



भारतीय शिल्प संस्थान

INDIAN INSTITUTE OF CRAFTS & DESIGN, JAIPUR

An Initiative of Government of Rajasthan  
Managed by Ambuja Educational Institute

Affiliated to Vishvakarma Skills University, formerly Rajasthan ILD Skills University (RISU)

# Student Handbook 2025-26

A Leading School for  
Design Education in India

Student Handbook | 2025-26

Every effort has been made to avoid errors or omissions in this handbook. In spite of this errors may creep in. Any mistake, error or discrepancy noted may be brought to our notice which shall be taken care of appropriately.



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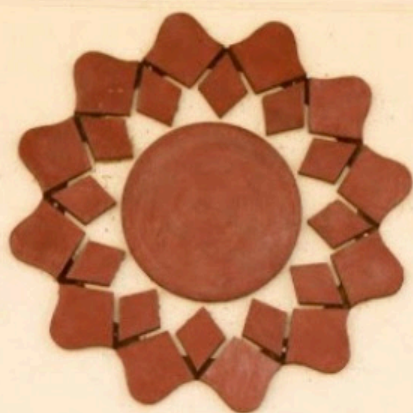
A Leading School for  
Design Education in India

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# Message From Director



Dear Students,

Welcome to the Indian Institute of Crafts and Design!

It is my immense pleasure to see young minds decide, that they would like to pursue a career in Indian handicrafts. This field is full of creativity, techniques, satisfaction of learning and of creating a larger social impact! I am happy to welcome you here!

At IICD, as you would be aware, we value the crafts of our country and those of the world. We see immense value in sustainable actions and sincere efforts. India is renowned for its intelligence, its people, its crafts and its value systems. We are now focusing on innovation and research. Good design is an outcome of a good design process, good observation skills and responsible action. Finding sustainable solutions is the key to becoming a good designer. We will guide and facilitate you, to make your dreams as a designer come through.

While at the institute and even while you are away, you must be sincere, law abiding, dedicated and innovative for us to make the world a better place to live in. This handbook contains all the important information you need to know about the rules and regulations that you must follow during your tenure at IICD. It also contains contact information of all those you may need to contact for various purposes. I advise you to go through this book carefully and refer to it when required. It will be available online at the IICD website, under 'News and Resources' in the downloadable items.

Wishing you all the very best!

Dr. Toolika Gupta



## ABOUT IICD

The Indian Institute of Crafts & Design (IICD), Jaipur, 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. Since October 2007, the institute is a state Government undertaking under the aegis of the Department of Industry, Govt. of Rajasthan running on Public Private Partnership (PPP) with Ambuja Educational Institute (AEI).

The institute offers Bachelors, Masters programmes and Hybrid Programmes with various specializations in Crafts & Design to address the needs of the crafts sector and associated industry. The degrees are awarded by Vishvakarma Skills University (VSU).

The institute is spread over 7 acres of land and comprises of the main building housing classrooms, studios, library, workshops, resource center, administrative offices, display spaces and a hostel block consisting of the girls' hostel, mess and common rooms. The lush green campus provides an eco-friendly and healthy environment to foster overall 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), CEPT (Ahmedabad) and MSU (Baroda). Industry professionals of repute, noted academicians and experts also participate in the teaching process and curriculum development. Artisans from Jaipur and other parts of the country have also been associated with the institute since its inception.





# LEADERSHIP



Prof. (Dr.) Toolika Gupta  
Director



Sh. Giriraj Singh Kushwaha IAS (Retd.)  
Secretary



Mr. Jitendra Agrawal  
Chief Manager  
(Admin & KRC)



Mr. Ajai Johri  
Head  
(Academic Administration)



Ms. Rashmi Pareek  
Chief Manager  
(Projects & Incubation)



Mr. Vibhore Jain  
Manager  
(Finance & Account)



Ms. Sobika Verma  
Asst. Manager  
(Human Resource)



Mr. Rahul Choudhary  
Manager  
(Finance - Project)



# FACULTY



Prof. (Dr.) Toolika Gupta  
Director



Prof. (Dr.) Bessie Cecil  
Course Coordinator - M.Des  
Programs



Prof. (Dr.) Rena Mehta  
Course Coordinator (SMD - UG) &  
Head - Research



Prof. Pampa Panwar  
Incharge - Varta Session



Mr. Mangesh Afre  
Associate Professor  
Course Coordinator (FMD - UG)



Mr. Rajesh Kumar  
Associate Professor  
Course Coordinator (HMD - UG)



Ms. Swati Jain  
Associate Professor  
Course Coordinator (FD - UG)



Dr. Abhishek Choudhary  
Assistant Professor  
Head - Placement & Internship/  
NGO Training



Mr. Rajesh Kumar  
Assistant Professor  
Course Coordinator (CCD - UG)  
Member (Designing & Publishing)



Mr. Basu Vansit  
Assistant Professor  
Course Coordinator (JD - UG)  
Incharge - Placement & Internship/  
NGO Training



Mr. Shuvankar Biswas  
Assistant Professor  
Head - Student Activities/Club/  
Competition



Mr. Ravinder Kumar Chandoliya  
Assistant Professor  
Co-Course Coordinator - PG  
Foundaiton Program  
Incharge - Student Activities/Club/  
Competition



Ms. Susmita Dutta  
Assistant Professor  
Course Coordinator - Foundation  
Program (UG & PG)



Mr. Pronoy Kapoor  
Assistant Professor  
Member (Digital Media)



Ms. Dhruvswamini Bais  
Assistant Professor  
Incharge - National & International  
Linkages



Mr. Abhishek Yadav  
Assistant Professor  
Member (Designing & Publishing)



Mr. Dharmendra Bana  
Assistant Professor  
Co-Course Coordinator - PG Foundaiton  
Program  
Incharge - Crafts Accelerator Program  
Member (Digital Media)



Ms. Srushti S. Pathak  
Assistant Professor



Ms. Garima Tiwari  
Assistant Professor



## A. ACADEMICS

During the academic session a student is expected to observe the following:

### A.1 PERMANENT IDENTITY NUMBER (PIN) & IDENTITY CARD

- A.1.1** The student is issued a Permanent Identity Number (PIN) for the period of study at IICD at the time of admission. The PIN shall be used in all the correspondence between the student and the Institute.
- A.1.2** The identity card should be carried by the students at all the times and should be presented when required by the authorities or authorized person. Misuse of the identity card and/ or any tampering or forgery shall lead to disciplinary action.
- A.1.3** In case of loss, damage, overwriting or change in particulars of the identity card, the Secretary/ Head (Academic Administration) 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.1.4** The identity card must be surrendered on completion of the course along with the 'No Dues Certificate'.

### A.2 SEMESTER FEE RELATED MATTERS

- A.2.1** A fee notification letter with the fee amount is issued before the beginning of every semester. The procedure, term and conditions for making the payment of fee shall be explained on fee letter issued and also on IICD website- [www.iicd.ac.in](http://www.iicd.ac.in)



**A.2.2** A late fee of Rs.100 per day shall be charged if the payment is made after the due date mentioned in fee letter. (If the payment is made through the demand draft (DD), then the late fee will be charged till the date of receipt of DD in the accounts section) No student shall be allowed to appear for the End of Semester Exams (EOSE) in case the fee is not paid.

**A.2.3** A delay in payment of semester fee without prior official permission from the Director, shall result in striking off the name of student from the rolls of the institute.

**A.2.4** IICD has the right to revise the fee structure at any time. Any revision in the fee structure shall be notified.

**A.2.5** The refundable component of the fee/ deposit is refunded to the student on completion of the course or from the date he/she ceases to be a student of IICD. Security deposits are refundable and are to be claimed within one year of the completion of his/ her regular studies at IICD or withdrawal of admission, whichever is earlier, after this period, security deposit will be forfeited.

## **A.3 WITHDRAWAL OF ADMISSION & REFUND OF FEE**

**A.3.1** Request for withdrawal of admission in the prescribed form is to be submitted to Head (Academic Administration), IICD, Jaipur. Copy of the prescribed form is available at IICD website in the admission withdrawal section.

**A.3.2** On withdrawal of the admission, fee will be refunded as per Fee Refund Policy of IICD. The details are mentioned on the institute's website. The refund policy will be applicable in accordance to the number of days from the date of commencement of the academic session.



**A.3.3** 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.

## **A.4 ACADEMIC CALENDAR**

**A.4.1.** At the beginning of every academic year, an Academic Calendar is released for all information regarding the commencement of semesters, semester breaks, End of Semester Exams/ Juries, and any other important events of the institute.

**A.4.2** The Academic Calendar is available on the website of the Institute. Any change that may occur due to unforeseen circumstances is updated on the website as and when required. The student should adhere to the Academic calendar, and programme of activities as circulated from time to time.

## **A.5 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 involves peer learning, faculty guidance and feedback, and all are critical to the student's holistic development. Any physical absence in such circumstances would mean loss of learning opportunity and continuity, which cannot be replaced by self-study under most of the situations.

**A.5.1** IICD follows the attendance norms as per the university (VSU) guidelines.

**A.5.2** Each student should have 100% attendance, which is desirable. At least 75% attendance is mandatory. A minimum of 75% overall attendance per semester is required to be eligible to appear for the respective End of Semester Exam (EoSE). In case a student has less than 75% attendance, he/she will not be allowed to sit for the End of Semester Exam (EoSE).



- A.5.3** The attendance of the student shall be taken every day (online/ offline mode), at 10:00 am for the morning session and 2:00 pm for the post lunch session. The attendance shall be taken at the beginning of each lecture/ session. The student is therefore advised to be present in his/ her class before the scheduled time for the lecture/ session. Any student coming late will be marked absent.
- A.5.4** The Attendance Report shall be displayed monthly. In case there is any discrepancy in the attendance observed by the student, it is solely the responsibility of the student to bring it to the notice of the respective course faculty member and course coordinator. A consolidated report of the attendance will be displayed on the notice board before the EoSE.
- A.5.5** The students with shortage of attendance as per above will be intimated through official email.
- A.5.6** In case a student falls seriously ill, or under extreme conditions, the student should submit the documents to their respective course coordinators in a timely manner.
- A.5.7** If the student is proceeding on leave or is unable to attend classes due to any reason, the student must seek prior approval of the Competent Authority as per the prescribed communication channel mentioned in Annexure 1.
- A.5.8** In case of a student proceeding on medical leave, he/she is required to formally inform his/ her Course Coordinator and submit the doctor's advice for rest during his or her absence and a Medical Fitness Certificate within a week of resuming his/ her studies.
- A.5.9** In case a student is absent during the evaluation of an assignment without any authorized permission, he/ she shall be awarded 'Zero' marks. In such cases, the student will have to apply for the reassessment procedure as per the guidelines of VSU.



**A.5.10** In case of failure or drop out, the student may RE-REGISTER next year, by paying a re-joining fees of Rs 5,000/- within the guideline provided by the IICD.

## **A.6 EXAMINATION, ASSESSMENT & EVALUATION**

The feedback, assessment and evaluation of a student's work are based on multiple factors that reflect on the student's capabilities in applying acquired learning to demonstrate an overall understanding and growth.

University guidelines and norms are followed for End of Semester Examination (EoSE), Assessment and Evaluation.

**A.6.1 Evaluation Methods:** Evaluation shall be of two types, namely,

1. Continuous Assessment (CA)
2. End of Semester Examinations (EoSE)

Letter grades in both shall be mentioned separately in the Grade sheet. The performance in EoSE shall be treated as a final measure of competence of the student.

**A.6.1.1** Continuous Evaluation for each course will consist of total 100 marks involving 60 marks on the basis of mid-term test(s)/ assignment(s), 30 marks for formative assessment by concerned teacher(s), and 10 marks for the attendance.

**A.6.1.2** End of semester examination (EoSE) will carry maximum 100 marks. The scheme of examinations for EoSE for each course will be specified in the course curriculum.





### A.6.2 Absolute Grading System

Following grading system will be used for the students appearing in EoSE:

Grade	Marks Range
O	90%-100%
A+	80%-89%
A	70%-79%
B+	60%-69%
B	50%-59%
C	45%-49%
P	40%-44%
F	Less than 40%

**A.6.3** Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be calculated on the credit weighted average of the grade points obtained with letter grades countable in Grade Point Average based on EoSE.

#### GRADE POINT AVERAGE:

Grade marks X Credits = Grade point SGPA (Semester Grade Point Average)

= Summation of (Grade marks X Credits )/ Summation of Credits CGPA  
(Cumulative Grade Point Average) = Summation of SGPA X Credits /  
total credits.

The CGPA and SGPA shall be rounded up to 2 decimal points. The EoSE will have a weightage of 70% and the CA will have a weightage of 30% while calculating the grade points.



**A.6.4** The SGPA, CGPA Letter grades will be assigned as per table given below:

<b>SGPA/CGPA</b>	<b>Letter Grade</b>	<b>Grade Definition</b>
9.5 to 10.00	O	Outstanding
8.50 to 9.49	A+	Excellent
7.50 to 8.49	A	Very Good
6.50 to 7.49	B+	Good
5.50 to 6.49	B	Above Average
4.50 to 5.49	C	Average
4.00 to 4.49	P	Below Average

**A.6.5** There will be no supplementary/ due paper/ special examination. The candidates can improve performance in the subsequent EoSE and performance in the next appearance will overwrite earlier performance. Student will have to prepare on his own for the improvement. Improvement in Continuous Assessment (CA) will not be permitted.

**A.6.6** Conversion of CGPA to Percentage: To convert CGPA to percentage the CGPA be multiplied by 10. Thus CGPA of 7.22 will get converted to 72.2%

**A.6.7** The University will issue a complete transcript of credits, grade obtained, and SGPA on declaration of each semester result and a Cumulative Transcript showing all credit details and CGPA on the accumulation of minimum credits required for the award of Certificate/ Diploma/ Degree when EXIT is sought by the student.



## A.7 INDUSTRY TRAINING & STUDY TOUR

During their studies at IICD, students are required to undertake NGO Training, Craft Documentation, an Industry Internship, and a Graduation Project. These components may take place anywhere in India or even abroad. Prior approval from the respective coordinator must be obtained before finalizing any organization for training.

**1. NGO Training** is a 4-week module scheduled in the 5th semester. It is intended to help students understand the functioning of a craft-based social development enterprise.

**2. Craft Documentation** is a 4-week module scheduled in the 6th semester. It introduces students to craft communities and rural artisans. Students closely engage with rural communities, understand their practices, and document the rich, inherited knowledge by visiting craft clusters.

**3. Industry Internship** is an 8-week module scheduled in the 7th semester. Students undertake a project within an industry or organization, under the supervision of the host. This module enables students to gain firsthand experience of a business establishment's operations.

**4. Graduation Project** is the final 16-week project, undertaken in the 8th semester of the graduating year. Students either choose a sponsor company or create a self-sponsored collection based on the curriculum specifications. Juries will be conducted in the middle of the semester and at the end. The student's work will be evaluated by a panel of experts at both stages.

**Note:** *Students are required to abide by the mandate specified in the course specification of each training module.*

Study tours are also an integral part of the curriculum and it is mandatory for the students to be a part of these tours. Inability to participate in or to complete the same shall result in failure of the student in the specific course.



## B. CODE OF CONDUCT

### B.1 GENERAL RULES FOR GOOD CONDUCT

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

**B.1.1** In order to enable smooth functioning of the institute and achieving the goal of global design professionals, every student is expected to maintain a high order of discipline in and out of the institute. Lapse of discipline would be viewed and dealt with seriously.

**B.1.1.1** Be a responsible representative of a premier institute, each student is expected to set an example through demonstrated behaviour of poise, politeness, community feeling, compassion and integrity.

**B.1.1.2** He/ She is also expected to be gender sensitive, respectful of diversity of race, culture, language, religion, caste and community.

**B.1.1.3** Technology has become an integral part of learning, especially in online mode. It is important to maintain good behaviour during online classes, seminars, presentations, etc.

**B.1.1.4** Be respectful to the presenter, turn off your audio and video until required or instructed by the presenter.

**B.1.1.5** Use of disrespectful language, words, remarks, emojis, etc. shall be considered as breach of conduct.

**B.1.1.6** Posting or sharing of inappropriate material is prohibited.

**B.1.2** Use of mobile phones must be regulated in the classroom. The phones must be kept in silent mode and attended to only in case of



unavoidable circumstances after taking permission from the teacher in the class.

**B.1.3** Every student is expected to keep the campus clean. Eatables/ beverages are not allowed inside IICD study areas including labs, library, studios, workshops and classrooms.

**B.1.4** IICD is committed to creating and maintaining a campus environment that is free of alcohol, smoking and ‘substance’ abuse. Each student has to give an undertaking at the time of joining the Institute: to abstain from use, possession or distribution of alcohol, smoking and illegal substances and indulging in any other undesirable activity. A copy of the undertaking is placed at Annexure 2.

**B.1.5 Rules to be observed in Computer Labs:** Computer/ Information Technology education is an integral part of the academic programmes at IICD. The facilities available in the Computer Lab are for the use of students.

**B.1.5.1** No guests/ visitors shall be allowed with the student in the computer lab.

**B.1.5.2** Bags should be kept outside the computer lab. Students should ensure that no valuables are kept in the bags. IICD shall not be liable for any loss in this regard.

**B.1.5.3** Any Hardware attachments for software operations or any other removable data storage device belonging to the institute cannot be taken out without written approval of the concerned faculty & Lab incharge. A violation of the same will be considered as an intention for piracy/ theft.

**B.1.5.4** Students must refrain from viewing or downloading objectionable content in the computer lab or on any Audio Visual devices in IICD campus.

**B.1.6 Rules to be observed in Studios and Labs:** The studios and labs at



IICD are equipped with all the essential machinery, tools, materials, products, etc. for experiential learning of the students. Each studio or lab is maintained by a Lab Assistant. Every student is expected to observe the following norms in the studios and labs:

**B.1.6.1 Safety procedures** are to be followed strictly as prescribed for each lab. 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 operating the machines.

**B.1.6.2** If a student wishes to issue any tool or equipment from a lab or studio, he/ she must obtain written permission from the concerned faculty member and approved by the Course Coordinator. The tool can be issued on presentation of ID card. The issued tool or equipment should be returned in good condition on the date mentioned on the permission letter. Any delay in returning may invite a fine of Rs. 50 per day.

**B.1.6.3** If a student damages or loses the issued tool or equipment, the student shall bear the cost of damages or loss.

## **B.2 BREACH OF CONDUCT (DISCIPLINE, PLAGIARISM & RAGGING)**

A student who acts or behaves in a way that is contrary to the Code of Conduct will be seen to have committed a Breach of Conduct. This shall include improper and unacceptable interference with the functioning or activities of IICD, inappropriate behaviour towards those who work or study at IICD, and any action which otherwise damages the reputation of IICD.

**B.2.1** A breach of conduct may constitute a criminal offence under the following circumstances:



- a) Stealing or abetting theft on IICD premises.
- b) Physical harm to any member of the IICD community.
- c) Dishonesty, Cheating, Threatening, etc.
- d) Damage to the goodwill of IICD members and Institution.

**B.2.2 Acts of Indiscipline: Breach of Conduct shall include the following acts of indiscipline and shall invite penalty/ disciplinary action.**

**B.2.2.1** Disruption of, or improper interference with the academic, administrative, social or any other activities of IICD, whether on IICD premises or elsewhere.

**B.2.2.2** Obstruction of, or improper interference with, the functions, duties or activities of any student or employee of IICD or any visitor to IICD.

**B.2.2.3** Violent, indecent, disorderly, threatening or offensive behaviour or language whilst on IICD campus.

**B.2.2.4** Fraud, deceit, deception or dishonesty in relation to IICD, its staff, other students, or in connection with any office bearer of IICD.

**B.2.2.5** Any action likely to cause injury or impair safety on IICD premises.

**B.2.2.6** Breach of IICD's 'equal opportunities policy', including sexual harassment and racial discrimination of any student, employee or visitor of IICD.

**B.2.2.7** Any behaviour of a hostile or intimidating nature aimed at individuals or a group of people.

**B.2.2.8** 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/ whiteboard/ lab tables/ computers/ equipments/chairs/tables, etc. by way of writing names/ painting/ scribbling, etc.

**B.2.2.9** Misuse or unauthorized use of IICD premises or items of property, including misuse of IT resources.

**B.2.2.10** Breach of the subsidiary codes (e.g. Library, IT lab regulation etc.)

**B.2.2.11** Any action or false statements which bring disrepute to IICD.

**B.2.2.12** Failure to disclose name and other relevant details to an officer or employee of IICD in circumstances where it is reasonable to give the required information.

**B.2.2.13** Failure to comply with proper directions given by an officer or authority of IICD.

**B.2.2.14** Being instrumental directly or indirectly for mass absenteeism or boycott of classes resulting in vitiating the atmosphere of the institute.

**B.2.2.15** Threatening, physically preventing or using any other means in preventing students from attending classes.

**B.2.2.16** Indulge in any kind of theft/ stealing in its premises including hostels.

**B.2.2.17** Using abusive language and creating nuisance in the premises of IICD, disturbing the peace and rights of fellow students and faculty members.

**B.2.2.18** 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.2.2.19** Instigating/ soliciting a student or a group of students against the institute or any related individual.

**B.2.2.20** Organizing any activity within IICD premises including the hostels without permission of the Director.

**B.2.3** Plagiarism: The deliberate, substantial and unacknowledged incorporation in a candidate's work or material/ product derived from the work (published or unpublished) of another is plagiarism. The following acts shall be considered breach of conduct under plagiarism:

**B.2.3.1** 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.2.3.2** The summarizing of another person's work by simply changing words or altering the order of presentation without acknowledgement.

**B.2.3.3** Showing your own work done/ published earlier, as an assignment is also plagiarism.

**B.2.4** Ragging: It is strictly banned in IICD premises, including hostels. Ragging is a major disciplinary violation and the offenders (direct or indirect) will bear consequences 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. As per the directives of honourable Supreme Court in its ruling on the subject, ragging constitutes one or more of any of the following acts:

**B.2.4.1** Misconduct 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 with a fresher or any other student.



- B.2.4.2** Indulging in disruptive or unruly 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.2.4.3** Asking any student to do any inappropriate or uncomfortable act which a student will not do in the ordinary course 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 a fresher or any other student.
- B.2.4.4** Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- B.2.4.5** 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.2.4.6** Any act of financial extortion or forceful expenditure burden put on a fresher or any other student.
- B.2.4.7** 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 of a person.
- B.2.4.8** 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 a fresher or any other student.
- B.2.4.9** 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.2.4.10** Any complaint on ragging is to be immediately made to the Grievance Committee on [disciplinarycommittee@iicd.ac.in](mailto:disciplinarycommittee@iicd.ac.in) for action.

## **B.3 DISCIPLINARY PROCEDURE & PENALTIES**

The breach of conduct will fall under Minor Disciplinary Violation or Major Disciplinary Violation depending on the nature or seriousness of the offence; and accordingly the Disciplinary Procedure and/ or Penalty shall be applicable. The severity and category of the offence shall be decided by the Competent Authority or the Disciplinary Committee. The penalties for the breach of conduct shall be as follows:

### **B.3.1. Penalties for Minor Disciplinary Violation:**

**B.3.1.1** A fine of up to Rs. 5000/- for each violation/ offence, and/ or other penalties as recommended by disciplinary committee.

**B.3.1.2** Student will be asked to pay 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 that may have been incurred by 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 a warning shall 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:**

**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 as decided by the Competent Authority or the Disciplinary Committee.

**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.3.3 Penalties for Ragging:** Depending upon the nature and gravity of the offence as established, the possible punishments for those found guilty of ragging at the Institutional level shall be any one or any combination of the following:-

**B.3.3.1** Suspension from attending classes.

**B.3.3.2** Withholding/ withdrawing Scholarship/ fellowship and other benefits.

**B.3.3.3** Debarring from appearing in any test/ examination or other evaluation process and/or withholding results.

**B.3.3.4** Fine with a public apology.

**B.3.3.5** Suspension/ expulsion from the hostel.

**B.3.3.6** Rustication from the institution for one or more semesters.

**B.3.3.7** Expulsion from the institution and consequent debarring from admission to any other institution.

**B.3.3.8** 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.4 APPEAL PROCEDURE**

Appeal against the penalty imposed by the 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.

For various issues and matters related to academics, administration, and other general matters, the student may contact the nodal person as provided in Annexure 1.



## C. FACILITIES AT IICD

For all the academic programmes at IICD, the institute has good infrastructure, workshops, classrooms, studios, advanced equipments, tools, computer lab with latest configuration and a computerized knowledge resource centre that has more than 500 student projects, craft documentations and reports. The institute provides separate hostel facilities for girls and boys.

### C.1 LABS AND STUDIOS

**C.1.1** The Computer Lab at IICD is modern, well equipped and Wi-Fi enabled with latest design software.

**C.1.2** Laboratories and Studios for Wood, Metal, Ceramic, Glass, Printing, Weaving, Pattern Making, Draping & Sewing and classrooms equipped with Audio-Video facilities provide hands on learning space and develops necessary skills and competence in the material explorations and design development.

**C.1.3** Working Hours in the labs, studio and workshops: The labs, studios and workshops will remain open from 09:30 am till 7.00 pm from Monday to Friday. The timing for Saturday shall be from 10.00 am till 5.00 pm\*. (\*If prior permission is taken from the concerned faculty and course coordinator).

**C.1.4** In case of requirements related to assignments, term projects and presentations, late working in labs, studios and workshops will be allowed only till 8:00 pm. 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/lab assistants of the department. The labs/ studios/ workshops will remain closed on Saturday and Sundays and other holidays.

**C.1.5** During the class, other than concerend members are not allowed to enter in Labs, studios & workshops



## C.2 KNOWLEDGE RESOURCE CENTRE (KRC)

**C.2.1** KRC is a fully equipped library facility with a focused collection of books and digital materials on crafts, design and related fields. 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 5000 books. The periodical section has variety of journals & magazines with their earlier volumes, mostly on Craft and Design related subjects.

**C.2.2** KRC has collections of student's projects, craft documentations and various project reports. The document collection contains nearly 500 student Diploma Projects, Craft documentations and various project reports which IICD has undertaken since its inception.

**C.2.3** 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. Books can be issued to the students against the Institute ID Card.

**C.2.4** KRC Timings:

a) Monday to Friday : 9.30 am to 5.30 pm.

b) Saturday : 11.00 am to 3.00 pm.

It is expected from the students to observe complete silence in the KRC.

## C.3 IICD ARCHIVES

IICD Archives are set up 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 projects and student's work along with other related journals and craft collections.



## C.4 STUDENT CLUBS AND CO-CURRICULAR ACTIVITIES

**C.4.1** IICD students are encouraged to participate in extracurricular activities to enhance their overall personalities. Students get encouraged to take active part in exhibitions, crafts and design related competitions, workshops, seminars and sports. Participation in student clubs, teams and various co- curricular activities give students multiple opportunities for holistic development and networking. Meeting and interacting with new people, establishing relationships with students of other departments for collaborations on projects and using the platform to showcase one's talents are some of the objectives of Students Activity Cohort at IICD.

**C.4.2** There are six Student Clubs. one Team, and a Student Body at IICD. The cohort is student driven under the mentorship of faculty members. A student can participate in more than one club. The students can participate in the capacity of Club/Team Representatives as well as a part of event teams. The various Cohort comprises of:

**C.4.2.1. STUDENT BODY:** The managerial body of SAC IICD is there to work as an administrative and disciplinary capacity, working with all the club and team heads. The student body can be contacted at [sac@iicd.ac.in](mailto:sac@iicd.ac.in).

**C.4.2.1.1. NIRMAN (Event Management & Design Club):** Instilling in people a value for art and design through events and activities that offer a space for everyone to explore this field in greater depth is vital in student's life. The club work in collaboration with the student body taking care of the organization, coordination and execution of events through meticulous planning with a pinch of excitement and lots of entertainment.

**C.4.2.1.2. ADVAYA (Performing Arts Club):** Unique or original, a concept that is deeply rooted in our DNA. The club is





expressing every small gesture through performing arts, i.e., dance, music and theatre; The performing arts club makes sure that every student body coordinates, shows up their talents either individually or in group and moves their body freely.

**C.4.2.1.3. TARANG (Environment Club):** The word environment stands for everything that surrounds us. The club intends to understand the environment: plants, animals, humans and their living conditions, aid its well-being and take action towards creating a more sustainable way of living at the Institute. A society that thinks and practices sustainability and circularity with practices like reusing, recycling and up-cycling.

**C.4.2.1.4. AJNA (Film & Photography Club):** The club believes that photography and filmography is not only about what we see but it gives birth to something unreal and something that the naked eye cannot capture. The club is responsible for organizing periodic film screenings, conducting invited talks by experts, film and photography related competitions & to facilitate screening of films made by our students..

**C.4.2.1.5. SARASVA (Literary Club):** The club is a vibrant and dynamic literary club at our college, dedicated to fostering a deep appreciation for literature and promoting creative expression among students. Its functioning involves conducting activities like debates and discussions about crafts and design, maintaining a blog with pre and post event releases..

**C.4.2.1.6. FIGHT OVER UNHEALTHY LIFE (Sports Club):** Sports are vital in shaping the individual's personality, health and fitness. The institute lays considerable emphasis on students' recreational activities and participation in various games, sports and field activities. The spacious grounds of the institute are laid out into play areas for Basketball, Volleyball, Badminton, Table Tennis, etc. The Club offers the students an opportunity to participate in a broad variety of sports and recreational activities.



## C.5 MEDICAL FACILITIES

Medical Aid is available on campus. The institute has tie ups with a physician, mental health counsellor and medical insurance companies for students' well being. The same can be availed by the student as and when the need arises.

a) A medical doctor visits the campus once a week and is available on call for consultation and emergency.

b) A counsellor visits the campus once a week. The counsellor is there to guides the students with their issues related to personal and professional matters.

## C.6 CAFÉ

There is a canteen & mess facility within the campus.



## D. HOSTEL AND MESS

The IICD hostel is a home away from home. It offers an opportunity to students for community living and a meaningful experience to live in a responsible way. IICD provides hostel facilities for both boys and girls. The hostel facility for girls is available at the Girls hostel within the IICD Campus and for boys, the hostel is located at Gole Market, Jawahar Nagar which is approximately 5 kms from IICD campus, all rooms are air-conditioned.

Hostel facility is available on a first-come-first-served basis. 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.

### D.1 AVAILING HOSTEL FACILITY

**D.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 (format at Annexure 3) and his/ her parent/ guardian (format at Annexure 4) while applying for the hostel facility provided by IICD.

**D.1.2** IICD management may deny or cancel the admission to the hostel 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

**D.1.3** IICD hostel facility is only for the bonafide students coming from outside the city and not for the local residents of Jaipur.

**D.1.4** The students will be allocated the rooms by the management, and no recommendation from parents will be entertained to change the rooms.

**D.1.5** There are no single occupancy rooms for students at IICD. Since the



rooms are on a sharing basis, student(s) will have to arrange their own lock for the room that has multiple keys.

**D.1.6** Each resident student will be allotted a cot, a study table, chair, and a wardrobe. The student shall be required to arrange his/her own mattress, pillow, bedsheets etc. Each student should also arrange for his/her own bucket, mug and one set of plate, bowl, fork, spoon and glass.

**D.1.7** 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.

**D.1.8** In case any student overstays in the hostel after the end of the semester, a fee of Rs. 500 per day (including food charges) will be charged for up to 7 days. If the stay exceeds 7 days within a calendar month, the student will be required to pay the full monthly fee of Rs. 10,500, which also includes food charges. A “month” is considered as a calendar month.

**D.1.9** In case any student leaves hostel in mid-semester, no hostel fee would be refunded.

**D.1.10** The institute may provide a cloak room on request if available.

**D.1.11** Any student willing to avail this facility must properly pack and label their luggage. The institute will NOT be responsible for any loss or damage to the articles /baggage.

**D.1.12** 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.

## **D.2 LOCAL GUARDIAN (LG)**

**D.2.1** Every student applying for the hostel is required to have a local



guardian (LG) appointed by their parents at the time of admission. An undertaking (format at Annexure 5) is to be filled and signed by the parents/ guardian and the local guardian of the student. This is a necessary requirement of the hostel admission process. The LG must be a resident of Jaipur and willing 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. In the case of not having a local guardian (LG), it must be clearly stated in the annexure 6.

**D.2.2** Local Guardian (LG) cannot be a fellow student or a colleague of the resident student.

**D.2.3** Resident students will be permitted to visit their LG on holidays or weekends as per the hostel rules.

## **D.3 HOSTEL ATTENDANCE**

**D.3.1** The warden will mark attendance of all resident students between 8:30 to 9.00 am and 8:30 to 9.00 pm everyday. Each student will also mark his/her attendance on the biometric machine everyday at the same timings.

**D.3.2** Resident students must strictly respect the need for silence in their rooms and in the corridors after 10.30 pm.

**D.3.3** The main gate of the hostel will be closed at 9.30 pm daily.

**D.3.4** Resident students will have to return to the hostel latest by 9.00 pm. Late returning to hostel i.e after 9:30 pm will attract a penalty of Rs. 500 as hostel fine. If a student violates the rule of late returning to the hostel twice, she will be liable for expulsion from the hostel.

## **D.4 LEAVE RULES**

**D.4.1** A resident student who requires a night out must obtain prior written permission from the warden. Such permission will be



granted only after receiving a recommendation from the guardians/ parents. A resident student may avail of a maximum of four night outs in a month.

- D.4.2** The night out application should be submitted to the warden before 6.00 pm. No permission will be granted for the same day if application is received after 6.00 pm.
- D.4.3** Leave will be permitted on express written permission of the parents through SMS to the warden. The parents/ guardian have to mention the nature /reason of leave while submitting the application.
- D.4.5** Leave applications for academic purposes, such as craft exposure trips, field visits, internships, training, or for mid-term breaks, should have written approval from the course coordinator and the concerned faculty.
- D.4.6** In case, leave is availed for medical reasons; the Medical Certificate is to be submitted at the time reporting back to the hostel.
- D.4.7** In case of special leave, emergency leave, or any other exigency, the student must inform the Chief Manager (Projects & Incubation) or the Head (Academic Administration). Permission for such leave can be granted only by them.
- D.4.8** Hostel IN/ OUT register is maintained at the hostel gate. All residents are required to make entry in the register for movement during late hours (after 9.00 pm to 8.00 am) with reasons.
- D.4.9** IICD is not responsible for the security of the student once he /she steps out of the campus on any kind of leave.

## **D.5 VISITORS**

- D.5.1** All authorised visitors must carry an entry pass obtained at the main gate/reception.



**D.5.2** Parents/ LG/ authorized visitors can meet the student during visiting hours outside the hostel in the lawn area.

**D.5.3** Visiting hours:

- a) Weekdays : 5.30 pm to 7.30 pm.
- b) Holiday/Weekend: 9.00 am to 7.30 pm.

**D.5.4** Entry to the hostel is not allowed to any visitors including day scholars.

**D.5.5** Parents/Guests of students are not permitted to stay in the Hostel.

## **D.6 HOSTEL STUDENTS' COMMITTEE (HSC)**

**D.6.1** The Students' Committee has one student representative from each academic batch, selected from amongst them. The Hostel Students Committee also has the Warden and Manager (Projects & Coordination)/ Head (Academic Administration) as its members. The names of the student members of Hostel Students' committee will be displayed on the Hostel Notice Board.

**D.6.2** An open house of students residing in the hostel may be conducted on request. The Students' Committee should send a written request for the meetings to the concerned Manager. The Minutes of the Meeting/Open house should be submitted by the HSC.

**D.6.3** Students can give suggestions on all matters concerning the hostel or the mess to HSC. These suggestions will be implemented wherever and whenever feasible.

## **D.7 MEDICAL MATTERS**

In case of illness, the warden should be informed immediately. Any medical emergency or prolonged illness will be communicated to the parents and the Local Guardian (LG) for their immediate attention. In such situations, the LG is expected to take charge of the resident/ward. The institute has



tie-ups with mental health counsellors and medical insurance providers to ensure students' well-being. These services can be availed by students as and when required. Every student is covered under medical insurance, which can be utilized when needed.

## **D.8 HOSTEL AND ROOM DISCIPLINE**

- D.8.1** Residents are required to maintain cleanliness in the hostel building- corridors, staircase, common room, bathrooms and their rooms. Any student found violating the rule or living in untidy and unhygienic conditions may be asked to leave the hostel and/ or a fine (minimum Rs 100/-) shall be imposed.
- D.8.2** Hostellers are required to refrain from shouting or creating distracting noises.
- D.8.3** Each resident must respect the personal space of co-resident. Cordial relations must be maintained amongst the residents. Core values of humanity must be followed always for peaceful co-existence.
- D.8.4** Resources such as water and electricity must be used judiciously. Electrical appliances, such as lights, fans, air conditioners, etc. must be switched off before leaving the room. Water taps must be tightly turned off after use.
- D.8.5** Property of the institute and co- residents must be respected. Any damage to the room furniture/ hostel property/ co-resident's property shall invite punishment/fine from the violator(s). Residents cannot move the furniture or fittings from one room to another.
- D.8.6** Induction cooking facility is provided by the institute in the common area of the hostel for residents' use. Residents are not allowed to use electric appliances like electric kettle, induction cooker, etc. in their rooms. Private cooking in the rooms is strictly prohibited.





**D.8.7** Possession and/or consumption of alcoholic drinks, cigarettes and substance of abuse are COMPLETELY BANNED inside and outside of the hostel and on campus. Aiding, Abetting and Possession of any such material and activities are liable to strict disciplinary action leading to heavy fine or suspension from the hostel/ Institute.

**D.8.8** Residents are not permitted to convene meetings of any sort in the hostel premises without the prior written permission of the warden. No circular/ notes should be circulated by the residents without the permission/ authorization of the warden. Disobedience of this rule will be severely dealt with.

**D.8.9** The residents are advised to keep the safety of their personal belongings. Rooms and almirahs should be locked before leaving the room. Residents are advised not to keep high value things in their rooms.

The management takes no responsibility for:

- a) loss of money or any valuables owned by the residents.
- b) damage or theft of the personal belongings of the residents.

**D.8.10** Pets of all kinds are prohibited inside the hostel.

## **D.9 RAGGING**

Ragging in hostel premises is strictly prohibited. Institution's policy regarding ragging is mentioned at point B.2.4 under section B.2 Breach of Conduct. Penalties for ragging are mentioned at point B.3.3 under the section B.3 Disciplinary Procedure and Penalties.

## **D.10 MESS & DINING HALL**

The mess at IICD is open to all IICD community. Healthy and home-like food is provided at the mess.

**D.10.1** It is compulsory for every resident of the hostel to join the mess.



**D.10.2** Diners must maintain decorum and discipline in the dining hall and must adhere to the mess timings. All diners are expected to wear decent clothing in the dining halls.

**D.10.3** No foul language, bad behaviour or arguing with the mess workers is allowed under any circumstances.

**D.10.4** The schedule for serving the meals shall be as following:

1. **Breakfast** : 7.30 am to 9.15 am.
2. **Lunch** : 12.30 pm to 2.00 pm.
3. **Dinner** : 7.30 pm to 9.00 pm.

**D.10.5** Mess facility will not be provided beyond the prescribed timings.

**D.10.6** Self-service system shall prevail in the dining hall. Diners must maintain queue at the service station and the utensils must be kept in the bin after taking the meal. Special meals may be provided to a sick diner, if it is prescribed by the doctor.

**D.10.7** Meals or extra food will not be served in the rooms of the residents.

**D.10.8** Under no circumstances are diners allowed to take cups, saucers, tumblers, or other utensils of the hostel mess outside.

**D.10.9** The charge for extra food items, such as milk, fruits, noodles etc., shall be fixed and duly notified from time to time. This will not be included in the mess charges.

**D.10.10** The mess menu is managed by the Warden and Hostel Students' Committee (HSC) with the help of the kitchen staff. Any complaints regarding the mess may be made to the Warden/ Hostel Students' Committee.

**D.10.11** It is the responsibility of the HSC to take care of the smooth functioning of the mess. The committee finalizes the mess menu in consultation with the caterer and the warden. The menu may



be reviewed/ changed once or twice in a month.

**D.10.12** The HSC can inspect the mess store and kitchen, but no other student is allowed to enter the kitchen.

**D.10.13** In case any problem/difficulty in the functioning of mess requires intervention of the higher authorities, a written request may be sent to the warden.

**D.10.14.** 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.

## **D.11 MISCELLANEOUS**

**D.11.1** All complaints regarding repairs/ maintenance in the hostel must be entered personally by the hosteller in the complaint/suggestion register maintained with the warden.

**D.11.2** A 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 the warden and higher authorities.

**D.11.3** No resident should take the law into his/her hands under any circumstances. If any of the residents find that any other resident is indulging in any undesirable activity or causing inconvenience or physical injury to the other residents, he/ she should lodge a complaint in writing with the warden.

**D.11.4** The room of any resident can be inspected at any time by the warden or any authorized member of the institute.

**D.11.5** Residents and their parents should keep contact details of the warden and concerned officials with them.



**D.11.6** The hostel & mess will remain closed for the residents during summer break for repairs and maintenance. The dates shall be notified by the institute.



## E. FINANCIAL ASSISTANCE

At IICD, we are committed to nurturing creative talent by ensuring that financial constraints do not hinder a student's academic journey. Each year, IICD offers scholarships and financial assistance to all students at IICD (existing and about to join) across all programmes.

The application window typically opens from mid-June and remains active until the end of July. All eligible students\* are notified about the application process and related details through their registered email IDs.

- E.1 Ambuja Educational Institute (AEI)** offers financial assistance towards semester tuition fees for students from disadvantaged backgrounds. The assistance is granted on a yearly basis. Application forms for financial aid, along with guidelines, are available with the Head (Academic Administration). Financial assistance will be provided to two students from each year of all UG/PG courses.
- E.2 Lady Bamford Foundation (LBF) - Nila House** offers financial assistance towards 100% semester fees including academic expenses to 8 UG students who are artisan wards.
- E.3 Merit Cum Means Scholarship** - The financial assistance under "Merit Cum Means Scholarship for the students from Economically Weaker Background Policy" is provided to maximum of 4 (four) students from low-income families in each academic year. The Students must take initiatives to search & apply for financial assistance for various schemes of the central and states Govt.
- E.4 Chhattisgarh Hastshilp Vikas Board\*** offers sponsorship to the artisan wards of Chhattisgarh. This scheme is for ten students.

The Students must take initiatives to search & apply for financial assistance for various schemes of the state and central Govt.

*\* This scholarship is entirely administered by the Government of Chhattisgarh, and IICD has no role in the selection of students.*



## Annexure 1

### List of Contact Office/Persons for Various Issues

S. No.	Broad Issues	Contact Person/Office (First Level)	Next Level of Intervention
1.	All academic related issues like course schedule/time table, faculty issues, late working in labs/ workshops, leave, etc.	Respective Course Coordinators:  UG Programs: Foundation <i>ugfoundation@iicd.ac.in</i> UG HMD <i>ccughmd@iicd.ac.in</i> UG FMD <i>ccugfmd@iicd.ac.in</i> UG SMD <i>ccugsmd@iicd.ac.in</i> UG FCD <i>ccugfcd@iicd.ac.in</i> UG CC <i>ccugcc@iicd.ac.in</i> UG JD <i>ccugjd@iicd.ac.in</i> UG ID <i>ccugid@iicd.ac.in</i>  PG Programs: Foundation <i>pgfoundation@iicd.ac.in</i> M.Des <i>ccmdes@iicd.ac.in</i>	Head (Academic Administration) <i>dracademics@iicd.ac.in</i>
2.	Issues related to NGOs, Internships and Placements	Head (Industry & Placements) <i>tpc@iicd.ac.in</i>	Head (Academic Administration) <i>dracademics@iicd.ac.in</i>
3.	Issues related to results, mark sheet, duplicate certificate, bonafide certificate and similar matters	Head (Academic Administration) <i>dracademics@iicd.ac.in</i>	Secretary <i>secretary@iicd.ac.in</i>



S. No.	Broad Issues	Contact Person/Office (First Level)	Next Level of Intervention
4.	Issues related to fees and dues	Manager Accounts <i>accounts@iicd.ac.in</i>	Secretary <i>secretary@iicd.ac.in</i>
5.	Issues related to the library or Resource Centre	Assistant librarian (Knowledge Resource Centre) <i>library@iicd.ac.in</i> Chief Manager (Admin) <i>ao@iicd.ac.in</i> <i>info@iicd.ac.in</i>	Secretary Office <i>secretary@iicd.ac.in</i>
6.	Issues related to the IICD Girls Hostel	Girls Hostel Warden <i>girlshostel@iicd.ac.in</i>	Chief Manager (Admin) <i>ao@iicd.ac.in</i> <i>info@iicd.ac.in</i>
7.	All issues related to the Boys hostel	Boys' Hostel Warden <i>boyshostel@iicd.ac.in</i>	Chief Manager (Admin) <i>ao@iicd.ac.in</i> <i>info@iicd.ac.in</i>
8.	Any issue of sexual harassment and related issues	Sexual Harassment Committee <i>posh@iicd.ac.in</i>	Secretary <i>secretary@iicd.ac.in</i>
9	Student Cultural & Co-curricular Activities	Coordinator (Student Cultural & Co-curricular Activities) <i>coordinatorsac@iicd.ac.in</i>	Head (Academic Administration) <i>dracademics@iicd.ac.in</i>
10.	Issues related to Financial Assistance	Head (Academic Administration) <i>dracademics@iicd.ac.in</i>	Secretary <i>secretary@iicd.ac.in</i>
11.	Issues related to administration, maintenance and other non-academic issues	Chief Manager (Admin) <i>ao@iicd.ac.in</i> <i>info@iicd.ac.in</i>	Secretary <i>secretary@iicd.ac.in</i>
12.	Any unresolved issue by the concerned department within stipulated time frame	Secretary <i>secretary@iicd.ac.in</i>	Director Office <i>director@iicd.ac.in</i> <i>patodir@iicd.ac.in</i>



## Annexure 2

### Undertaking for Admission Code of Conduct

(Undertaking to be given by all students at the time of commencement of the session)

I, Mr./ Ms. ....son/daughter of  
Mr. .... Ms. ....  
admitted to ..... course of IICD hereby undertake that:

1. I will abstain from smoking; use, possession or distribution of alcohol and illegal substances in the IICD campus, hostel or in any other IICD related outdoor activity or place during my tenure at IICD.
2. I will not indulge in ragging directly or indirectly and will not resort to an undesirable activity that may cause any harm to the property of IICD and tarnish its image.
3. I will not indulge in any other act of indiscipline directly or indirectly within the institute's premises including hostel.
4. 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 institutes's work and life culture.
5. I should not engage into any kind of conflict.
6. I should be tolerant to the ecosystem in and surrounding IICD campus and promote biological diversity.
7. I have read the Student Handbook and agree to abide by all the rules and guidelines specified therein.

(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 Head (AA).





## Annexure 3

### Undertaking for Academic Integrity

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

I, Mr./Ms. ....son/ daughter of  
Mr. .... Ms. ....  
admitted to (UG/PG).....(programme).....(Semester) of IICD  
hereby undertake to comply with the following terms & conditions:

1. Any work/design developed during my 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 by me during a semester will be made available to IICD in digital formats by the end of each semester.
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 my 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 purposes 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.



## Annexure 4

### Undertaking for Hostel Facility

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

I, Mr./ Ms. ....son/daughter of  
Mr. .... Ms. ....  
admitted to.....program of IICD and will  
be availing the hostel facility, hereby undertake that, I have read the Hostel & Mess  
rules 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.



## Annexure 5

### Undertaking by Parent/ Guardian

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

I, Mr./ Ms. ....parent/ guardian  
of Mr./ Ms..... have read the IICD Hostel  
Rules in the Student Handbook and assure that my ward will abide by the mentioned  
rules and guidelines. In case of any violation of the said rules and guidelines,  
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.



## Annexure 6

### Undertaking by Local Guardian

(Authorization to be filled by Parent/Guardian of the student availing Hostel facility at IICD)

I, Mr./ Ms. ....parent/ guardian of  
Mr./ Ms. .... (student name) admitted to IICD authorize  
Mr./ Ms. .... resident of Jaipur as  
Local Guardian, of my ward till his/ her stay at the IICD Hostel. He/ She will take the  
responsibility of my ward, if and when required at the times of illness, unforeseen  
circumstances, emergencies and institute holidays during semester breaks and  
vacations.

Contact Details of the Local Guardian:

Mr./Ms. ....

Address:.....

.....

.....

Contact No.: .....

E-mail: .....

Signature of the Parent/Guardian

Name :

Date :

Consent to be filled by the Local Guardian

I, Mr./ Ms. ....give my consent to be Local Guardian  
of Mr./ Ms. ....

(Signature of the Local Guardian)

Name:

Date:

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



# Notes







# भारतीय शिल्प संस्थान

INDIAN INSTITUTE OF CRAFTS & DESIGN, JAIPUR

An Initiative of Government of Rajasthan  
Managed by Ambuja Educational Institute

Affiliated to Vishvakarma Skills University, formerly Rajasthan ILD Skills University (RISU)

Scan the QR Code  
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[www.iicd.ac.in](http://www.iicd.ac.in)

J-8, Jhalana Institutional Area,  
Jaipur - 302004  
Rajasthan, INDIA

Phone: 91-141-2701203 (Reception)  
+ 91-9460673297 | Fax: +91 141 2700160  
Email: [info@iicd.ac.in](mailto:info@iicd.ac.in), [admissions@iicd.ac.in](mailto:admissions@iicd.ac.in)

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