

**The ICFAI University Dehradun
Student Hand Book**

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Vision

To be a top ranking private university of choice for students, staff and corporate, recognized for excellence in Higher Education and Research especially relevant to social needs.



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.

The ICFAI University Dehradun

Academic Calendar* 2018 -19

Semester	Date	Activity
Odd	July 24, 2018	Odd Semester begins
	July 24, 2018	Registration for I Year students
	Aug 1, 2018	Registration for II, III & IV Year students
	Aug 14, 2018	Last Date of Registration with Late Fee
	Sep 13 & 14, 2018	Quiz I / Assignment I / Seminar I
	Oct 01 to Oct 11, 2018	Mid Semester Examinations
	Nov 08 & 09, 2018	Quiz II / Assignment II / Seminar II
	Nov 30, 2018	Last day for class work
	Dec 03 to Dec17, 2018	Comprehensive Examinations
	Dec 17, 2018	Odd Semester ends
Even	Jan 02, 2019	Even Semester begins
	Jan 02, 2019	Registration for all students
	Jan 02,2019	Internship Program for B.Tech (4 th Year)
	Jan 08, 2019	Last Date of Registration with Late Fee
	Feb 07 & Feb 08, 2019	Quiz I / Assignment I / Seminar I
	Feb 26 - Mar 08, 2019	Mid Semester Examinations
	April 04 & April 05, 2019	Quiz II / Assignment II / Seminar II
	Apr 26, 2019	Last day for class work
	Apr 29 – May 14, 2019	Comprehensive Examinations
	May 14, 2019	Even Semester ends
Summer Term	May / June, 2019	Internship Program begins
	June / July, 2019	Internship Program ends

Notes:

1. *Subject to change
2. Academic Calendar for BBA-LL.B (H) 5th year students will be notified from time to time by the concerned officials of the University.

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PART – I

The ICFAI University, Dehradun

1.1 The ICFAI University

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.

1.2 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**

- Ph.D.
- M.Tech.
- B.Tech.
- B.Sc. (Hons)
- Diploma

- **ICFAI Business School (IBS)**

- Ph.D.
- BBA
- BA(Hons) Economics
- B.Com (Hons)

- **ICFAI Law School**

- Ph.D.
- LLM
- BBA-LL.B(Hons)
- BA-LL.B(Hons)
- LLB

- **ICFAI Education School (IEdS)**

- Ph.D.
- B.Ed.

1.3 The Academic Year

At IUD, the academic year (July, 2018 to June, 2019) is divided into two semesters known as the Odd (First) Semester and the Even (Second) semester and a term (called summer term). Each semester is of 18 weeks and summer term is of one or two months duration.

PART - II
Program Structures

2.1 Program Structure of B.Tech.

Year	Course Title	Course Title
I	First Semester	Second Semester
	Engineering Mathematics - I Technical Communication Skills Engineering Physics Fundamentals of Computing Fundamentals of Electronics Engineering Fundamentals of Civil Engineering Engineering Drawing	Engineering Mathematics - II Environmental Studies Engineering Chemistry Introduction to “C” Programming Fundamentals of Mechanical Engineering Fundamentals of Electrical Engineering Engineering Mechanics
II	Third Semester	Fourth Semester
	Engineering Mathematics – III / Probability & Random Process Soft Skills - I Management Concepts & Organizational Behavior Discipline Courses (4)	Computer Based Numerical Methods Life Skills - I Engineering Economics and Costing Discipline Courses (4) Minor Project
Summ	Summer Internship Program Two Months	
III	Fifth Semester	Sixth Semester
	Soft Skills - II Discipline Courses (5) Discipline Electives (1)	Life Skills - II Discipline Courses (5) Discipline Electives (1) Project Phase - I
IV	Seventh Semester	Eighth Semester
	Discipline Courses (4) Discipline Electives (1) & Open Electives (1)	Internship Program/University Based Major Project

List of Discipline Courses			
CE	CSE	ECE	ME
Fluid Mechanics Mechanics of Solids Surveying - I Building Materials and Construction Advanced Fluid Mechanics Surveying - II Geotechnical Engineering Analysis of Structures - I Water Resource Engineering Analysis of Structures - II Reinforced Concrete Structures - I Environmental Engineering - I	Operating System Data Structures Object Oriented Programming Discrete Mathematical Structures Digital Logic Design Algorithm Design & Analysis Computer Organization & Architecture Computer Networks	Electronics Devices and Circuits Signals and Systems Engineering Electromagnetics Digital Logic Design CAD of Electronics Lab and PCB Making. Microprocessor and Microcontroller Network Analysis & Synthesis Solid State Device and Circuits	Mechanics of Solids Computer aided Machine Drawing Fluid Mechanics Engineering Thermodynamics Material Science & Metallurgy Hydraulic Machines Manufacturing Processes Thermal Engineering Systems Mechanical Measurement Systems

<p>Construction Planning and Management Environmental Engineering - II Highway Engineering Concrete Technology Estimation Costing and Evaluation Design of Steel Structures Highway Engineering Concrete Technology Estimation Costing and Evaluation Design of Steel Structures Design of Hydraulic Structures Prestressed Concrete Structures Reinforced Concrete Structures - II Railway and Airport Engineering Computer Aided Drawing Structural Detailing Lab Computer Aided Structural Design</p>	<p>Open Source Theory of Computation .NET & C# Programming Computer Graphics Data Base Management System Software Engineering Artificial Intelligence Distributed & Cloud Computing Web Technologies Programming Languages and Compiler Construction Cryptography & Networks Security Big Data Analytics Internet of Things (IoT)</p>	<p>Electronics Measurements Linear Integrated Circuit Analysis Communication Systems Control System Microwave Engineering VLSI Technology Digital and Data Communication Digital Design using VHDL Power Electronics Wireless & Mobile Communication Digital Signal Processing Antenna and Radiating Systems Optical Communication Spread Spectrum Systems Digital Image Processing</p>	<p>Control Systems Internal Combustion Engines Operations research Kinematics of Machinery Design of Machine Elements Heat and Mass Transfer Machining Processes & Metrology Dynamics of machines Quality Assurance and Reliability Computer Aided Design Industrial Engineering & Management Refrigeration & Air-conditioning Power Plant Engineering Finite Element Analysis</p>
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List of Discipline Electives

<p>Remote Sensing Techniques and GIS Ground Improvement Techniques Natural Disaster and Management Repair and Rehabilitation of Structures Advanced Structural Analysis Port, Harbour and Tunneling Engineering Engineering Geology Environmental Impact Assessment Soil Dynamics and Machine Foundations Earthquake and Geotechnical Engineering Industrial Waste Management Road Traffic Safety Urban Planning Foundation Engineering Finite Element Analysis Bridge Engineering Pavement Evaluation and Management Advanced Design of Steel Structures Earthquake Resistant Design Traffic Engineering and Management Tall Buildings</p>	<p>Functional and Logic Programming Android Apps Development Introduction to Wireless Networks Data Warehouse & Data Mining Digital Signal Processing Advanced Java Digital Image Processing Linux Administration & Shell Programming Advanced Database Management System Pattern Recognition Wireless Sensor Network Embedded System Natural Language Processing Computer Vision Machine Learning Mobile Computing Information Security</p>	<p>Artificial Intelligence .NET and C # Programming Advanced Microprocessor & Microcontroller Biomedical Instrumentation Speech Processing Telecommunication Switching Nano Technology Embedded Systems Low Power VLSI Design Information Theory and coding PLC, SCADA and distributed control system (DCS) Satellite Communication Data Networks CMOS Digital VLSI Design CMOS Analog VLSI Design Design of Communication Systems</p>	<p>Mechatronics Total Quality Management Unconventional Machining Processes Mechanics of Composite Materials Nano Technology Maintenance Engineering Computational Fluid Dynamics Value Engineering Automation in Manufacturing Tribology Automobile Engineering Product Design & Development Mechanical Vibrations Industrial Robotics</p>
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List of Open Electives

Branch	Name of Elective subject
Physics	Material Science & Technology Photonics Technology
EE	Non-Conventional Energy Resources Instrumentation and Process control Reliability Engineering
ME	Entrepreneurship development Quality Management
Civil	Environment and Ecology GIS
CSE	BusinessIntelligence ArtificialIntelligence
IT	Multi-MediaTechnology ITI and Business
ECE	Industrial Electronics Optimal Control
Humanities	Industrial Psychology HumanValues and Ethics
Management	Organizational Behaviour HRD DigitalMarketing Financial Modeling with Spreadsheet

2.2 Program Structure of M.Tech.

Year	Course Title	Course Title
I	First Semester	Second Semester
	Advance Mathematics Discipline Courses (4) Discipline Electives (1)	Discipline Courses (4) Discipline Electives (2)
II	Third Semester	Fourth Semester
	Discipline Electives (2) Seminar (Phase - I) Dissertation (Phase - I)	Seminar (Phase - II) Dissertation (Phase - II)

Discipline Courses			
Transportation Engineering	Industrial Manufacturing Engineering	RF & Microwave Engineering	Computer Science & Engineering
Pavement Materials Characterization Transportation infrastructure design Planning, Design and Construction of Rural Roads Intersection Design and Analysis Traffic Engineering and Management Pavement Analysis and Design Road Traffic Safety Intelligent Transport Systems	Metal Cutting Theory & Practice CNC Technology & Programming Design & Analysis of Machine Tools Supply Chain Management CNC Laboratory Advanced CAD Theory of Electro Mechanical Systems Production Planning and Control Advanced Finite Element Methods CAD Laboratory Mechatronics Laboratory	Advanced Electromagnetic Engineering Microwave Circuits and Systems Advanced Digital Signal Processing Communication Microwave Circuit Lab MATLAB Simulation Lab Antenna Theory and Design Computational Methods for Electromagnetics RF Receiver design for wireless communication Information Theory and Coding Antenna Design Lab Simulation Lab	Design and Analysis of Advanced Algorithm Advanced Computing Network Advanced Computer Architecture Advanced Programming Advanced Engineering Mathematics Cryptography and Network Security Machine Learning Modelling & Simulation Cloud Computing

Discipline Electives			
Transportation Engineering	Industrial Manufacturing Engineering	RF & Microwave Engineering	Computer Science & Engineering
Project Planning Management Urban Transportation Policy and Planning for Sustainable Development Advanced Concrete Technology Ground Improvement Technique Environmental Impact Assessment for Transportation Projects Remote Sensing & G.P.S for Transportation Engineering Traffic Analysis Pavement Evaluation and	Rapid Prototyping systems Measurement systems and accuracy Advanced Tribology Soft Computing Techniques Advanced Mechanical Vibrations Metrology & Computer Aided Inspection Micro & Nano Manufacturing Design & Analysis of Experiments Advanced Manufacturing	RF IC and Microwave MEMS RF Millimeter Wave Integrated Circuits RF Mobile Communication RF Satellite Communication RF Phased Array Antennas RF Adaptive and Smart Antennas RF Optical Communication RF Wireless Channels and UWB Radios RF Remote Sensing	Big Data Analytics Advanced Database Management System Internet of Things (IoT) Wireless Sensor Network Embedded System Natural Language Processing Mobile Computing

Management GIS Applications in Transportation Engineering Highway Project Formulation & Economics Airport Planning and Design Transportation System Management	Processes Facility Planning and Layout Financial Management Flexible Manufacturing Systems Tool Design Industrial Robotics Plant Layout and Material Handling Inventory Control	RF Packaging AndElectromagnetic Compatibility	Software metrics Advanced Software Engineering Service Oriented Architecture
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2.3 Program Structure of B.Sc.(Hons) – Mathematics

Year	Course Title	Course Title
I	First Semester	Second Semester
	English Communication Computer Fundamentals & Office Automation Principles of Mathematics – I Principles of Physics Principles of Chemistry Mechanics & Relativity Physics Practical Chemistry Practical	Principles of Mathematics – II Differential Equations – I Statics and Dynamics Discrete Mathematics Abstract Algebra-I Analytical Geometry Environmental Studies Soft Skills – I
II	Third Semester	Fourth Semester
	Differential Equations – II Linear Programming and Game Theory Graph Theory Probability and Statistics Abstract Algebra -II Unix and C Programming Unix and C Programming Lab Soft Skills – II Seminar	Real Analysis – I Complex Analysis Linear Algebra Integral Transformations Number Theory and Trigonometry Numerical Analysis Numerical Analysis Using C/C++ Soft Skills – III Project (Minor) - Report, Seminar & Viva-Voce
Summer	Summer Internship Program Two Months	
III	Fifth Semester	Sixth Semester
	Real Analysis – II Finite Element Methods Tensor Calculus Object Oriented Programming Mathematical Software Practical-MATLAB Elective – I Elective – II	Differential Geometry Fuzzy Mathematics Mechanics Elective – III Elective – IV Project (Major)- Report, Seminar & Viva-Voce Soft Skills – V
List of Electives		
	Fifth Semester	Sixth Semester
	Operations Research Topology Special Function Financial Mathematics Mathematical Modeling Calculus of Variations and Integral Equations Bio-Mathematics Portfolio Optimization	Complexity Analysis Cryptography and Coding Theory Fractional Calculus Boolean Algebra and Automata Theory Fluid Dynamics Artificial Neural Network MATHEMATICA Combinatorial Mathematics

2.4 Program Structure of B.Sc.(Hons) – Physics

Year	Course Title	Course Title
I	First Semester	Second Semester
	English Communication Computer Fundamentals & Office Automation Principles of Mathematics – I Principles of Physics Principles of Chemistry Mechanics & Relativity	Principles of Mathematics-II Mathematical Physics-I (Vector Analysis and Fourier Series) Oscillations & Waves Radiology & Safety Renewable Energy & Energy Harvesting Soft Skills - I
II	Third Semester	Fourth Semester
	Mathematical Physics-II (Differential Equations and Calculus of variation) Optics Electricity and Magnetism Thermal Physics Quantum Mechanics Solid State Physics Soft Skills - II Optics Lab Seminar	Mathematical Physics-III (Complex Analysis and Special functions) Electronic Devices Electrical Circuit & Networks Numerical Analysis Soft Skills - III Electronics Device Lab Numerical Analysis Lab Project (Minor) - Report, Seminar, Viva-voce
Summer Term	Summer Internship Program – Two Months	
III	Fifth Semester	Sixth Semester
	Mathematical Physics-IV (Linear Algebra and Partial Differential Equation) Digital Electronics Microprocessor and Computer Programming Atomic and Molecular Physics Laser Physics Soft Skills - IV Microprocessor & Computer Lab Digital Electronics Lab	Electromagnetic Theory Statistical Physics Nuclear and Particle Physics Introduction to Nanoscience and Nanotechnology Material Science Soft Skills - V Computer Programming Lab Project (Major) - Report, Seminar & Viva-voce

2.5 Program Structure of B.Sc.(Hons) – Chemistry

Year	Course Title	
	First Semester	Second Semester
I	English Communication Computer Fundamentals & Office Automation Principles of Mathematics – I Principles of Physics Principles of Chemistry Mechanics & Relativity Physics Practical Chemistry Practical	Introduction to Mathematics-II InorganicChemistry-I (Atomic structure &Coordination Chemistry) OrganicChemistry– I (Stereochemistry and Natural Products) PhysicalChemistry–I (Gaseous, liquid and solid states) AnalyticalMethodsInChemicalAnalysis Soft Skills – I AnalyticalChemistry Lab InorganicChemistry Lab-I Organic Chemistry Lab-I Physical Chemistry Lab–I
II	Third Semester	Fourth Semester
	InorganicChemistry–II (Concepts &Modelsof InorganicChemistry) OrganicChemistry–II (Compound and Derivatives) PhysicalChemistry–II (Thermodynamics & Equilibrium) Soft Skills – II Structure and Properties of Materials InorganicChemistry Lab.–II OrganicChemistry Lab.–II Physical Chemistry Lab – II IT Skills for Chemists	InorganicChemistry–III (Noble Gases and Polymers) OrganicChemistry–III (Functional Group) PhysicalChemistry–III (Electro Chemistry) Nano Science & Nano Technology InorganicChemistry Lab.–III OrganicChemistry Lab.–III PhysicalChemistry Lab–III Green Methods in Chemistry Soft Skills – III
Summer Term	Summer Internship Program – Two Months	
III	Fifth Semester	Sixth Semester
	InorganicChemistry–IV (Chemistry of Elements) OrganicChemistry–IV (Systematicanalysis of Functional Group) PhysicalChemistry–IV (Kinematics of Reactions) BiochemistryandEnvironmentalChemistry Pharmaceutical Chemistry InorganicChemistry Lab –IV OrganicChemistry Lab.–IV PhysicalChemistry Lab –IV	InorganicChemistry–V (Principles of Bioinorganic, Drug Design) OrganicChemistry–V (Polymers and Dyes) PhysicalChemistry–V (Quantum chemistry) ApplicationsofComputersin Chemistry InorganicChemistry Lab. –V OrganicChemistry Lab. –V PhysicalChemistry Lab –IV Soft Skills – V Project (Report, Seminar & Viva-voce)

2.6 Program Structure of Diploma in Mechanical Engineering (DME)

Year	Course Title	Course Title	
I	First Semester	Second Semester	
	Principles of Physics Principles of Chemistry Principles of Mathematics English Language Engineering Graphics Fundamentals of Computers Engineering Workshop	English Communication Engineering Mathematics Engineering Materials Engineering Mechanics Engineering Economics Engineering Drawing Fundamentals of Electrical & Electronics Engineering	
II	Third Semester	Fourth Semester	
	Machine Drawing Strength of Materials Fluid Mechanics Theory of Mechanics - I Cost-Benefit Analysis Environmental Studies Development of Life Skills	Theory of Machines - II Industrial Automation Production Processes Thermal Engineering Manufacturing Technology Computer Programming Soft Skills - I Project - I (Minor) - Report & Seminar	
III	Fifth Semester	Sixth Semester	
	Advance Manufacturing Processes Power Engineering - I Measurement & Control Fluid Machinery Soft Skill - II Specialization (S) Elective - I Project - II (Minor) - Report & Seminar	Power Engineering - II Design of Machine Elements Industrial Fluid Power Metrology & Quality Control Industrial Management Soft Skills - III Specialization (S) Elective - II Specialization (S) Elective - III Project (Major) - Report, Seminar & Viva-voce	
Electives by Specialization			
Elective	Specialization (S)		
	Automobile Engineering (S1)	Plastic Mould Technology(S2)	Advanced Manufacturing Technology (S3)
I	Automotive Petrol & Diesel Engines	Plastic Materials & Testing	Machine Tool Technology
II	Power Units & Transmission	Plastics Processing Techniques	Modern Practices in Manufacturing & Management
III	Automotive Chassis	Fundamentals of Plastics Product & Mould Design	CAD/CAM

2.7 Program Structure of Diploma in Civil Engineering (DCE)

Year	Course Title	Course Title
I	First Semester	Second Semester
	Principles of Physics Principles of Chemistry Principles of Mathematics English Language Engineering Graphics Fundamentals of Computers Engineering Workshop	English Communication Engineering Mathematics Engineering Materials Engineering Mechanics Engineering Economics Engineering Drawing Fundamentals of Electrical & Electronics Engineering
II	Third Semester	Fourth Semester
	Surveying Mechanics of Structures Building Design & Drawing Concrete Technology Cost Benefit Analysis Environmental Studies	Advance Surveying Building Material & Construction Highway Engineering Fluid Mechanics Soft Skill - I Computer Aided Drawing
III	Fifth Semester	Sixth Semester
	Water Resource Engineering Theory of Structures Geo Technical Engineering Project Cost Analysis Design of Reinforced Cement Concrete Structures Soft Skills - II Specialization (S) Elective - I Project - II (Minor) - Report & Seminar	Construction Planning and Management Design of Steel Structures Environmental Engineering Soft Skill - III Transportation Engineering Specialization (S) Elective – II Specialization (S) Elective - III Project - I (Major) - Report, Seminar & Viva-voce

Electives by Specialization			
Elective	Specialization (S)		
	Transportation(S1)	Building (S2)	General (S3)
I	Pavement Engineering	Advanced Construction Techniques and Equipments	Foundation Engineering
II	Pavement Analysis and Design	Building Science and Technology	Design of Formwork
III	Traffic Engineering and Management	Building Planning	Architectural Practices and Interior Design

2.8 Program Structure of B.Ed.

Year	Course Title	Course Title
I	First Semester	Second Semester
	Childhood and Growing Up Contemporary India and Education Language Across the Curriculum (1/2) Understanding Disciplines and Subjects (1/2) Reading and Reflecting on Texts (1/2) Engagement with the field: Tasks and Assignments	Learning and Teaching Pedagogy of a School Subject Part-I (1/2) Knowledge and Curriculum Part –I (1/2) Assessment for Learning Drama and Art in Education (1/2) Engagement with the field: Tasks and Assignments
II	Third Semester	Fourth Semester
	Pedagogy of a School Subject Part-II (1/2) School Internship Case Study	Gender, School and Society (1/2) Knowledge and Curriculum Part-II (1/2) Creating an Inclusive School (1/2) Optional Course* (1/2) Critical Understanding of ICT (1/2) Understanding the Self (1/2) Engagement with the field: Tasks and Assignments
Optional Courses: <ul style="list-style-type: none"> • Health and Physical Education, • Value Education, • Population Education, • Environment Education, • Counseling & Mentoring. 		

2.9 Program Structure of BBA

Year	Course Title	Course Title
I	First Semester	Second Semester
	Principles of Management Financial Accounting I Business Statistics Marketing Management I Business Economics Business English Introduction to IT	Introduction to Psychology Financial Accounting II Introduction to Entrepreneurship & Family Business Management Marketing Management II Macro Economics Business Report Writing Database Management System
Summer Term	Summer Internship Program	
II	Third Semester	Fourth Semester
	Mercantile Law Financial Management I Organizational Behavior Operations Management Global Business Project I Business Research Methods Soft Skills I	Company Law & Taxation Financial Management II Management Accounting HRM Quality & Productive Management Global Business Project II Soft Skills II
Summer Term	Summer Internship Program	
III	Fifth Semester	Sixth Semester
	Business Strategy Global Business Project III Project Management International Business Mgmt. Elective I Elective II	Leadership & Entrepreneurship Management Control & Information Systems Governance & Ethics Electives III Electives IV Electives V
List of Electives		
	Finance Marketing HRM & IT Systems Entrepreneurship	

2.10 Program Structure of B.Com. (Hons.)

Year	Course Title	Course Title
I	First Semester	Second Semester
	Environmental Studies Financial Accounting Environmental Studies Business Law Principles of Microeconomics English Language-I	Company Law Principles of Macroeconomics Business Environment Principles and Practice of Insurance Computer Applications in Business English Language-II
II	Third Semester	Fourth Semester
	Corporate Accounting Essentials of Organizational Behavior Principles of Marketing Fundamental of Financial Management Indian Economy Soft Skills -I	Human Resource Management Auditing E-Commerce Entrepreneurship Development International Business Technical Report Writing
Summer Term	Summer Internship Program Two Months	
III	Fifth Semester	Sixth Semester
	Income Tax Law & Practice Corporate Tax Law & Practice Business Ethics and Corporate Governance Elective - I Elective - II Soft Skills-II	Indirect Taxes Corporate Tax Planning Computerized Accounting System Elective - III Elective - IV Soft skills-III
List of Electives		
	Fifth Semester	Sixth Semester
	Advanced Financial Management Financial Market Institutions & Services Cost Accounting Compensation Management Retail Management	Management Accounting Fundamentals of Investment International Marketing Management Employment Laws in India Advertising and Personal Selling

2.10 Program Structure of B.A. (Hons.) Economics

Year	Course Title	Course Title
I	First Semester	Second Semester
	Introductory Microeconomics Mathematical Methods for Economics-I Fundamentals of Computers Economic History of India Environmental Studies English Language-I	Introductory Macroeconomics Mathematical Methods for Economics-II Computer Skills for Economic Analysis Development Economics Money and Banking English Language-II
II	Third Semester	Fourth Semester
	Microeconomics-I Macroeconomics-I Statistical Methods for Economics Industrial Economics Agricultural Economics Soft Skills -I	Microeconomics-II Macroeconomics-II Econometrics - I Public Economics International Economics Technical Report Writing
Summer Term	Summer Internship Program Two Months	
III	Fifth Semester	Sixth Semester
	Direct Tax Indirect Taxes Econometrics - II Elective - I Elective - II Soft Skills-II	Monetary Economics Economics of Health & Education Dissertation/Project Elective - III Elective - IV Soft skills-III
List of Electives		
	Fifth Semester	Sixth Semester
	Political Economy Environmental Economics Financial Economics	Labour Economics Demography History of Economic Thought

2.11 Program Structure of BBA

Year	Course Title	Course Title
I	First Semester	Second Semester
	Principles of Management Financial Accounting I Business Statistics Marketing Management I Business Economics Business English Introduction to IT	Introduction to Psychology Financial Accounting II Introduction to Entrepreneurship & Family Business Management Marketing Management II Macro Economics Business Report Writing Database Management System
Summer Term	Summer Internship Program	
II	Third Semester	Fourth Semester
	Mercantile Law Financial Management I Organizational Behavior Operations Management Global Business Project I Business Research Methods Soft Skills I	Company Law & Taxation Financial Management II Management Accounting HRM Quality & Productive Management Global Business Project II Soft Skills II
Summer Term	Summer Internship Program	
III	Fifth Semester	Sixth Semester
	Business Strategy Global Business Project III Project Management International Business Mgmt. Elective I Elective II	Leadership & Entrepreneurship Management Control & Information Systems Governance & Ethics Electives III Electives IV Electives V
List of Electives		
	Finance Marketing HRM & IT Systems Entrepreneurship	

2.12 Program Structure for Master of Laws (LL.M) One Year

Specialization A: Corporate and Commercial Law Specialization

Year	Course Title	Course Title
	First Semester	Second Semester
I	Research Methods and Legal Writing Comparative Public Law Law and Justice in a Globalizing World International Trade Law Company Law Cyber Law	Intellectual Property Laws Law on Securities and Financial Markets International Commercial Arbitration Competition Law Banking and Insurance Law Dissertation

Specialization B: Constitutional and Administrative Law

Year	Course Title	Course Title
	First Semester	Second Semester
I	Research Methods and Legal Writing Comparative Public Law Law and Justice in a Globalizing World Fundamental Rights and Directive Principles of State Policy Centre-State Relations and Constitutional Governance Local Self-Government and Federal Governance	General Principles of Administrative Law Minorities Law Comparative and Global Administrative law Media and Law Law on Education and Religion Dissertation

2.13 Program Structure of LL.B (Three Year Program)

Year	Course Title	Course Title
I	First Semester	Second Semester
	Principles of General Contracts Family Law -I Law of Torts and Consumer Protection Laws Indian Penal Code Moot Court Elective-I	Special Contracts Family Law- II Jurisprudence Criminal Procedure Code Law of Medicine and Health Elective-II
Summer Term	Summer Legal Internship Program I (One Month)	
II	Third Semester	Fourth Semester
	Constitutional Law- I Law of Evidence Civil Procedure Code International Law and Human Rights Property and Easement Law Elective-III	Constitutional Law-II Land Laws Company Law Intellectual Property Laws Drafting Pleading and Convincing. Elective-IV
Summer Term	Summer Legal Internship Program II (One Month)	
III	Fifth Semester	Sixth Semester
	Cyber Law Principles of Taxation Law Human Rights and Humanitarian Law Labour Laws Alternative Dispute Resolution Elective-V	Environmental Law Administrative Law Banking & Insurance Law Interpretation of Statutes Professional Ethics and Professional Accounting system Elective-VI
Summer Term	Summer Legal Internship Program III (One Month)	

Elective Courses

Elective - I

Citizenship & Emigration Law
Election Laws

Elective - II

Private International Law
International Business Dispute Resolution
Mechanisms.

Elective-III

Competition Law
Law of Poverty, Society and Rural Development

Elective-IV

Criminology and Penology
Comparative Criminal Law

Elective-V

Media Law
Trust, Equity and Fiduciary Relationship

Elective-VI

International Commercial Arbitration
Gender Justice and Feminist Jurisprudence

2.14 Program Structure BA-LL.B (Hons.)

Year	Course Title	Course Title
I	First Semester	Second Semester
	English Language Skills-I History-I Political Science - I Introduction to Computers Principles of General Contracts Legal and Constitutional History	English Language Skills-II History- II Political Science -II Introduction to Psychology Special Contracts Law of Torts and Consumer Protection Law
Summer Term	Summer Legal Internship Program I (One Month)	
II	Third Semester	Fourth Semester
	Political Science -III Fundamentals of Economics Sociology-I Indian Penal Code-I Constitutional Law – I Family Law – I	Foreign Language (German/Spanish/ French) Indian Economy Sociology-II Indian Penal Code - II Constitutional Law – II Family Law – II
Summer Term	Summer Legal Internship Program II (One Month)	
III	Fifth Semester	Sixth Semester
	Law of Medicine and Health Property and Easement Law Law of Evidence Labour Laws-I Clinical – I Moot Court Clinical-II Drafting and Pleadings Elective – I	Entrepreneurship and Skill Development Jurisprudence Intellectual Property Laws Labour Laws-II Criminal Procedure Code- I Clinical- III Professional Ethics Elective – II
Summer Term	Summer Legal Internship Program III (One Month)	
IV	Seventh Semester	Eighth Semester
	Civil Procedure Code-I Principles of Taxation Laws-I Public International Law Criminal Procedure Code-II Elective – III Honors – I Honors-II	Civil Procedure Code-II Principles of Taxation Laws-II Company Law Land Laws Elective – IV Honors –III Honors-IV
Summer Term	Summer Legal Internship Program IV (One Month)	
V	Ninth Semester	Tenth Semester
	Cyber Law Human Rights and Humanitarian Law Clinical-IV ADR Elective-V Honors Course – V Honors Course – VI	Environmental Law Administrative Law Banking and Insurance Law Elective-IV Honors Course – VII Honors Course – VIII
Summer Term	Summer Legal Internship Program V (One Month)	

Courses for Awarding Honor's Degree

Constitutional Law

Legal and Constitutional History of India
Comparative Constitution, US, India and UK
Local Self-Governments, Gram Panchayat and
Municipal Administration
Law on Education and Religion
Right to Information
Legislative Drafting
Indian Federalism and Judicial Independence
Election Laws

Business Law Group

Law and Economics
Law of Carriage, Transportation and Insurance
Law of Mergers and Governance
International Contracts Law
White Collar Crimes and Money Laundering
Law of Foreign Trade and Exchange
E-Commerce
International Banking and Law

International Law

Law relating to Regional Trade Agreements
Trans boundary Exports, Imports and Anti-
dumping Law
WTO and GATS
Law of the Sea
Law of the Aviation
International Environmental Law
International Labor Organization and Labor Law
International Criminal Law and Criminal Court

Intellectual Property Rights

Evolution IPR Treaties and Convention
Copyright Law
Law of Patents
Law of Trademarks and Service Marks
Traditional Knowledge, GI and Farmer Rights
Other Intellectual Property
IPR Valuation and Management
IPR Protection and Technology

Elective Courses

Elective - I

Citizenship & Emigration Law
Interpretation of Statutes

Elective - II

Private International Law
International Business Dispute Resolution
Mechanisms.

Elective-III

Competition Law
Law of Infrastructure Development and Real
Estate

Elective-IV

Criminology and Penology
Comparative Criminal Law

Elective-V

Media Law
Trust, Equity and Fiduciary Relationships

Elective-VI

International Commercial Arbitration
Gender Justice and Feminist Jurisprudence

NOTE: Any of the Honors/Elective subjects may not be offered to the students if the teaching facility for such a subject is not available or does not exist at IUD campus. No student shall be allowed to change his/ her honours/Elective subject except during the two weeks of commencement of teaching.

2.15 Program Structure of BBA- LL.B (Honors)

Year	Course Title	Course Title
I	First Semester	Second Semester
	English Language Skills-I Dynamics Of Social Change Principles of Management Introduction to Computers Principles of General Contracts Legal and Constitutional History	English Language Skills II Business Statistics Managerial Economics Introductory Psychology Law of Special Contracts Law of Torts and Consumer Law
Summer Term	Summer Legal Internship Program I (One Month)	
II	Third Semester	Fourth Semester
	Business Environment Marketing Management Financial Accounting Indian Penal Code-I Constitutional Law-1 Family Law-1	Financial Management Human Resource Management Business Strategy and Policy Indian Penal Code-II Constitutional Law-II Family Law-II
Summer Term	Summer Legal Internship Program II (One Month)	
III	Fifth Semester	Sixth Semester
	Corporate Governance & Business Ethics Indian Financial System Property and Easement Law Law of Evidence Labour Laws-I Clinical-I Moot Court Clinical-II Drafting and Pleading etc. Elective-I	Organizational Behavior Entrepreneurship and Skill Development Jurisprudence Intellectual Property Laws Labour Laws-II Criminal Procedure Code-I Clinical-III Professional Ethics Elective-II
Summer Term	Summer Legal Internship Program III (One Month)	
IV	Seventh Semester	Eighth Semester
	Civil Procedure Code-I Principles of Taxation Law-I Public International Law Criminal Procedure Code-II Elective-III Honors Course-I Honors Course-II	Civil Procedure Code-II Principles of Taxation Law-II Company Law Land Laws Elective-IV Honors Course-III Honors Course-IV
Summer Term	Summer Legal Internship Program IV (One Month)	
V	Ninth Semester	Tenth Semester
	Cyber Laws Human Rights and Humanitarian Law Clinical-IV ADR Elective-V Honors Course-V Honors Course-VI	Environmental Law Administrative Law Banking and Insurance Law Elective-VI Honors Course-VII Honors Course-VII
Summer Term	Summer Legal Internship Program V (One Month)	

Courses for Awarding Honour's Degree

Constitutional Law

Constitutional History of India
Comparative Constitution, US, India and UK
Local Self-Governments, Gram Panchayat and
Municipal Administration
Law on Education and Religion
Right to Information
Legislative Drafting
Indian Federalism and Judicial Independence
Election Laws

Business Law Group

Law and Economics
Law of Carriage, Transportation and Insurance
Law of Mergers and Governance
International Contracts Law
White Collar Crimes and Money Laundering
Law of Foreign Trade and Exchange
E-Commerce
International Banking and Law

International Law

Law relating to Regional Trade Agreements
Trans boundary Exports, Imports and Anti-
dumping Law
WTO and GATS
Law of the Sea
Law of the Aviation
International Environmental Law
International Labor Organization and Labor Law
International Criminal Law and Criminal Court

Intellectual Property Rights

Evolution IPR Treaties and Convention
Copyright Law
Law of Patents
Law of Trademarks and Service Marks
Traditional Knowledge, GI and Farmer Rights
Other Intellectual Property
IPR Valuation and Management
IPR Protection and Technology

Elective Courses

Elective - I

Citizenship & Emigration Law
Interpretation of Statutes

Elective - II

Private International Law
International Business Dispute Resolution
Mechanisms.

Elective-III

Competition Law
Law of poverty, Society and Rural
Development

Elective-IV

Criminology and Penology
Comparative Criminal Law

Elective-V

Media Law
Law of Medicine and Health

Elective-VI

International Commercial Arbitration
Gender Justice and Feminists Jurisprudence

NOTE: Any of the Honors/Elective subjects may not be offered to the students if the teaching facility for such a subject is not available or does not exist at IUD campus. No student shall be allowed to change his/ her honors/Elective subject except during the two weeks of commencement of teaching.

Part III

Academic Regulations

3.1 General

- 3.1.1** These regulations apply to all the under graduate programs of the University.
- 3.1.2** 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).
- 3.1.3** 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.
- 3.1.4** 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.
- 3.1.5** 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.
- 3.1.6** 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.
- 3.1.7** 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

- 3.2.1** 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.
- 3.2.2** 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.

- 3.2.3** For each program the number of electives required to be taken by a student will be prescribed through the Student Handbook.
- 3.2.4** 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.
- 3.2.5** 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.
- 3.2.6** 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.
- 3.2.7** 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.

3.3 Registration

- 3.3.1** 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.
- 3.3.2** 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.
- 3.3.3** A student is not permitted to register in a semester/term, if
- i) The student has dues outstanding to the Institution, hostel, or any recognized organ of the Institution.
 - ii) The student's grade sheet in the immediately preceding semester is withheld.
 - iii) The student has an Incomplete (I) report in the immediately preceding semester.
 - iv) The student has been specifically asked to stay away from that semester.
 - v) The student has failed to convert the provisional admission into a regular admission by the specified date.
- 3.3.4** 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 of clause 3.03, discovered later.

- 3.3.5** 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.
- 3.3.6** 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.
- 3.3.7** 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.
- 3.3.8** 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.
- 3.3.9** 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.
- 3.3.10** 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.
- 3.3.11** 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.
- 3.3.12** 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.
- 3.3.13** 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.
- 3.3.14** 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.

3.3.15 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.

3.3.16 A student is considered to be on the rolls of the institute for a semester if he,

- (i) is duly registered in the semester
- (ii) has been permitted, after registration, to withdraw from the semester
- (iii) has been given prior permission to stay away for the semester
- (iv) has been asked to stay away from the Institute for the semester.

3.3.17 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.

3.3.18 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 as in the clause 3.3.17 above with the provision that all his previous records as a former student are revived under the current structure, regulations and schedule of fees.

3.4 Teaching and Evaluation

3.4.1 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.

- 3.4.2** 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.
- 3.4.3** 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.
- 3.4.4** 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 smoothed 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.
- 3.4.5** 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.
- 3.4.6** 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.
- 3.4.7** 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.
- 3.4.8** 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.

- 3.4.9 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.
- 3.4.10** 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.
- 3.4.11** 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.
- 3.4.12** 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.
- 3.4.13** No Makeup is given in any circumstances; hence student is advised to maintain 75% attendance.
- 3.4.14** 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.
- 3.4.15** 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.
- 3.4.16** 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	0

- 3.4.17** 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.
- 3.4.18** 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): Required to Register Again (RRA), Discontinued from the Program (DP), and
- (v) Not Cleared (NC).

3.4.19 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.

3.4.20 The requirement envisaged in clause 3.4.19 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.

3.4.21 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 workout 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.

3.4.22 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.

3.4.23 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:

(i) Cancellation is recommended as a part of disciplinary action for resorting to unfair means during examination or other unprofessional behavior.

(ii) 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.

(iii) 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:

(iv) 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).

(v) RC2: Registration cancelled due to using UFM during Examination.

(vi) If RC amounts to discontinuation from the program it will be reported as DP (Discontinued from the Program).

(vii) 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.

3.4.24 If a student continued to remain registered in a course but gave the instructor inadequate opportunity to evaluate him by absenting 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).

3.4.25 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.

3.4.26 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.

- 3.4.27** 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.
- 3.4.28** To pass a Course, a student must secure minimum 30% marks in both Comprehensive examination and Grand total.
- 3.4.29** 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

- 3.4.30** 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:

$$CGPA = \frac{(u_1g_1 + u_2g_2 + \dots + u_n g_n)}{(u_1 + u_2 + \dots + u_n)}$$

where $u_1, u_2, u_3, \dots, u_n$ denote units 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.

- 3.4.27** 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.
- 3.4.28** 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.
- 3.4.29** 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.

3.4.30 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.

3.5 Minimum Academic Requirements

3.5.1 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.

3.5.2 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 4.50.

3.5.3 The requirements (i) and (ii) of clause 3.5.2 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.

3.5.4 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.

3.5.5 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.

3.5.6 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.

3.6 Graduation and Eligibility

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

- (i) Cleared all the courses prescribed for him/her in his/her program within the stipulated period specified in the regulations.
- (ii) Obtained a minimum CGPA of 4.50
- (iii) Remained out of the purview of ACC or has been declared to be out of its purview
- (iv) 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
- (v) Satisfied all requirements of the Program regulations.

3.6.2 A student is deemed to have become eligible for the Bachelors degree if, in addition to satisfying the above requirements of clause 3.6.1, he/she has

- (i) satisfied all the rules of evaluation
- (ii) 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.

3.6.3 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.

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

Distinction	- CGPA 9.00 or more
I Division	- CGPA 7.00 or more but less than 9.00
II Division	- CGPA 4.50 or more but less than 7.00

3.7 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	Fee (in Rs.)	Class Attendance Requirement
IBS/	NC & GI	2000	By Self Study
ITS/	RRA	5000	By Attending classes with 75% attendance
ILS/	RC1	5000	By Attending classes with 75% attendance
IEdS	RC2	2000	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 Examination.

3.8 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:

- 3.8.1 RRA / NC / GI students can register for the course in the summer, subject to availability of the courses and faculty members.
- 3.8.2 RRA / NC / Grade Improvement students can register for maximum of four courses only.
- 3.8.3 RRA registered students must complete 75% attendance to appear in all the components of each subject for final evaluation.
- 3.8.4 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.
- 3.8.5 All registered students are required to pay registration fee as per the university notification.
- 3.8.6 All Registration Cancelled (RC) students can register for the course only after the consent of disciplinary committee.
- 3.8.7 In General, Project / IP course registration is not allowed during summer semester.
- 3.8.8 All the registered students are required to collect information regarding summer semester examination schedule (all the examination components) from the concerned School only.
- 3.8.9 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.
- 3.8.10 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.
- 3.8.11 Summer Term fee structure will be same as mention at point 3.7.

Part - IV 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.

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.

4.2 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.

4.3 Definitions in this Code of Conduct:

Student means all students of the ICFAI University, Dehradun.

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

4.4 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 in IUD
- 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
- 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.

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.

4.5 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.

4.6 Hostel Rules

- These rules are intended to provide a safe and conducive environment to the resident students of The ICFAI University, Dehradun (hereinafter referred to as 'The University'). The University has the right to modify these rules from time to time for ensuring quality living conditions in the hostels. The students are governed by the rules and regulations which are currently in force.
- The Hostel Warden is vested with the power to interpret and enforce these rules and regulations and for the administration and management of the hostel admissions/re-admissions.
- The Hostel Warden reserves the right to break open the doors of the room in case of any violation of hostel rules, suspected unlawful activities or on the basis of perceived security risk.
- If a student is expelled from the University for any reason he/she should immediately vacate the hostel after clearing all the dues on the day of expulsion from the University. His/her continuance in the hostel will be treated as unauthorized occupation.
- The Hostel inmates with chronic medical problems will be asked to vacate the hostel room immediately, as personal medical care by parent / guardian will be necessary.
- Continuation of stay of a student in the hostel is subject to the discretion of
- the University Administration.
- Allotment of the hostel rooms shall be made by the Hostel Warden.
- Students shall not occupy the hostel rooms without payment of Hostel Fee. Hostel fee can be paid in two installments as indicated in Annexure III. Rs.10,000/- is to be paid for booking a seat in the hostel at the time of Admission (Non refundable and adjustable against hostel fee only.)
- Security deposit: Rs 5,000/- (Refundable on vacation of hostel after adjusting dues if any)
1st Installment: Payable by July 17, 2018
2nd Installment: By October 15, 2018.

- The Hostel fee is annual, however it is payable in two installments as per the specified dates. Further, the hostel fee is not refundable, in any case.
- The hostel inmates should not enter into any unnecessary conversation, quarrel or altercation with the hostel/mess/ security staff. If anyone has any complaint against any employee of the hostel, a written complaint against the person is to be lodged with the Warden/Assistant Warden. Use of abusive, vulgar and unparliamentary language against the hostel/mess/ security staff is strictly forbidden. Any complaint received in this regard against the inmates will be dealt with seriously.
- Collection of donation for any purpose (Religious/otherwise) is strictly prohibited.
- Smoking is strictly prohibited in the hostel buildings. A fine of Rs. 1000/- shall be imposed for the first time, if a hostel inmate is found smoking or in possession of cigarettes within the Campus. If it is repeated, his/her parents shall be informed and the student is liable for expulsion. Gambling in any form such as playing cards (even without money at stake), consumption of alcohol, use of drugs and narcotics and even possession of such things are strictly prohibited. A fine of Rs. 1000/- shall be imposed if the student is consuming alcohol or possessing alcohol for the first time, if it is found to be repeated the parents will be informed. In addition to fine the inmate will be liable for expulsion from the hostel. Anyone found indulging in the use of such things will not only be asked to vacate the hostel but also be rusticated from the University. All the students entering the Campus shall check their bags individually to ensure that they are not carrying cigarettes, narcotics and alcohol bottles. If they are found carrying such things by the security at the main gate, the student will be penalized with a fine for the first time.
- The hostel rooms are subject to inspection by the University / Hostel authorities to make sure that they are kept neat and tidy and no unauthorized items like liquor, drugs, weapons etc., are kept in the room. Possession of any weapons or any instrument / contrivance, which is likely to cause physical harm to others, is strictly prohibited. Mere possession of weapons or firearms constitutes a grievous offence that can result in expulsion from the University and the hostel.
- The University is not responsible for any mishap or incident involving a hostel inmate occurring outside the campus.
- The hostel inmates are not permitted to stay away from the hostel beyond 9 PM without prior written permission of the Warden. Hostel inmates leaving the campus should inform the warden in writing and register at the gate. The inmates, who are not found in their respective rooms after 10.00 PM, will be liable for appropriate disciplinary action for misconduct as per the rules.
- The entry of men is strictly forbidden inside ladies hostel except University Officials on duty with valid passes. Likewise ladies are not permitted to enter the gents' hostels.
- Perfect silence is to be maintained in the hostel premises including rooms, bathrooms, dining halls, corridors, common areas etc. Every inmate of the hostel should have the civic responsibility that he or she should not be a cause of inconvenience, annoyance or disturbance to others.
- Ragging in any form (making unpleasant noise, disorderly conduct, doing any act which causes or likely to cause physical or psychological harm or raise apprehension or fear of shame or an embarrassment to the new student, which includes teasing, abusing, playing practical jokes on or causing harm to such students or asking the new student to do any act or to perform such things which such student will not in the ordinary course willingly do) is strictly forbidden. If anyone is found guilty of ragging he/ she will be expelled and also liable for prosecution which will result in punishment according to the provisions and rules of the anti ragging act.

- All hostel inmates must report any disciplinary matter or problems, concerning them or their room-mate/neighbour(s), coming to their notice to the Warden/ Assistant Warden directly. In case of any inmate's room-mate is absent from the room or is sick / admitted in the hospital or is in any kind of physical/mental trouble or is indulging in any bad practices, the same must be immediately brought to the notice of the Warden/ Assistant Warden.
- Any hostel inmate found guilty of misconduct or continual breach of the above rules or of gross indiscipline or who is found to be a bad influence on the other resident students, is liable to be expelled forthwith. The decision of the authorities in this regard shall be final and binding on the student, and her/his parent/local guardian will not be permitted to question the authorities on any ground whatsoever.
- All students are expected to conduct themselves in a manner compatible with the University's mission as an educational institution and a community of students, scholars, and teachers. Common goals are to protect and respect each individual's well-being and to enable us to live and work together with a minimum of conflict and a maximum of personal freedom. It is the right of each member of our community to attend, make use of, and enjoy the facilities and functions of the University without interference or disruption. Students' failure to comply with these standards of conduct may result in discipline.
- It is also each student's responsibility to keep apprised of University's specific policies and regulations and laws. Students must reach the University in proper uniform. Any student who engages in Academic or Social misconduct shall be subject to disciplinary action by appropriate office of the University

4.7 Maintenance of Discipline among the Students of the University

4.7.1. Act of Indiscipline

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

- a. misconduct;
- b. an act violating the rule of discipline;
- c. an act punishable under any law for the time being in force;
- d. an act violating the provisions of the University Act, Regulations or rules framed from time to time;
- e. an act in breach of any undertaking;
- f. refusal to obey the direction of the University Officers, Proctors, Wardens, Faculties or any other authority of the University;
- g. an act involving physical violence or use of abusive language or destruction of University property.;
- h. participation in any activity which disturbs the peace in the University or administrative or academic atmosphere of the University;
- i. an act which brings the University into disrepute;
- j. an act of ragging;
- k. an act affecting adversely the modesty of any girl student or lady staff.

4.7.2. Disciplinary Actions

The University or the officer so 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 to other Universities.
- c. suspension of a student for a specified period either from all privileges of the University 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

4.7.3. Procedure for Taking Action

- a. Disciplinary action stated in clause 2 (a), (b), (c) and (d) above shall be taken by the Vice-Chancellor.
- b. Disciplinary action stated in clause 2 (e) and (f) above shall be taken by any officer, 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 opportunity to represent his/her case.
- d. The Vice-Chancellor, in case of acts of indiscipline attracting the disciplinary action stated in clause 2 (a), (b), (c) or (d) as the case may be, shall appoint an Inquiry Committee to enquire into the matter and the Inquiry Committee shall submit its recommendation to the Vice-Chancellor.
- e. The Vice-Chancellor, after receiving the report of the Inquiry Committee shall pass necessary orders in that regard which shall be final.
- f. Nothing in these provisions shall be deemed to affect the power of the disciplinary authority to review his/her orders or to suspend the operation of a disciplinary action taken by him/her until the erring student commits another act of indiscipline.
- g. Nothing in these provisions shall be deemed to affect the plenary powers relating to the proper maintenance of discipline in the University vested in the Vice Chancellor.

4.7.4 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 words 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 torment or 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 services of a 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 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;

(i) any act that affect the mental health and self- confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any 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.
- **Anti Ragging Bodies:**
 - (i) There shall be the Anti Ragging Committee and Anti Ragging Squads to be appointed by the Vice Chancellor to keep strict vigil and to report any incident of ragging to the Vice Chancellor.
 - (ii) 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.
 - (iii) The Anti Ragging Committee may also *suo moto* take cognizance of any apprehension or act of ragging and report the matter to the Vice Chancellor.
 - (iv) The fresher or junior students will be supplied by the University the mobile/telephone number of the Members of the Anti Ragging Committee and Anti Ragging Squad and they may directly contact them in case of any need.
 - (v) 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.
- **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 indulged 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, appointed by the Vice Chancellor, shall take frequent rounds in the respective hostels and the University Campus to keep strict vigil and report any incident of ragging.
 - (iii) The Members of the Anti Ragging Squad will also take frequent rounds of the respective hostels, and sensitive locations where ragging may be possible. The Anti Ragging Squads shall submit daily report to the Anti Ragging Committee and a copy thereof 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.
 - (iv) The Members of the Anti Ragging Committee shall take every day stock of any act of ragging in the University. The Members shall also take frequent round of the respective hostels and sensitive locations each day and submit a daily report along with the report of the Anti Ragging Squads to the Vice Chancellor.
 - (v) 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.

(vi) The Anti Ragging Committee will then submit its report to the Vice Chancellor for further action in the matter.

(vii) 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.

(viii) 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.

- **Procedure for Action:**

(i) The Vice Chancellor may constitute a 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:**

(i) Those student who have been adjudged guilty of any act of ragging in the University shall be subject to one or more of the following punishment, namely

(a) Suspension from attending classes and academic privileges.

(b) Withholding/withdrawing scholarship/ fellowship and other benefits.

(c) Debarring from appearing in any test/examination or other evaluation process.

(d) Withholding results.

(e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

(f) Suspension/expulsion from the hostel.

(g) Cancellation of admission.

(h) Rustication from the institution for period ranging from 1 to 4 semesters.

(i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

(j) Fine which may decided by the Proctorial Committee.

(ii) An FIR may be filed with the nearest police station against a student indulged in any act of ragging.

(iii) In case of ragging involving lose 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 loss so caused.

(iv) In order to partially compensate the loss, the Vice Chancellor may order for the forfeiting of any caution money deposited by the said student with the University as an interim measure to compensate the loss so caused and such amount may be used to compensate the loss.

- (v) In case the student involved in ragging or abetting ragging is not identified, the Vice Chancellor may impose collective punishment and/or fine.
- (vi) An appeal against the order of punishment shall lie to the appropriate authority of the University.

REFUND POLICY

1. Hostel fee once paid will not be refunded in case the student occupies the facility.
2. In case a student fails to take possession of the allotted room and submits a written application to the Registrar for withdrawal from the Hostel, on or before July 28, 2018, full refund of the hostel fee paid earlier would be made.
3. Security Deposit would be refunded at the time of final vacation of the hostel after deducting dues, if any.

	Acts	Punishment
A. Indiscipline in the Hostel:		
1.	Act of ragging in the Hostel	Upto Rustication from the University and an FIR with the police authority.
2.	Leaving the hostel over-night without obtaining prior permission in writing.	Warning and on repetition of this thrice, the boarder shall be expelled.
3.	Irregularity in attendance in hostel and/or classes and default in payment of Hostel dues.	do
4.	Accommodation of unauthorized guest in the hostel room.	do
5.	Failure to inform about the number of guests during grand feast.	do
6.	Failure to accept the membership of the Mess Committee intentionally.	Imposition of fine at the discretion of Warden.
7.	Taking meals frequently from outside while residing in the hostel.	A fine of Rs. 100/- at least on each occasion.
8.	Holding political meeting with outside bodies whatsoever in the hostel.	Warning by the authorities and imposition of fine up to Rs. 500/-. Two such offences shall result in expulsion.
9.	Organizing games, sports other programmes etc. without informing the Warden.	Imposition of fine as shall be decided from time to time by Warden.
10.	Playing of music or musical instruments between 9.00 p.m. and 9.00 a.m. or during permitted hours with interfering sound.	do

11.	Use of air conditioner, electric heater etc.	Warning by the authorities and imposition of fine up to Rs.1,000/-. When such mistake is repeated twice the boarder shall be expelled.
12.	Change of seat in the Hostel without prior permission of the Warden.	do
13.	Entertainment of guests/outsider without written permission of the Warden.	Warning by the Warden with a fine up to Rs. 500/-. Two such offences shall result in expulsion.
14.	Smoking/chewing of Pan Masala/Gutka/ Tobacco.	Rs.100/- maximum up to three occasions subsequently expulsion from the hostel.
15.	Damage in any form to the hostel property.	Recovery of the actual loss, apart from the punishment as decided by the Vice-Chancellor or the recommendation of Wardens.
16.	Remain in the hostel during the class hours without any prior permission.	Warning by the appropriate authority. Incase of repetition of such act thrice the boarder may be suspended from hostel pending inquiring in the matter.
B.	Mis-behaviour in the Hostel:	
1	Manhandling or physical assault of any Hostel or mess staff.	Suspension from hostel, pending inquiry. The Punishment at the discretion of disciplinary committee.
2	Manhandling, assault or battery of any one in the Hostel premises.	do
3	Removing any furniture or fixture of the Hostel without permission.	Rs. 200/- fine on each occasion. Repetition of this thrice shall result in expulsion from the hostel.
4	Abuse of drugs/indulgence in intoxicants.	Expulsion from the Hostel.
5	Keeping arms and other contraband material etc.	do

PART - V

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 rigour 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” as 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 face 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.

5.5.1 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.

5.5.2 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.

5.5.3 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.

5.5.4 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.
- Program wise Internship Program details are given below.

PART -VI

Academic Administration and 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 equipments 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 IUD Alumni Society

IUD has established the IUD Alumni Society (IUDAS). All students are required to seek membership in IUDAS. The provisional membership in the alumni body entitles the students to participate in seminars, workshops, conferences and local chapter activities organized by IUDAS.

6.7 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.

6.8 Placements

Utmost importance is given to placement-related activities to ensure that all successful post graduates and graduates receive suitable placements. In this context, the University is uniquely placed to leverage on an industry network, developed over a period of time.

Over the past several years, a strong placement network has been developed with blue-chip companies in the manufacturing, engineering, financial services, information technology, and other sectors. A number of national and multinational companies have recruited the students through campus recruitment. This has been achieved through constant interaction with the industry by way of seminars, internship courses conducted in industries, research projects, and on and off-campus initiatives.

As a part of its placement efforts, placement teams visit potential employers and consultants and apprise them of the level of knowledge and practical application skills acquired by the graduates in their respective areas of specialization. The profiles of the students seeking placement assistance are made available to the prospective employers.

Placement meets and personality development workshops are organized as a part of the placement program. All the students are provided guidance in career planning as they progress to higher levels of the program.

The entire placement exercise is a joint effort between the University and the students. While the University provides guidance, support, and networking with potential employers, the students have the responsibility to put in the maximum possible efforts to obtain suitable placements.

6.9 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.

6.10 Student's Council

Students' 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.

6.11 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 centre,

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 centre 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.

6.12 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.

6.13 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.

6.14 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 complaint is 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.

6.15 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 student zone.

6.16 Merit Scholarship

The ICFAI University 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.

A. Merit Scholarships based on past academic record:

Percentage achieved in qualifying examination (or its equivalent) will decide the amount of scholarship. Scholarship will continue semester after semester only on maintaining the minimum 7.0 GPA. The details are as below

B. Merit Scholarships based on Semester-wise Performance:

Up to 10% of the students of the batch will be awarded merit scholarships based on their Semester-wise performance (Details presented in the table below). These scholarships can be claimed in addition to the scholarships based on the past academic record.

6.18 Activity Calendar*

ICFAI Business School

S. No.	Name of Activity	Remarks	Proposed by
Jun-18			
1	Guest Lecture	Mr. Praveen Soni, Material and Planning Manager, Colgate Palmolive	Dr VN Saxena
Jul-18			
2	Students Seminar on free price mechanism	MBA –I (2020)	Dr Amit Joshi
3	Fresher's Party	IBS (2019)	Dr Amit Joshi
4	Community Services	RajkiyePrathmikVidhyalya, Bahadarpura	Dr Amit Joshi
Aug-18			
5	National study trip to Mumbai and Goa	5 day industrial trip (optional)	Dr Amit Joshi
6	National Industrial Trip*	2 day industrial visit to Colgate Palmolive, Baddi	Dr VN Saxena
7	The big Altercation	Inter class debate competition	Dr Amit Joshi
Sep-18			
8	One point shop	Competition on selling skills	Dr Amit Joshi
9	Social Activity	"say no to drugs"	Dr Amit Joshi
10	Guest Lecture	Name will be shared afterwards	Prof Sonia Gambhir
Oct-18			
11	Battle of BillBoards	All students	Dr Amit Joshi
12	2 days workshop in Germany International study trip to Germany, Brussels, Amsterdam	Optional for all students of IBS	Dr Amit Joshi
13	Quiz Competition	IBS	Prof Sonia Gambhir
Nov-18			
14	Student Seminar	Current issue	Prof Sonia Gambhir
15	Students Workshop	Art of comprehending GK/GS	Prof SumitSaxena
16	Panel Discussion		Dr Amit Joshi
Dec-18			
17	Alumni Get-Together	Alumni working in Delhi/NCR Region, U.P, Gujrat, Mumbai and Uttarakhand	Prof. Sanjeev Malaviya

18	National Industrial Trip*	2 day industrial visit to Colgate Palmolive, Baddi	Dr VN Saxena
19	Guest Lecture		Dr Amit Joshi
20	2 days Mgmt. Fest	Corporate Vogue Show, Ad Mad Show, Collage, Debate	Dr Amit Joshi
Jan-19			
21	Economic Talk	Union budget 2019	Dr Amit Joshi
22	National study trip to Mumbai and Goa	5 day industrial trip (optional)	Dr Amit Joshi
23	Rural Visit (unorganized sector)	To know how unorganized sector function in rural market.	Dr Amit Joshi
24	Sports	3 days intra department sports compt.	Prof R. Sharma

ICFAI Tech School

Date	Activity	Remarks	Responsibility
21 August, 2018	Industrial Visit	ME/ECE students	Mr. Virendra Singh Rana
24 August, 2018	Guest Lecture	CSE Students/ME	Dr. Anurag Aeron
15 September, 2018	Engineer's Day	CSE/ME/CE/ECE	ITS
17 September, 2018	Vishwakarma Puja	CSE/ME/CE/ECE	Mr. Naveen Kumar
26 October 2018	Technical Paper Presentation	For ECE/CSE student of ITS	Ms. Prachi Gupta & Mr. Laxman Sayana
29 Oct-02 Sept 2018	Workshop (Solid Works)	ME/CE students	Naveen Kumar & Virendra Singh Rana
18 January 2019	Guest Lecture	CSE Students	Mr. Sanjeev Kumar & Mr. Mohit Arya
15 February 2019	Workshop on Data Analytics and IOT	Organize by CSE Department, external expert will be conducting the workshop	Mr. Laxman Sayana & Mr. Nishant Mathur & Mr. Amit Das
01-05 March 2019	Workshop (MATLAB)	ME/CE/ECE students	ITS – ECE/CE/ME
04-05 April 2019	Workshop on Cyber Security & Laws	Organize by CSE Department	Dr. Anurag Aeron

ICFAI Education School

Date/Month	Day	Time	Name of Activity	Remarks	Responsibility/ Action Center
3 rd August 2018	Friday	1:15 PM – 2:55 PM	Extempore	B.Ed. Students	Prof. SaritaNegi & Ms. AtulyaVerma
6 th August 2018	Wednesday	2:05 PM – 2:55 PM	PPT on Hiroshima Day	B.Ed. Students	Prof. SaritaNegi
10 th August 2018	Friday	1:15 PM – 2:55 PM	Group Discussion on “Is Paperless Office a Reality or Not?”	B.Ed. Students	Prof. SaritaNegi & Ms. AtulyaVerma
15 th August 2018	Wednesday	9:00 A.M. to 12:00	Independence Day	B.Ed Students	Prof. SaritaNegi & Ms. AtulyaVerma
17 th August 2018	Friday	1:15 PM – 2:55 PM	Making best out of waste	B.Ed. Students	Prof. SaritaNegi & Ms. AtulyaVerma
24 th August 2018	Friday	1:15 PM – 2:55 PM	Aerial Photography (Black & White)	B.Ed. Students	Prof. SaritaNegi & Ms. AtulyaVerma
31 st August, 2018	Friday	Full Day 9AM to 6PM	Fresher’s Party	For First and Second Year Students	Prof. SaritaNegi & Ms. AtulyaVerma
5 th Sept. 2018	Wednesday	2:05 PM – 2:55 PM	Teachers’ Day	B.Ed. Students	Prof. SaritaNegi & Ms. AtulyaVerma
7 th September 2018	Friday	1:15 PM – 2:55 PM	Himalayan Day	B.Ed. Students	Prof. SaritaNegi & Ms. AtulyaVerma
13 th September 2018	Thursday	2:05 PM – 2:55 PM	Ganesh Chaturthi	B.Ed. Students	Prof. SaritaNegi & Ms. AtulyaVerma
14 th September 2018	Friday	1:15 PM – 2:55 PM	Hindi Diwas	B.Ed. Students	Prof. SaritaNegi & Ms. AtulyaVerma
17 th September 2018	Monday	2:05 PM – 2:55 PM	PPT on Ozone Day	B.Ed. Students	Ms. AtulyaVerma
21 st September 2018	Friday	1:15 PM – 2:55 PM	PPT and facts on Alzheimer’s Day	B.Ed. Students	Prof. SaritaNegi
28 th September 2018	Friday	1:15 PM – 2:55 PM	Skit on World Heart Day	B.Ed. Students	Prof. SaritaNegi & Ms. AtulyaVerma
12 th October 2018	Friday	1:15 PM – 2:55 PM	Educational Trip	B.Ed. Students	Prof. SaritaNegi & Ms. AtulyaVerma
15 th October 2018	Monday	2:05 PM – 2:55 PM	Inspirational Video of Dr. Abdul Kalam will be shown on “ World Students’ Day ”	B.Ed. Students	Prof. SaritaNegi & Ms. AtulyaVerma
26 th October 2018	Friday	1:15 PM – 2:55 PM	Guest Lecture	B.Ed. Students	Prof. SaritaNegi & Ms. AtulyaVerma
2 nd November 2018	Friday	1:15 PM – 2:55 PM	Making decorative items for Deepawali	B.Ed. Students	Prof. SaritaNegi & Ms. AtulyaVerma
9 th November 2018	Friday	1:15 PM – 2:55 PM	Communication Game	B.Ed. Students	Prof. SaritaNegi & Ms. AtulyaVerma
14 th November 2018	Wednesday	2:05 PM – 2:55 PM	Children’s Day	B.Ed. Students	Prof. SaritaNegi & Ms. AtulyaVerma

23 rd November 2018	Friday	1:15 PM – 2:55 PM	Sandwich & Mock tail Making	B.Ed. Students	Prof. SaritaNegi& Ms. AtulyaVerma
30 th November 2018	Friday	1:15 PM – 2:55 PM	Celebrity Interview	B.Ed. Students	Prof. SaritaNegi& Ms. AtulyaVerma
4 th January 2019	Friday	1:15 PM – 2:55 PM	Bait and Switch Activity	B.Ed. Students	Prof. SaritaNegi& Ms. AtulyaVerma
11 th January 2019	Friday	1:15 PM – 2:55 PM	Poster and Rangoli Making on “YOUTH DAY”	B.Ed. Students	Prof. SaritaNegi& Ms. AtulyaVerma
18 th January 2019	Friday	1:15 PM – 2:55 PM	Debate on “Is School Teaching You The Skills You’ll Need To Succeed In Life?”	B.Ed. Students	Prof. SaritaNegi& Ms. AtulyaVerma
24 th January 2019	Thursday	2:05 PM – 2:55 PM	National Girl Child Day	B.Ed. Students	Prof. SaritaNegi& Ms. AtulyaVerma
25 th January 2019	Friday	1:15 PM – 2:55 PM	Republic Day practice	B.Ed. Students	Prof. SaritaNegi& Ms. AtulyaVerma
26 th January 2019	Saturday	9 AM- 12 AM	Republic Day Celebration	B.Ed. Students	Prof. SaritaNegi& Ms. AtulyaVerma
4 th February 2019	Monday	2:05 PM – 2:55 PM	PPT on “WORLD CANCER DAY”	B.Ed Students	Prof. SaritaNegi& Ms. AtulyaVerma
8 th February 2019	Friday	1:15 PM – 2:55 PM	Field Trip	B.Ed. Students	Prof. SaritaNegi& Ms. AtulyaVerma
15 th February 2019	Friday	1:15 PM – 2:55 PM	Sports Activity	B.Ed. Students	Prof. SaritaNegi& Ms. AtulyaVerma
22 nd February 2019	Friday	1:15 PM – 2:55 PM	GD on “How is Technology impacting the Banking sector?”	B.Ed. Students	Prof. SaritaNegi& Ms. AtulyaVerma
28 th February 2019	Friday	1:15 PM – 2:55 PM	National Science Day	B.Ed. Students	Prof. SaritaNegi& Ms. AtulyaVerma
8 th March 2019	Friday	1:15 PM – 2:55 PM	International Women’s Day	B.Ed. Students	Prof. SaritaNegi& Ms. AtulyaVerma
15 th March 2019	Friday	1:15 PM – 2:55 PM	Dumb charades	B.Ed. Students	Prof. SaritaNegi& Ms. AtulyaVerma
29 th March 2019	Friday	1:15 PM – 2:55 PM	Guest Lecture	B.Ed. Students	Prof. SaritaNegi& Ms. AtulyaVerma
12 th April 2019	Friday	1:15 PM – 2:55 PM	Skit on any social issue	B.Ed. Students	Prof. SaritaNegi& Ms. AtulyaVerma
19 th April 2019	Friday	1:15 PM – 2:55 PM	Visual Prompts	B.Ed. Students	Prof. SaritaNegi& Ms. AtulyaVerma
22 nd April 2019	Monday	2:05 PM – 2:55 PM	Poster Making and Discussion on Earth Day	B.Ed. Students	Prof. SaritaNegi& Ms. AtulyaVerma

ICFAI Law School

Date	Day	Time	Name of Activity	Remarks	Responsibility/Action Center	
24 th July 2018	Tuesday	9 A.M. to 6 P.M	Registration for New Batches in BBA LL.B. (Hons) and BA LL.B.(Hons), LL.B. and LL.M. & commencement of Orientation Classes.	Semester I	All faculty members	
6 th Aug 2018	Monday	9: 20 A.M. onwards	ICFAI LAW SCHOOL	Commencement of Classes	Semester I	Faculties Teaching first year batches
1 st August 2018	Thursday	9 A.M. to 6 P.M	Registration for all Students	Semester I, III, V, VII and IX	All faculty members	
3 rd August 2018	Friday	9: 20 A.M. onwards	ICFAI LAW SCHOOL	Classes Begin	Semester I, III, V, VII and IX	All faculty members
31 st August, 2018	Friday	Full Day 9AM to 6PM	Fresher's Party	For First and Second Year Students	Mr.Aseem Chandra Paliwal, Mr.Avishek Raj	
5 th September	Wednesday	Full Day	Intra Client Counseling Competition	All students	Saurabh Siddharth, Dr. Avnish Bhatt, Dr. Sagar Jaiswal	
14 th and 15 th September 2018	Friday and Saturday	Full day 9AM to 6PM	Model United Nation	For I,II,III, IV and V Year Law Students. Students from all over India will be participating.	Mr.Aseem Chandra Paliwal, Mr.Avishek Raj	
01 October, 2018 –11 October, 2018	Monday to next Thursday	10am to 1pm	Mid Semester Exams	Paper of 2 hours duration.	Mr.Aseem Chandra Paliwal, Mr Avishek Raj	
October 2018	Friday to Monday	Full Day	Educational Trip to Nainital	III Year Law Students, to be taken to Nainital High Court for a study tour	To be decided as per availability and permission from High Court.	
12 th October 2018	Saturday	Full Day 9AM to 6PM	Legal Aid Camp	For I,II,III, IV and V Year Law Students	Mr. Suneel Kumar, Mrs. G Vinodini, Dr. Vaghish, Mr. Avnish Bhatt, Dr. Sagar Jaiswal	
26 th -28 th October 2018	Thursday to Saturday	Full Day	National Moot Court Competition	For I,II,III, IV and V Year Law Students. Law students of various Law Colleges and Universities from all over	Mr. Saurabh Siddartha, Mr. Suneel Kumar, Mr. Avishek Raj	

				India are to be invited for participation.	
19 th – 22 nd October 2018	Friday to Monday	9AM -6PM	ICFAI Premier League	Cricket Tournament. Students from other schools and colleges are to be invited for event	Mr. Aseem Chandra Paliwal, Mr. Avishek Raj, Mr. Avnish Bhatt, Ms Ruth Vaepai
15 th November 2018	Wednesday	Final Date of submission of Essay	National Essay Writing Competition	Inter University/College Essay Writing Completion.	Mr. Rohit Shukla, Ms. Ria Juneja, Ms Mriganshi Wilson, Mr Abhishek Kukreti
16 th November 2018	Friday	2PM to 5PM	Guest Lecture	To be identified	Mr. Diwakar Das
03 December –17 December, 2018	Monday to next Monday	10am to 1pm	End Semester Examinations	Paper of 3 hours duration	Mr. Aseem Chandra Paliwal, Mr Avishek Raj
2 nd to 4 th January 2019	Tuesday	9 A.M. to 6 P.M	Registration for all Students, all programs	Semester II, IV, VI, VIII and X	All faculty members
3 rd January 2019	Wednesday	9: 10 A.M. onwards	Classes Begin	Semester II, IV, VI, VIII and X	All faculty members
15 th January 2019	Monday	2 PM to 5 PM	Intra Negotiation and Arbitration Competition		Dr. Akhilesh Kumar Pandey, Dr. Vaghish, Mrs Ayushi Mittal
16 th and 17 th February 2019	Saturday and Sunday	Full Day 9AM to 6PM	International/ National Seminar	For I,II,III, IV and V Year Law Students, and participants across the Globe.	Ms Monica Kharola, Mr. Aseem Paliwal, Mr. Avishek Raj, Dr. Sagar Jaiswal, Dr. A.K Pandey, Mr Rupaksh
14 th and 15 th March 2019	Thursday and Friday	3PM to 5:30PM	Intra Moot Court Competition	For I,II,III, IV and V Year Law Students	Mr. Saurabh Siddartha, Mr. Suneel Kumar
22 nd February 2019	Wednesday	2PM to 5:30PM	Guest Lecture	To be identified	Mr. Diwakar Das
26 th February to 8 th March 2019	Monday to next Tuesday	10am to 1pm	Mid Semester Exams	Paper of 3 hours duration.	Mr. Aseem Chandra Paliwal, Mr. Avishek Raj
8 th March, 2019	Thursday	Full Day	Seminar on International Women's Day (8 th March 2018)	For I, II, III, IV and V Year Law Students.	Ms. Monica Kharola, Ms Ria Juneja, Mrs Amita Sharma, Mrs. G..Vinodini

March 2019	Friday & Saturday	Full day	University Cultural Fest	Cultural events competition for IUD and other University Students	Mr.Aseem Chandra Paliwal, Mrs Amita Sharma
13 th April 2019	Friday	Full Day	Farewell	For V Year Law Students by IV Year Students	Mr.Aseem Chandra Paliwal, Mr.Avishek Raj
29 April, – May 14, 2019	Monday to Tuesday next week	10am to 1pm	End Term Examination	Paper of 3 hours duration	Mr.Aseem Chandra Paliwal
14 th May to 14 th June 2019	Monday onwards	One Month	Summer Internship	For I,II,III, IV and V Year Law Students (BBA LL.B.(Hons), BA LL.B.(Hons), LL.B	Mr. Diwakar Das

**subject to change*