Student HANDBOOK 2020
An initiative of Government of Rajasthan and managed by Ambuja Educational Institute. Affiliated to RISU (Rajasthan ILD Skills University)
Contents

Message From Director ................................................................. 7
About IICD .................................................................................. 8
Leadership ................................................................................ 10
A. Academics ............................................................................. 14
   A.1 Permanent Identity Number & Identity Card.......................... 14
   A.2 Semester Fee Related Matters ........................................... 14
   A.3 Withdrawal Of Admission And Refund Of Fee ..................... 15
   A.4 Academic Calendar .......................................................... 16
   A.5 Attendance ...................................................................... 16
   A.6 Examination, Assessment & Evaluation .............................. 18
   A.7 Industry Training & Study Tour .......................................... 21
B. Code Of Conduct .................................................................... 22
   B.1. General Rules For Good Conduct ........................................ 22
   B.2. Breach Of Conduct (Discipline, Plagiarism & Ragging) ....... 24
   B.3 Disciplinary Procedure & Penalties .................................... 29
   B.4 Appeal Procedure ............................................................. 31
C. Facilities At IICD ................................................................. 32
   C.1 Labs And Workshops ......................................................... 32
   C.2 Knowledge Resource Centre (Krc) ...................................... 32
   C.3 IICD Archives .................................................................. 33
   C.4 Student Clubs And Co-Curricular Activities ......................... 33
   C.5 Sports Facilities At IICD .................................................... 35
   C.6 Medical Facilities ............................................................. 36
   C.7 Café ................................................................................ 36
   C.8 Hostel And Mess Facility .................................................. 36
D. Hostel And Mess Facility ...................................................... 37
   D.1 Availing Hostel Facility ...................................................... 37
   D.2 Local Guardians (Lg) ........................................................ 39
   D.3 Hostel Attendance ............................................................ 39
   D.4 Leave Rules .................................................................. 40
   D.5 Visitors ........................................................................... 41
   D.6 Hostel Students’ Committee (Hsc) ....................................... 41
   D.7 Medical Matters ............................................................... 42
   D.8 Hostel And Room Discipline ............................................ 42
   D.9 Ragging .......................................................................... 44
   D.10 Mess & Dining Room ...................................................... 44
   D.11 Miscellaneous ............................................................... 45
   D.12 Hostel & Mess Fees Matters .......................................... 46
E. Financial Assistance ................................................................ 47

Annexure

Annexure 1 .............................................................................. 48
Annexure-2 ............................................................................ 49
Annexure-3 ............................................................................ 50
Annexure-4 ............................................................................ 51
Annexure-5 ............................................................................ 52
Annexure-6 ............................................................................ 53
Dear Student,

Welcome to IICD

Every year, we have the pleasure of welcoming new and bright minds to IICD, that are full of ideas, and full of energy. The ideas and energy that they bring to the campus is infectious. We love that kind of infection, but this year, due to the pandemic, the infection is of a different kind. All of us have to avoid getting infected and thus we are all sitting at home, but connected by technology. So in August 2020, we will get a chance to welcome you online. But soon, within a month or so, we hope, we will get to see and interact with you personally.

It is commendable that in spite all odds, you took your online entrance tests and participated in the interviews, to reach here. I am very happy to welcome you to IICD. I hope you rise and shine as a bright star.

This handbook contains all the important information you need to know about the rules and regulations. It also contains the contact information of those you might need to contact for various purposes. I advise you to go through this book carefully and refer to it from time to time.

Wishing you good luck.

(Dr. Toolika Gupta)
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. In October 2007, the Institute came under arrangement of Public Private Partnership (PPP) with Ambuja Educational Institute (AEI).

The Institute is spread over 7 acres of land. The Institute comprises the main building housing classrooms, studios, library, workshops, resource center, administrative offices, display spaces and a hostel block consisting of the girls’ 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, 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.

The Institute offers Bachelors and Masters programmes with various specializations in Craft & Design to address the needs of the crafts sector and associated industry. The degrees are awarded by RISU(Rajasthan ILD Skills University).

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 empowerment 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.
Mr. Binil Mohan  
Associate Professor, Incharge National & International Linkages

Ms. Chanchal Rathore  
Assistant Professor

Mr. Shuvankar Biswas  
Assistant Professor

Mr. Abhishek Choudhary  
Assistant Professor, Incharge Placement Cell FD

Mr. Basu Vansit  
Assistant Professor

Ms. Shubham Tambi  
Assistant Professor, Incharge Placement Cell HMA

Ms. Swati Sinha  
Assistant Professor

Ms. Nivedita Narayan  
Assistant Professor

Ms. Garima Choudhary  
Research Assistant

Mr. Sumit Raj  
Research Assistant
A. ACADEMICS

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

A.1 PERMANENT IDENTITY NUMBER & 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 Photo Identity Card is issued to the student at the time of Registration for the period of study at IICD. The identity card should be carried by the students at all times and presented on demand. 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/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.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 payment of fee shall be available on IICD website- www.iicd.ac.in

A.2.2 A late fee of Rs100/-/day shall be charged if the payment is made after the due date mentioned on IICD website. No student shall be allowed to appear for the End Term Exams in case the fee is not paid. (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.)

A.2.3 A delay in payment of semester fee without prior official permission of the Director shall result in the name of the student being struck off from the rolls of the Institute.

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

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.

A.3 WITHDRAWAL OF ADMISSION AND REFUND OF FEE

A.3.1 On withdrawal of 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.3.2 The security amount will be fully refunded at the time of withdrawal of admission.

A.3.3 Request for withdrawal of admission in the prescribed form is to be submitted to Dy. Registrar (Academics), IICD, Jaipur. The student shall 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.
A.3.4 The refund of fee paid shall be based on the criteria mentioned in the Admission Prospectus of that Academic Year.

A.3.5 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 to them 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, all that 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 situations. In special circumstances, such as, pandemic situation, a student is required to regularly attend classes in online mode or as instructed by the teaching faculty member.

A.5.1 Attendance Norms: IICD follows the attendance norms as per RISU guidelines.

A.5.1.1 Minimum 75% attendance is required per course to be able 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 attend the EoSE.

A.5.1.2 The attendance of the student shall be taken every day (online/offline mode), at 9:30 am for the morning session and 1.30 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.5.1.3 The Attendance Report shall be displayed course wise. 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 faculty assistant. A consolidated report of the attendance will be displayed on the notice board before the EoSE.

A.5.1.4 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.5.1.5 In extenuating circumstances, the appeal of a student having attendance less than the required norms shall 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.5.2 Leave Of Absence

A.5.2.1 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.5.2.2 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/her absence and a Medical Fitness Certificate within a week of resuming his/her studies.
A.5.2.3 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 RISU.

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.

IICD follows RISU guidelines and norms for End of Semester Examination, Assessment and Evaluation.

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

1. Continuous Evaluation (CE)
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 for formative assessment by concerned teacher(s), and 10 for attendance. Zero marks out of 10 shall be given for attendance less than 75%.

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

A.6.2 Absolute Grading System

This grading system will be used if the number of students appearing in EoSE of a course in University.

<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>

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 of to 2 decimal points.
A.6.4 The SGPA, CGPA Letter grades will be assigned as per table given below.

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

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 improvement. Improvement in CA will not be permitted.

A.6.6 Conversion of CGPA to Percentage: To convert CGPA to percentage the CGPA be multiplied by Ten. 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

A.7.1 During the course of studies at IIICD, students are required to do industry internship/ training/ field study, which could be anywhere in India or even abroad, in case of study exchange programmes or other special circumstances. The student must obtain prior approval from the concerned coordinator before finalizing the organization for 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.7.2 The students will have to bear the cost relating to travel, boarding and lodging during these courses, unless otherwise specified.

A.7.3 For visits outside India, specific details and terms will be worked out by IIICD depending on the context and situation.

A.7.4 Academic Calendar may be referred to by the student to schedule his/her respective training and study tours after discussion with the concerned faculty member or the Course Coordinator.
B. CODE OF CONDUCT

B.1. GENERAL RULES FOR GOOD CONDUCT

In order to enable smooth functioning of the Institute and achieving the goal of becoming 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. As 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. He/She is 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 Virtual Classroom Etiquettes: 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.1.1.1 Be respectful to the presenter, turn off your audio and video until required or instructed by the presenter.

B.1.1.2 Use of disrespectful language, words, remarks, emojis, etc. shall be considered as breach of conduct.

B.1.1.3 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 the IICD study areas including labs, library, studios, workshops and classrooms.

B.1.4 IICD campus is a No Smoking Area. 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. 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 Course Coordinator. A violation of the same will be considered as an intention for piracy/theft.

B.1.5.4 Students must restrain from viewing or downloading objectionable content in the computer lab.

B.1.6 Rules to be observed in Studios and Labs: The studios and labs at IICD are equipped with 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 this purpose.

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 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 premise.
b) Physical harm to any member of the IICD community.
c) Dishonesty, Cheating, Threatening, etc.
d) Damage to the goodwill of IICD, members of the IICD community or self.

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 behavior 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 behavior 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 / 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

B.2.4.1 Ragging 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 Honorable Supreme Court in its ruling on the subject, Ragging constitutes one or more of any of the following acts:

B.2.4.2 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 with a fresher or any other student.

B.2.4.3 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.2.4.4** 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.2.4.5** Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

**B.2.4.6** 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.2.4.7** Any act of financial extortion or forceful expenditure burden put on a fresher or any other student.

**B.2.4.8** 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 of a person.

**B.2.4.9** 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 a fresher or any other student.

**B.2.4.10** 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.2.4.11** 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 Grievance Committee of IICD 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 or Penalty shall be applicable. The severity and category of the offence shall be decided by the Competent Authority or the Disciplinary Committee formed by the Competent Authority. 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

**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 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.3.1.2** 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:

**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 Institution 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 period ranging from 1 to 4 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 Annexure1.
C. FACILITIES AT IICD

For all the academic programmes at IICD, the Institute has good infrastructure, workshops, classrooms, studios, advanced equipment, 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 separate hostel facilities for girls and boys.

C.1 LABS AND WORKSHOPS

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

C.1.2 Workshop and laboratories like Wood Workshop, Ceramic Lab, Sewing Lab, Weaving Lab, and Audio- Video Room provide hands on learning space for handling different tools and acquire necessary skills and competence in material exploration and design development.

C.1.3 Working Hours in the labs, studio and workshops: The labs, studios and workshops will remain open till 7.00pm from Monday to Friday. The timing for Saturday shall be 10.00 am till 5.00 pm.

C.1.4 In case of requirements related to assignments, term projects and presentations, late working in labs, studios and workshops will be allowed till 9.00pm 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/lab assistants of the department. The labs/studios/workshops will remain closed on Sundays and other holidays.

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 3500 books. The periodical section has nearly 25 current journals with 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 conception.

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.

C.2.4 KRC Timings: Monday to Friday: 9.15 am to 6.30pm, Saturday: 11:00 am to 4:00 pm

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 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. Participation in student clubs and various co-curricular activities gives students multiple opportunities for holistic development and to grow connections. 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 Clubs at IICD.
There are seven Student Clubs in IICD and each enrolled student has to be a member of at least one club. A student can be a member of more than one club. The various Student Clubs are:

**C.4.2.1 DANCE CLUB- RAQS** : The Dance Club organizes refreshing sessions of different dance style routines as well as warm-up and Zumba sessions in the evening hours, prepares dance teams for participation in any event in the institution or competitions and events from other colleges. The club head may be contacted at raqs@iicd.ac.in

**C.4.2.2 FILM CLUB –ANAVARAN** : The Club shows weekly movies and documentaries for both education and entertainment purposes. These screenings are a way for the students to step away from the college hustle-bustle. Members of the club design posters, select movies for screening, hold discussion on the movies screened, etc. The club head may be contacted at anavaran@iicd.ac.in

**C.4.2.3 ENVIRONMENTAL & SOCIAL CLUB –TARANG** : The Club focuses on taking one norm at a time and reforming it, hoping to create an environment where one and all are aware of the current social and environmental issues. It aims at enlightening the students of the college with regard to social issues in an interactive manner and taking steps in making the college more environment friendly. The club head may be contacted at tarang@iicd.ac.in

**C.4.2.4 LITERARY CLUB- AKSHAR** : The literary Society of Indian Institute of Crafts & Design is aimed towards honing creative skills amongst students sharing their love for literature and poetry. Its functioning involves conducting regular activities like debates and discussions about design, article review and provides opportunity for publication of critical essays, research papers, memoirs and student magazines. The club head may be contacted at akshar@iicd.ac.in

**C.4.2.5 SPORTS CLUB** : Sports Club aims to create an active, enthusiastic, cheerful and healthy environment in the college campus and to increase the productivity of the students through physical and mental activities. It helps students to renew their energy and keep up with good health and a sound mind. The members participate in sports events, inter college competitions and Inter batch competition regularly. The club head may be contacted at sportsclub@iicd.ac.in

**C.4.2.6 CULTURAL CLUB** : The Cultural Club is responsible for conducting various events & celebrations in the institute. The members organize events like Foundation Day, Independence Day, Janmashtmi, Teej, etc. The club head may be contacted at culturalclub@iicd.ac.in

**C.4.2.7 PHOTOGRAPHY CLUB- TASVIREIN** : Tasvirein Club is amalgamation of people who capture. The club head may be contacted at tasvirien@iicd.ac.in

**C.4.3 CHISEL** : Chisel is an annual magazine by IICD students where craft and literature come together. Each year a theme is chosen through which many questions and perspectives are addressed. The style of work ranges from prose, poetry, art interviews of stakeholders of the craft sector, articles, sketches, stories, etc. The team Chisel may be contacted at chisel@iicd.ac.in

**C.4.4 The Institute provides necessary support to various cultural and other events organized by the students or for the students.**

**C.5 SPORTS FACILITIES AT IICD**

Sports is vital in shaping the individual’s personality, health and fitness. The institute lays considerable emphasis on students’ recreation 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. Yoga is encouraged and facilities for the same are provided in the campus. Students are encouraged to join the Yoga classes as IICD provides the services of a Yoga teacher.
C.6 MEDICAL FACILITIES

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

a) A Doctor visits the campus two days a week and is available on call for consultation and emergency
b) A Psychologist visits the campus two days a week. The counselor guides students in personal and professional matters.

C.7 CAFÉ

Chai-sa: Students can treat themselves to delicious and healthy small meals at subsidized costs while mingling with other students and sharing their classroom stories.

C.8 HOSTEL AND MESS FACILITY

The IICD hostel offers an opportunity to students for community living and a meaningful experience to live in a responsible way. IICD provides hostel facilities for girls and boys. All the information regarding processes, rules and regulations are mentioned in section D.

D. HOSTEL AND MESS FACILITY

IICD provides hostel facilities for girls on campus. IICD has tied up with the Indian Institute of Gems and Jewellery to provide a well managed hostel for both boys and girls (in separate wings) at IIGJ, Sitapura, Jaipur. Hostel facility for boys is available at IIGJ campus only. IICD shall provide transport facility to students staying at IIGJ campus and no separate fee shall be charged for the same.

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 of 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. If a student has genuine problems, then he/she may approach the warden, who will take requisite approvals. Only after approval from the Deputy Registrar (P & C) in case of girls and Dy. Registrar (A) in case of boys, the room may be changed.
D.1.5 There are no single occupancy rooms for students at IICD. Since the rooms are on a shared 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, one chair and a wardrobe. The student shall be required to arrange his/her own mattress and pillow. 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. The Institute may provide a cloak room on request if available. 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.1.8 It is mandatory for every hostel student to vacate the hostel room at the end of every semester (as notified in the Academic Calendar) prior to proceeding on leave. The rooms are required by IICD management for alternative use, repairs, maintenance and upkeep. After vacating the room, the student must inform the hostel warden and hand over the charge to facilitate closing of the hostel. Any student who overstays will have to pay a fine of Rs.500 per day. However, he/she must obtain prior permission for the same. The permission will only be granted if the warden is present in the hostel.

D.1.9 For re-admission a fresh application has to be filled in. The management reserves the right to refuse re-admission to any student who has violated the rules of the hostel during his/her previous stay.

D.1.10 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 GUARDIANS (LG)

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

D.2.2 The LG cannot be a fellow student or a colleague of the resident student.

D.2.3 Residents 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 at 9:00 am and 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 9:30pm.

D.3.4 Resident students will have to return to the hostel latest by 9.00 pm. Disciplinary action will be taken against students 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. Leave rules are mentioned in the next section.
D.4 LEAVE RULES

D.4.1 A resident student who requires a leave must take prior written permission from the warden.

D.4.2 The leave application should be submitted to the warden before 6pm. No permission will be granted for the same day if application is received after 6pm.

D.4.3 Leave will be permitted on the 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.4.4 A resident student may avail leaves for a maximum of eight nights out in a month. One ‘night out’ comprises one night only.

D.4.5 Leave application for academic purpose such as craft exposure visit, internship and training, field visit etc, that requires more than eight night outs should have written approval from the Course Coordinator and concerned faculty.

D.4.6 Any leave for academic purpose that amounts to less than eight nights may be availed within the limit of eight nights as allowed in clause D.4.4. The student will have to submit written approval from the Course Coordinator and concerned faculty for the same.

D.4.7 In case leave is availed for medical reasons; the Medical Certificate is to be submitted at the time reporting back to the hostel.

D.4.8 In case of any special leave or leave required in an emergency or any type of exigency, the student is required to inform DR (P&C)/DR(A). The decision for permission of such leave can be taken only by the Director/Secretary/DR(P&C)/DR(A).

D.4.9 The student will have to return to the hostel latest by 9.00pm.

D.4.10 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 9pm to 8 am) with reasons.

D.4.11 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/LGs/authorized visitors can meet the student during visiting hours.

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 anyone including day scholars.

D.5.5 In case of urgent matters, girl students of IICD can enter girls hostel only with the permission from the warden and on no account shall be allowed to stay overnight in the hostel.

D.5.6 Guests/Parents of students are not permitted to stay in the Hostel.

D.6 HOSTEL STUDENTS’ COMMITTEE (HSC)

D.6.1 The Students’ Committee will have one student representative from each academic batch, selected from amongst them. The Hostel Students Committee will also have the Warden and Dy. Registrar (P&C)/Dy. Registrar (A) as its members. The names of the student members of HSC will be displayed on the Hostel Notice Board.

D.6.2 An open house of students residing in the hostel should be conducted once a month with Dy. Registrar (P&C) and two female faculty
members for girls and Dy. Registrar (A) and two male faculty members for boys. The Students’ Committee should send a written request for the meetings to the concerned Dy. Registrar. 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.6.4 For any problem regarding hostel, contact hostel warden/ Dy. Registrar(P&C) for girls/ Dy.Registrar (A) for boys.

D.7 MEDICAL MATTERS

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. In such cases, the LG has to take immediate charge of the resident/ward. The institute has tie ups with mental health counselor and medical insurance companies for students’ wellbeing. The same can be availed by the student as and when the need arises.

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 Noise pollution will not be tolerated. Hostellers are required to refrain from shouting or distracting noises.

D.8.3 Each resident must尊重 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 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. Induction cooking facility is provided by the institute in the common area of the hostel for residents' use.

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 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.

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 to not keep high value things in their rooms.

D.8.10 Pets of all kinds are prohibited inside the hostel, feeding stray dogs or cats in the hostel premises is not permitted.
D.8.11 IICD resident students are required to abide by the highest standards of discipline, decorum, and proper behaviour in and outside the hostel. Any misinterpretation of the rules will be referred to the Director/ Secretary/DR(P&C). They shall be the final authority for such misinterpretation.

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 ROOM

The mess at IICD is open to all. 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 Boarders 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 bad language or 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 8.00 am to 9.00am
2. Lunch 12.30 pm. to 2.00pm
3. Dinner 8.00 pm. to 9.00pm

D.10.5 Nobody will be provided the mess facility beyond the prescribed timings.

D.10.6 Self-service system shall prevail in the dining hall. Boarders must go in a 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 a medical doctor.

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

D.10.8 Under no circumstances, boarders are allowed to take cups, saucers, tumblers and other utensils of the hostel mess outside to their rooms/lawns/ classrooms, etc.

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 will be managed by the Warden and Hostel Students’ Committee 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 will prepare 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 Dy. Registrar (P&C) or to Dy. Registrar (A).

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 Warden/DR(P&C)/DR(A) for remedial action.

D.11.3 No resident should take the law into his/her hands. 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 one month of summer break for repairs and maintenance. The dates shall be notified by the institute.

D.12 HOSTEL & MESS FEES MATTERS

D.12.1 The hostel and mess fee once paid are non-refundable.

D.12.2 In case a student, having paid his/her hostel fee, opts out from these facilities, he/she will be refunded his/her security deposit on this account and rest of the payment shall stand forfeited. Only mess fee may be refunded, the refund is calculated proportionately on a monthly basis from the date of submission of the application. A written application may be submitted with the DR(P&C)/DR(A) requesting for refund of security deposit and balance mess fee.

E. FINANCIAL ASSISTANCE

E.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 the Financial Assistance Committee in award of Financial Assistance shall be final. The financial assistance will be granted on a yearly basis. Application forms for financial aid along with guidelines will be available with DR (Academics).

E.2 Students may also approach other Funding Agencies like State / Central Government & NGO’s. For details students may contact DR (Academics).

E.3 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 an education loan. IICD cannot take responsibility if the loan application of the students gets rejected.

E.4 Pradhan Mantri Vidya Laxmi Yojna 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 is being maintained by NSDL e-Governance Infrastructure Limited. Students can view, apply and track their education loan applications to banks, at anytime and from 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>
<tbody>
<tr>
<td>1.</td>
<td>All academic related issues like course schedule/time table, faculty issues, late working in labs/workshops, leave, etc.</td>
<td>Respective Course Coordinator (UG Foundation) <a href="mailto:meenakshi@iicd.ac.in">meenakshi@iicd.ac.in</a> (PG Foundation) <a href="mailto:pampa@iicd.ac.in">pampa@iicd.ac.in</a> (HMD) <a href="mailto:rajesh@iicd.ac.in">rajesh@iicd.ac.in</a> (HMS) <a href="mailto:barun@iicd.ac.in">barun@iicd.ac.in</a> (FMS/ FMD) <a href="mailto:mangesh@iicd.ac.in">mangesh@iicd.ac.in</a> (SMS) <a href="mailto:shalu@iicd.ac.in">shalu@iicd.ac.in</a> (SMD) <a href="mailto:sumita@iicd.ac.in">sumita@iicd.ac.in</a> (FD) <a href="mailto:swatijain@iicd.ac.in">swatijain@iicd.ac.in</a> (Integrated M.Voc.) <a href="mailto:anuja@iicd.ac.in">anuja@iicd.ac.in</a></td>
<td>Dean Office <a href="mailto:dean@iicd.ac.in">dean@iicd.ac.in</a></td>
</tr>
<tr>
<td>2.</td>
<td>Issues related to NGOs, internships and placements.</td>
<td>Coordinator (Industry &amp; Placements) <a href="mailto:tpc@iicd.ac.in">tpc@iicd.ac.in</a></td>
<td>Dean Office <a href="mailto:dean@iicd.ac.in">dean@iicd.ac.in</a></td>
</tr>
<tr>
<td>3.</td>
<td>Issues related to results, mark sheet, duplicate certificate, bonafide certificate and similar matters.</td>
<td>DR (Academics) <a href="mailto:dracademics@iicd.ac.in">dracademics@iicd.ac.in</a></td>
<td>Dean Office <a href="mailto:dean@iicd.ac.in">dean@iicd.ac.in</a></td>
</tr>
<tr>
<td>4.</td>
<td>Issues related to fees and dues.</td>
<td>Accounts Department <a href="mailto:accounts@iicd.ac.in">accounts@iicd.ac.in</a></td>
<td>Secretary <a href="mailto:secretary@iicd.ac.in">secretary@iicd.ac.in</a> <a href="mailto:patosec@iicd.ac.in">patosec@iicd.ac.in</a></td>
</tr>
<tr>
<td>5.</td>
<td>Issues related to the library.</td>
<td>KRC Manager <a href="mailto:info@iicd.ac.in">info@iicd.ac.in</a></td>
<td>Secretary <a href="mailto:secretary@iicd.ac.in">secretary@iicd.ac.in</a> <a href="mailto:patosec@iicd.ac.in">patosec@iicd.ac.in</a></td>
</tr>
<tr>
<td>6.</td>
<td>Issues related to Girls Hostel.</td>
<td>Girls Hostel Warden <a href="mailto:girlshostel@iicd.ac.in">girlshostel@iicd.ac.in</a></td>
<td>DR (Projects &amp; Co-ordination) <a href="mailto:rashmipareek@iicd.ac.in">rashmipareek@iicd.ac.in</a></td>
</tr>
<tr>
<td>7.</td>
<td>All issues related to Boys hostel.</td>
<td>Boys’ Hostel Warden <a href="mailto:boyshostel@iicd.ac.in">boyshostel@iicd.ac.in</a></td>
<td>DR (Academics) <a href="mailto:dracademics@iicd.ac.in">dracademics@iicd.ac.in</a> Secretary <a href="mailto:secretary@iicd.ac.in">secretary@iicd.ac.in</a> <a href="mailto:patosec@iicd.ac.in">patosec@iicd.ac.in</a></td>
</tr>
<tr>
<td>8.</td>
<td>Any issue of sexual harassment and related issues.</td>
<td>Sexual Harassment Committee <a href="mailto:meenakshi@iicd.ac.in">meenakshi@iicd.ac.in</a></td>
<td>Secretary <a href="mailto:secretary@iicd.ac.in">secretary@iicd.ac.in</a> <a href="mailto:patosec@iicd.ac.in">patosec@iicd.ac.in</a></td>
</tr>
<tr>
<td>9.</td>
<td>Any unresolved issue by the concerned department within stipulated time frame.</td>
<td>Secretary <a href="mailto:secretary@iicd.ac.in">secretary@iicd.ac.in</a> <a href="mailto:patosec@iicd.ac.in">patosec@iicd.ac.in</a></td>
<td>Director <a href="mailto:director@iicd.ac.in">director@iicd.ac.in</a> <a href="mailto:patodir@iicd.ac.in">patodir@iicd.ac.in</a></td>
</tr>
<tr>
<td>10.</td>
<td>Issues related to administration, maintenance and other non-academic issues.</td>
<td>Secretary’s Office <a href="mailto:secretary@iicd.ac.in">secretary@iicd.ac.in</a></td>
<td>Director’s Office <a href="mailto:director@iicd.ac.in">director@iicd.ac.in</a> <a href="mailto:patotdir@iicd.ac.in">patotdir@iicd.ac.in</a></td>
</tr>
<tr>
<td>11.</td>
<td>Student Cultural &amp; Co-curricular Activities</td>
<td>Coordinator (Student Cultural &amp; Co-curricular Activities) <a href="mailto:coordinatorsac@iicd.ac.in">coordinatorsac@iicd.ac.in</a></td>
<td>Dean Office <a href="mailto:dean@iicd.ac.in">dean@iicd.ac.in</a></td>
</tr>
<tr>
<td>12.</td>
<td>Issues related to Financial Assistance</td>
<td>DR (Academics) <a href="mailto:dracademics@iicd.ac.in">dracademics@iicd.ac.in</a></td>
<td>Secretary <a href="mailto:secretary@iicd.ac.in">secretary@iicd.ac.in</a></td>
</tr>
<tr>
<td>13.</td>
<td>Grievance Cell</td>
<td>DR (Academics) <a href="mailto:dracademics@iicd.ac.in">dracademics@iicd.ac.in</a></td>
<td>Director <a href="mailto:director@iicd.ac.in">director@iicd.ac.in</a></td>
</tr>
</tbody>
</table>

Annexure-2

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 my 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 Handbook 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).
Annexure-3

UNDEARTAKING

(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 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-4

UNDEARTAKING

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

I, Ms./Mr…………………………………………………………………………… 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, 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-5

UNDERTAKING

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

I, Ms./Mr.……………………………………………………………………………Parent/Guardian of Ms./
Mr.……………………………………………………………………………(student name) 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 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, Ms./Mr.…………………………………………………………………give my consent to be Local Guardian
of Ms./Mr.………………………………………………………………………..

(Signature of the Local Guardian)
Name:
Date:

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

Annexure-6

UNDERTAKING

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

I, Ms./Mr.……………………………………………………………………………son / daughter of
Ms.…………………………………………………………………………… Mr.…………………………………………………
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 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 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.