

The ICFAI University, Dehradun



# Student Handbook 2025



• 11 Universities • 9 B-Schools • 9 Law Schools • 7 Tech Schools • 3 Pharma Schools • 3 Decades in Flexible Learning

### **Vision**

## **Merit with Ethics**

The vision of the University is to inculcate an approach through continuous and proactive endeavours, in acquiring domain knowledge, professional skills and positive attitude and to promote amongst faculty member a strong culture of creation of knowledge through higher learning and research.

### **Mission**

The mission of the University is to offer world class, innovative, career-oriented professional post graduate and undergraduate programs through inclusive technology-aided pedagogies to equip students with the requisite professional and life skills as well as social sensitivity and high sense of ethics. The University will strive to create an intellectually stimulating environment for research, particularly into areas bearing on the socio-economic and cultural development of the state and the nation.

## PREFACE

This Student Handbook is designed with an Intention to provide the students with essential information on the operational features, Program structures, Academic and other regulations, which they are Bound to follow during his/her stay at the ICFAI University, Dehradun

## Academic Calendar 2025 – 2026\*

Semester	Date	Activity
Odd	August 1, 2025	Semester begins
	August 4-5, 2025	Registration for Odd semester
	August 6, 2025	Commencement of Classes
	August 11, 2025	Last date for Late Registration
	September 1-5, 2025	Pre-mid Internal Assessment
	October 6-14, 2025	Midterm Examinations
	November 3-7, 2025	Post mid Internal Assessment
	December 1- 9, 2025	Comprehensive Examinations
	December 10, 2025	Semester Ends
Even	January 2, 2026	Even Semester begins
	January 5-6, 2026	Registration for even semester
	January 7, 2026	Commencement of Classes
	January 12, 2026	Last date for Late Registration
	February 2-6, 2026	Pre-mid Internal Assessment
	March 9-17, 2026	Midterm Examinations
	April 6 - 10, 2026	Post mid Internal Assessment
	May 4-12, 2026	Comprehensive Examinations
	May 13, 2026	Semester Ends
Summer Term [June – July, 2026]		
Summer Internship: May 18, 2026 to July 17, 2026		
Summer Term Examinations: July 20, 2026 onwards		
* Subject to change and The B.Pharma program will follow a distinct academic calendar. Kindly refer to the official departmental notice for details.		

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# Ranking and Awards

## ICFAI University Dehradun Ranking 2024

1. The ICFAI University, Dehradun, has been ranked 1st in the category of 'Top Private Universities in Uttarakhand,' 10th in the category of 'Top Private Universities in the North India Zone,' and 21st in the category of 'Top Private Universities in India' by the Indian Institutional Ranking Framework (IIRF) Ranking 2024.
2. The ICFAI University, Dehradun, has been ranked 72nd in the category of "Multidisciplinary Universities in India" and Ranked 28th in the category of "Multidisciplinary Universities in North India Zone" and Ranked 19th in the category of "Private & Deemed Multidisciplinary Universities in North India Zone" by The Week-Hansa Research Survey 2024.
3. The ICFAI University, Dehradun, has been ranked 45th in India and 1st in Uttarakhand in the category of Top General (Private) Universities in India by the India Today Ranking 2024.
4. The ICFAI University, Dehradun, has been ranked 24th across India and positioned in the 'Diamond BAND' Institution of Prominence category by the Outcome Based Education (OBE) Rankings 2024.
5. The ICFAI University, Dehradun, has been ranked in the 1501+ band in the overall ranking of 2,152 universities from 125 countries/regions in the global performance against the United Nations Sustainable Development Goals (SDGs) by The Times Higher Education Impact Rankings 2024. The University has demonstrated significant impact in several key areas, including Goal 1: No Poverty, Goal 4: Quality Education, Goal 5: Gender Equality, and Goal 17: Partnership for the Goals.

## ICFAI Law School

1. ICFAI Law School, The ICFAI University, Dehradun, has been ranked 12th in India and 1st in Uttarakhand in the category of Top 30 Private Law Institutes by the Outlook-ICARE Rankings 2024.
2. ICFAI Law School, The ICFAI University, Dehradun, has been ranked 28th in India and 1st in Uttarakhand in the category of Top Law Colleges in India by the India Today Ranking 2024."
3. ICFAI Law School, The ICFAI University, Dehradun, has been ranked 4th in the category of 'Top Premier Law Schools in India' and 1st in the category of 'Top Premier Law Schools in Uttarakhand State' by the CSR-GHRDC Law College Survey 2024.
4. ICFAI Law School, The ICFAI University, Dehradun, has been ranked 10th in the category of 'Top 50 Law Colleges (Private) across India' and 2nd in the category of 'Top 50 Law Colleges (Private) in Uttarakhand State' by the IIRF Top Law Colleges Ranking in India 2024.

## ICFAI Business School

1. ICFAI Business School, The ICFAI University, Dehradun, has been ranked 36th in the category of "Top Private B-Schools" across India and secured 3rd place in the category of "Top Ranking of Outstanding B-Schools in Uttarakhand" in the GHRDC B-Schools Survey 2024.
2. ICFAI Business School, The ICFAI University, Dehradun, has been ranked 32nd in the category of 'Top 50 Business Schools under University Program across India' and 10th in the category of 'Top 50 Business Schools under University Program in the North Region' by the IIRF Top MBA Colleges Ranking in India 2024

### ICFAI Tech School

1. ICFAI Tech School, The ICFAI University, Dehradun, has been ranked 79th in India, 2nd in Uttarakhand, and 24th in the zonal category among the Best Engineering Colleges in India (Private) by the Indian Institutional Ranking Framework (IIRF) Ranking 2024.
2. ICFAI Tech School, The ICFAI University, Dehradun, has been ranked 63rd in India and 2nd in Uttarakhand in the category of Top 160 Private Engineering Institutes by the Outlook-ICARE Rankings 2024.
3. ICFAI Tech School, The ICFAI University, Dehradun, has been ranked AAA in the category of India's Best Engineering Institutes by Careers 360 Ranking 2024.
4. ICFAI Tech School, The ICFAI University, Dehradun, has been ranked 112th in India and 1st in Uttarakhand in the category of Top Engineering Private Colleges in India by India Today Ranking 2024.
5. ICFAI Tech School, The ICFAI University, Dehradun, has been ranked 6th in the category of 'Top Engineering Colleges of Eminence across India,' 6th in the category of 'Top Engineering Colleges in the North Region,' and 1st in the category of 'Top Engineering Colleges in Uttarakhand State' by the CSR-GHRDC Engineering College Survey 2024.



# PART 1 THE ICFAI UNIVERSITY DEHRADUN

The ICFAI University, Dehradun, Uttarakhand was established under the provisions of the ICFAI University Act 2003, (Act No. 16 of 2003), vide notification No. 908/Higher Education/2003-3(16)/2003 dated 23.09.2003 of the Government of Uttarakhand. The University has been approved by the University Grants Commission, under Section 2(f) of the UGC Act, 1956. The University believes in creating and disseminating knowledge and skills in core and frontier areas through innovative educational programs, research, consulting and publishing, and developing a new cadre of professionals with a high level of competence and deep sense of ethics and commitment to the code of professional conduct. A number of full time campus based educational programs are offered in Science & Technology, Management, Law and Education at Diploma, Bachelor, Master and Doctoral levels.

## 1.1 THE ACADEMIC YEAR

At THE ICFAI UNIVERSITY DEHRADUN, the academic year (Aug 2025- July 2026) is divided into two semesters known as the Odd (First) semester and Even (Second) Semester and a term (called Summer Term). Each semester is of 18 weeks and summer term is of two months duration.

## 1.2 SCHOOLS

The following Schools are constituents of the University. These have been established to promote quality education and training in the respective fields to match international standards.

- ▶ • ICFAI Tech School
- ▶ • ICFAI Law School
- ▶ • ICFAI Business School
- ▶ • ICFAI Education School
- ▶ • ICFAI School of Pharmaceutical Sciences



## PART 2: PROGRAM OFFERED

### Program offered @ ICFAI Tech School

#### B.Tech (4 yrs)

- ▶ Computer Science and Engineering
- ▶ Artificial Intelligence & Machine Learning (AI & ML)
- ▶ Data Science & Artificial Intelligence
- ▶ Database Administration & Big Data
- ▶ Civil Engineering
- ▶ Mechanical Engineering
- ▶ Mechatronics Engineering
- ▶ Electronics and Communication Engineering

#### UG/PG/PHD Programs

- ▶ Ph.D.
- ▶ M.Tech(Computer Science Engg)
- ▶ M.Tech (Transportation Engg)
- ▶ MCA
- ▶ BCA
- ▶ B.Sc. (Data Science)
- ▶ B.Sc. ( Hons.) Mathematics
- ▶ Diploma (Civil, Mechanical)

#### B.Tech (L.E.)(3 yrs)

- ▶ Computer Science and Engineering
- ▶ Mechatronics Engineering

### Program offered @ ICFAI Education School

#### ICFAI Education SCHOOL

- ▶ Ph.D.
- ▶ M.A. (Education)
- ▶ B.Ed.

### Program offered @ ICFAI Law School

#### ICFAI Law School

- ▶ Ph.D.
- ▶ LL.M.
- ▶ BA-LL.B.(Hons)
- ▶ BBA-LL.B.(Hons)
- ▶ LL.B.

### Program offered@ ICFAI Business School

#### ICFAI Business School

- ▶ MBA
- ▶ BBA
- ▶ BBA(FIA)
- ▶ B.Com ( Hons.)

### Program offered @ ICFAI School of Pharmaceutical Sciences

#### ICFAI School of Pharmaceutical Sciences

- ▶ B.Pharm.



## PART 3 ACADEMIC REGULATIONS

### 3.1 General

These regulations apply to all the UG & PG programs (except MBA) of the University. Every Academic Year shall be divided into two semesters known as the Odd (First) Semester and the Even (Second) Semester, and a term (known as Summer Term).

The Student Handbook for each program provides general information on the operational features of the program and the students' conduct on the campus. However, the same would not be a substitute of the Academic Regulations.

The entry qualification for the undergraduate programs is a pass at the 10+2 with an appropriate percentage in aggregate as may be prescribed for each program. Students, whose 10+2 results have not been declared at the time of admission, are given Provisional Admission to the Program. The admission is subject to their submitting proof of clearing the prescribed eligibility criteria for admission on or before the specified date for each program. If a provisionally admitted student fails to submit the proof of completion of the above criteria on or before the specified date, his/her admission to the program shall stand cancelled and the student will cease to be on the rolls of University and will not be permitted to participate in any activity of the University.

The prescribed program is defined as the whole series of courses required of students that unfold as a package of courses in the requisite number of semesters. The prescribed semester courses are those that appear in each of these semesters. Each course is a defined module of knowledge in the area specified through the course content.

The program of studies leading to the award of a degree consists of the prescribed courses sequentially distributed over the required number of semesters known as Semester- wise

Pattern. Each program has a normal duration indicated either in the Student Handbook or prescribed by an appropriate authority. The eligibility for a degree is determined on the basis of number of courses or units completed. While the regulation stipulates certain minimum number of units for each program, for actual requirement of any program the Student Handbook or appropriate authority has to be consulted.

A unit is a convenient device to anticipate the number of hours per week of the total effort a student has to put in a course, including the class work. The total number of hours of work per week for each unit is approximately three. Each course is associated with a number of units.

### 3.2 Structure of the Degree Programs

The various courses prescribed for a program of studies may be categorized in terms of their academics affinity or their functional objectives. Depending on the overall educational goals of program, it is possible to have fixed named courses in a particular category and to have fixed number of electives.

The category called Elective is conceptually different and operationally wider. For each program there is a specific number of electives which the student is required to take, but can choose from across the courses offered.

For each program the number of electives required to be taken by a student will be prescribed through the Student Handbook.

Once a student is declared to have fulfilled the requirements of graduation except Internship Program II and/or Thesis- Seminar, he/she cannot stay back to take any additional electives.

The courses in each program, outside the elective category are defined as named courses, since they have already been specified in the

semester-wise patterns given in the Student Handbook. The electives are, on the other hand, selected by the student himself from outside the named courses in his program.

The structure contains a category of courses, such as Internship Program (IP) or Thesis-Seminar (TS), which attempts a synthesis of preceding courses as well as their applications. They carry large number of units and are to be exclusively pursued full- time throughout the allotted period. There is no provision for taking any other courses along with these courses.

The semester-wise pattern, consisting of the prescribed courses sequentially distributed over the required number of semesters, leads to the particular degree. This contains a prescribed number of courses in each semester, planned for an anticipated normal progress through the program. This number is called the normal load for that semester of the program.

### 3.2.1 Registration

As described earlier, every student admitted to the Institution must pursue the prescribed degree program consisting of a set of courses in successive semesters. Due to various structural flexibilities provided, the semester courses are not always predetermined. One of the objectives of the registration process is to specify the courses at the beginning of each semester after allowing for the students' options and working out the permissible details within the limits prescribed by the rules and the announced timetable for the semester.

Registration for the semester for every student, whether newly admitted or already on rolls will be at the beginning of every semester on the dates announced. Every student is required to register for his semester program and to get his registration completed properly is his own responsibility, failing which he shall not be permitted to attend any classes or use any facilities of the Institute during that semester. The first registration in a semester for a student is called the original registration.

A student is not permitted to register in a semester/term, if

1. The student has dues outstanding to the Institution, hostel, or any recognized organ of the Institution.
2. The student's grade sheet in the immediately preceding semester is withheld.
3. The student has an Incomplete (I) report in the immediately preceding semester.
4. The student has been specifically asked to stay away from that semester.
5. The student has failed to convert the provisional admission into a regular admission by the specified date.

Registration in certain courses, like IP, may be permitted even if the result of the preceding semester is not available due to small gap between the end of the previous semester and the start of the IP, but the same will be subject to cancellation without notice if the student is found to be defaulting from any of the conditions mentioned above in 3.2.1.

Certain courses have prerequisite conditions attached to them. Before registering in a course, the student should have fulfilled the prerequisite conditions. If the prerequisite is a course then the student should have a valid grade, not a report, in the prerequisite course.

A specified prior preparation is required for certain courses or a group of courses. These requirements are described in the respective handbook for each program.

A student may at his own responsibility depart from his prescribed semester courses (PSC), when feasible and permissible in these regulations. A student with an intelligent understanding of these rules can make a plan to graduate earlier or later than the normal time.

A student departs from his PSC whenever,

- (i) He repeats a course he had already cleared before the PSC
- (ii) takes a course which appears later than the PSC
- (iii) Drops a course from PSC

- (iv) Takes a course from backlog
- (v) Decides to take the electives earlier or later than where they are located in his program.

If a student has backlog, that is the named courses of the preceding PSC's not cleared by him, then while registering he should register first for all those backlog courses which are available in that semester and have no timetable clash. Electives are not included in the package of backlog courses.

If the Institute facilities permit, a student who is still in the process of completing the requirement of a degree, may, at his own option, repeat, with a view to improving his grade, a course which he has already cleared, provided the course is currently being offered. A student can repeat a course provided he does not have any backlog. He may be allowed to repeat a course only after the full component of backlog courses and the full component of PSC has been registered for in the semester. A student cannot stay back after completing the requirements of graduation only to repeat courses. The courses like IP, TS, and project courses cannot be repeated except when the Academic Counseling Committee (ACC) requires a student to register again.

Registering in a course that appears later than the PSC is possible only after the full component of backlog, if any, and the full component of the PSC has been registered for in the semester.

With a view of planning his entire quota of courses under the category of electives, a student may, at his own responsibility, delay or advance taking the electives with reference to their prescribed appearance in the semester-wise pattern.

In an unusual circumstance, the Director/Principal may permit late registration of a student. A student whose request for late registration has been accepted will be permitted to register on the specified date, normally one week from the date of original registration, on payment of such late fees as may be prescribed

from time to time. Further extension of time will not be granted. Students requesting for late registration will have to apply for the permission prior to the date of original registration.

The registration in a semester, when altered at the initiative of a student will be called an amended registration and will be covered by the conditions listed below.

- i.) Any time within two weeks from the beginning of the semester, a student may request for substitution of a course, in which he has already registered, by another course being offered during that semester.
- ii.) If a student desires to withdraw from a course, he may submit a formal application for withdrawal from the course within ten weeks from the beginning of the semester.
- iii.) In exceptional circumstances, a student may be permitted to completely withdraw from all courses and drop the semester when the Director/Principal is satisfied as to the genuineness of the circumstances.
- iv.) A student who has come under the purview of ACC ceases to have any initiatives in the amendment of his original registration. When any alteration in the original registration is called for, it will be done entirely at the discretion of the ACC.

The revision of original/amended registration can be caused by concerned authority any time during the semester/term as per the details listed below.

- i.) If the registration of a student in a course is found to be not in accordance with the regulations, his registration in that course will be cancelled and the grade obtained, if any, will be rejected.
- ii.) The registration of a student in a course or completed set of courses in a semester can be revised through the instrument of RC by the concerned authority, when the student is found guilty in cases of unfair means, breach of discipline, etc., or when he persistently and deliberately does not clear his dues.

- iii.) Concerned authority may cause a revision of registration already done by cancelling registration in all courses, when the student ceases to be on the rolls of the Institute by his own action or by the action of the Institute.
- iv.) ACC may cause a revision of registration already done of a student who is under its purview.
- v.) Concerned authority may cause a revision of registration already done by cancellation of the IP option through the instrument of RRA/DP.
- vi.) The registration already done may be revised by the concerned authority by allowing a student to register in additional courses or by canceling the registration of a course in which the student has already registered, when the situation warrants.
- vii.) A student is considered to be on the rolls of the institute for a semester if
  - a. He is duly registered in the semester
  - b. Has been permitted, after registration, to withdraw from the semester
  - c. Has been given prior permission to stay away for the semester
  - d. Has been asked to stay away from the Institute for the semester.

When a student, who has been permitted to stay away from the Institute for a semester or more, comes back, his subsequent program would be normally governed by the then current academic structure and regulations.

When a student fails to register in a semester without any prior permission to stay away, his name would be struck off the rolls of the Institute and he would no longer be a student of the Institute. His case will be closed. If, however, such a person, after his name has been struck off the rolls of the Institute, is permitted to come back, his case can be treated with the provision that all his previous records as a former student are revived under the current structure, regulations and schedule of fees.

### 3.2.2 Teaching and Evaluation

The objective of classroom education is to awaken the curiosity of the student, generate habits of rational thinking in him, gear his mind to face the unfamiliar and train him to stand on his own. Classroom instruction helps the student in the organization and correlation of facts, comprehension of ideas and the creative use of knowledge.

The teacher also has the added responsibility to make the student search for knowledge on his own and induce him to use additional facilities like the library, laboratory and the environment, to optimize his learning process. Self-study by the student would therefore form an important factor in the planning of teaching and evaluation. The student is required to cooperate and respond to this challenge.

Every course whether single-section or multi-section is conducted by a member of the faculty called instructor-in-charge, with the assistance, wherever necessary, of the required number of instructors who will be partners with him in meeting the full academic perceptions and organizational needs of teaching the course and evaluating the students. Wherever the instructor-in-charge is mentioned hereafter, it connotes the team of instructors, acting as one entity under his captainship. The instructor-in-charge should make a comprehensive plan in respect of conducting the course even before the semester begins. In a multi-section course, all instructors must remain in continuous interaction in order to ensure a smooth operation of the course. While recognizing variations due to personal attitudes and styles, it is important that these are smoothened out so that the operation and grading in different sections in a course, indeed between courses across the Institute, are free from any seeming arbitrariness.

At the beginning of class work, the instructor-in-charge/instructor must announce to his class/section through a Course Handout, the necessary information in respect of (i) the

operations of the course (its pace, coverage and level of treatment, textbooks and other reading assignments, home tasks etc.); (ii) various components of evaluation, such as tutorials, laboratory exercises, home assignment, several quizzes/tests /examinations (announced or unannounced, open book or closed book), regularity of attendance, etc. (iii) the frequency, duration, tentative schedule, relative weightage etc., of these various components; (iv) the broad policy which governs decisions about make-up; (v) mid- semester grading; (vi) grading procedure (overall basis, review of border line cases, effect of class average etc.) (vii) Chamber consultation hours and (viii) other matters found desirable and relevant.

Teaching and evaluation form a unity of functions and operate in a climate of mutual understanding and trust. The different components of evaluation should be evenly spread out in the semester and would aim to draw out response from the students in regard to various attributes like spontaneous recall, ability to apply known concepts, capacity to work on his own, competence in conceptualized arguments, ability to face unknown situations etc. At least one of the components (examination) must be comprehensive enough to include the whole course and will be held at the end of the semester.

All written examinations are conducted at specified venues as per the pre-specified schedules. Examination schedules are announced to the students through course handouts and /or student circulars. The written examinations may consist of various types of question such as multiple- choice questions, problems, short-answer questions, descriptive answer questions may vary depending on the nature of the course. The components and the instruments of evaluation in certain courses like IP, Thesis, Seminar, etc., would follow a different regimen and methodology.

Just as evaluation is done in continuous manner, feedback should also be available in a continuous manner. Thus, the answer scripts

must be promptly evaluated, shown to the students for them to obtain any clarification on their performance and returned to the students whenever practical. The performance of the students in the examinations should be discussed in the class giving as much details as possible like the highest, lowest and average performances.

Mid semester interim grading for each course will be announced to the students to facilitate them to know their current position relative to other students in that particular course. This grade alert may help the student improve his performance in the remaining components of evaluation.

It shall be the responsibility of the individual student to attend all classes and to take prescribed quizzes, tests, examinations, etc., and to submit, properly and promptly all homework.

A student must normally maintain a minimum of 75% attendance in each of the campus-based courses without which he shall be disqualified from appearing in the respective examinations.

If a student does not maintain requisite attendance by the end of the semester, his registration in that particular course may be cancelled and he would be required to repeat the course. No Makeup is given in any circumstances; hence student is advised to maintain 75% attendance.

The attendance requirements in the Internship Program (IP) courses conducted at other organizations are more stringent. During these courses 100% attendance is compulsory. However, in genuine cases, the resident faculty member may consider and recommend a few days leave of absence for the approval of the appropriate authority, whose decision would be final in such a matter. During Internship Program, every student must conform to the rules and regulations of the host organization. Any unprofessional behavior, misconduct, indiscipline, irregularity at work or unsatisfactory performance would lead to the

cancellation of registration in the course.

No Makeup is given in any circumstances; hence student is advised to maintain 75% attendance. At the conclusion of the semester a student is awarded a grade in each of the courses he has taken during that period. The grade awarded to a student in a course will depend on his total performance in all the components of evaluation as designed by the instructor-in-charge and relative to the Performance of all the students evaluated for that course.

The instructor-in-charge is responsible for holding the examinations, awarding final grades and transmitting the grades/reports to the authorities within the deadline set by him.

The list of letter grades, the grade points associated with them and their qualitative meanings are given below.

Letter Grade	Qualitative Meaning	Grade Points attached
A	Excellent	10
B	Good	8
C	Fair	6
D	Poor	4
E	Exposed	2

When a student takes up Thesis/Seminar courses in place of Internship Program (wherever such provision exists), he gets non-letter grades such as Excellent, Good, Fair, or Poor. These non-letter grades have no grade points attached with them.

At the end of the course, in certain situations, the instructor-in-charge may report certain events/facts in suitable words, in place of grades discussed earlier. These reports are not to be construed as grades. The various reports listed below are elaborated in the subsequent clauses.

- i.) Incomplete (I)
- ii.) Grade Awaited (GA)
- iii.) Withdrawn (W)
- iv.) Registration Cancelled (RC)
- v.) Required to Register Again (RRA),

vi.) Discontinued from the Program (DP)

vii.) Not Cleared (NC).

If the instructor-in-charge finds a student to have not fulfilled some of the requirements of a course before the final deadline for Transmitting the grade, and he is satisfied that he is able to transmit some grade or a report with or without this particular fulfillment, but at his discretion wishes to give the student an opportunity, he may, within the deadline, send a report 'I' (Incomplete) and also inform the student of the same. It shall be the responsibility of the student to contact the instructor-in-charge in time for replacement of the 'I' report within two weeks after the end of the semester (and within one week after the end of summer term, for a summer term course) which may be relaxed by the Principal, failing which the instructor-in-charge will communicate whatever grade/report is possible for the situation. Whenever such relaxation is made, the Principal will specify at his discretion, with the consent of the instructor-in-charge, the date by which 'I' report has to be converted.

The requirement envisaged must be completed within the time allowed. If the extra time given goes beyond the registration in the next semester/term is not possible. The student in such a situation should seek permission to stay away.

There are many situations where operational and practical difficulties may cause a delay in the communication of a grade. Certain situation which are visualized in this connection are: (i) where a case of unfair means is pending; (ii) where a case of indiscipline is pending, and (iii) where the courses are being conducted at an off campus center for IP students, where precise co-ordination between the Institute and these centers may not work out in a timely manner. In these circumstances the Principal may authorize the instructor-in-charge to report GA (Grades Awaited). It shall be the responsibility of the instructor-in-charge to replace GA report by a letter grade or another report within the specified time. Whenever the GA report appears

in the grade sheet, permission for further registration of such a student shall be at the discretion of the concerned Principal.

Whenever a student is allowed to withdraw from a course, the same is recorded in his grade sheet as W (Withdrawn). The student will have to register for the course when it is offered next and obtain a valid letter grade. If the course with 'W' report is a prerequisite course for another course, the registration to the course is possible only on obtaining a valid letter grade in the prerequisite course with 'W' report. No withdrawal is possible without the approval of the concerned authority.

Where a student's registration for a course has to be cancelled, this fact will be reported in the grade sheet as RC (Registration Cancelled). An event will be reported as RC in the following cases:

1. Cancellation is recommended as a part of disciplinary action for resorting to unfair means during examination or other unprofessional behavior.
2. A provisionally admitted student fails to submit the proof of necessary documents required for registration and / or does not satisfy the minimum eligibility requirements for the admission within the prescribed time limit.
3. When a student persistently and/or deliberately does not pay off his dues. RC itself has many meanings and may be reported as the following:
  - a. RC1: Registration cancelled and attendance has not met the attendance criteria for appearing in End-Term Examination, when it is clearly known that the student will be required to register again in the same course, the event will be reported as RRA (Required to Register Again).
  - b. RC2: Registration cancelled due to using UFM during Examination.
  - c. If RC amounts to discontinuation from the program it will be reported as DP (Discontinued from the Program).

- d. If the cancellation of registration is not reported either as RRA or as DP but is reported as RC, it does not necessarily mean that it is free from any constraint. The meaning of the constraint has to be construed from the context in which the RC is reported.

If a student continued to remain registered in a course but gave the instructor inadequate opportunity to evaluate him by absents himself from quizzes/tests/examinations/other components of evaluation, or by appearing in the same for the sake of appearance without applying himself to the task in hand or by submitting a blank script (answer book), or has less than the minimum attendance required, this event would be reported as RRA (Required to register again).

Whenever a student gets an NC report in a course irrespective of whether he has a grade in the course or not earlier to this event, the following will govern further action. It is to be noted that an NC cannot be ignored, except under the situations described in (b) and (c) below:

- a. Whenever a student gets an NC report in a course which is in the compulsory package of his program, he is required to register again in the same course and get a valid grade therein.
- b. If a student has an NC report in a course taken as elective, he can either repeat the course to get a valid grade or ignore it to choose another course. However, a student must get valid grades in at least the prescribed number of electives in his program.
- c. Whenever a student's record has an NC in a course which remains unaccounted after a process of transfer has been completed, it will not be possible for him to wipe out the NC report in such a course because this course is not a part of his program anymore; and he can graduate with this NC.
- d. If a student is reported NC in a project course, it will be administratively converted to RC by the Principal and future registration

in project courses will be done only if the Principal is satisfied with the genuineness of the candidate's interest in the course.

- e. If a student is reported NC in Thesis or Seminar, he will be required to register in the same for one more semester. Operationally, this is to be achieved by requiring him to register once again in as many units of Thesis or Seminar in which he had registered when he was awarded NC. If these two courses get separated due to NC in one of them, there is no need to register in the other.
- f. If a student has already met the attendance criterion for appearing in the comprehensive exam then he/she will not be required to attend classes to re-appear in the comprehensive examination for grade improvement or for any other reason. The student can take exam by self-study. In this case, his internal marks and mid-tem marks obtained in the first registration will remain unchanged. Accordingly, NC/GI/RC2 (RC2: Registration cancelled due to using UFM during Examination) cases would fall in this category.
- g. A student who has not satisfied the criterion of attendance for appearing in comprehensive exam would be required to attend the Summer/Regular term classes, and meet the attendance requirement to appear in Mid-Term and Comprehensive Examination. In this case, the student will be evaluated fresh in terms of his/her internal marks, Mid-Term marks and End-Term marks. Accordingly, RRA/RC1 (RC1: Registration cancelled and attendance has not met the attendance criteria for appearing in End-Term Examination) cases would fall in this category.
- h. To pass a Course, a student must secure minimum 30% marks in both Comprehensive examination and Grand total.
- i. Course in which the number of registered students will be less than 30, absolute grading may be adopted. The grade range of absolute grading will be as follows:

Grade	Marks range
A	≥80
B	60 but < 80
C	40 but < 60
D	35 but < 40
E	30 but <35

The Cumulative Grade Point Average (CGPA) will be used to describe the overall performance of a student in all courses in which he is awarded letter grades, since his entry into the Institute up to and including the latest semester/term. It is also used for the declaration of division when the program is completed. CGPA is the weighted average of the grade points of all the letter grades received by the student from his entry into the Institute and is computed as follows:

$$\text{CGPA} = \frac{(u_1 g_1 + u_2 g_2 + \dots + u_n g_n)}{(u_1 + u_2 + \dots + u_n)}$$

where  $u_1, u_2, u_3, \dots, u_n$  denote credits associated with the courses taken by the student and  $g_1, g_2, g_3, \dots, g_n$  denote grade points of the letter grades awarded in the respective courses. On the other hand, the reports obtained in a course or non-letter grades obtained in Thesis/Seminar will not alter the CGPA, since the same are not accounted for in the CGPA calculation.

When a student repeats a course in which he has already received a grade, as soon as a new grade is obtained, it will replace the earlier one in the calculation of CGPA. It is to be noted that only the latest grade in a course is taken into account for the calculation of CGPA and not the better of the grades, when a course is repeated.

A student's grades, reports, CGPA, etc., at the end of every semester/term will be recorded on a grade sheet, a copy of which will be issued to the student. The grade sheet will be withheld when a student has not paid his/her dues or when there is a case of breach of discipline or unfair means pending against him/her.

A student's grades, reports, CGPA, etc., at the end of every semester/term will be recorded on a grade sheet, a copy of which will be issued to the student. The grade sheet will be withheld when a student has not paid his/her dues or when there is a case of breach of discipline or unfair means pending against him/her.

While registration with approval of appropriate authority consistent with these regulations is a token of permission to pursue studies, the grade sheet is a complete record of the outcome of what was intended in the original/amended/revised registration. The various grades and reports discussed above would be appropriately used to tally the grade sheet with original/amended/revised registration. It would be evident that this tally between what was registration for and what was obtained in terms of grades and reports will apply to all courses except the course, which was originally registered for, but subsequently replaced by another course through substitution. The tally is made on a course basis at the end of semester/term to determine which of the courses have been cleared. A course is deemed to have been cleared if the student obtains a grade in the course. However, mere clearing of the prescribed courses does not tantamount to fulfilling the requirements of graduation.

While all the grades secured, reports and other pertinent information for a semesters are given in a grade sheet, the chronologically organized information from the grade sheets of a student with the necessary explanation constitutes his transcript which is issued at the time he leaves the Institute or at an intermediate point on request.

### **3.2.3 Minimum Academic Requirements**

The educational philosophy of the University interlinks and at the same time distinguishes between the performance of a student in a single course and his overall cumulative performance. Accordingly the expected minimum academic requirements for the undergraduate programs of the University.

At the end of every semester/term the following minimum academic standards have to be maintained by the students.

- i.) A student should not have secured more than one 'E' grade in that semester.
- ii.) A student should have CGPA of at least 4.5 for UG and 5.5 for PG.

The requirements (i) and (ii) of clause 3.2.3 above are the minimum requirements that every student should meet at the end of every semester. Failure to meet even one of these requirements will automatically bring him under the purview of the Academic Counseling Committee (ACC), or a designated authority. The ACC takes immediate charge of the student and requires him to follow a specific path so that he could be rehabilitated at the earliest. Failing the efforts made by ACC to rehabilitate the student, he would be required to leave the Institution.

During the pendency of this purview, the student will lose all his options in regard to the various features permitted during the process of registration namely; option of naming the course, choice of courses under electives, repetition of courses, taking a higher level course, departure from the normal, etc; and will also lose all his options for amendment to his original registration namely; substitution and withdrawal. However, ACC would have rights to revise the original registration at any time during the semester. Indeed, his entire semester load will be determined by ACC and will have to be followed to the satisfaction of ACC.

If the student's performance in the course package prescribed by the ACC in each semester suffers from NC report or lack the effort on the part of student, it would be construed that he/she is not working to the satisfaction of ACC and it may lead to more stringent restrictions on the student. It should be his/her single minded objective to fulfill the minimum academic requirements, thus enabling the student to get out of the purview of the ACC.

Once a student has been placed under the purview of ACC, he should continue to be under its direct guidance until ACC, after being

satisfied with his/her overall progress and performance, declares the student to be out of its purview. All decisions of ACC shall be final.

### 3.2.4 Graduation and Eligibility

A student is deemed to have fulfilled the requirement of graduation for the program when he/she satisfies the following conditions:

- ▶ Cleared all the courses prescribed for him/her in his/her program within the stipulated period specified in the regulations.
- ▶ Obtained a minimum CGPA of 4.5 for UG and 5.5 for PG
- ▶ Remained out of the purview of ACC or has been declared to be out of its purview
- ▶ Overcome all the consequential stipulations of an NC report; except where there is an NC report in an elective course over and above the prescribed number of elective courses or in a course which has ceased to be a part of his/her current program; and
- ▶ Satisfied all requirements of the Program regulations.
- ▶ A student is deemed to have become eligible for the Bachelor's degree if, in addition to satisfying the above requirement. He/she has satisfied all the rules of evaluation. No case of indiscipline or unfair means pending against him/her.

However, in case of a student having outstanding dues against him/her to be paid to the University, Hostel or any other recognized organ of the University, his/her degree will be withheld until the said dues are cleared.

Students who fulfill the graduation criteria will be given a provisional certificate before the convocation. The Bachelor's degree will be awarded during the convocation.

The following classification based on CGPA will be made and mentioned in the graduation certificate of the student.

<b>Distinction</b>	CGPA 9.00 or more
<b>I Division</b>	CGPA 7.00 or more but less than 9.00
<b>II Division</b>	CGPA 4.50 or more but less than 7.00

### 3.2.5 Repeating a Course

The Student has an option to repeat a course to improve the grade either in summer term or in regular semester. In such a case the following conditions will apply:

- i.) The course, which the student wants to repeat by attending classes, should be offered in that regular semester.
- ii.) The student has paid the course repetition fee during regular/Summer term as mentioned below:

School Name	Category of Student	(in ₹.)	Class Attendance Requirement
IBS/ ITS/ ILS/ IEdS	NC & GI	5,000	By Self Study
	RRA	7,500	By Attending classes with 75% attendance
	RC1	7,500	By Attending classes with 75% attendance
	RC2	7,500	By Self Study

\* NC: Not Cleared, GI: Grade Improvement, RRA: Required to Register Again, RC1: Registration Cancelled due to Disciplinary Action during Semester, RC2: Registration Cancelled due to caught under UFM during End Semester Examination.

### 3.2.6 Summer Term

IUD may offer a summer term after the completion of even semester, in order to provide an opportunity to the students who have obtained a valid grade in the course but not meet the academic requirements, to improve the grade. The rules and regulations governing the offer of the summer term are as under-

- ▶ RRA / NC / GI students can register for the course in the summer, subject to availability of the courses and faculty members. RRA / NC / Grade Improvement students can register for maximum of four courses only.
- ▶ RRA registered students must complete 75% attendance to appear in all the components of each subject for final evaluation.
- ▶ NC / GI students are not required to attend classes for such courses, and they have to appear only for the end term examination. Their previous continuous evaluation marks will remain unchanged. However, they have the choice to register as RRA and attend classes. In this case, they will be evaluated on all the components including continuous evaluation, and their latest marks will be applicable.
- ▶ All registered students are required to pay registration fee as per the university notification.

- ▶ All Registration Cancelled (RC) students can register for the course only after the consent of disciplinary committee. In General, Project / IP course registration is not allowed during summer semester.
- ▶ All the registered students are required to collect information regarding summer semester examination schedule (all the examination components) from the concerned School only. If a student has skipped a semester then he/she can be allowed to register for that semester only in the similar regular (odd/even) semester.
- ▶ IUD reserves the right to offer / reject the application for registration to a particular course. It is not mandatory to offer such courses as requested by students. Summer Term fee structure will be same as mention above.

### 3.2.7 Academic Regulations for B.Pharm. Students

The B.Pharm. program is duly approved and regulated by the Pharmacy Council of India (PCI), New Delhi. All B.Pharm. students shall adhere to the latest guidelines as prescribed under PCI regulations.



## PART 4 STUDENT CODE OF CONDUCT

### 4.1 Principles

This Code of Conduct has been formulated to provide a clear statement of the University's expectations from the students in respect of academic matters and personal behavior. Studying at IUD presents opportunities for interacting with other members of the University community. The University recognizes and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct.

#### 4.1.1 The University reaffirms its commitment to

- ▶ High academic standards, intellectual rigor and a high quality education;
- ▶ Intellectual freedom and social responsibility;
- ▶ Recognition of the importance of ideas and the pursuit of critical and open inquiry;
- ▶ Tolerance, honesty and respect as the hallmarks of relationships throughout the University community; and
- ▶ High standards of ethical behavior.
- ▶ All students are required to be aware of and act consistently with these values.

#### 4.1.2 Coverage

This Code of Conduct applies to all students of the IUD, in respect of all actions and activities (including inaction or inactivity) relating to or impacting on the University or its students and employees. It must be read in conjunction with the statutes, rules, and resolutions of the University.

### 4.1.3 Definitions in this Code of Conduct

**Student** means all students of the ICAI University, Dehradun.

**Employee** means all staff of the ICAI University, Dehradun, (including Full-time, Part-time or Casual staff).

### 4.2 Personal conduct

All students must:

- ▶ Treat all employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity;
- ▶ Maintain a cooperative and collaborative approach to inter-personal relationships;
- ▶ Act honestly and ethically in their dealings with University employees, honorary appointees, consultants, contractors, volunteers, any other members of the public and other students;
- ▶ Respect the privacy of employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students;
- ▶ Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students to carry out their study, research or work at the University; and
- ▶ Ensure that they do not become involved in or encourage discrimination against or harassment or bullying of employees, honorary appointees, consultants, contractors, volunteers any other members of the public or other students.

- ▶ Ensure that they will not use mobile phones during classes.
- ▶ Ensure that they will not consume alcohol or smoke in the campus or indulge in any kind of illegal activities
- ▶ Ensure that they are in proper uniform.
- ▶ Practicing high standards of academic and professional honesty and integrity.
- ▶ Respecting the rights and privileges of other students.
- ▶ Respecting the rights and privileges of members of the academic community.
- ▶ Safeguarding and protecting the campus property.
- ▶ Refraining from any conduct that would interfere with campus functioning or endangers the health, welfare or safety of other persons.
- ▶ Complying with the rules, regulations, procedures, dress code and policies of the campus.
- ▶ Abstaining from any conduct that might malign the image of the Campus in the eyes of the stakeholders and public in general.
- ▶ Maintaining discipline and decorum in the off campus accommodation.

Any student found to have engaged in any of the following activities shall be subject to disciplinary action:

- ▶ Obstruction or disruption of teaching, administration, seminars, class discussions and other activities of campus.
- ▶ Ragging
- ▶ Sexual Harassment
- ▶ Facilitating unauthorized entry or use of campus facilities by outsiders.
- ▶ Disorderly/obscene conduct or expression.
- ▶ Forgery, alteration or misuse of IUD documents.
- ▶ Use of unfair means in any of the evaluations.
- ▶ Unruly behavior with students/staff/faculty.
- ▶ Damage/pilferage of campus property.
- ▶ Absenteeism beyond the permissible limit.
- ▶ Causing nuisance or disturbance in and outside the institution.
- ▶ Cheating, plagiarism and academic dishonesty.
- ▶ Use, production, distribution, sale, or possession of alcohol/drugs in a manner prohibited under law.

In such cases, the matter will be referred to University Disciplinary Committee which will investigate and recommend disciplinary action leading to either cancellation of admission or semester registration.

### 4.3 Students indulgence in any act outside the Campus

The students are brand ambassadors and should maintain proper decorum and decency outside the campus. The student will be solely responsible for any action or omission committed by him/her outside the campus.

### 4.4 Academic Conduct

All students must:

- ▶ Ensure that their enrolment and progress in their award course is lawful and consistent with the statutes, rule and resolutions of the University. It is a student's responsibility to observe key dates and deadlines;
- ▶ Read all official correspondence from the University, including email;
- ▶ Act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests;
- ▶ Avoid any activity or behavior that would unfairly advantage or disadvantage another student academically;
- ▶ Behave professionally, ethically and respectfully in all dealings with the University's learning partners during extramural placements and practicum.
- ▶ Use University resources, including information and communication technology resources, in a lawful and ethical manner

and for University purposes only, unless express permission has been granted for non-university or private usage.

#### 4.5 Hostel Rules

Standard Operating Procedure (SOP) for Hostel Rules and Regulation for empaneled Hostels Under the provision of section G, (2) of the ICFAI University Act, 2003 with under section 1.14.29 and 1.14.31 of the ICFAI statute.

Student should read the rules before signing the application form (A copy of rules is attached with the application form).

##### Hostel Warden:-

1. Responsible for allotment of rooms to the students.
2. Responsible for maintenance of the Hostels.
3. Looks after the quality of food served in the hostels.
4. Keeps strict discipline among students of the hostels.
5. Reports to the Director in case of any indiscipline or misbehavior by the students.
6. Looks into the grievances/complaints of the students if found genuine.
7. Arranges for first-aid in case of any emergency and arrange for hospitalization of student/staff, if required.

#### 1. Hostel Rules and Regulations

##### General Instructions:-

- ▶ Rules to be displayed on the hostel Notice Board also.
- ▶ Duplicate keys will only be made on application received from students by the Hostel Warden/s.
- ▶ Complaint form/Register to be provided to students by the Hostel Warden/s.
- ▶ Any cleanliness matter is to be brought in the notice of the Hostel Warden/s.
- ▶ Mess to be informed about non-availability of students.
- ▶ Food is only to be served in the room after depositing Identity card in case of illness.

- ▶ Hostel Main Gate is to be closed at 9.00 pm. No student is allowed to enter after 09.00 pm.
- ▶ Inspection to be done by Hostel Committee.
- ▶ Standard Night out forms to be provided with undertaking.
- ▶ The Students of 1st Year courses of all the disciplines of all the Schools of The ICFAI University Dehradun, shall be Optional to stay in the empaneled hostels of The ICFAI University for complete 1 year from the date of taking admission in the concern Courses offered by the University.
- ▶ In the case of Terminal illness/Contagious disease or any such medical recommendation in the writing supported by the medical certificates/X-ray plates/CT Scan/Ultra sound/M.R.I or any pathology report verified by the legal medical practitioner not below the rank of a doctor holding a master's Degree in the concerned medical/Para-medical branch, may be allowed to take a private accommodation may or may not be with his/her parents,

**ONLY AFTER A WRITTEN REQUEST OF CONCERN STUDENT/PARENTS AND DULY APPROVED WITH THE SIGNATURE AND STAMP OF THE OFFICE OF THE VICE CHANCELLOR**

#### 2. Admission Process

- ▶ Provisional admission will be given in the hostel based on academic performance in the previous semester.
- ▶ Students should apply one month before the last working day of previous semester for hostel accommodation.
- ▶ Application form with attached one stamp size and one passport size photograph will be submitted to the Warden for hostel accommodation.
- ▶ Admission form for hostel accommodation has to be endorsed by the competent authority of the Institute.
- ▶ Admission in the hostel will be provisional subject to Allowed to Keep Term (ATKT) Rule.

- ▶ Room inventory Form to be filled during check-in and check-out by the students in the hostel.

### 3. Issues Related to Parents/ Relatives/ Visitors

- ▶ Parents/Guardians should give an undertaking to cooperate with the Hostel authorities and should be available on call as and when required and disclose all contact details.
- ▶ Parents/Visitors are advised not to insist on entry beyond the designated area or visiting room as it shall disturb other students.

### 4. Use of Electronic/Electric items

- ▶ **Fixtures:** Students shall NOT bring any extra furniture or other fixtures in the room. All furniture and fixtures in the rooms allotted to students shall be cared for properly. Students shall be required to pay double the original cost of any item found missing from their room. Students shall also be required to pay twice the charges of repair to items that are found to have been willfully damaged or have been damaged on account of misuse or unfair wear and tear.
- ▶ **Interchange of Furniture/Fixture:** Students shall not interchange any furniture/ fixture from one point/location in the hostel to another. Besides a penal recovery, students involved in such activities shall be expelled from the hostel.
- ▶ **Assets in Common Areas/Corridors:** Theft/damages to hostel assets in common areas/corridors shall be recovered from all students of the flank/ wing. In case of theft/ damage to items that pertain to usage by the complete hostel, the recoveries shall be made from all the occupants of the hostel.

### 5. Celebration of Birthdays

- ▶ It shall be with prior written permission of the Hostel Warden/s or of any Higher Authorities of the University such as Administrative Officer/Dean.
- ▶ It shall be held in a common place for one to

two hours i.e. between 6.00 pm to 8.00 pm only.

- ▶ There shall not be any kind of physical discomfort.
- ▶ No outside guest will be allowed.
- ▶ Violation of the rule shall be penalized.

### 6. Attendance of Students in Hostel

- ▶ Attendance of the students in the hostel will be taken strictly between 8.00 pm to 9.00 pm during dinner.
- ▶ Any student if found absent in his allotted room during attendance time will be fined as per rules.

### 7. Anti-Ragging / Anti-Violence / Sexual harassment

#### A STUDENT INDUGLING IN RAGGING CAN BE:

- ▶ Cancellation of admission.
- ▶ Suspension from attending classes.
- ▶ Withholding/withdrawing Scholarship/ Fellowship and other benefits.
- ▶ Debarring from appearing in any test / examination or other evolution process.
- ▶ Withholding result.
- ▶ Debarring from representing the institution in any regional, National or International meet, tournament or youth festival etc.
- ▶ Collective punishment:
- ▶ When the persons committing or abetting the crime of ragging are not identified of the institution shall resort to collective punishment a deterrent to ensure community pressure on potential ragger.

**Conferring of Powers:** Powers to be practice by the University under rule clause 10 (a) to rule clause 10 (g) of The ICFAI University Rules – 2005.

## Maintenance of Discipline among the Students of the University

### 4.6 Act of Indiscipline

No student of the University shall indulge in an Act of in discipline which includes:

- a. Misconduct, any gross violation which results in Police Case.
- b. An act punishable under any law for the time being in force.
- c. An act violating the provisions of the University Act, Regulations or rules framed from time to time;
- d. An act in breach of any undertaking;
- e. Refusal to obey the direction of the University Officers, Proctors, Wardens Faculties or any other authority of the University;
- f. An act involving physical violence or use of abusive language or destruction of University property.
- g. Participation in any activity which disturbs the peace in the University or administrative or academic atmosphere of the University;
- h. An act which brings the University into disrepute;
- i. An act of ragging
- j. An act affecting adversely the modesty of any girl student or lady staff.
- k. An act which includes violence, protest with slogans in the university campus or at the university gate, instigating fellow students to show disrespect by raising slogans calling for strike/ lock outs or conspiring through social media apps for defaming and showing disobedience against the directions given by the Administration & Academic Chair of the University.

### 4.7 Disciplinary Actions

The University or the officers on authorized may take one or more of the following actions in regard to indiscipline:

- a. Rustication of the student for all time under intimation to other Universities
- b. Expulsion of the student from the University

for a specified period from specified activities or for all time to come under intimation too the Universities.

- c. Suspension of a student for a specified period either from all privileges of the University entry of adverse remarks in the character roll of a student or only from specified activities.
- d. Entry of adverse remarks in the character roll of a student
- e. Imposition of fine of a stipulated amount
- f. Issuance of warning to a student

### 4.8 Procedure for Taking Action

- a. Disciplinary action stated in clause 4.7 (a),(b),(c)and(d) above shall be taken by the Vice-Chancellor.
- b. Disciplinary action stated in clause 4.7 (e) and (f) above shall be taken by any Officer, Dean, Teacher, Proctor or Warden with the approval of the Vice-Chancellor.
- c. No student shall be subjected to any disciplinary action unless the concerned student is given a fair opportunity to represent his/her case.
- d. The Disciplinary Committee/ DDC in case of acts of indiscipline attracting the disciplinary action stated in clause 4.7 (a), (b), (c) or (d) shall make an enquiry and shall submit its report along with its recommendation to registrar ,and He/She will further only forward that report and recommendation (of DC/DDC) to Vice Chancellor.
- e. The Vice-Chancellor, after receiving such report and recommendation of DC/DDC from the Registrar shall pass necessary orders in that regard which shall be final.

### 4.9 Prohibition of Ragging in the University

#### What Constitutes Ragging

Ragging constitutes one or more of any of the following acts:

- a. Any conduct by any student or students whether by word s spoken or written or

by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

- b. Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or to mentor embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the service so far fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g. Any act of physical abuse including all variants of it : sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act that affect the mental health and self- confidence of a fresher or any other student with or without an intent to derive as sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- i. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

**Ban on Ragging:** There is a total ban on any act of ragging performed directly or indirectly by any student of the University. No student

shall commit, abet, propagate, or participate directly or indirectly in ragging in or outside the University.

#### 4.10 Anti Ragging Bodies

There shall be the Anti Ragging Committee and Anti Ragging Squads to be appointed by the Vice Chancellor to keep strict vigilant to report any incident to ragging to the Vice Chancellor.

Any fresher or junior student who apprehend or is victimized of ragging may report the matter to the Anti Ragging Committee which may after proper inquiry report the matter to the Vice Chancellor.

The Anti Ragging Committee may also summon to take cognizance of any apprehension or act of ragging and report the matter to the Vice Chancellor.

The fresher or junior students will be supplied by the University the mobile/telephone number of the Member so the Anti Ragging Committee and Anti Ragging Squad and they may directly contact the member in case of any need.

Any teacher, non-teaching staff of the University, the Member of the Proctorial Board, any employee working in the Canteen of the respective hostels or any student may also inform the Anti Ragging Committee of any apprehension or act of Ragging in the University.

#### 4.11 Supervision of the Ragging Activities

- i.) The student taking admission as a fresher or a student continuing to the higher classes, shall be required to give an affidavit signed by the student and endorsed by the parents/guardian that the students shall not indulge in any form of ragging and that in case he is adjudged guilty of indulging in any act of ragging, he shall be liable to be proceeded against this Regulation and/or law of the land for the time being in force.
- ii.) The Members of the Proctorial Committee or Anti Ragging Committee appointed by the Vice Chancellor, shall take frequent

rounds in their respective hostels and the University Campus to keep strict vigilant report any incident to ragging.

- iii.) The Members of the Anti-Ragging Squad will also take frequent rounds of the respective hostels, and sensitive locations where ragging maybe possible. The Anti Ragging Squads shall submit daily report to the Anti Ragging Committee and a copy there of for information to the vice Chancellor. The Squads shall also generate a feeling of confidence in the fresher and junior students against fear of ragging. The Members of the Anti-Ragging Committee shall take everyday stock of any act of ragging in the University. The Members shall also take frequent round of their respective hostels and sensitive location search day and submit a daily report along with their port of the Anti-Ragging Squads to the Vice Chancellor.
- iv.) The Anti Ragging Committee will initially inquire into any act of ragging in the University. The Committee may, while inquiring into the matter, give an opportunity to students victimize and those who are alleged to be involved in the act of ragging to present their view points.
- v.) The Anti Ragging Committee will then submit its report to the Vice Chancellor for further action in the matter
- vi.) It shall be the responsibility of the Warden(s), Anti Ragging Squads and the Anti Ragging Committee to inform from time to time any act of ragging in the University to the Vice Chancellor.
- vii.) Unless permitted by the University authority, entry of senior students or outsider shall be prohibited during 10.00 PM to 6.00 AM to the wings of the respective hostels where the fresher students are allotted rooms. This prohibition will remain valid during one month from the date of admission of the fresher students to the respective hostels.

#### 4.12 Procedure for Action

- i.) The Vice Chancellor may constitute an Inquiry Committee, consisting of members appointed by him, to inquire into any act of ragging.
- ii.) The Inquiry Committee shall be supplied with all the details along with the reports of the Anti-Ragging Committee, Anti Ragging Squads and the Proctorial Board, if any.
- iii.) The Inquiry Committee shall give due opportunity of hearing to the victims and the students involved in ragging.
- iv.) After detail inquiry into the matter, the Committee will submit its final report to the Vice Chancellor.
- v.) On the report of the Inquiry Committee, the Vice Chancellor may take necessary action in the matter.

#### Punishment

- ▶ Those student who have been adjudged utility of any act of ragging in the University shall be subject to one or more of the following punishment, namely
- ▶ Suspension from attending classes and academic privileges.
- ▶ Withholding/withdrawing scholarship/ fellowship and other benefits.
- ▶ Debarring from appearing in any test/ examination or other evaluation process.
- ▶ With holding results.
- ▶ Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- ▶ Suspension/expulsion from the hostel.
- ▶ Cancellation of admission.
- ▶ Rustication from the institution for period ranging from 1 to 4 semesters.
- ▶ Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- ▶ Fine which may decide by the Pretoria Committee.
- ▶ An FIR may be filed with the nearest police station against a student indulged in any act of ragging.

- ▶ In case of ragging involving loss of property of the victim or the University; the concerned student shall also be liable to compensate the loss to the property. In such case the Vice Chancellor may impose fine and/or also order to compensate the losses caused. In order to partially compensate the loss, the Vice Chancellor may order for the feinting of any caution money deposited by the said student with the University as an intern immature to compensate the loss caused and such amount may because to compensate the loss.
- ▶ In case the student involved in ragging or abetting ragging is noted entities, the Vice Chancellor may impose collective punishments and/or fine.
- ▶ An appeal against the order of punishment shall lie to the appropriate authority of the University.

#### 4.13 Refund Policy

- ▶ Hostel fee once paid will not be refunded in case the student occupies the facility.
- ▶ In case a student fails to take possession of the allotted room and submit as written application to the Registrar for withdrawal from the Hostel, on or before July, last Sunday of every year, full refund of the hostel fee paid earlier would be made.
- ▶ Security Deposit would be refunded at the time of final vacation of the hostel after deducting dues if any.

#### 4.14 IUD List of Committees

Committee	Resource Person	Contact Mail ID
<b>Discipline committee</b>	Registrar, IUD	registrar@iudehradun.edu.in
<b>Career Guidance and Counseling cell</b>	Dr. Sanjeev Malviya (Head, Placement Cell)	msanjeev@iudehradun.edu.in
<b>Anti-Discrimination Cell</b>	Dr. Avishek Raj (Anti-Discrimination officer)	avishek.raj@iudehradun.edu.in
<b>Women Cell</b>	Dr. Monica Kharola (Presiding Officer)	monica.kharola@iudehradun.edu.in
<b>Anti-Ragging Committee</b>	Dr. Ashish Kumar Singhal (Convener) Mr. Sanjeev Bisht (Vigilance Officer)	ashish.singhal@iudehradun.edu.in administrativeofficer@iudehradun.edu.in
<b>Board of Examination</b>	Mr. G F Chakravarthi (CoE)	coe@iudehradun.edu.in
<b>Internal Complaint Committee</b>	Dr. Meena Bhandari (Presiding Officer)	meena.bhandari@iudehradun.edu.in
<b>UGC e-Samadhaan Online /Student Grievance Redressal Committee</b>	Dr. Alka Chaudhary (Chairman)	bodhisatva@iudehradun.edu.in
<b>Library Advisory Committee</b>	Dr. Monica Kharola (Chairman)	monica.kharola@iudehradun.edu.in
<b>Innovation &amp; Entrepreneurship Cell</b>	Dr. Bineet Kumar Joshi (Head)	bineetjoshi@iudehradun.edu.in
<b>Internal Quality Assurance Cell (IQAC)</b>	Dr. Arun Kumar Singh (Director) Mr. Amit kumar Bera (Deputy Director)	iqac@iudehradun.edu.in

#### 4.15 Student Services (SRD)

- ▶ Academic Credentials Procedure
- ▶ Duplicate Degree (UG) Form
- ▶ Duplicate Degree (PG) Form
- ▶ Additional Transcript (UG) Form
- ▶ Duplicate Transcript (UG) Form
- ▶ Additional or Duplicate Transcript (PG) Form
- ▶ Scholarships



## PART 5 INTERNSHIP PROGRAM

### 5.1 Objective

The Internship Program (IP) forms an important component of the education at IUD. This program is an attempt to bridge the gap between the academic institution and industry by involving the students in an ongoing developmental activity under the direct supervision of experienced Faculty and experts from the Corporate World. The IP method of education and curriculum represents a controlled simulation of real life situations and circumstances. It is adopted by IUD to link the educational institution with the real working environment.

The Internship Program requires the students to undergo the rigor of the professional world in form as well as in substance, providing them an opportunity to apply their class-room knowledge to live situations which cannot be simulated in the classroom environment. It differs from the "Practical Training's well as "Sandwich Schemes" as the entire student education at the Internship Program station is supervised by the ITS faculty resident at the station and the program forms a part of the total credit towards student's degree.

Students are advised to take up assignments, of direct interest to the host organization. These assignments involving team-work would be multidisciplinary, time bound, mission-oriented and goal-oriented. Solutions to various problems confronted in the assignment might be open-ended, involving an element of analytical thinking, processing and decision making in the form of insufficient data, parameters and uncertain situations.

### 5.2. Student - Faculty Interaction

A team of students, attending the Internship program at an organization is assigned a faculty guide at the beginning of the program. The role of faculty is to interact with student as project guide and Industry supervisor regularly

to chalk out an effective interaction plan, and later to know about the student's progress in his respective projects and the quality and quantity of work put in by the student. Industry supervisor is invited to the seminars in order to involve them more effectively in the Internship Program.

### 5.3 Student-Industry supervisor Interaction

The industry supervisor from the host organization helps in identifying the assignment suitable for the student. Later they act as technical guides to the students. Along with the faculty, they evaluate the student on the progress of the work. The industry supervisor time should not be taken for granted and the students should approach him/her well prepared for specific assistance, guidance or suggestions on the project.

### 5.4 Discipline and Conduct

Attendance: 100% attendance is compulsory for the Internship program. However, if for any genuine reason a student is unable to report to the allotted organization on any day, he/she should obtain a formal permission for leave of absence as per the rules and regulations of the organization. Permission should also be taken from the IUD faculty in-charge for the Internship Program.

As Interns, the students assume the role of IUD ambassadors. The University expects the students to maintain high standards of professional and social conduct in the organization. IUD expects the student at all times during the Internship Program, to conform to the rules and regulations of their place of work. It is important to be regular, punctual and obedient at work. During the period of Internship Program, the student shall be subjected to the leave rules of the organization he/she is working for and must

ensure strict adherence to the timings of the organization.

Unprofessional behavior, misconduct, indiscipline, irregularity and unsatisfactory performance at work will lead to the cancellation of registration in the Internship Program. Consequently, a student may lose at least one year of study, besides other form of disciplinary action that IUD might deem fit to take.

### 5.5 Evaluation Criteria

The educational process in the Internship program seeks and focuses attention on many latent attributes that do not surface in the normal classroom situation. Hence, the process of evaluation in these courses is designed with care so that information becomes available continuously. The following attributes are put to test here: intellectual ability, personality, commonsense, professional, judgment, responsibility and punctuality, team work, leadership qualities, ability to take initiative, problem-solving and decision making skill, capability to meet deadlines, communicate through oral and written presentations etc.

### 5.6 Project Report

A Project Report is a written presentation of the work done by the students on a given assignment. It is important to bear in mind that even though the project report is submitted only at the end of any given assignment, in reality it is a culmination of continuous efforts on the part of the students.

The project report is judged on the following points: -

- ▶ Knowledge and comprehension of the problem.
- ▶ Ability to analyze and comprehend the subject and aim of study.
- ▶ Logical sequencing, organization and handling of the data in the problem.
- ▶ Findings, observations, concluding remarks in terms of the objectives set earlier and the future scope of the problem. Organization of the report.

### 5.7 Seminar/Viva-Voce

The seminar evaluates the students in terms of the following: -

- ▶ Knowledge of basic concepts and physical principles and the ability to apply them.
- ▶ Additional knowledge acquired.
- ▶ Ability to analyze a given problem or situation.
- ▶ Logical development of the subject.
- ▶ Effective oral communication.
- ▶ Self-reliance, co-operation and moderation.

### 5.8 Evaluation through Observation

During Internship Program, student is evaluated through observations by the faculty and project guide for the following traits: -

- ▶ Regularity and ability to meet deadlines.
- ▶ Sense of responsibility.
- ▶ Initiative, leadership and co-operation.
- ▶ Industry and diligence.
- ▶ Social sense and adaptability to practical situations.

### 5.9 Diary

Further, a student is expected to maintain a diary which is an attempt to cultivate the habit of documentation, enabling the student to develop his own thought process and reasoning abilities. Industry supervisor would check and sign the diary periodically. Here, the student is tested for the following attributes.

- ▶ Data procurement, calculations and presentation.
- ▶ Thought process.
- ▶ Regularity.

## PART 6 ACADEMIC ADMINISTRATION INFRASTRUCTURE

### 6.1 Faculty

A team of highly qualified, competent and committed faculty members steers the IUD. The University is endowed with teachers drawn from the leading institutions, practicing professionals and academicians to provide high quality of academic delivery. The institution plays a significant role in ensuring quality education through interactive teaching, continuous multiple criteria evaluation and constructive feedback mechanism. The faculty brings their extensive knowledge, professional experience and advanced education to their task at IUD.

### 6.2 Library Facilities

The University has a well-stocked library containing reference materials, magazines and Indian/International books and journals. The library subscribes to the industry information database to make available large research resources and publications with search facilities to students and faculty. In addition, the library contains directories, industry reports and statistical compilations that provide timely and concise information for project works. Library is open to all students and faculty members and is continuously updated with latest books and journals under the supervision and advice of the library committee.



### 6.3 Computer Facilities

The University provides the latest hardware and software infrastructure to cater to all the computing needs of the students and faculty. The institution is equipped with powerful servers and multiple terminals with multiple operating systems enabling a client-server environment. The students are guided by well experienced faculty to handle the computer labs. Leased internet facility is available for undertaking research activities.



### 6.4 Laboratory Facilities

A central workshop with various machine tools and equipment's including CNC machine supports hands-on training in various areas of workshop practices. Laboratories for Physics, Chemistry, Digital Electronics, Microprocessors, Communication, RF & Microwave, Robotics, Digital Signal Processing, Hydraulics & Hydraulic Machines, CAD/IC Engine, Refrigeration, Computer languages lab, Dynamics of Machine & Vibration, Advanced Mechanics of Solids & Kinematics etc. provide facilities for the students of different disciplines to acquire skills for measuring various parameters in science and technology.



### 6.5 Awards and Medals

Students who successfully complete the program will be awarded relevant Degree by the University, subject to the University regulation. Students scoring the first rank and second rank on completion of their Program will be awarded Gold and silver medals respectively.

### 6.6 Co-curricular Activities

At IUD, emphasis is laid on the need to balance classroom and out-of-classroom life. The University endeavors to build up personal growth and maturity in the students by providing a variety of opportunities for participation and initiation in co-curricular activities. The activities have been intended

to support the educational purpose of the University by working to create experimental learning options outside the classroom and encouraging the students to actively participate in the wider educational arena.

Through diverse activities, such as organizing seminars on contemporary issues, guest lectures and other inter- college competitions, the students learn to value collaborative and collective learning. Students are also encouraged to form informal groups and clubs based on their areas of interests, and share information and exchange ideas. Students also organize annual meets, which offer a wide array of opportunities to develop closer interaction with other colleges.



**IUD encourages student involvement in several co-curricular activities like:**

- ▶ Group Discussions Debating
- ▶ Elocution
- ▶ Quizzes
- ▶ Seminars
- ▶ Technical Group
- ▶ Sports meets Cultural Meets Skits & Plays Publications/ Magazines
- ▶ Academic meets
- ▶ Magazines

**These co-curricular activities help the students to: -**

- ▶ Improve communication skills
- ▶ Develop the right kind of attitude
- ▶ Discover and develop one's uniqueness and Intelligence
- ▶ Enhance leadership qualities and abilities
- ▶ Manage stress and work under pressure
- ▶ Emerge as a team player
- ▶ Refine interpersonal/group skills
- ▶ Improve creativity
- ▶ Set ambitious targets

## Student Clubs: Extra -curricular Activities and Sports

The IUD is running various in-house clubs for the overall grooming/ development of students. The clubs are created to up bringing the inner talent of the students. The different clubs and their In-charge names are as under:

CLUB TITLE
Cultural & Art Club
Sports Clubs
Media, Web and PR Club
AI & Robotic Club
Health and Wellness Club
Public Speaking & Literary Club
Environment & Social Outreach Club
Human Value & Professional Ethics Club

### Sports

The IUD provides various sports facilities to the students as under:

OUTDOOR SPORTS	INDOOR SPORTS
Cricket	Table Tennis
Volley Ball	Carom
Basket Ball	Chess
Badminton	Gaming
Hockey	Puzzles
Kabaddi	Cards



## Guest Lectures and Seminars

Guest lectures and seminars play an important role in the development process of the students. Eminent academicians and practicing professionals are invited for guest lectures where the students get an opportunity to interact closely with them and understand the practical applications in various industries.

## Student Council

Student Council consists of Student Representatives. The council regularly interacts with the faculty members for necessary guidance. Students' Council meets regularly to decide and organize various activities on and off the campus.

## Disciplinary Committee

Students must adhere to the "Campus Rules" copies of which are distributed to the students. Anyone found violating any of these would come under the purview of Disciplinary Committee of the University and would be liable for the punishment awarded by the committee. A few guidelines are mentioned below:

- ▶ Ragging is strictly prohibited as per the Government Acts.
- ▶ Good behavior, discipline, and respect towards the faculty, staff and fellow-students are expected.
- ▶ Cell phones are strictly prohibited in the class rooms, laboratories, library, computer center, examination halls etc.
- ▶ Decent dress code must be maintained within the college campus.
- ▶ Utmost care must be taken to avoid any damage while handling the property of the University.
- ▶ Adoption of unfair means in tests/ examinations and other components of evaluation are strictly punishable.
- ▶ Students should carry their identity cards at all time.
- ▶ Smoking, gambling, consumption of alcohol and drugs in the campus/hostel premises are strictly prohibited.

- ▶ Gossiping or eating in the classrooms, library, computer center and labs are not allowed even if the rooms are vacant.
- ▶ The students should strive to keep the campus clean and avoid littering.
- ▶ A student should not be involved in any case of violence or nuisance within or outside the campus.
- ▶ Hostellers should abide by the rules and regulations of the hostel. They should necessarily avail the mess. These guidelines are not exhaustive.

## Prohibition of Ragging

Students are prohibited from indulging in any disorderly conduct whether by words spoken or written or by an act with the effect of teasing, treating or handling with rudeness, any other student. Indulging in unruly or indiscipline activities which cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any student, junior or senior, or asking the student to do any act or perform something which such a student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of the student is prohibited. Any student violating the above and thus indulging in any act or ragging, will be severely dealt with.

## Conduct Regulations

Students are expected to act in ways that are consistent with the role and guiding values of the ICFAI University, Dehradun. Students should regulate their own conduct so as not to impede or prejudice the work of other members. They are entitled to work, learn, study and participate in the social aspects of the institute's life in an environment of safety and respect. It is expected that students will act with integrity and demonstrate respect for others and adhere to the standards of conduct. Students should refrain themselves from misconduct of any kind.

## Sexual harassment

Sexual harassment of individuals occurring in the place of work or study or in other settings in which they may find themselves in connection with their association with the University is unlawful and will not be tolerated by the University. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaints similarly unacceptable. To achieve this goal, conduct that is described as "Sexual Harassment" in this policy will not be tolerated and a procedure is provided by which inappropriate conduct will be dealt with, if encountered among employees/students. The University will also take all the appropriate steps necessary to protect individuals from retaliation. Such Steps include:

Action to stop retaliatory behavior.

- ▶ Providing required security measures.
- ▶ Counseling help to Complainant and Accused.
- ▶ The University takes allegations of sexual harassment seriously, and will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, prompt and appropriate corrective action as is necessary, including disciplinary action, will be taken.

While this policy sets forth the goal of the University of promoting a study or workplace that is free of sexual harassment, the policy is not designed or intended to limit the authority of the University to discipline or take remedial action for conduct which the University deems unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

**Communication to Students** the primary mode of communication of the institution with the student is through e-mail. Students are expected to check their e-mail account regularly. Students can access the complete information like registration, detailed course syllabus, fee details, attendance, grades, scholarships and various forms through SIMS Portal or IUD Website.

## Merit Scholarships scheme 2025-26

The ICFAI University Dehradun offer merit scholarships to students pursuing the various Programs. The scholarships are based on performance in the qualifying examination and Semester-wise performance during the Program.

### The regulations to avail of the scholarships are as follows:

#### Scholarship Based on Past Academic Record:

- ▶ The past academic percentage will be calculated by adding all subjects of class XII for Undergraduate program and consolidate (Final) percentage of all year for L.L.B. and L.L.M. Programs.
- ▶ Once student gets backlog (RRA/NC/ RC) in the semester he/she will not be eligible for scholarship thereafter.
- ▶ He/ she should have scored 6 or more GPA in the semester.
- ▶ Students facing any disciplinary action will not be eligible for scholarship.
- ▶ Students who have availed fee waiver are not eligible for scholarship.

**Note:** Students are required to pay complete semester fee on or before the registration date.

#### Scholarship based on Semester-wise Performance:

- ▶ 10% of the students in the batch having highest CGPA will be eligible for the scholarship.
- ▶ Scholarship amount would be distributed equally among students with equivalent CGPA if tied with the last student in the top 10%.
- ▶ Students should not have any backlogs (RRA/NC/RC) in any semester.
- ▶ Students who have availed fee waiver are not eligible for scholarship.
- ▶ Students facing disciplinary action of any kind are not eligible for scholarship.

**Note:** Students are required to pay complete semester fee on or before the registration date



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