Every effort has been made to avoid errors or omissions in this handbook. Despite this, errors may creep in. Any mistake, error or discrepancy noted may be brought to our notice which shall be taken care of appropriately.
An initiative of Government of Rajasthan and managed by Ambuja Educational Institute. Affiliated to RISU (Rajasthan ILD Skills University) The first Government Skill University of the country has been established vide the Act passed in the State Assembly on 07.03.2017.
Dear Student,

Welcome to IICD!

You have joined IICD in your formative years to learn and interact in the field of Crafts & Design and we are proud of you. As a new student at IICD, there may be many queries in your mind. This student handbook is a guide that will help you throughout your stay at IICD. This book will make you aware of the various policies of the institute, general conduct expected of you and the facilities provided by the institute.

We advise you to abide by the guidelines prescribed in this book. In case there is a discrepancy in the interpretation of any clause the Director’s word will be taken as final.

Wishing you good luck. 

1st July 2019

(Dr. Toolika Gupta) 

Director
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The Indian Institute of Crafts & Design, IICD, was set up as an autonomous Institute by the Government of Rajasthan in the year 1995 to act as a catalyst of change in the craft sector. In October 2007, the Institute was taken over, to be managed and funded, by Ambuja Educational Institute (AEI) as a Public Private Partnership (PPP) initiative. The Institute offers Bachelor and Master in Design in Craft & Design in different specializations to address the needs of the crafts sector in the current trade and industry context. The degrees are awarded by RISU (Rajasthan ILD Skills University).

**Key Mission**

“The main objective of IICD is to generate knowledge, upgrade skills and foster attitudes in order to develop highly motivated change agents in the craft sector.” As a pioneer in the area of craft design, the Institute works towards the evolution of crafts and the artisans in the contemporary socio-economic context. Through the programmes of Education, Research, Documentation, Training, Outreach, and Consultancy the Institute strives to become a Centre of Excellence. The Institute is continuously evolving in a vibrant environment of experimentation and innovation.

The Institute is spread over 7 Acres of land in the Jhalana Institutional Area, Jaipur. The Institute comprises of the main building housing classrooms, studios, library, workshops, resource center, administrative offices, display spaces and a hostel block consisting of the girl’s hostel, mess, common rooms. The lush green campus provides an eco-friendly and healthy environment to foster growth.
Faculty members possess a fine blend of practical craft design experience combined with excellent academic credentials. In-house faculty members are from premier Institutes like NID, NIFT, IICD, Sir JJ School of Art, Mumbai and MSU Baroda. Industry professionals of repute also participate in the teaching process. Noted academicians and experts have been associated with IICD for guest lectures, workshops and curriculum development. Their inputs play a crucial role in instilling a multidisciplinary approach to the education programmes of the Institute. Apart from this, artisans from Jaipur and other parts of the country have been associated with the Institute since its inception.

IICD is also engaged in various craft development projects supported by different Ministries and Departments of the Central and State Governments. IICD is committed to the inclusion of wards of artisans as students in the educational programmes.
A.2. ADMISSION

A.2.1 During the academic session a student is expected to observe the following best practices-

A.2.1.1 The student will be issued a permanent identity number, which will remain the same throughout the period of study at IICD. The permanent identity number shall be used in all the correspondence between the student and the Institute.

A.2.1.2 Photo Identity cards will be issued to students at Registration for the period of study at IICD. The identity card should be presented on demand and carried by the students at all times. Misuse of the identity card and /or any tampering or forgery shall invite disciplinary action.

A.2.1.3 In case of loss, damage, overwriting or change in particulars of the identity card, the Secretary/Deputy Registrar (Academics) is to be informed immediately. Replacement of the card will be made in 20 days from written request and on payment of Rs. 300/-. 

A.2.1.4 The identity card must be surrendered on completion of the course along with the ‘No Dues Certificate’.

A.2.2 Admission cancellation clauses.

A.2.2.1 Candidates appearing in the qualifying exam are allowed to seek admission on a provisional basis. Their admissions will be subject to their obtaining the minimum stipulated eligibility as mentioned in the prospectus of the relevant year. The provisional admission will be automatically cancelled on 1st November of the year of admission if in case proof of eligibility is not submitted to IICD by 31st October of the same year. The semester tuition fee will not be refunded, however, the admission will be valid for the next year with the new semester fees provided the defined eligibility is obtained.

A.2.2.2 At any stage of the Programme after the admission, if any document or information submitted by a candidate is found to be false, the admission of the candidate will be cancelled.
A.3. SEMESTER FEES

Following clauses shall be applicable to issues related to semester fees.

A.3.1 A Fee notification letter is issued on successful completion of the semester by the student.

A.3.2 Payment of fees shall be made by Demand Draft in favour of the ‘Indian Institute of Crafts & Design’ payable at Jaipur. The facility of online payment of fees through Net Banking, Debit Card and Credit card is also available. The procedure, term and conditions for making online payment of fees will be available on IICD website- www.iicd.ac.in

A.3.3 The fee is to be paid in full before the last date, which is 15th July/ 15th January of every year as specified in the notification letter. Otherwise, late fees of Rs 100/- day will be charged if the payment is made after the 15th July/ 15th January till 31st July/31st January of every year. No student shall be allowed to continue the course in case the fee is not paid by the due date. If the payment is made through the demand draft (DD), then the late fees will be charged till the date of receipt of DD in the accounts section.

A.3.4 Any delay in payment of semester fee without prior official permission of the Director would result in the name of the student being struck off from the rolls of the Institute.

A.3.5 The fee structure and any revision will be notified from time to time. IICD has the right to revise the fee structure at any time.

A.3.6 The refundable component of the fees/deposit is refunded to students on completion of the course or from the date he/she ceases to be a student of IICD.

A.3.7 Refund will be given only after submission of the prescribed ‘No Dues Certificate’ from the concerned Department / Library / Workshop / Computer Lab / Studios. It should be claimed within one year of completion of course.

A.3.8 Students who leave IICD during the course or who are asked to leave IICD for whatsoever reasons will not be entitled to refund of fees, except the amount of the refundable security deposit subject to submission of the “No Dues Certificate”.
A.3.9 Students of UG VIII Semester and PG IV semester can make a request to avail hostel and mess facilities during their degree Jury / Documentation in the month of April and May this is strictly based on availability. The students are required to pay hostel fees and mess fees/(Non refundable) on monthly bases (GST extra if applicable) in advance to IICD this amount shall not be refunded.
### A.3.12 Fees structure for 4yr Integrated Bachelors, 5yr Integrated Masters and M. Voc. Programme is as follow -

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particulars</th>
<th>For Indian Nationals + SAARC Countries Candidates (In INR)</th>
<th>For Foreign Nationals / NRI Candidates (In INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Admission Fee (One time, non-refundable payment)</td>
<td>5,000/-</td>
<td>15,000/-</td>
</tr>
<tr>
<td>2.</td>
<td>Semester Tuition Fee</td>
<td>1,00,000/-</td>
<td>3,00,000/-</td>
</tr>
<tr>
<td>3.</td>
<td>Semester Studio Fee</td>
<td>10,000/-</td>
<td>30,000/-</td>
</tr>
<tr>
<td>4.</td>
<td>Mediclaim</td>
<td>700/-</td>
<td>Overseas Mediclaim submitted by students</td>
</tr>
<tr>
<td>5.</td>
<td>IICD Alumni Fund (One time, non-refundable payment)</td>
<td>2,000/-</td>
<td>2,000/-</td>
</tr>
<tr>
<td>6.</td>
<td>Security Deposit (Refundable)</td>
<td>10,000/-</td>
<td>10,000/-</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>1,27,700/-</strong></td>
<td><strong>3,57,000/-</strong></td>
</tr>
<tr>
<td>7.</td>
<td>Semester Hostel Fee</td>
<td>18,000/-</td>
<td>36,000/-</td>
</tr>
<tr>
<td>8.</td>
<td>Semester Mess Fee (Including GST)</td>
<td>21,000/-</td>
<td>42,000/-</td>
</tr>
<tr>
<td>9.</td>
<td>Hostel Security Deposit (Refundable)</td>
<td>5,000/-</td>
<td>5,000/-</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>44,000/-</strong></td>
<td><strong>81,000/-</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Total(A+B)</strong></td>
<td><strong>1,71,700/-</strong></td>
<td><strong>4,40,000/-</strong></td>
</tr>
</tbody>
</table>

Note: GST will be extra, If applicable.
• This fee structure is applicable to students joining from academic year commencing from 1st July, 2019. There are two semesters in one academic year.
• If a student fails to pay the fees on or before due date, or does not report to the Institute even after three weeks of commencement of Academic Session, (academic year commencing from 1st July, 2019, his/her admission shall be liable to be cancelled.
• The institute provides Mediclaim Insurance facility for a minimum of Rs. 700/- (GST extra if applicable) per annum for the complete duration of their respective courses. Any change in the premium amount will be charged/adjusted accordingly in the fees.
• In case of a semester repeat due to poor performance or any other reason, the student will have to pay full semester fees for repeating the semester as per the fees applicable to that batch along with re registration fees / rejoining fees amounting of Rs 5000/(GST extra if applicable).


In addition to the Semester fee, hostel fee and mess fee the student may have to incur approximately Rs. 33,000/- for each semester towards materials, field visits and other miscellaneous educational expenses. All study related material expenses are to be borne by the students. The additional academic expenses, as mentioned below, is not required to be paid to IICD. Such academic expenditure will be managed by the students themselves as and when the need arises.

The details given below are only to provide information to parents/ students on additional Academic expenses, which they may have to incur during a semester on materials, stationary, field visits etc. This amount mentioned here may vary depending upon particular semester's academic needs as per respective departments.

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Particular</th>
<th>Amount in Rupees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Stationery and Consumable Materials</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Local Craft Exposure Visits and Market Survey</td>
<td>25,000/-</td>
</tr>
<tr>
<td>3.</td>
<td>Purchase of Basic Tools</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Out Station Trip*</td>
<td>8,000/-</td>
</tr>
<tr>
<td></td>
<td><strong>Total (For a Semester)</strong></td>
<td><strong>33,000/-</strong></td>
</tr>
</tbody>
</table>

Note: * Mandatory for 10 days (May vary up to 15 days)
A.3.14 Withdrawal of Admission and refund of Fees

The Academic session will commence from 1\textsuperscript{st} July 2019.

- The refund policy will be applicable in accordance to number of days from the date of commencement of the academic session.

- The security amount will be fully refunded at the time of withdrawal of admission.

- Requests for withdrawal of admission in the prescribed form are to be submitted to Admission In charge, IICD, Jaipur. The candidates will be required to surrender the original Admission receipt issued at the time of counselling/Admission while applying for withdrawal of admission. No request for withdrawal of admission would be entertained without original admission receipt.

- The refund of fees paid will be based on the criteria mentioned in the Admission Prospectus of that Academic Year.

- The application for withdrawal must be submitted within the working hours of the stipulated dates (i.e. 9:30 am -4:00 pm).

- The decision of IICD on matters relating to refund or withdrawal of candidature will be final. No further appeal or representation in this regard will be entertained.

- Deduction of the fees would be applicable as per the table below-

<table>
<thead>
<tr>
<th>Sl.no</th>
<th>Time</th>
<th>Deduction from fees paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Before 2\textsuperscript{nd} July 2019</td>
<td>Only 25% of Tuition Fee + 100% Admission Fee + 100% Hostel Fee</td>
</tr>
<tr>
<td>2</td>
<td>On or Before 31\textsuperscript{st} July 2019</td>
<td>50% of Tuition Fee + 100% Admission Fee + 100% Hostel Fee + Monthly Mess Fee + 50% Studio Fee + 100% Medi Claim Fee</td>
</tr>
<tr>
<td>3</td>
<td>After 31\textsuperscript{st} July 2019</td>
<td>100% of Tuition Fee +100% Admission Fee + 100% Hostel Fee + Monthly Mess Fee + 100% Studio Fee + 100% Medi Claim Fee</td>
</tr>
</tbody>
</table>
A.4. ATTENDANCE

Learning at IICD is based primarily on interactive methods of inputs and the student’s participation in projects, research and skill based experiences. It also involves sharing of work as well as learning processes with other students and faculty where feedback and guidance is critical to the student’s development, understanding and maturity. Any physical absence in such circumstances would mean loss of learning opportunity and continuity, which cannot be replaced by self-study under most situations.

A.4.1 Attendance Norms

A.4.1.1 Minimum 75% attendance is required per course to be able to appear for the respective semester end exam. This is as per RISU norms.

A.4.1.2 In case a student has less than 75% attendance, he/she will not be allowed to attend the End of Semester Exam (EoSE).

A.4.1.3 The attendance of the student shall be taken every day, at 9:30 am for the morning session and 2:00 pm for the post lunch session. The attendance will be taken at the beginning of each lecture/session. The students are therefore advised to be present in their classes before the scheduled time for the lecture/session. Any student coming late will be marked absent.

A.4.1.4 The Attendance Report will be displayed course wise. In case there is any discrepancy in the attendance observed by a student it is solely the responsibility of the student to bring it to the notice of respective course faculty and faculty assistant.

A.4.1.5 The students with shortage of attendance as per above will be intimated through official notice displayed on the notice board from time to time.

A.4.1.6 A consolidated report of the attendance will be displayed on the notice board before the EoSE.

A.4.1.7 In extenuating circumstances, the appeal of a student having attendance less than the required norms will be examined by a Committee based on the evidence and facts of the case. The recommendations of the Committee shall be placed before the Director. The decision of the Director shall be final & binding.

A.4.2 Leave of absence

A.4.2.1 If the students is proceeding on leave or is unable to attend classes due to a medical or other reason.

A.4.2.2 The student must seek prior approval of Competent Authority as
per the prescribed communication channel in Annexure 1.

**A.4.2.3** In the case of a student proceeding on medical leave, he/she is required to inform his/her department coordinator for permission and also required to submit a Medical Fitness Certificate within a week of resuming his/her studies.

**A.4.2.4** Students absenting themselves without any authorized permission from evaluation shall be awarded “Zero” marks. In such cases the student will have to apply for the reassessment procedure for evaluation.
A.5. EVALUATION & ASSESSMENT
(AS PER RISU NORM)

The student evaluation process at IICD is multi-dimensional and emphasizes upon students' capabilities in applying acquired learning to demonstrate an overall growth and maturity.

A.5.1 Evaluation Methods

Evaluation will be of two types, namely, I. Continuous Evaluation (CE) II. End of Semester Examinations (EoSE) letter grades or satisfactory performance in both will be mentioned separately in the grade sheet. The performance in EoSE shall be treated as a final measure of competences of students. Performance in CE is not based on evaluation by university so shall be taken as additional information about evaluation of student by college/Department/center attended by the student.

A.5.2 Continuous Evaluation

Continuous Evaluation for each course will consist of total 100 marks involving 60 marks on the basis of mid-term test(s) 30 for formative assessment by concerned teacher(s), and 10 for attendance. Marks out of ten will be given for attendance over 95%, 9 out of 10 will be given for attendance over 90% and 8 out of 10 for over 85%, 7 out of 10 for over 75%, 2 and zero for attendance less than 75%. The students having attendance less than 75% shall not be permitted to sit in the EoSE. The name of such students appearing in a course shall be communicated to university seven days before the commencement of examination 24th November for Pavas and 24th April for Basant semester.

A.5.3 End of Semester Examination (EoSE)

End of semester examination(EoSE) EoSE will carry maximum marks 100. The scheme of examinations for EoSE for each course will be specified in the course catalogue.

A.5.4 Absolute Grading system

<table>
<thead>
<tr>
<th>Grade</th>
<th>Marks Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>90%-100%</td>
</tr>
<tr>
<td>A+</td>
<td>80%-89%</td>
</tr>
<tr>
<td>A</td>
<td>70%-79%</td>
</tr>
<tr>
<td>B+</td>
<td>60%-69%</td>
</tr>
<tr>
<td>B</td>
<td>50%-59%</td>
</tr>
<tr>
<td>C</td>
<td>45%-49%</td>
</tr>
<tr>
<td>P</td>
<td>40%-44%</td>
</tr>
<tr>
<td>F</td>
<td>Less than 40%</td>
</tr>
</tbody>
</table>
There will be no supplementary / due paper/ special examination. The candidate can improve performance in the subsequent EoSE and performance in the net appearance will overwrite earlier performance. Student will have to prepare on his/her own for improvement, improvement in Competent Authority (CA) will not be permitted.
A.6.1 During the course of studies at IICD, students are required to do industry internship/ training/ field study, which could be anywhere in India. The student must obtain prior approval from the concerned coordinator before finalizing the organisation for mentioned training. This is an integral part of the curriculum and no student can, therefore, refuse to participate in these internship / training / documentation programmes. Inability to participate in or complete the same shall result in failure of the student in the specific course.

A.6.2 The students will have to bear the cost relating to travel, boarding and lodging during these courses.

A.6.3 For visits outside India, specific details and terms will be worked out by IICD depending on the context and situation.

A.6.4 Academic calendar along with list of holidays/Vacation break will be notified in the beginning of each academic year. The same shall also be available with the faculty assistants of each department for students to schedule their respective training and study tours.
B.1. RULES FOR GOOD CONDUCT

B.1.1 General Rules

In order to enable smooth functioning of the Institute and achieving the goal of becoming global design professionals, students are expected to maintain a high order of discipline in and out of the Institute. Lapse of discipline would be viewed and dealt with seriously. As a responsible representative of a premier institute, students are expected to set an example through demonstrated behaviour of poise, politeness, community feeling, compassion and integrity. They are also expected to be gender sensitive, respectful of diversity of culture, language, religion, caste and community.

During the academic tenure the student is expected to abide by the following norms-

B.1.1.1 Use of technology must be regulated in the classroom if it is disturbing the class and the teacher. However, a student may use laptop computers, digital tablets, digital cameras, voice recorders and video recorders and similar devices for education and research purposes as per course requirements.

B.1.1.2 Safety of fellow students, care and proper use of machines, equipment and Institute’s property are of great importance. Students will only be permitted to operate machines for which they have received specific training under proper supervision. They must adhere to safety norms, follow instructions and use safety gear recommended for this purpose.

B.1.1.3 The students should adhere to the Academic calendar, and programme of activities as circulated to them from time to time.

B.1.1.4 IICD campus is a No Smoking Area.

B.1.1.5 Each student has to give an undertaking at the time of joining the Institute to abstain from smoking, use of alcoholic drinks, drugs and indulging in any other undesirable activity. The undertaking is attached is here with as Annexure.

B.1.1.6 Rules to be observed in Computer Centre / IT Labs Computer / Information Technology Education is an integral part of the Academic Programs at IICD. The facilities available at the Computer Centre are for the use of students and following rules should be maintained.

B.1.1.7 No guests / visitors shall be allowed with the student in the computer room.
B.1.1.8 Baggage would be kept outside the computer lab. Student should ensure that no valuables are kept in the bag. IICD shall not be liable for any loss in this regard.

B.1.1.9 Any Hardware attachments for software operations or any other removable data storage device belonging to institute cannot be taken out without written approval of the department in charge. A violation of this will be considered as an intention for piracy / theft.

B.1.1.4 Students must restrain from viewing or downloading of objectionable content in the computer lab.

B.1.2.5 Students must maintain cleanliness. Eatables / beverages are not allowed inside the IICD study areas including labs, library, studios, workshops and classrooms.
B.2. BREACH OF CONDUCT

The essence of breach of conduct under this code is improper interference, in the broadest sense, with the proper functioning or activities of the IICD, or those who work or study in IICD, or action which otherwise damages the repute of IICD.

The following Conduct constitutes a criminal offence which - Takes place on IICD premise or Affects or concerns other members of the IICD community, or Damages the goodwill of IICD, or Itself constitutes misconduct within the terms of this code, or Is an offence of dishonesty, where the student holds an office of responsibility in IICD.

B.2. Various Acts of Indiscipline

B.2.1 The following shall constitute examples of breach of conduct (This list is not exhaustive) -

B.2.2 Disruption of, or improper interference with the academic, administrative, social or any other activities of the IICD, whether on IICD premises or elsewhere.

B.2.3 Obstruction of, or improper interference with, the functions, duties or activities of any student or employee of IICD or any visitor to IICD.

B.2.4 Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on IICD campus.

B.2.5 Fraud, deceit, deception or dishonesty in relation to IICD, its staff, other students, or in connection with any office bearer of IICD.

B.2.6 Any action likely to cause injury or impair safety on IICD premises.

B.2.7 Breach of IICD’s equal opportunities policy, including sexual harassment and racial discrimination of any student, employee or visitor of IICD.

B.2.8 Any behaviour of a hostile or intimidating nature aimed at individuals or group of people.

B.2.9 Damage to, or defacement of IICD property or the property of other members of the IICD community caused intentionally or recklessly, or misappropriation of property which includes damaging of lockers / walls / white board / lab tables / equipments / chairs by way of writing names / painting / scribblings etc.

B.2.10 Misuse or unauthorized use of IICD premises or items of property, including misuse of IT resources.

B.2.11 Breach of the subsidiary codes (e.g. Library, IT labs regulations
etc.) where the complaint about behaviour cannot be dealt with satisfactorily under those regulations.

B.2.12 Behaviour which brings disrepute to IICD.

B.2.13 Failure to disclose name and other relevant details to an officer or employee of IICD in circumstances where it is reasonable to require such information is given.

B.2.14 Failure to comply with proper directions given by an officer or authority of IICD.

B.2.15 Being instrumental directly or indirectly for mass absenteeism or boycott of classes resulting in vitiating the atmosphere of the Institute.

B.2.16 Threatening, physically preventing or using any other means preventing students from attending classes.

B.2.17 IICD expects high integrity from students and expects students not to indulge in any kind of theft/stealing in its premises including hostels. In case any student is found guilty of such act, strict disciplinary action will be taken.

B.2.18 Damaging items within the premises of IICD campus.

B.2.19 Giving interviews to the media or any other outside agency defaming IICD.

B.2.20 Using abusive language and creating nuisance in the premises of IICD, disturbing the peace and rights of fellow students and faculty members.

B.2.21 Circulating or display of any objectionable material in the Institute’s premises or outside of premises which causes harm to the reputation of the Institute or any related individual.

B.2.22 Instigating/soliciting a student or a group of students against the Institute or any related individual.

B.2.23 Organizing any activity within IICD premises including the hostels without permission of the Director.

B.2.2. **Plagiarism**

The deliberate, substantial and unacknowledged incorporation in a candidate’s work of material derived from the work (published or unpublished) of another is plagiarism. Examples are:
B.2.2.1 The inclusion in a candidate’s work of more than a single phrase from another person’s work without the use of quotation marks and acknowledgement of the source.

B.2.2.2 The summarizing of another person’s work by simply changing words or altering the order of presentation without acknowledgement.

B.2.3 Ragging

B.2.3.1 Ragging is strictly banned in IICD premises including hostels. As per the Directives of Honorable Supreme Court in its ruling on the subject, Ragging constitutes one or more of any of the following acts:

B.2.3.2 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.2.3.3 Indulging in rowdy or undisciplined 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.

B.2.3.4 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.

B.2.3.5 Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

B.2.3.6 Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

B.2.3.7 Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

B.2.3.8 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.

B.2.3.9 Any act or abuse by spoken words, emails, posts, 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.
B.2.3.10 Any act that affects 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.

B.2.3.11 Ragging will be treated as a major disciplinary violation and the offenders (direct or indirect) will be treated as per guidelines laid by The Supreme Court in its ruling on the subject. Any Complaints on this issue are to be made to the respective Committee of IICD for action.

B.2.4 Depending upon the nature and gravity of the offence as established, the possible punishments for those found guilty of ragging at the Institution level shall be any one or any combination of the following:-

B.2.4.1 Suspension from attending classes.

B.2.4.2 Withholding/withdrawing. Scholarship/fellowship and other benefits.

B.2.4.3 Debarring from appearing in any test/examination or other evaluation process and/or withholding results.

B.2.4.4 Fine with public apology

B.2.4.5 Suspension/expulsion from the hostel

B.2.4.6 Rustication from the institution for period ranging from 1 to 4 semesters

B.2.4.7 Expulsion from the institution and consequent debarring from admission to any other institution.

B.2.4.8 In case a student committing or abetting the crime of ragging is not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
B.3. DISCIPLINARY PROCEDURE & PENALTIES

B.3.1 The nature/seriousness of the offence shall be defined by a Competent Authority or a Committee formed by the Competent Authority. The penalties have been discussed in following sections.

Penalties for Minor Disciplinary Violation
Where the violation is considered minor by the Competent Authority, the following penalties may be imposed-

B.3.1.1 A fine of up to Rs. 5000/- for each violation / offence, and / or

B.3.1.2 A requirement that the student pays the cost of any damage in relation to any property lost or damaged or any expenditure incurred on medical expenses in case of a scuffle. The expenditure may have been incurred by the IICD / Third party or subsidiary organization and will have to be paid by the violators to IICD for the violation. The same shall be deposited by the student within the stipulated time of the notification of penalty, and / or

B.3.1.3 Warning / Censure: A warning to be issued to the student for first offence and may not be placed in the student’s record. However, in case of repeated offences the censure may be placed on the student’s record and may invite action under major penalties.

B.3.2 Penalties for Major Disciplinary Violation
Where the violation is considered to be major by Competent Authority the following penalties may be imposed-

B.3.2.1 Suspension / debarment from the Institute where the student will be declared ‘persona-non-grata’ and will be debarred from entering the IICD premises including hostels, workshop facilities and attending the classes for a specified period.

B.3.2.2 Permanent expulsion from the Institute.

B.3.2.3 Any other course of action, which may be reasonable in the circumstances.
B.4. APPEAL PROCEDURE

Appeal against the penalty imposed by the Chairman of Disciplinary Committee may be made to the Director, through Secretary. The Director may consider the new and relevant information which was not available or considered at the time of the original proceedings. However, any decision in this regard by the Director will be final & binding.

B.4.1 For various issues and matters related to academics, administration, and others general matters, the students may contact the nodal person as provided in Annexure 1.
C.1. FACILITIES AT IICD

For the academic programmes the Institute has good infrastructure, workshops, classrooms, studios, advanced tools, computer lab with latest configuration and a computerized knowledge resource centre with more than 500 student project craft documentation and reports. The Institute provides hostel facility for girls in campus.

C.1.1 Lab and Workshop Facilities
IICD has modern computer lab well equipped with latest Design Software and Wi-Fi enabled. Different workshops, laboratories like Wood Workshop, Ceramic Lab, Sewing Lab, Weaving Lab, and Audio- Video Room provide hands on learning space and handling different tools to acquire necessary skills and competence in material exploration and design development.

C.1.2 Knowledge Resource Centre
Knowledge Resource Centre (KRC) is a fully equipped facility with focused collection of books and digital materials on crafts, design and related fields. The KRC also has collections of student’s projects, craft documentations and various project reports. KRC has a range of specialized as well as general reading books on Arts, Design, Materials and Technology, Crafts, Architecture, History, Anthropology and several nationally & internationally renowned magazines. The collection has approximately 3500 books. The periodical section has nearly 25 current journals with earlier volumes, mostly on Craft and Design related subjects. KRC aims to provide services under one roof with online facilities to students, faculty, alumni, artisans, Industry and other Institutions. KRC is computerized with Alice Library Software and books are also arranged with the Dewey decimal classification. The document collection contains nearly 500 student Diploma Projects, Craft documentations and various project reports which IICD has undertaken since its conception.

C.1.3 Hostel Facilities
IICD maintains hostel for girls within IICD premises. Hostel facility will be available on first come first served basis. The same has been discussed in C.2 section.

C.1.4 IICD Archives
IICD Archives are setup in order to create a central resource for all the work done at IICD since 1995. It aims to develop as a resource centre for various crafts and designs practiced across the country and benefit students, alumnus, artisans, faculties, industry and other institutes. The Archives consist of institutional project and student’s
work along with other related journals and craft collections.

C.1.5 Student Co-curricular activities
IICD Students participate in extracurricular activities in sports and cultural events. To enhance their overall personalities. Students are encouraged to take active participation in exhibition, craft and design related competitions, workshops, seminars and sports with other colleges, institutions and corporate houses from time to time. The Institute provides necessary support to various cultural events organized by or for the students. The financial support or sharing of expenses for such events are as per institution guidelines and norms.

C.1.6 Late working in the labs, studio and workshops
The labs, studios and workshops will remain open till 7.00 pm from Monday to Friday. The timing for Saturday shall be 10.00 am till 5.00 pm In case of requirements related to assignments, term project and presentation, late working in labs, studios and workshops will be allowed till 9.00 pm only. This facility can be availed by the students only on the recommendation of Faculty members/Course Coordinators with the approval of the Secretary/ Director. The facility will be kept open, subject to availability and constant monitoring by faculty/assistant of the department. The labs/ studios/ workshops will remain close on Sundays and other holidays.
C.2. HOSTEL AND MESS FACILITY

The IICD hostel offers an opportunity for community living and a meaningful experience to live in a responsible way. The residents are expected to respect the rules of the hostel, understand their duties towards other residents and those in charge of managing the hostel and food services. These are general rules and guidelines for all resident students.

C.2.1 Availing Hostel Facility

C.2.1.1 IICD reserves the right of admission to the hostel. Accommodation in hostel cannot be claimed as a matter of right. An undertaking has to be given by the student and his/her parent/ guardian, applying for the hostel facility at IICD. IICD management may deny or cancel admission to any student without assigning any reason if it has reasonable ground to believe that his/ her presence would be detrimental to the interest of IICD or other students. The format of the same is available as Annexure-3 and Annexure-4.

C.2.1.2 IICD Hostel facility is only for the bonafide students coming from outside the city and not for the local residents of Jaipur.

C.2.1.3 The students will be allotted rooms by the management, and no recommendation from parents will be entertained to change the pre-allotted rooms.

C.2.1.4 There are no single occupancy rooms for students at IICD.

C.2.1.5 The hostel accommodation is available only for the semester period and all hostellers are required to vacate their rooms along with their belongings during the summer/ winter break. The rooms are required by IICD Management for alternative use, repairs, maintenance and upkeep.

C.2.1.6 Students are not allowed to change their rooms in any case, without the permission of warden.

C.2.1.7 It is mandatory for hostel students to vacate the hostel rooms at the end of every semester prior to proceeding on leave. After vacating the rooms, students must hand over vacant charge to facilitate closing of the hostel, as per the academic calendar notified. Any student who overstays will have to pay a penalty of Rs.500 per day. However, they must obtain prior permission for the same. The permission will only be granted if the Warden is present in the hostel.

C.2.1.8 For readmission a fresh application has to be filled in. The management reserves the right to refuse readmission to any students who have violated the Rules of the hostel.
C.2.1.9 A student can get the refund of caution money within one year of completion of his/her regular studies at this Institute. After the expiry of this period, caution money will be forfeited.

C.2.1.10 Hostel facility is available for students of UG-1st to 3rd year and Pg 1st year only, subject to availability. Final year student of both UG and PG course will not get hostel accommodation even if they were availing so in earlier years.

C.2.1.11 Student of UG-3rd year and PG-1st year would have to vacate hostel and take all their belonging at the time of leaving the hostel. No space would be made available to keep their luggage after they leave the hostel.

C.2.2 Local Guardians (LG)

C.2.2.1 All students are required to have local guardians appointed by their parents at the time of admission. This information with the name and contact of a responsible person as the LG and a consent letter from the LG has to be filled-in along with the admission forms. This is a necessary requirement of the hostel admission process. The format of the same is available as Annexure-5.

C.2.2.2 The LG must be a resident of Jaipur and be ready to take the responsibility of the student, if and when required at the times of illness, unforeseen circumstances, emergencies, and Institute holidays during semester breaks and vacations.

C.2.2.3 The LG cannot be a fellow student or colleague of the resident student.

C.2.2.4 Residents will be permitted to visit their LG’s on holidays or weekends as per the hostel rules.

C.2.3 Hostel Attendance Timings

C.2.3.1 All students will be marked attendance at the following timings: 9:00 am and 9:00 pm every day.

C.2.3.2 The Warden is in charge of taking the attendance.

C.2.3.3 Students must strictly respect the need for silence in their rooms and in the corridors after 10:30 pm.

C.2.3.4 The main gate of hostel will be closed at 9:30 pm.

C.2.3.5 The students will have to return to the hostel latest by 9.00 pm. Disciplinary action will be taken
against student coming beyond the time limit. Students will have to take permission for staying away during night. Such permission will be granted only after receiving recommendation from guardians/parents.

C.2.4 Visitors

C.2.4.1 All authorised visitors must carry an entry pass obtained at the Main Gate/Reception.

C.2.4.2 Parents and LG’s and authorized visitors can meet the students as per visiting hours.

C.2.4.3 All others including day scholars are not allowed entry to the hostel. Girl students of IICD can enter girls hostel only with the permission from the Warden and on no account should stay overnight in the hostel.

C.2.4.4 Guests/Parents of students are not permitted to stay in the Hostel.

C.2.5 Visiting hours

C.2.5.1 Weekdays- 5.30 pm to 7.30 pm.

C.2.5.2 Holiday/Weekend- 9 am to 7.30 pm

C.2.6 Hostel Students Committee

C.2.6.1 Students can give suggestions on all matters concerning the hostel or the mess to a Students Committee nominated or selected from amongst the residents and representing different classes of studies in IICD. These suggestions will be implemented wherever and whenever feasible. The Hostel Students Committee will also have the Warden and Dy. Registrar. (P&C) as its members. This Students Committee will meet once a month or as required with the permission of the Warden/Dy. Registrar (P&C). The name of the members of SC will be displayed on the Hostel Notice Board.

C.2.6.2 The Students Committee will have student representatives selected from amongst them. These will be resident students from 1st to 3rd year UG and 1st year PG. An open house of students residing in girls hostel should be conducted periodically with Dy. Registrar (P&C) and two faculty members. If required prior notice for such meeting will be served.

C.2.6.3 For any problem regarding hostel, contact hostel warden/Dy. Registrar (P&C).

C.2.7 Mess & Dining Room

C.2.7.1 The mess at IICD is open to all.

C.2.7.2 Joining the mess is compulsory for every resident of the hostel.
C.2.7.3 Boarders must maintain decorum and discipline in the dining hall and must adhere to the mess timings. All diners are expected to wear decent dresses in the dining halls.

C.2.7.4 Nobody will be provided mess facility beyond the prescribed timings.

C.2.7.5 In case of any problem/difficulty in the functioning of mess, complaints may be registered to the student committee or, in the office of the warden. Students can also meet Dy. Registrar (P&C) regarding any such problem.

C.2.7.6 It is the responsibility of the student committee to take care of the smooth functioning of the mess. The committee will prepare and execute the mess-menu in consultation with the caterer and with prior permission of the warden. The menu may be reviewed/changed once or twice in a month.

C.2.7.7 No bad language or bad behaviour or arguing with the mess workers is allowed in any case.

C.2.7.8 The student committee can inspect the mess store and kitchen, but no other student is allowed to enter the kitchen.

C.2.7.9 Self-service system shall prevail in the dining hall. Boarders must go in queue at the service station and the utensils must be kept in the shelves after taking the meal. Special meals may be provided to a sick boarder, if it is prescribed by the Doctor.

C.2.7.10 The hours of meals will ordinarily be -
   i. Breakfast 8.00 am to 9.00 am
   ii. Lunch 12.30 pm. to 2.00 pm
   iii. Dinner 8.00 pm. to 9.00 pm

C.2.7.11 Meals or extras will not be served in the rooms of the hostellers.

C.2.7.12 Under no circumstances, members are allowed to take cups, saucers, tumblers and other utensils of the hostel mess to their rooms/lawns outside.

C.2.7.13 The charge for extras such as milk, fruits, noodles etc., shall be fixed and duly notified from time to time.

C.2.7.14 Residents of the hostels have to clear the hostel and mess dues at the beginning of every semester, as per the notified date issued from the Institute.

C.2.7.15 The mess will be managed by the Warden and Students Committee with the help of the kitchen staff.
Any complaints regarding the Mess may be made to the Warden/Students Committee.

### Medical

Any case of illness should be immediately notified to the Warden. Any medical emergency or prolonged illness will be brought to the notice of the parents and the LG for their immediate attention. The LG has to in such cases take immediate charge of the resident/ward. The institute has tie ups with mental health counsellors and mediclaim companies for students' well being. The same can be availed by the student as and when the need arises.

### Leave rules

**C.2.9.1** All students are required to take prior permission from the Warden for all types of leave. Night out Leave: - 6 pm day of departure to 9 am day of return.

**C.2.9.2** Leave will be permitted on the express written permission of the parents through SMS to the warden.

**C.2.9.3** Leave note should be submitted to warden for authorisation during office hours and no permission will be granted at the immediate time of leaving. If the night out is required for academic purpose such as craft exposure visit or field visit etc, written approval from course coordinator and concerned faculty is required.

**C.2.9.4** If leave is availed on medical grounds, the Medical Certificate is to be submitted at the time reporting back to hostel. In cases where a LG is absent parents will have to authorise types of leave to be permitted to their ward at the time of admission.

**C.2.9.5** In case any other type of leave not provided herein and required in an emergency or any type of exigency, the Director/Secretary/DR(P&C) will take a decision if this is to be permitted.

**C.2.9.6** The students will have to return to the hostel latest by 9.00 pm.

**C.2.9.7** Hostellers IN/OUT register is maintained at the hostel gate. All hostellers are required to make entry in the register for movement during late hours (after 9 pm to 8 am) with reasons.

**C.2.9.9** No Late night permission is allowed to a student. In required circumstances, decision of the Director will be binding.

**C.2.9.10** On a night out the student is permitted to be out of the hostel with the LG only 4 night outs would be allowed in one month.
A night out over a weekend or extended holidays will be permitted across consecutive nights.

C.2.9.11 IICD is not responsible for the security of the students once they step out of the campus on any kind of leave.

C.2.10 Room Guidelines

C.2.10.1 Always keep your almirah and room locked even when you go out of the room. The Institute will not be responsible for any loss, damage or theft of personal belongings.

C.2.10.2 Switch off the lights, fans, etc. while leaving the room.

C.2.10.3 Turn off all water taps after use to avoid water wastage.

C.2.10.4 Any damage to the room furniture/any other hostel/Institute property shall be charged along with a fine from the concerned students. Hostellers cannot move the furniture or fittings from one room to another.

C.2.10.5 The hostellers shall keep their rooms, corridors, staircase and bathrooms spotlessly clean and tidy at all times. Students found to be living untidy and un-hygienically may be asked to leave the hostel fine and/or a fine of minimum Rs. 100/- shall be imposed.

C.2.10.6 Hostellers are required to avoid shouting or making all types of noises which are likely to distract the attention of those who may be studying in their rooms.

C.2.10.7 Pets of all kinds are prohibited inside the hostel, feeding stray dogs or cats in the hostel premises are not permitted.

C.2.10.8 Private cooking in the rooms is strictly prohibited.

C.2.10.9 Hostellers are not permitted to convene meeting of any sort in the hostel premises without the prior written permission of the warden. Disobedience of this rule will be severely dealt with. No circular/subscription list shall be taken round without the permission/authorization of the Warden.

C.2.10.10 The management takes no responsibility for loss of money or any valuables as students are advised not to keep any such things in their rooms.

C.2.10.11 Smoking, consumption/possession of alcohol or banned substances or weapons is a serious offence and will attract strict disciplinary action.
C.2.10.12 Hostellers are not allowed to use electric appliances like electric kettle, induction cook or like in their rooms induction cook is provided by institute in the common area of hostel for hostellers use.

C.2.12 Ragging

As mentioned in point 6.5 under General and Conduct Rules, any for of ragging in hostel premises is strictly prohibited.

C.2.13 Miscellaneous

C.2.13.1 All complaints regarding repairs/maintenance in the hostel must be entered personally by the hosteller in the complaint/suggestion register maintained with the warden.

C.2.13.2 Similarly suggestion book is available in the mess. Students may enter their suggestions regarding quality and variety of food in the register which will be perused by Warden/DR(P&C) for remedial action.

C.2.13.3 No hosteller should take the law into his/her hands. If any of the hostellers finds that other students are indulging in any undesirable activity or causing inconvenience or physical injury to the other hostellers, he/she should lodge a complaint in writing with the warden concerned.

C.2.13.4 Students who have finished the 4 year/2 year course work but yet to pass the jury will not be normally given accommodation in the hostel. The hostellers who entertain or permit such students to stay in their rooms, will also be liable to disciplinary action including expulsion from hostel.

C.2.13.5 The room of any hosteller can be inspected at any time by the warden or any authorized member of the institute staff. The students are encouraged to discuss their problems with their warden as their mentor.

C.2.13.6 Hostellers should keep contact details of Warden and concerned officials with them.

C.2.14 Hostel & Mess Fees

The fees structure as applicable for the hostels and mess will be charged from the students. The fee structure for the hostel has been notified in the Semester Fees Section. A.6.

C.2.15 Refund of Hostel & Mess Fees

The hostel and mess fee once paid are normally not refundable,
in the event of a student, having paid his/her hostel fee, opts out from these facilities, he/she will normally be refunded his/her security deposit on this account and rest of the payment shall stand forfeited. The request for refund of security deposit can be entertained.

C.2.16 IICD resident students are required to abide by the highest standards of discipline, decorum, and properly for their behaviour in and outside the hostel.

C.2.17 Any misinterpretation of these rules will be referred to the Director/ Secretary/DR(P&C). They shall be the final authority for such misinterpretation.

C.2.18.1 The hostel & mess will be closed from 31st May.

C.2.18.2 To avail the above facilities students may inform the Faculty Assistants of UG & PG programmes and warden for necessary permission.
C.3 FINANCIAL ASSISTANCE

C.3.1 Financial Assistance by IICD Ambuja Educational Institute (AEI) offers limited Financial Assistance to students of IICD based on merit cum means. Financial Assistance will only be granted to selected candidates towards Semester Tuition Fees. The decision of Financial Assistance Committee in award of Financial Assistance shall be final. The financial Assistance will be granted on yearly basis.

C.3.1.1 Application forms for financial aid along with guidelines will be available with the concerned person as per Annexure 1

C.3.1.2 Students may also approach other Funding Agencies like State / Central Government & NGO's. For details students may contact the concerned persons as per Annexure 1.

C.3.2 Education Loan Education loan is provided by the banks on certain defined criteria. IICD will only facilitate the formalities required from its side to help the students obtain education loan. IICD cannot take responsibility if the loan application of the students gets rejected.

C.3.3 Pradhan Mantri Vidya laxmi Yojna
Vidya Lakshmi is a first of its kind portal for students seeking Education Loan. This portal has been developed under the guidance of Department of Financial Services, (Ministry of Finance), Department of Higher Education (Ministry of Human Resource Development) and Indian Banks Association (IBA). The portal has been developed and being maintained by NSDL e-Governance Infrastructure Limited. Students can view, apply and track the education loan applications to banks any-time, anywhere by accessing the portal.
## Annexure 1. List of contact office/persons for various issues

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Broad Issues</th>
<th>Contact Person/Office (First Level)</th>
<th>Next Level of Intervention</th>
</tr>
</thead>
</table>
| 1.     | All academic related issues like course schedule/time table, faculty issues, late working in labs/workshops, leave, etc. | Respective Course Coordinator  
(UG Foundation) sumita@iicd.ac.in  
(PG Foundation) pampa@iicd.ac.in  
(HMS/ HMA) rajesh@iicd.ac.in  
(FMS/ FMA) mangesh@iicd.ac.in  
(SMS) Anuja@iicd.ac.in  
(SMA) Shalu@iicd.ac.in  
(FD) Swatijain@iicd.ac.in | Dean Office  
dean@iicd.ac.in |
| 2.     | Issues related to NGOs, internships and placements. | Coordinator (Industry & Placements) placements@iicd.ac.in | Dean Office  
dean@iicd.ac.in |
| 3.     | Issues related to results, mark sheet, duplicate certificate, bonafide certificate and similar issues. | DR (Academics) dracademics@iicd.ac.in | Dean Office  
dean@iicd.ac.in |
| 4.     | Issues related to fees and dues, Scholarship. | Accounts Department accounts@iicd.ac.in | Secretary  
secretary@iicd.ac.in  
patosec@iicd.ac.in |
| 5.     | Issues related to library. | KRC Manager info@iicd.ac.in | Secretary  
secretary@iicd.ac.in  
patosec@iicd.ac.in |
| 6.     | Issues related to Girls Hostel. | Girls Hostel Warden girlshostel@iicd.ac.in | DR (Projects & Co-ordination)  
rashmipareek@iicd.ac.in |
| 7.     | All issues related to Boys hostel. | Boys’ Hostel Warden boyshostel@iicd.ac.in | Secretary  
secretary@iicd.ac.in  
patosec@iicd.ac.in |
| 8.     | Any issue of sexual harassment and related issues. | Sexual Harassment Committee Meenakshi@iicd.ac.in | Secretary  
secretary@iicd.ac.in  
patosec@iicd.ac.in |
| 9.     | Any unresolved issue by the concerned department within stipulated time frame. | Secretary  
secretary@iicd.ac.in  
patosec@iicd.ac.in | Director  
director@iicd.ac.in  
patodir@iicd.ac.in |
| 10.    | Issues related to administration, maintenance and other non-academic issues. | Secretary’s Office  
secretary@iicd.ac.in  
patosec@iicd.ac.in | Director’s Office  
director@iicd.ac.in  
patodir@iicd.ac.in |
| 11.    | Student Cultural & Co-curricular Activities | Coordinator (Student Cultural & Co-curricular Activities) coordinatorsac@iicd.ac.in | Dean Office  
dean@iicd.ac.in |
UNDERTAKING

(Undertaking to be given by All Students at the time of commencement of the session)

I ……………………………………………. son/daughter of………………………………………………………
………………………………………… admitted to ………………………………………………………………
…………………………………………………………………………………………………………………… course of IICD
hereby undertakes that :

1. I will not smoke in the IICD campus, hostel or any other IICD related activity or place.

2. I will not consume liquor or drugs of any kind during the tenure in IICD, in the
   campus, hostel or any other IICD related activity or place.

3. I will not indulge in ragging directly or indirectly and will not resort to any undesirable
   activity that may cause any harm to the property of IICD tarnish its image.

4. I will not indulge in any other act of indiscipline directly or indirectly within the
   Institute’s premises including hostel.

5. I have read the Student Manual and agree to abide by all the rules and guidelines
   specified therein.

6. I will use the consultative processes available to all students of the Institute to
   resolve any issues or problems that may be individually or collectively faced by me at
   the Institute and I will not resort to any disruptive activities on campus or in connection
   with the Institute’s work and life culture.

(Signature of the Student)

Name:

Date:

Note: A copy of this undertaking will be provided to the student separately.
The student will be required to submit the signed copy of this undertaking to the DY.
Registrar (Academics).
UNDERTAKING

(Undertaking to be given by the student applying for hostel facility at IICD)

I …………………………………………………………………………Son/daughter of …………………………………………………………….admitted to …………………………………………………………………………...Program of IICD and will be availing the hostel facility, hereby undertakes that, I have read the Hostel & Mess Rule Book and agree to abide by all the rules and guidelines specified therein.

(Signature of the Student)

Name:

Date :

Note : A signed copy of this undertaking is required to be submitted to the Hostel Warden
UNDERTAKING

(Undertaking to be given by the parent/guardian of the student applying for hostel facility at IICD)

I …………………………………………………………………………………. Parent/Guardian of…………………………………………………………………….have read the IICD Hostel Rule Book and Student Rule Book and assure that my ward will abide by the mentioned rules and guideline. In case of any violation of the said rules and guidelines. In case of any violation of the said rules, appropriate action may be taken by the Institute.

(Signature of the Parent/Guardian)

Name:

Date :

Note : A signed copy of this undertaking is required to be submitted to the Hostel Warden
(Authorization to be filled-up by Guardian of the student availing Hostel facility at IICD)

I ……………………………………………………………………...Parent/Guardian of ………………………………………………………………………admitted to IICD authorize Mr./Ms. ……………………………………………………………………… resident of Jaipur as Local Guardian, of my ward till here stay at IICD Hostel. He/She will take the responsibility of my ward, if and when required at the times of illness, unforeseen circumstance, emergencies and Institute holidays during semester breaks and vacations.

Contact Details of

Mr./Ms.: …………………………………………

Address: …………………………………………
……………………………………………………
………………………………………………

Contact No. : …………………………………………

E-mail ICD: …………………………………………

Signature of the Parent/Guardian

Name :
Date:

I ………………………………………………………give my consent to be Local Guardian of …………………………………………………………………………

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

Note : A signed copy of this undertaking is required to be submitted to the Hostel Warden
Annexure-6

UNDEARTAKING

(Undertaking to be given by the Student at the time of the admission.)

I………………………………………………………………………………………………son/daughter of…………………………………………………………………………
……………………admitted to ……………………………………………………
…………………………course……………………………………………………cohort of IICD hereby undertakes to comply with the following terms & conditions:

1 Any work/design developed during student’s tenure at the institute will be the property of IICD and can be used in IICD archives.

2 All academic work documents/videos/films prepared during a semester will be made available to IICD in digital formats by the end of each semester and the same will be archived in IICD Archives.

3 The documents submitted will contain original work and due credits will be given for someone else’s work.

4 The data/images obtained during academic tenure at IICD will not be passed on either wholly or partially with or without profit to any other data user or disseminator of data with or without commercial purpose.

5 No commercial transaction of the work can take place unless otherwise carried out through IICD. In case the work is used by IICD for commercial purpose and there is financial gain, the student will be consulted and an agreement will be signed.

(Signature of the Student)

Name:
Date:

Note: A signed copy of this undertaking is required to be submitted to the UG/PG Faculty Assistants.
REQUEST FOR REPEAT ATTEMPT OF MODULE/JURY
Semester

1. Name of the student......................................................................................

2. Programme/Batch/Semester : UG/PG............Batch..............
   Semester

3. Name of the Module /Jury: .................................................................

4. Date of Completion: .................................................................................
   Date:

   Student’s Signature

..............................................................................................................

(FOR OFFICIAL USE)

1. Approval of Module Faculty : .................................................................

2. Approval of Course Coordinator .............................................................

3. Approval of Dean (A) .............................................................................