:

Includes any unwelcome conduct—verbal, physical, or digital—based on gender, sexual orientation, caste, religion, race, disability, or appearance.

Sexual Harassment is governed under the **POSH Act**, including inappropriate comments, messages, advances, or physical contact.

- **Internal Complaints Committee (ICC):**

A statutory body formed under the POSH Act, responsible for:

- Addressing complaints related to sexual harassment
- Ensuring confidential, impartial investigation
- Providing support to affected individuals
- Conducting awareness and sensitisation sessions

Internal Complaint Committee -		
Constitutions as per UGC Norms	Name and Designation	Role
A Presiding Officer	Dr Nalini Sharan	Chairperson
Co-Chairperson	Dr Vaibhav Gandhi	Co-Chairperson
One member from amongst non-government organization	NGO SPOC	Member
Faculty Members (4)	Dr Samridhi, Dr Rajesh, Dr Aparna, Dr Samiya	Member
Non-Teaching Members (4)	Ms. Monisha, Mr Syed, Mr. Vighnesh, Mr. Narender	Member
Three Students	2 UG + 1 PG	Member

Mandatory Declaration:

All students are required to acknowledge and comply with the University's Anti-Harassment and POSH policies at admission.

8.3.5 Disciplinary Actions

Depending on severity, actions may include:

- Written warning or counselling
- Suspension or debarment from classes/residence

- Withholding results or scholarships
- Debarment from placements
- Expulsion from university
- Legal action as per applicable laws

Complaints will be handled confidentially and investigated promptly in line with institutional policies and procedures.

8.3.6 Reporting and Grievance Redressal

- **Reporting Channels:**
 - Dedicated email and helpline
 - Online confidential complaint form
 - Complaint drop-boxes
 - Direct reporting to wardens, mentors, or faculty
- **Anonymous Reporting:** [Making a complaint | University of Southampton Delhi](#)
Permitted, though evidence will be required for actionable response.
- **Inquiry Timeline:**
Preliminary inquiry within 48 hours; final report within 10 working days.
- **Support Measures:**
 - o Temporary accommodation change (if required)
 - o Access to counselling and mental health support
 - o Protection against retaliation
- **Grievance Redressal Cell:**
Students may also approach the Grievance Cell for concerns relating to harassment, peer misconduct, or systemic issues.

8.4 Equal Opportunity and Inclusion: [Policies | University of Southampton](#)

8.5 Refund Policy - [Refund-policy-June-2025.pdf](#)

9. Health, Safety, and Risk Management -[health-and-safety-policy-statement-2021.pdf](#)

9.1 Medical Assistance and Emergency Protocols

In case of an emergency, contact the Student Hub @ the university. The University ensures rapid response to medical and safety emergencies through trained security personnel. [HS-Policy-MS-2.pdf](#)

9.2 Emergency Medical Situations

Security staff are trained first responders available 24/7 to manage medical emergencies and ensure prompt coordination with medical services. [Your safety at university | University of Southampton](#)

9.3 Availability of First Aid Supplies

All University buildings are equipped with first aid kits. Designated staff and security are trained to administer first aid. [Health Commitment Statement | University of Southampton](#)

9.4 Medical Assistance and Certification Requirements

Staff involved in high-risk or student-facing activities undergo certified first aid training, including RYA First Aid where applicable. [RYA First Aid Theory Course | University of Southampton](#)

9.5 Reporting of Incidents and Accidents: All incidents must be logged through the University's Health & Safety reporting system to ensure appropriate follow-up and compliance.

9.6 Hospital Admission and Care Procedures: For serious incidents requiring hospitalization, University staff coordinate with local NHS or emergency services.

9.7 Safety Measures and Fire Procedures: Routine fire drills, fire alarm testing, and emergency evacuation procedures are in place across all University buildings.

9.8 Safety in Laboratory: Laboratory areas are inherently dangerous places. Every individual in the laboratory is responsible for the safety of all workers who could be affected by his/her own experiment.

9.9. SUSSED

If you have any queries or uncertainties regarding your student life, your development, your obligations, your local area or your education, please visit the online Links to Information and Services pages under the Students Tab via UoSD SUSSED, resources tab or Welcome site.

10. Financial Matters

10.1 Tuition Fee Payment and Refund Policy: [Accounting and Finance BSc \(Hons\) | University of Southampton Delhi](#)

10.2 Scholarships and Financial Aid:

We offer [competitive scholarships](#) to academically gifted students and talented students who would benefit from study financially through a [merit bursary](#).

10.3 Late Payment and Penalty Guidelines:

There may also be extra costs for retake and professional exams.

10.4 Reassessment Fee:

Students who are required to undertake reassessment for failed modules may be liable to pay a reassessment fee. The applicable fee is determined by the institution and communicated prior to the reassessment period. Payment of the reassessment fee is mandatory to confirm registration for reassessment.

Details regarding the amount, deadlines, and payment procedures for reassessment fees will be shared by the Academic Services team. Failure to pay the reassessment fee within the specified timeline may result in withdrawal from the reassessment process.

For more information, students may contact the Student Administration team or refer to formal reassessment communications issued each academic year.

10.5 Payment Process & Modes of payment:

All fee payments, including tuition, accommodation (if applicable), reassessment, and other applicable charges, must be made in accordance with the payment schedule issued at the time of admission or during the academic cycle.

- The University accepts the following modes of payment:

- Online payment through the official Student Portal
 - Bank transfer to the designated university account
 - Payment through UPI or other authorised digital gateways
 - Demand Draft/Cheque (only if explicitly permitted)
- Cash payments are not accepted.

Receipts will be issued upon confirmation of payment. It is the responsibility of the student to retain proof of payment for future reference. Any discrepancies should be immediately brought to the attention of the Finance Office or Student Administration.

Late payments may incur penalties, and failure to clear dues may lead to withholding of academic results, reassessment eligibility, or access to certain campus services.

11. International Students (if applicable)

The international students will be provided all the services for admissions by the Student Hub department.

11.1 Visa and Immigration Guidance:

International Students Seeking Admission to a UK University in India

If you are an international student (non-Indian national) planning to study at the University of Southampton Delhi, please note the following:

Visa and Immigration Requirements

- You will need to obtain an appropriate Indian visa (typically a Student Visa) to study in India.
- The University will issue an admission offer letter or other supporting documents to assist with your visa application.
- You must ensure that your visa remains valid for the entire duration of your stay and study in India.

11.2 FRRO and Local Registration:

- International students are required to register with the Foreigners Regional Registration Office (FRRO) within 14 days of arrival in India, if staying longer than 180 days.
- Travel and re-entry permissions must be aligned with the terms of your Indian visa.

11.3 Support Services and Integration:

- The University provides dedicated international student support services, including assistance with visa documentation, accommodation, orientation, and integration into student life in India.

12. Complaints, Appeals, and Grievance Redressal

12.1 Academic Appeals

Students have the right to request a formal review of a decision affecting their academic progress, such as assessment results, progression, or award classification. An academic appeal must be based on valid grounds such as procedural irregularity, extenuating circumstances not previously considered, or evidence of bias.

Appeals must be submitted within a specified timeframe and supported by appropriate documentation. The process is designed to be fair, transparent, and aligned with university regulations.

For full details, students should refer to - [Appeals and Complaints | Student and Academic Administration | University of Southampton](#)

12.2 Non-Academic Complaints: [Regulations Governing Student Complaints 2024-25 | University of Southampton](#)

12.3 Student Disciplinary Procedures: [Student Discipline | Student and Academic Administration | University of Southampton](#)

13. Graduation and Transcripts

13.1 Award of Degree and Classification

Degrees are formally conferred once all academic criteria are met and approved by the University Senate. Undergraduate degrees are awarded and decided by the University as per the academic norms. Final degree classifications are determined according to the University's official degree classification policy [Degree Classification & Transcripts Policy | Student and Academic Administration | University of Southampton](#)

13.2 Graduation Ceremony

Graduation ceremonies take place on the dates decided by the university and the students will be informed well in advance to the eligible graduates—who have fulfilled requirements and cleared any dues—are invited to participate, and formal registration is required

13.3 Transcripts and Certificates

Upon award, graduates receive three key documents:

Degree Certificate: A formally issued, secure certificate featuring the University crest.

Diploma Supplement (Final Transcript): Includes module details, marks, degree classification, programme info, and dates of study

Confirmation of Award Letter: An official letter on a secure, hologrammed paper verifying the completion of the degree.

[Exams, Awards and Graduation | Student and Academic Administration | University of Southampton](#)

14. Accommodation facility [Student accommodation | University of Southampton Delhi](#)

A student hostel is more than just accommodation. It is a home away from home during study at University of Southampton Delhi. And all within 6km of campus.

14.1 Live and study in comfort

Offering a range of high-quality, affordable living options, our hostel's peaceful residential setting and strong sense of community make it the perfect environment for focused study, personal growth, and an exceptional student experience.

Exact features, layout and floor space may vary from room-to-room. We will always be clear which features students will enjoy when they book.

Rooms are strictly limited in supply, so anyone interested should [express interest in accommodation](#), with no cost and no commitment, as soon as they have made an application to study. We will be in touch with those who have shown interest to advise on availability and how to book a room.

Explore further

Our student accommodation is in the Suncity gated community at Plot b, 30, Suncity, Sector 54, Gurugram, Haryana 122003. Use Google Maps to take a tour.

[Plot b - Google Maps](#)

Accommodation interest

Tells us that you would like to express an interest, and receive more information, about the student hostel.

You are not booking accommodation, and you are not committed to any contract or payment. We will be in touch with you to advise on availability and how to book a room.

Express interest in Accommodation

[Accommodation interest | University of Southampton Delhi](#)

14.2 Hostel Rules and Regulations

14.2.1 Room Allotment and Occupancy

- All room allocations will be administered solely by the Hostel Office, and such decisions will be final and binding. Any request for change of room may be considered only in exceptional situations and must be submitted in writing by the concerned students. No student is permitted to occupy or exchange rooms without prior written approval, and any such action will be treated as misconduct. Occupancy or vacating of rooms must take place only after completing the required formalities through the Hostel Office.

14.2.2 Withdrawal or Discontinuation from Programme

- Students who formally withdraw from the programme or whose enrolment is discontinued for any reason must vacate their hostel room within seven days of official notification from the University.

14.2.3 Vacating After Completion

- All residents must vacate their rooms within three days after completion of academic requirements.

14.2.4 Special Room Facilities and Utility Charges

- All rooms are equipped with additional facilities such as air-conditioning or water heaters will be subject to an additional fee. Electricity charges will be billed based on actual consumption.

14.2.5 Cleanliness and Upkeep

- Students are expected to keep their rooms and common areas clean and in good condition. Writing on walls, defacing furniture, or sticking posters is not permitted. Damage to hostel infrastructure or property must be reported immediately. Costs for repairs or replacement will be recovered from the responsible individuals.

14.2.6 Damage, Theft, and Collective Responsibility

- Removal or damage of hostel property is prohibited. If damage occurs and the individual responsible cannot be identified, charges may be levied on the residents of the respective room, floor, or block. In serious cases of vandalism, the University may hold the entire hostel community accountable and impose penalties.

14.2.7 Use and Care of Furniture

- Each resident is responsible for the furniture and fittings provided in their room. No additional furnishings may be introduced without prior written approval from the Hostel Office. Damage caused beyond normal wear and tear will be charged to the occupants.

14.2.8 Electrical Safety and Restrictions

- Lights, fans, and other fixtures must be switched off when not in use. Students are strictly prohibited from using high-wattage or heating appliances. Unauthorized electrical items will be confiscated, and penalties may apply.

14.2.9 Noise and Disturbance

- Use of loud sound systems or other entertainment equipment likely to disturb other residents is not permitted in the hostel.

14.2.10 Personal Vehicles and Pets

- Students are not allowed to keep personal motor vehicles or pets on campus. Bicycle usage is permitted with prior registration. Use of borrowed or hired vehicles within the campus is not allowed.

14.2.11 Leave and Absence Protocol

- Day leave (book-out) must be in accordance with published hostel timings. Any overnight absence must be approved in advance by the Hostel Warden with the permission of parents/local guardians in writing. Unauthorised absence will be considered a violation of hostel rules.

14.2.12 Responsibility for Personal Belongings

- Students must safeguard their personal items such as laptops, phones, and valuables. The University bears no responsibility for theft or damage. Any incident of loss or theft should be reported to the Hostel Office and Security without delay.

14.2.13 Permitted Activities in Hostel

- Hostels are intended to support academic and approved co-curricular engagement. No other group activities or events may be conducted without prior approval.

14.2.14 Emergency Leave

- In the event of an emergency where prior approval from the Hostel Warden cannot be obtained, students must notify the Hostel Office in writing (**email or signed written note**) before leaving the premises. The communication must clearly state:
 - The reason for departure
 - Estimated return date and time
 - Failure to inform the Hostel Office may be treated as a violation of hostel regulations.

14.2.15 Substance Prohibition

- Consumption or possession of alcohol, tobacco products, narcotics, or any intoxicating substance is strictly prohibited on campus, including in hostel rooms. Entry to campus under the influence of such substances will result in immediate disciplinary action.

14.2.16 Anti-Ragging Measures

- The University maintains a zero-tolerance policy toward ragging in any form. Incidents will attract strict disciplinary action, including possible expulsion and legal proceedings.

14.2.17 Security of Common Areas and Property

- Students must not break into locked rooms, tamper with security installations, or shift hostel furniture outside designated areas without approval. Such actions will be treated as misconduct.

14.2.18 Maintenance Requests

- Facility-related complaints must be registered through the University's official complaint system. If unresolved within two working days, students may escalate the issue to the Hostel Office with reference to the original complaint.

14.2.19 Behaviour and Conduct

- Students are expected to maintain respectful conduct toward all members of the University community, including support and security staff. Disrespectful language, physical altercations, or aggressive behaviour will invite disciplinary consequences.

14.2.20 Wellbeing and Counselling Services

- Students are encouraged to utilise available wellbeing services, including access to trained counsellors for both in-person and virtual sessions. Confidential support can be booked via the University portal.

14.2.21 Media Recording and Social Media Usage

- Audio or video recording in hostel or mess premises is prohibited unless authorised. Students are expected to refrain from uploading objectionable content on social media that could harm the institution's reputation or others' dignity.

14.2.22 Communication Etiquette

- Students must follow proper communication protocol when addressing grievances to university authorities. Issues should be raised with the designated staff or office first. Escalation to senior officials should occur only if there is no response within a reasonable period.

14.2.23 Access Between Hostels

- Students entering hostels other than their own must sign the visitor register maintained by hostel security. Frequent or unauthorised visits may attract disciplinary action.

14.1.24 Restricted Areas

- Access to areas marked as restricted or off-limits is prohibited. Trespassing will be reported to the administration and may result in penalties.

14.2.25 Health Responsibility and Medical Isolation

- Students must take personal responsibility for their health. If diagnosed with a communicable illness, the student may be required to isolate off-campus or seek treatment at a designated medical facility.

14.2.26 Entry and Exit Compliance

- All students must comply with biometric verification and ID checks when entering or leaving the hostel. Exiting the hostel late at night without prior permission is not allowed and may be recorded as a disciplinary matter.

14.2.27 Guests and Visitors

- Students are not permitted to host guests in hostel rooms. Visitors may enter campus only with prior approval and must be always accompanied by the student host. Visitors are allowed between 9:30 AM and 6:00 PM only. No guest shall stay overnight in student accommodation unless permitted under medical or compassionate grounds, and only with approval from the Hostel Office and Medical Officer.

14.2.28 Medical Emergency Policy (Hostel)

Purpose:

To ensure timely, efficient, and appropriate response to medical emergencies involving hostel residents, while prioritizing the health, safety, and well-being of all students.

1. Definition of Medical Emergency:

A medical emergency is any serious illness, injury, or condition requiring immediate medical attention, including but not limited to:

- Accidents causing injury
- Sudden illness or severe allergic reactions
- Breathing difficulties or chest pain
- Mental health crises requiring urgent intervention
- Any situation posing an immediate threat to life or health

14.2.29 Immediate Response Protocol:

Any student identifying a medical emergency must immediately inform the Hostel Warden on duty. If necessary, call the nearest hospital ambulance service directly.

The Hostel Warden will:

- Provide immediate first aid (if appropriate and trained).
- Coordinate transport to the designated hospital/medical facility.
- Inform University's Student Support Office without delay.

14.2.30. Medical Facilities and Contact Points:

- A first-aid kit will be available at the hostel reception and with the Hostel Warden.
- The hostel will display contact numbers for Emergency
- Nearest hospital and ambulance service
- Hostel Warden
- University Student Support Office #

14.2.31. Designated Hospitals:

In case of emergencies, students will be taken to or any nearest available medical facility as per situation.

14.2.32. Communication with Family/Guardians:

The University will inform the student's registered emergency contact/parent/guardian at the earliest.

Medical updates will be shared periodically as appropriate.

14.2.33. Financial Responsibility:

All medical treatment costs are the student's personal responsibility.

14.2.34. Post-Emergency Support:

Code of Conduct:

- Upon discharge, the Student Hub will coordinate any necessary academic support or wellness services.
- Mental health support/counselling will be offered where relevant.

14.2.35. Records and Reporting:

- The Hostel Warden will maintain a confidential report of each medical emergency incident, to be submitted to the University Administration.
- Follow-up actions, including recommendations to prevent recurrence (where applicable), will be documented.

14.2.36. Responsibility:

All students must:

- Familiarize themselves with emergency contacts.
- Report any medical concerns promptly.
- Cooperate fully during emergency response actions.

The Hostel Warden and Resident Advisors are responsible for:

- Coordinating emergency response.
- Maintaining readiness of first-aid resources.
- Liaising with university services and healthcare providers.

Note: This policy is subject to periodic review and updates based on operational needs and regulatory requirements.

15. General Information and Resources

This section provides practical guidance to help students navigate daily life on the University of Southampton Delhi (UoSD) campus. From maps and lost property to extended learning hours and support contacts, this information is designed to ensure a smooth and well-informed student experience.

15.1 Campus Map and Facilities [Our campus | University of Southampton Delhi](#)

15.2 Lost Property

Lost and found items should be reported to or collected from the Reception Desk in coordination with administrative department. Students are encouraged to clearly label their belongings.

15.3 Notices and Bulletin Boards

Official notices regarding class schedules, events, and academic deadlines are posted on designated bulletin boards across campus and updated digitally on the student portal. Students are responsible for staying informed through these channels.

15.4 Information for Parents and Guardians

Periodic newsletters and updates may be shared with parents and guardians, where consent has been provided. While students are treated as independent adults, the University welcomes engagement with families, especially during induction, emergency situations, and academic concerns—with the student's consent.
