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SECTION – I: GENERAL INFORMATION



OUR MOTTO

तमसो मा ज्योतिर्गमय

From darkness, lead me to light

VISION

Shaping a better future for mankind by developing effective and socially responsible individuals and organizations.

MISSION

Nirma University emphasizes the all-round development of its students. It aims at producing not only good professionals but also good and worthy citizens of a great country, aiding in its overall progress and development. It endeavors to treat every student as an individual, to recognize their potential and to ensure that they receive the best preparation and training for achieving their career ambitions and life goals.

QUALITY STATEMENT

To develop high quality professionals who reflect and demonstrate values that the University stands for, through innovation and continuous improvement in facilitation of learning, research and extension activities.

CORE VALUES OF NIRMA UNIVERSITY

Nirma University has strong culture which impacts its effectiveness and success. The University is driven by certain values that it believes in; and observes in its functioning. Some of the core values, of the University, are as follows:

1. Student Centricity

- Emphasis on holistic development of the students through extra and co-curricular Activities
- Pursue student-centered teaching-learning process
- Focus on employability and entrepreneurship
- Nurture lifelong learning skills
- Use of ICT tools and technology

2. Contribution to the Society

- Align curricula and pedagogy to cater to societal needs and demands
- Conduct applied research to address organizational and societal problems

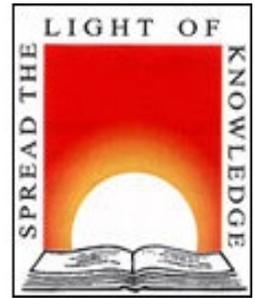
3. Quest for Academic Excellence

- Develop and retain outstanding employees
- Use inter-disciplinary approach in the teaching-learning process and research
- Think creatively and do relevant research
- Establish strong linkages with the industry, academia, research organizations, alumni and civil society.

Nirma Education and Research Foundation (NERF)

The renowned industrialist and philanthropist Dr. Karsanbhai K. Patel, the founder of Nirma Group of Industries, established the NERF in 1994 with a view to promote and support higher education in India.

The NERF, chaired by Dr. Karsanbhai K. Patel, is a trust that crystallized his long cherished dream of providing world-class education and inculcating the spirit of social relevance among the young students of the country. Among many social projects that he has initiated, NERF is monumental of his commitment to the society.



Board of Trustees

Dr. Karsanbhai K. Patel

Chairman, NERF
President, Nirma University

Shri K. K. Patel

Joint Managing Trustee, NERF
Vice-President, Nirma University

Shri Rakeshbhai K. Patel

Vice Chairman, Nirma Limited

Shri Hirenbhai K. Patel

Managing Director, Nirma Limited

Shri R. D. Shah

Chartered Accountant





NIRMA UNIVERSITY

Board of Governors

Dr Karsanbhai K. Patel

Chairman, Nirma Limited,
Chairman, Nirma Education and Research
Foundation, President, Nirma University

Shri K. K. Patel

Vice President, Nirma University

Shri Rakeshbhai Patel

Vice Chairman, Nirma Limited

Shri Hirenbhai K. Patel

Managing Director, Nirma Limited

Dr Pankajbhai Patel

Chairman and Managing Director
Zydus Cadila Health Care,
Ahmedabad

Shri J. P. Joshipara

Academician

Dr. P. N. Bhagwati

Industrialist and Educationist,
Chairman, Bhagwati Sphero Cast
Limited

Dr. Alka Mahajan

Director, Faculty of Technology &
Engineering, Nirma University

Shri G. Ramachandran Nair

Executive Registrar (Secretary)

Dr Anup K. Singh

Director General, Nirma University

Ms Anju Sharma, IAS

Principal Secretary, Higher and
Technical Education, Education
Department, Government of Gujarat

Shri R. D. Shah

Chartered Accountant, Trustee
Nirma Education and Research Foundation

Shri Kamalbhai Trivedi

Advocate General, Gujarat High
Court, Ahmedabad

Shri Vipinbhai S. Parikh

Advocate

Prof. Manjunath Ghate

Director, Faculty of Pharmacy,
Nirma University

SECTION – I: NIRMA UNIVERSITY

Nirma University was established by the initiative of the NERF. The University was established in the year 2003 as a statutory university under a special act passed by the Gujarat State Legislative Assembly. It is recognized by the University Grants Commission (UGC) under Section 2 (f) of the UGC Act. The University is duly accredited by National Assessment and Accreditation Council (NAAC) with 'A' grade. The University is a member of Association of Indian Universities (AIU) and the Association of Commonwealth Universities (ACU).

Functioning under the aegis of NERF, the University has instituted seven faculties, viz., Faculty of Technology and Engineering, Faculty of Management, Faculty of Pharmacy, Faculty of Law, Faculty of Science, Faculty of Architecture, Faculty of Commerce, and Faculty of Doctoral Studies and Research.

The University is identified with cutting edge research, robust academic programmes, quality teaching- learning process and over-all personality development interventions of its students. The 115 acres sprawling state of art campus provides refreshing environment and stimulates intellectual growth and creativity.

The University has been awarded under the category of 'Excellence in Technology for Education Delivery' during the FICCI Education Awards 2015, as a part of the Eleventh FICCI Higher Education Summit 2015 held during November 3-4, 2015 organized by FICCI in association with the Ministry of Human Resource Development, Government of India.

In addition to above, the University has also been accorded recognition as Scientific and Industrial Research Organization by the Department of Scientific and Industrial Research, Department of Science and Technology, Government of India in 2014.

CONSTITUENT INSTITUTES OF UNIVERSITY

The eight constituent institutes being run under the University are: Institute of Technology, Institute of Management, Institute of Pharmacy, Institute of Science, Institute of Law, Institute of Architecture & Planning, Institute of Commerce and Department of Design. The under-graduate, post-graduate and doctoral level programmes offered by these institutes are rated highly by accreditation agencies, industry, business magazines and students.

INSTITUTE OF TECHNOLOGY presently offers different under-graduate, post-graduate and PhD programmes in various branches of engineering in addition to MCA programme. The Institute is renowned for imparting quality education, active research and also in nurturing the students for holistic development, accomplished through Students' Engagement Tools like Continuous Evaluation, Outcome Based Education, Blended Learning, Active use of MOOCs, Departmental and Institute Electives, Industrial Visits, Industrial Projects, Expert Lectures, Soft Skills Development, Critical Thinking Training, Yoga Classes and many more.

INSTITUTE OF MANAGEMENT offers Five Year Integrated BBA-MBA programme, two year residential MBA Programme, MBA in Family Business and Entrepreneurship, and Doctoral Programme in Management, besides Executive Diploma Programme, In-house Training Programmes, Management Development Programmes and Consulting Services.

INSTITUTE OF PHARMACY offers undergraduate and postgraduate programmes in addition to doctoral programme in various branches of Pharmaceutical Sciences. It has been established with a view to prepare young men and women to meet the challenges in the area of pharmaceutical industries, education, research and development and marketing. Innovation, excellence and quality are the driving forces in the campus and the Institute has made its mark in the field of pharmacy education in a short period of time. Innovation, excellence and quality are the driving forces in the campus and the Institute has made its mark in the field of pharmacy education in a short period of time.

INSTITUTE OF SCIENCE was established with the intent of providing quality education to postgraduate students whose career objectives go beyond academics. The Institute currently offers Master of Science in Biochemistry, Biotechnology and Microbiology and provides broad training encompassing science and ethics to students enabling them to explore wide career opportunities. The Alumni are well placed in reputed Bio-pharma companies and academics. A balanced mix of academicians and professionals with rich academic and research experience contributes to the Institute's academic excellence.

INSTITUTE OF LAW offers B.A./B.Com. - LL.B. (Hons.) Five year integrated programmes, and one year LL.M. programme in different areas and Doctoral Programme in law. The Institute is committed to exploring multidisciplinary approaches through its unique curriculum and revolutionizing legal education through modern pedagogies thereby adapting to the changing world in which law professionals operate. The Institute focuses on developing knowledge, skills and values amongst the students and they are nourished by the critical learning pedagogy and mentored and supported by the faculty and the staff so that they have the best experience possible to be successful in life.

INSTITUTE OF ARCHITECTURE & PLANNING offers five year graduate programme in Architecture and four year graduate programme in planning, doctoral programme in Architecture, Planning and Design. The Institute has commenced its pioneer session from 2014 for B. Arch. The Institute aims to establish itself as one of the leading architecture & planning institutes of the country in line with the existing institutes of the University. It will be making all the efforts to develop national and international alliances with reputed institutions. This would provide platform to the students to have global exposure through updated architecture and planning pedagogy.

INSTITUTE OF COMMERCE offers B.Com (Hons.) three years under graduate programme in commerce. The Institute of Commerce believes in serious academic pursuit by means of prudent mix of relevance and rigor in its curriculum design and delivery aimed at imparting the relevant skills, knowledge and ideas through intellectually stimulating debates and discussions, innovative teaching pedagogies and exposure to relevant industry practice. The Institute is dedicated towards its goal of adding value to life and professional standards.

DEPARTMENT OF DESIGN offers four years B. Des. in Industrial Design and Communication Design Programmes. Founded in 2017 the Department of Design is the latest addition to Nirma University. Design learning in its truest sense is an open, 24x7, universal and sensorial activity which cannot be classified into narrow specialties which seems to be the current systems in many schools all over. We at Nirma University have started a design department which will encourage diverse thinking that is inclusive, sustainable and exciting. Students will be able to perform and solve complex problems in a wide spectrum of areas and not be bogged down by narrow specializations and thus be richer and happier in their lives through their learning and work.

FACULTY OF DOCTORAL STUDIES AND RESEARCH: Nirma University started the Doctoral Programme in the year 2003 with the aim to provide opportunities to the faculty and the students to hone their research skills, to actively participate in international and national research work and to patent the pioneering research. The Faculty of Doctoral Studies and Research is the coordinating faculty for the PhD programmes run by the constituent institutes of the University which offer Full-time and External PhD programmes. The PhD programmes are offered by the Institute of Technology, Institute of Management, Institute of Pharmacy, Institute of Science, Institute of Law and Institute of Architecture & Planning.

CENTRE FOR CONTINUING EDUCATION (CCE) has been setup with the objective to provide continuing education and training through various programmes designed for the constituent institutes of the University and also for the working professionals in the industry. CCE programme cater to a variety of needs of Industry, Business and the Community and includes skill training or upgrading of skills and knowledge through competence based education. The short and long duration programmes organized by CCE comprise workshops, lectures, seminars, competency based skill development programmes, vocational training etc. CCE also aims to promote Industry-Institute Interaction and social amelioration through various activities for schools and villages in the vicinity of the University.

Dean's Message

Nirma University added one more feather in its cap by starting Bachelor of Commerce (Honours) Programme from Academic Year 2016-17. Like any other programme of the Nirma University, B.Com.(Hons.) Programme is also premised on the twin criteria of rigour and relevance. The curriculum is primarily focused on addressing the needs of accounting profession and BFSI sector.

The field of commerce education is becoming more fragmented and specialised to address the ever increasing demands of complex business entities and transactions. The demand of good business professionals, such as chartered accountants, management accountants, auditors, finance professionals, actuaries, company secretaries, chartered financial analysts, etc. is ever increasing to stay buoyant in the competition and fuel the further growth of organisations.

As part of our commitment to overall development of the students by providing quality education, we continuously update our curriculum taking industry and global markets into account. Apart from the traditional lecture method, we use case studies and simulations, extended internships and right blend of extracurricular activities, presentation and communication skills to equip our students with skills sets demanded by the market. The strong pedagogy and variety of extracurricular activities including cultural, NSS and sports activities, makes the BCom (Hons.) Programme a unique learning opportunity for young students while being on campus for three years.

We have entered into several partnerships/engagements with organisations such as GIFT SEZ CITY, CIMA Global, AIMA, Tally, ACCA, NISM, etc. to provide our students with additional certifications. In a very short span of time, the Institute has outperformed its peers by claiming various prizes and medals in team as well individual categories of various games, sports and cultural activities organized by various Universities and other organisations. Our placement record of first batch graduating soon is quite impressive.

I wish our current and future students a fulfilling and academically rewarding life on the campus of Nirma University. I also invite suggestions from students as well as other stakeholders to further improve our service delivery.

Udai Paliwal
Dean, Institute of Commerce

SECTION – II: INSTITUTE OF COMMERCE (ICNU)

Founded on the vision of Padmashree Dr. Karsanbhai K. Patel, the Institute of Commerce, Nirma University symbolizes the principles of brilliance, excellence and professionalism. It aims to impart excellent education in the field of Accounting as well as Banking, Financial Services and Insurance (BFSI) Sector.

The Institute of Commerce believes in serious academic pursuit by means of prudent mix of relevance and rigour in its curriculum design and delivery aimed at imparting the relevant skills, knowledge and ideas through intellectually stimulating debates and discussions, innovative teaching pedagogies and exposure to relevant industry practice. The Institute of Commerce, a centre of learning where knowledge fuels the desire for distinction and aims to serve the changing needs of the industry.

Accreditation

The Institute of Commerce, Nirma University is a constituent institution of Nirma University. Nirma University and its constituent institutions are accredited with 'A' grade by National Assessment and Accreditation Council (NAAC), an autonomous accreditation institution of the University Grants Commission, Government of India. This accreditation status indicates that Nirma University and all its constituent institutions meet the standards of quality as set by NAAC in terms of their performance related to educational processes and outcomes covering the curriculum, teaching-learning, evaluation, faculty, research, infrastructure, learning resources, organization, governance, financial well-being and student services.

Approvals

Institute of Commerce is a constituent Institution of the Nirma University, a statutory university established under the Gujarat Government Act, 2003. The University is recognized by the University Grants Commission (UGC) under Section 2(f) of the UGC Act. Academic programmes offered by the Institute are recognized by UGC.

Infrastructure

The classrooms are equipped with multimedia and audio-visual equipment to facilitate teaching-learning process. Classrooms are designed to promote maximum interaction between the faculty and students.

B. COM (HONS.) PROGRAMME

The B. Com (Hons.) Programme is designed to prepare the students for their careers in accounting profession and the BFSI sector. It aims to develop requisite knowledge, skills, and attitudes in them to meet the challenges in the accounting, auditing and taxation professions as well as in the BFSI sector. The programme will focus equally on theoretical and practical aspects of the above-mentioned domains, and promote an attitude of life-long learning in students. The programme comprises of six semesters (two semesters in each year). On successful completion of the six semesters, a degree of Bachelors of Commerce (Honours) [B.Com (Hons.)] is awarded to the student.

Salient Features of the programme

Curriculum

Institute of Commerce intends to prepare the students for their career in Accounting profession or the BFSI sector. The programme focuses equally on theoretical and practical aspects of the above-mentioned domains, promote an attitude of life-long learning among students and prepares them to become a good professional.

The Institute has focused and relevant course content with rigour in teaching and assessment. It is continuously updated to integrate changes that are taking place in the business environment. In designing the curriculum, the suggestions are also invited from the various industry and academic experts. The curriculum consists of compulsory (Core) and elective courses. The core courses provide the students with the foundation of business. Elective courses, on the other hand, are offered with an option to specialise in the given area. Presently, the institute offers specialisation in the area of Accounting and Banking, Financial Services and Insurance (BFSI) with an aim to develop the requisite knowledge, skills and attributes in students to meet the challenging needs of the world of work. The curriculum also includes summer internship and project work.

Pedagogy

The main pedagogical methods are lectures, case studies, group discussions etc. These methods are further augmented by role-plays, movie screenings and actual mix varies with the nature of course. To ensure effective learning, the institute leverages upon latest technologies to make the teaching-learning process more experimental and participatory.

The pedagogy is designed in such a way that academic rigour is maintained and students are continuously evaluated. Strong support from the faculties and robust emphasis on ethics and values are notable features of the pedagogy.

Additionally, interaction with industry experts, industry visits, practical exposures through various training, employability skills workshop and learning through the various co-curricular and extension activities give a feel of the real world which encourages active learning for a better foundation.

The Institute is believing in Outcome-based Education. The pedagogy ensures that analytical skills are developed through concepts and practice, which help the students to refine their decision-making skills. The institute is always focused to provide a strong pathway for gainful employment and for pursuing higher study in India and abroad.

Linkages or Functional MoUs

Institute of Commerce has entered into MoUs for academic collaboration with various stakeholders like GIFT SEZ, Chartered Institute of Management Accounts (CIMA) and Trusst 24 (Authorised training partner of Tally Education Limited, for providing Tally software training). The institute is in the process of finalising MoUs with foreign Universities to provide students with international exposure. In addition to the above mentioned institute specific partnerships, Institute of Commerce also benefit from the MoU's that Nirma University has with renowned universities across the world.

Infrastructure and Support System

The Institute has a rich library and computer laboratory. Further, the Institute has academic support and resource persons from various institutions of higher learning.

Beyond the Curriculum

The Institute also believes in developing the leadership and teamwork skills among the students. Various clubs have been formed and managed by the students. The students plan, organise and conduct all types of activities – academic, social, cultural and sports which inculcate the managerial and social skills among them.

Programme Structure/Design:

Duration – 3 years (six semesters)	Credits – Total 150 credits
Medium of Instruction – English	Courses – 2.00 to 6.00 credit (one credit equals one contact hour per week.)

Fee Structure

Tuition Fee (General Category)	INR 90000 per annum
Foreign Nationals/PIO Tuition Fee	USD 2500 or equivalent in INR per annum
NRI/NRI Sponsored Tuition Fee	USD 5000 or equivalent in INR per annum
Gulf & South East Asia (CIWGC-SEA) Tuition Fee	USD 2000 or equivalent in INR per annum
Foreign Nationals/PIO from SAARC Countries	USD 2000 or equivalent in INR per annum
Examination Fee	INR 7000 per annum
Enrollment Fee	INR 1000
Eligibility Certificate (if required)	INR 1000
Refundable Security	INR 7000
Activity Fee	INR 5000 per annum
Books and Reading Material Fee	INR 6500 per annum

MANAGEMENT, FACULTY AND STAFF

Sr. No.	Name	Office/Activity	E-mail	Ext. No.
1.	Dr. Anup K Singh	Director General, NU	dg@nirmauni.ac.in	709
2.	Shri K K Patel	Vice President	vp@nirmauni.ac.in	708
3.	Mr. G R Nair	Executive Registrar	exe_registrar@nirmauni.ac.in	705
4.	Shri Ashishbhai Desai	Hon. HOD, Students Welfare	ashishdesai@nirma.co.in	
5.	Dr. M. Mallikarjun	Director, IM	director.im@nirmauni.ac.in	601
6.	Dr. Udai Paliwal	Dean, ICNU	udai@nirmauni.ac.in	627
7.	Dr. Avani Shah	Faculty: Accounting, Finance & Commerce	avani@nirmauni.ac.in	620
8.	Dr. Sumita Shroff Goyal	Faculty: Accounting, Finance & Investment Management	sumita@nirmauni.ac.in	624
9.	Dr. Nitin Kishore Saxena	Faculty: Accounting, Finance & Reporting	nitin.saxena@nirmauni.ac.in	624

INSTITUTE OF COMMERCE, NIRMA UNIVERSITY

10.	Mr. Ashutosh Pandey	Faculty: Econometrics, Fiscal Policy, Quantitative Economics		
11.	CS Karishma Butani	Faculty: Economics, Accounting, Commerce	karishma.butani@nirmauni.ac.in	620
12.	CA Ishu Mittal	Faculty: Accounting and Commerce		
13.	Ms. Shweta Trivedi	Staff: Senior Assistant	shweta.trivedi@nirmauni.ac.in	608
14.	Mr. Parth Jani	Staff: Junior Assistant	parth.jani@nirmauni.ac.in	605

ACADEMIC CALENDAR

Date	Day	Particulars
July 15-17, 2019	Monday - Wednesday	Registration and Induction: Semester-I
July 18, 2019	Thursday	Registration and Commencement of Semester – III & V Classes
July 18, 2019	Thursday	Commencement of Semester-I Classes
August 9, 2019**	Friday	Patriotic Song Competition
August 12, 2019	Monday	Holiday (Id-ul-adha / Bakri-Id)
August 15, 2019	Thursday	Independence Day
Augusts 24, 2019	Saturday	Holiday (Janmashtami)
September 2, 2019	Monday	Holiday (Samvatsari / Ganesh Chaturthi)
September 5, 2019	Thursday	Parents Teachers Meeting – I
September 11, 2019	Wednesday	Holiday (Muharram)
September 25-27, 2019**	Wednesday to Friday	University Sports Day
October 02, 2019	Wednesday	Holiday (Gandhi Jayanti)
October 08, 2019	Tuesday	Holiday (Dussehra/Vijaya Dashmi)
October 19, 2019**	Saturday	Ras-Garba (Ramzat)
October 4 - 5, 2019	Friday – Saturday	Cultural Fest (ICNU)
October 10 - 16, 2019 **	Thursday – Wednesday	NSS Camp (ICNU)
October 30- Nov.05, 2019	Wednesday- Tuesday	Diwali Vacation
November 12, 2019	Tuesday	Holiday (Guru Nanak Jayanti)
December 5 -13, 2019	Thursday-Friday	End Sem Exam: Semesters – I, III & V (IR & RPR)
December 16, 2019	Monday	Commencement of Semester – II, IV & VI
December 25, 2019	Wednesday	Holiday (Christmas)
December 30 – Jan. 4, 2020	Monday - Saturday	Winter Vacation
January 10, 2020**	Friday	Photography & Short Film Competition
January 10-11, 2019	Friday - Saturday	Kurushetra (ICNU – Sports)
January 26, 2020	Sunday	Republic Day

INSTITUTE OF COMMERCE, NIRMA UNIVERSITY

February 4, 2020**	Tuesday	One-Act Play Competition
February 5-7, 2020**	Wednesday to Friday	Nuzeal
February 10, 2020	Monday	Parents Teachers Meeting – II
April 30 – May 8, 2020	Thursday– Saturday	End Sem Exam: Semesters – II, IV & VI & RPR
**Regular classes will be scheduled during these days		

CONTACT DETAILS

The contact place for students for different purposes, like Leave, Fee Payment, Attendance, Submissions, *etc.* is Admin Office at M Block (Phone : 079 71652608)

FACILITIES

Computing Facilities

Computing facilities for the students include a well-equipped lab. A state-of-the-art gigabit network connects every corner of the Institute. High-speed servers run on a variety of platforms to suit all kinds of requirements and support the entire network. A 256 mbps dedicated optic fiber leased line and WiFi hotspots enable round the clock Internet connectivity on the campus. The Institute has also acquired the latest software, namely SPSS v23 and Oracle v8, among others. Internet mail servers are also available to students and faculty round the clock.

Library Resource Centre (LRC)

The library provides access to a wide range of management and business information sources that include Leading National and International Business Periodicals, in addition to an impressive collection of Business Databases, Digitized Corporate Annual Reports and CDs / DVDs. The library has more than 33,500 volume of books.

The library subscribes to 13 databases and around 15,000 e-journals through databases such as EBSCO, Business Source Complete, Academic Search Elite, JSTOR, Elsevier's Science Direct: Business Management & Accounting Package, Emerald Management 175 and OUP e-bundle. The library subscribes to ISI Emerging Markets Database which provides trade related information from all over the world. The financial and economic databases subscribed to by the library are Centre for Monitoring Indian Economy's – PROWESS, Industry Outlook, Ace Equity and Ace Mutual Fund from Accord Fintech, EPWRF India Series, Frost and Sullivan and SCOPUS. The library also subscribes to Indiastat.com which is a socioeconomic database and Springer e-books collection. All databases are accessible on campus IP's and remote access is given on request as well.

The library is fully automated through KOHA: an open source software, accessible on the campus LAN. The user-friendly package facilitates issue and return of books with web catalogue. The library has adopted the latest ICT tools like CD, DVD, Multimedia Kits, Barcode scanners and Text & Graphic scanners for effective use of library services.

Bank Facility

A branch of the Kalapur Commercial Co-operative Bank Ltd., a scheduled bank, with ATM facility is located on the campus.

Canteen Facility

The campus also has a canteen and a food court in addition to the mess.

Medical Facility

There is a non-resident doctor available on campus all days from 11: 30 a.m. to 6.30 p.m. except on Sunday. The doctor is available on phone call on Sunday.

Sports

The University has a volleyball court, a lawn tennis court, a basketball court, a football and cricket ground, a table-tennis room, and a well-equipped modern gymnasium.

STUDENTS' ACTIVITIES

The students are encouraged to plan, organise and participate in various curricular and extra-curricular activities on their own with basic support from the Institute. Such an atmosphere inculcates a spirit of leadership and an understanding of different aspects of commerce. They undertake such activities not only for value addition but also for the experience that comes with the accomplishment of a job. The students get to recognise their talents and skills in the process and are inspired to develop themselves further. Students' clubs aim to provide opportunities to the members and the interested students to develop their entrepreneurial skills and help polish their abilities so as to prepare them to face the challenges of the business world.

Student Advisory Committee (SAC): This committee is concerned with the overall interests of the students and the Institute, and provides a direct link between the students and the administration.

Sports Club: This club assists with organisation of sports events in the campus. It also encourages the students of the Institute to participate in all sports activities organised within Nirma University as well as other prestigious colleges of the country.

Social Club: This club assists with organisation of activities like blood donation camps, awareness campaigns for Government schemes in villages, thalassemia, other social issues, Swachh Bharat Abhiyan, and extension activities like old-age home visits, charity drives, etc.

Dance Club: This club assists with organisation of all dance related activities and workshops. It also encourages the students of the Institute to participate in all dance activities organised within Nirma University as well as other prestigious colleges of the country.

Music Club: This club assists with organisation of all music related activities and workshops. It also encourages the students of the Institute to participate in all music activities organised within Nirma University as well as other prestigious colleges of the country.

Theatre Club: This club assists with organisation of all theatre and drama related activities and workshops. It also encourages the students of the Institute to participate in all theatrical activities organised within Nirma University as well as other prestigious colleges of the country.

Cultural Club: This club assists with organisation of all other extra-curricular activities in the campus like cultural fests, ethnic day celebrations, etc.

Literary and Publication Club: This club assists with organisation of all co-curricular activities like conclaves, guest lectures, quizzes, debates, essay-writing competitions, elocutions, other co-curricular workshops, etc. The club also heads the preparation of the Institute's newsletter – Kaleidoscope.

Media and Marketing Club: This club ensures appropriate media coverage for all events of the institute as well as organisation of photography related activities and workshops. The club also manages the social media handles of the Institute, and provides relevant content for the Institute's newsletter and website.

Placement Committee: This committee is responsible for coordinating the placement of final year students of the Institute.

Internship Committee: This committee is responsible for coordinating the internship for the students of the Institute.

EXTRA-CURRICULAR ACTIVITIES

The Institute actively supports sports, extra-curricular and social activities. Apart from this, the students are also encouraged to avail the facilities at the campus. Students are encouraged to take part in extra-curricular and co-curricular activities organized at other reputed Institutes.

Process for Participating in Extra-Curricular and Extra Co-Curricular Activities

- Prior sanction from the Student Activity Chairperson has to be obtained before applying for participation at any event outside the campus in the prescribed format available in the Programme office. Leave Form will also need to be submitted.
- While granting the permission for participation, it will be seen that all the students get equal opportunity to participate.
- The institute has right to deny permission to a student to participate in an event outside the campus on grounds of high level of absenteeism; poor academic performance; disciplinary probation etc.
- In case a large number of students apply for participation in an event, a selection procedure will be setup by the Students Activity Committee.

Attendance in Extra Curricular Activities

Participation in Co-Curricular & Extra Curricular Activities like seminar, conclave, conference, lecture-series etc. helps not only in enhancing knowledge of students related to contemporary developments but also enables holistic development of student's personality. We sincerely solicit active presence of students in all such activities for overall well-being of students. These activities also result in augmenting institute's brand.

The students need to attend a minimum of 80% of the above activities each year.

ALUMNI ASSOCIATION

All the students graduating from Nirma University are automatically eligible for the membership of the Alumni Association of Nirma University. It is advised that all the students graduating from the Institute to become member of the Alumni Association.

Alumni Association provides opportunities for alumni to stay connected with their alma-mater. In fulfilling its commitment to strengthen relations with alumni, the University organizes a number of activities every year such as Alumni Meet, Conclaves, Lectures, etc.

Students' application for registering as alumni will be considered only after the award of their degrees.

Institute Level Committee for Alumni Relations

Dr. Udai Paliwal	Chairperson
Dr, Nitin Saxena	Member
Dr. Avani Shah	Member
Dr. Sumita Shroff	Member

SECTION –III: RULES & REGULATIONS

PREVENTION / PROHIBITION OF RAGGING

Directives of the Hon'ble Supreme Court of India, to prevent and eliminate the scourge of ragging, at different times, have been implemented by the University. Ragging in the hostel and on the campus is strictly prohibited. Any student indulging in this will be liable to be expelled not only from the hostel but also from the institute/university

What Constitutes Ragging

Ragging constitutes one or more of any of the following acts: a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student. b) Indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student. c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student. d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher. e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students. f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd

acts, gestures, causing bodily harm or any other danger to health or person; h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student. i) Any act that 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.

Further, UGC has notified via the 3rd amendment in UGC Regulations on 29th June, 2016 to expand the definition of ragging by including the following:

“Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.”

Administrative Action in the Event of Ragging: The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely; a) Suspension from attending classes and academic privileges. b) Withholding/ withdrawing scholarship/ fellowship and other benefits. c) Debarring from appearing in any test/examination or other evaluation process. d) Withholding results. e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc. f) Suspension/ expulsion from the hostel. g) Cancellation of admission. h) Rustication from the institution for period ranging from one to four semesters. i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

An appeal against the order of punishment by the Anti-Ragging Committee shall lie, (i) in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University; (ii) in case of an order of a University, to its Chancellor. (iii) in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

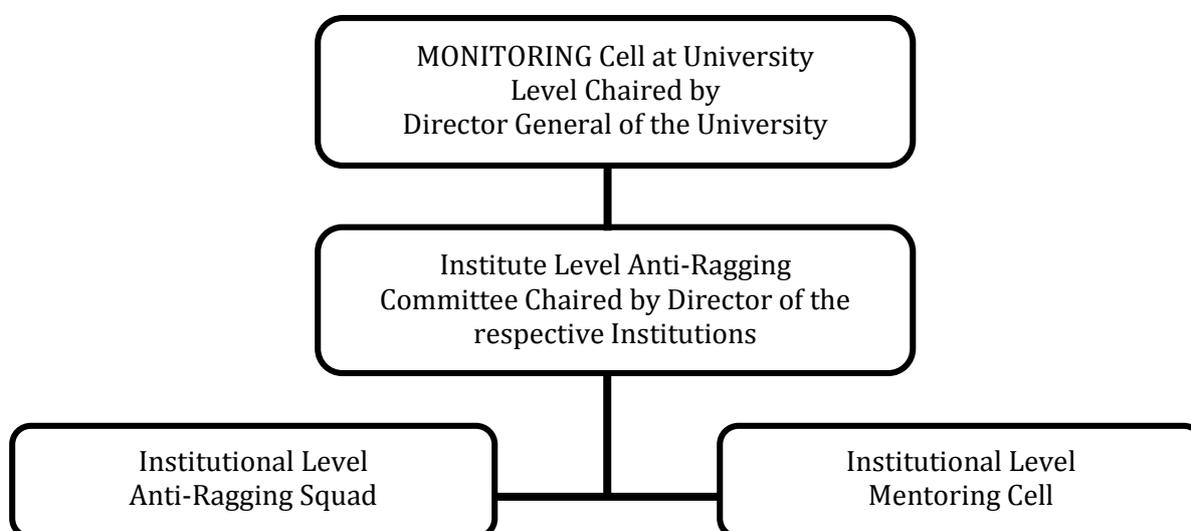
Where in the opinion of the appointing authority, a lapse is attributable to any member of the faulty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faulty or staff. Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

Why should I & How can I use On-Line Affidavits? Why?

1. It is mandatory for every student and his/her parents to submit an anti-ragging affidavit at the time of first admission and there after each year at the time of annual registration. These are UGC's regulations.
2. It is the order of the Hon. Supreme Court that contact details of students must be collected from these affidavits and stored electronically at a central location.
3. Until now each college collected such information. But it was not stored in any central location. But this year the Ragging Prevention Program developed an ON LINE procedure for downloading anti ragging affidavits. As a result, college authorities do not have to collect information separately and compile it. It will save a lot of their time and energy. How?
4. It is a simple procedure comprising 3 steps:
 - Step 1: Log on to www.antiragging.in or www.amanmovement.org. Click on the button called – On line affidavits.
 - Step 2: Fill in the information as desired and submit the form.
 - Step 3: On successful completion you will receive affidavits, both for Students and Parents, through E mail.
5. If you do not have an E mail address please create one before you log in. If your parents do not have an E Mail/Mobile/ Landline Phone number please do not panic. You can give those of your friends or relatives. There is absolutely nothing to worry. If you make a mistake while submitting your form you can start a fresh and submit the information again. There is no problem. It is a very easy process.

The structure of Anti Ragging mechanism of the Institute is as follows:

Organization/Structure of Anti Ragging Committee



University Level Committee

Monitoring Cell of Anti Ragging Measures

At the University Level there is a Monitoring Cell of Anti-Ragging Measures, which is chaired by the Director General of the University. The cell consists of all the Head of Institutions, Chief Operating Officer and Executive Registrar of the University as members and the Chief Warden [Hostels] as Member Secretary. This body coordinates with the constituent Institutions of the University in implementing the Anti-Ragging measures and achieving its objectives.

To enhance familiarity and to acclimatise the fresher's to the academic and social environment of the campus, each institute organises an orientation programme in the first week of new academic calendar. Different communication mechanisms are used to disseminate the information about the anti-ragging measures being followed at the University.

Regular interaction and counseling sessions are held with the students to make them comfortable in the new environment and to detect any signs of ragging. The anti-ragging squad regularly visits the hostels, canteen/mess area, and sports ground to detect any signs of ragging. In addition, there are surprise inspection at hostels, canteens, rest cum recreational rooms, toilets, bus-stands, etc to prevent ragging and any undesirable behaviour or incident.

Institute Level Anti Ragging Committees

There are three committees constituted at the Institute, viz. Anti-Ragging Committee (Institute Level Statutory Committee), Anti Ragging Squad, and Mentoring Cell (Ragging).

1. **Anti-Ragging Committee (Institute Level Statutory Committee)**

This is an Institute Level Statutory Committee with Director/Dean of the Institute as Chairperson, two Senior Faculty Members, Chief Warden [Hostels], representatives of civil and police administration, local media, non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students and non-teaching staff as members. This committee ensures compliance with the provisions of Regulations of Anti-Ragging.,

2. **Anti-Ragging Squad**

The Squad consists of one senior faculty member as Co-coordinator. The committee consists of teaching and non-teaching staff and students` representatives as its members. The squad makes surprise visits at hostels and spots vulnerable to incidences of ragging on the campus.

3. **Mentoring Cell (Ragging)**

The cell is headed by a Senior Faculty member and consists of teaching staff as well as Students` representatives. The Mentoring Cell promotes the objective of Anti-Ragging among the students.

Help Line No(s).

National Anti-Ragging Helpline 1800-180-5522 [24x7 toll free]

Institutional Level Helpline:

Dr. Avani Shah	6351893956
Dr. Sumita Shroff Goyal	9427489770
Ms. Shweta Trivedi	9825927924
Anti-ragging Committee (Institute Level Statutory Committee)	
Prof. Udai Paliwal	Chairman (Contact No. – 079 - 71652627)
Dr. Avani Shah	Coordinator(Contact No. – 079 - 71652620)

INSTITUTE OF COMMERCE, NIRMA UNIVERSITY

Dr. Sumita Shroff Goyal	Member (Contact No. – 079- 71652624)
Ms. Shweta Trivedi	Member (Contact No. – 079 - 71652608)
Mr.D.H.Gadhavi, Police Inspector, Sola Police Station	Member (Rep. of Police)
Mr. Krunal Panchal	Member (Rep.Od Media)
Ms. Rajeshwari Jain	Member (Rep. of NGO)
Mr. Gopalkrishna	Member (SO, NU)
Anti-ragging Squad	
Dr. Avani Shah	Coordinator
Dr. Sumita Shroff Goyal	Member
Dr.Nitin Saxena	Member
Mr. Ashutosh Pandey	Member
Prof.Karishma Butani	Member
CA Ishu Mittal	Member
Ms. Shweta Trivedi	Member
Mr. Ayush Khandelwal	Student Representative
Mr.Sriyansh Kanodia	Student Representative
Anti-ragging Mentoring Cell	
Dr. Sumita Shroff Goyal	Coordinator
Dr. Avani Shah	Member
Ms. Shweta Trivedi	Member

PREVENTION / PROHIBITION OF DRUG MENACE

In pursuance of the law of the land against the use & possession of Narcotics-Drugs, Nirma University has taken various measures to prevent the use of drugs/alcohol by the students on campus. These measures include:

- (1) Formation of Anti-Drug Squad at the Institute level as well as University level as is done in case of Ragging.
- (2) Formation of Anti-Drug Squads of the students' volunteers at Hostels and the Institute.
- (3) Carrying out regular as well as surprise visits in Hostels and other places.
- (4) Organizing various awareness programmes to educate the students about the ill effects of the use of drugs as well as the penalties for violation of the laws.
- (5) Displaying of Anti-Drugs posters at prominent places for awareness of the students.
- (6) Organizing a session in Induction programme against the use and possession of drugs/alcohol.
- (7) Obtaining undertaking from the students against the use and possession of drugs/alcohol.

The Anti-Ragging Committees will also work as Anti-Drug Committees.

DISCIPLINE RULES TO BE OBSERVED IN AND OUT SIDE THE INSTITUTE OR THE UNIVERSITY

1. Every student must carry his/her I-Card and produce the same when asked by the authority.

2. It is mandatory for the students to attend the classes, sessions, prayer, co-curricular activities, extra-curricular activities etc. on all working days from the start to the end of the semester. Absence due to illness or unavoidable circumstances shall be considered only if the application is supported with medical certificate in case of illness and / or leave application from the parent is submitted to the Head of the Institution.
3. Students are expected to behave in a responsible manner and abstain from chatting amongst themselves while the class is in progress;
4. Students are expected to be polite individually or in groups and show respect to the faculty/staff of the Institute/University;
5. Any indiscipline or misbehavior in class, or on the campus, or in the bus/vehicle, or even outside the campus, would warrant disciplinary action against the student(s);
6. Any action of any individual, group or a wing in the hostel, which amounts to interference in the regular administration of the Institute, is prohibited. Disciplinary actions will be initiated against such student(s);
7. Causing disfiguration or damage to the property of the University or belongings of staff members or students are prohibited.
8. No student shall indulge in any activity that might be illegal or may lead to disorderliness;
9. No student shall be in possession of liquor, prohibited drugs or any intoxicating materials, nor would consume such things.
10. Smoking cigarettes/chewing pan or tobacco or gutkha on the campus is strictly prohibited.
11. Indecent behaviors, in any form, will not be tolerated.
12. Use of mobile phones on the campus:
 - Use of all types and makes of mobile phones; whether ordinary, camera phone or smart phone in the academic areas during academic activities, is prohibited. However, for academic purpose or in exceptional cases, the students can be allowed to use mobile with prior permission of HoI concerned/(HoD concerned for IT-NU).
 - **Penalty**
 - i) If a student is caught using mobile phone in any of the academic areas during any academic activities, his/ her instrument will be immediately confiscated along with I-card and a penalty of Rs. 5,000/- (Rs.Five thousand only) will be imposed on that student
 - ii)The instrument will be returned only after the student produces receipt of payment of penalty amount in the Account Section within seven working days, failing to which, the appropriate disciplinary action will be taken against the student
 - iii)During examination; separate rules prescribed for the same will be applicable (published vide Circular No. NU/AC/CCM/Monitor CCTV/16/4579 dated 31.12.2016)

- 13 Activities like video shooting, photography, playing musical instruments and listening to radio, tape recorder, etc. are prohibited on the Campus except with the permission of the Director of the Institution.
- 14 The students are expected to be in the classrooms or any place of study on time before the commencement of the study.
- 15 **All the academic areas including classrooms, laboratories, studios, libraries, reading rooms, etc. and common areas such as corridors, building entrance, parking lots, canteen, lawns are covered under CCTV Surveillance. The same would also be monitored by a Senior Trained Security Officer (retired police officer) at a centrally located place. Further, the students are monitored very closely in the classrooms/laboratories/Studios during the break hours and also after the scheduled class hours.**
- If any student is found indulging at any time in any in-disciplinary activities/ inappropriate behavior, the same will be reported to the Senior officials of the university and appropriate disciplinary action would be taken. The CCTV footage of such activities would also be shared with the parents of the student found indulged in such inappropriate activities, besides considering this as an evidence for taking appropriate disciplinary action.**
- 16 Use of helmets is compulsory for everyone who rides a two-wheeler to and from the campus.
- 17 Students should follow a decent dress code when they come to the University.
- 18 Any kind of ragging in the class, campus or in the bus or even outside the campus is strictly prohibited.
- 19 Any kind of misuse of Internet, intranet or computer software, mobile, etc. is strictly prohibited.
- 20 Disobedience of any instructions of the competent authority will be considered as indiscipline and action will be taken as per the rules.
- 21 The points which are not covered above and which the Head of Institution considers as in-disciplinary action will be dealt with, under these rules.

Penalties

For disobeying any disciplinary rules, the competent authority as defined under relevant regulations will take disciplinary action against the student concerned. There shall be separate procedure for imposing minor penalty and major penalty. The following indiscipline on the part of the student shall be subjected to the major penalties:

1. Damaging the property of the University/Institutions (moveable or immovable)
2. Involving in violence on and outside the campus including instigating violence.
3. Involving himself/herself in criminal act like using alcoholic beverages, drugs, gambling on or outside the campus including instigating the other students for such action.

4. Ragging in and outside the campus.
5. Any act which deteriorate the overall atmosphere in the campus or the Institute.
6. Theft of University property or the property of the other students, staff or any other person on the campus.
7. Any other act which the Head of the Institution feels as gross misconduct, which are not covered under the above category.

Types of Major Penalties: The Major Penalty includes the following: ·

- In case of criminal act or moral turpitude, the initiation of police action against the student(s).
- Prohibiting the student concerned from appearing in the course or courses in Mid-term and/or End-Term examinations. ·
- Detention of the student(s) for a trimester or more. ·
- Rustication from the University or from the Institute for a period of one year or more.
- Permanent rustication from the Nirma University or from the Institute.
- Any other major penalty, which the Director feels appropriate to impose.
- If the individuals committing or abetting ‘ragging’ are not identified, collective punishment could be executed to act as a deterrent punishment and to ensure collective pressure on potential ‘raggers’. In case the student is involved in any kind of ragging and is punished for the same, the mention of the same will be incorporated in his / her migration certificate.

Procedure for imposing Major Penalties

For Imposing the Major Penalty as Defined above, the following Procedure will be followed.

- As soon as the information about a case of indiscipline is brought to the notice of the Head of the Institution concerned, the Head of the Institution will suspend the student concerned from attending the classes/practical or any other academic activities.
- He/she will at his discretion constitute the fact finding committee from within the people working in the institute and the fact finding committee will submit the report at the earliest but within a week’s time after inquiring the details by inviting student(s), parent(s) and will record the statements. They will also examine the other witnesses and record their statement. The Committee will also examine the circumstantial evidences. On the basis of the report of the fact finding committee, if the Head of the Institution concerned feels that the charges leveled against the student fall under the major penalty and these are prima-facie proved then the report of the committee will be submitted to the committee constituted by the Director at University level and after further investigation by the University level committee, if it feels that the student(s) is/are involved in indiscipline which amounts to gross misconduct then they will make recommendations for the major penalty to be imposed which will be submitted to the Director and on the decision of the Director, a show cause notice shall be issued to the student concerned and after the reply received from the student concerned, the final decision about imposing the penalty will be taken by the Director.

Minor Penalty

For any disciplinary action, other than the in-disciplinary act covered under major penalty, the Head of the Institution will be competent to take action against the student concerned and impose minor penalty after hearing the student concerned and also the other persons, who the Head of the Institution feels appropriate or the person designated by the Head of the Institute.

Types/Nature of Minor Penalties:

- Warning.
- Giving special assignments of the nature for which the Head of the Institution will be competent to decide.
- Imposing fine.
- Putting the student on conduct probation for the period, which the Head of the Institution feels appropriate.
- Prohibiting the student to appear in limited to two subjects in In-Term/Semester Examinations and/or End- Term /Semester Examinations.
- Suspending student for attending classes for a period not more than one week.
- Any other minor penalty the Head of the Institute feels appropriate.

ACADEMIC DISHONESTY AT EXAMINATIONS / TESTS / ASSIGNMENTS, ETC. AND PUNISHMENT IN CASE OF USING UNFAIR MEANS

GUIDELINES FRAMED BY THE EXAMINATION REFORMS COMMITTEE UNDER #R.18(9) FOR RECOMMENDING THE PUNITIVE MEASURES IN THE CASES OF USING UNFAIR PRACTICES IN THE DIFFERENT EXAMINATIONS.

1. The cases involving in unfair practices in any examination shall be referred to the Examination Reforms Committee (ERC). This committee, after proper inquiry and judicious evaluation of all available documents and after giving fair and reasonable opportunity of being heard in each case, will recommend the punitive measures for further action to the concerned competent authority.
2. The cases of unfair practices may vary in culpability so as per the gravity of culpability the different kinds of punitive measures are provided in this guidelines and Examination Reforms Committee may recommend appropriate and proportionate punitive measures with recorded reasons.
3. The Examination Reforms Committee while following the guidelines shall have corrective rather than punitive approach at the same time protecting the sanctity of the Examination System.
4. The effect of the punitive measures recommended by the Examination Reforms Committee is to be read in consonance with the Academic Regulation of a particular programme notified from time to time by the University.
5. Explanations:

The following explanations will apply to the various provisions of guideline no. 6 and terms which are not defined are to be interpreted as per the regulations notified by the university from time to time.

- a. Unfair practices shall mean indulgence in any activity as mentioned in #R.18(1) read with clause 6.1 to 6.8 mentioned here below.
- b. Reference to a male student implies similar reference to a female student.
- c. Reference to certain words in singular form implies reference to their plural form also, where the context is obvious e.g. answer-book / answer-books, note/notes, chit/chits, page/pages etc.
- d. Reference to answer-book implies reference to main answer-book, supplementary answer-sheet, drawing-sheet, papers used in preparing the term assignments, reports of Projects, Internship Training, Dissertations etc. authenticated by the Examiner concerned by putting his signature including digital form.
- e. "Examination" means an examination in any form of evaluation conducted by the university or by constituent institute of the university.
- f. Supplementary Examination is not a separate Examination but it is a part of Semester End Examination and hence whenever the punitive measures is imposed for Supplementary Examination it should be same as of Semester End Examination.
- g. Cancellation of result shall mean evaluation in examination becomes null & void
- h. When more than one punitive measures is imposed, the effect of these measures will follow in chronological order.
- i. Obtainable marks means maximum marks allotted to the concerned examination i.e. CE/LPW/PW

R.18 of Academic Regulations for admission to the University, eligibility criteria, conduct of Examination etc.

6.	Nature of Unfair Practices in Examination	Nature of Punitive measures	
		CE/LPW/PW	SEE/TEE
6.1	If a student, (i) disobeys the instructions of the block supervisor/officer of the Institute/University in examination. (ii) writes any matter / content on the question paper in minor form. (iii) attempts communication with another student. (iv) changes the allocated seat without permission. (v) found with irrelevant written or printed material during examination.	Written Warning;	Cancellation of the result of SEE/TEE of the concerned Course
6.2	If a student, (i) is found with relevant written / printed material in any form of minor nature during examination.	Deduction of 10% marks of maximum obtainable marks from the obtained marks by the student concerned	Cancellation of the result of SEE/TEE of the concerned Course

6.	Nature of Unfair Practices in Examination	Nature of Punitive measures	
		CE/LPW/PW	SEE/TEE
	(ii) is found with relevant written / printed material in any form from his/her answer-book in minor nature during assessment. (iii) is found with relevant matter / content in minor form on his/her body / inside the clothes or under his/her implements like Calculator-Compass etc. or in his/her immediate vicinity. (iv) has copied from the answer-book of another student in minor form without his/her knowledge during examination (Award the punitive measure/s to the student who had copied the answer).	in CE/LPW/PW of the concerned Course	
6.3	If a student, (i) is found with relevant written / printed material in any kind in extensive form during examination. (ii) is found with relevant written / printed material in any kind from his/her answer book in extensive form during assessment. (iii) is found possessing any kind of electronics devices including mobile phone/smart watch except simple calculator (wherever allowed) during examination irrespective of whether it is used or not used. (iv) has copied from the answer-book of another student in extensive form without his/her knowledge during examination (Award the punitive measure/s to the student who had copied the answer). (v) has copied the answer from the other student with his/her knowledge. (Award the punitive measure/s to both the students) (vi) writes relevant matter / content in extensive form on his/her body / inside the clothes or under his/her implements like Calculator-Compass etc. or in his/her immediate vicinity. (vii) is found kept or referring any kind of notes, material, book etc. in washroom/toilet/corridor etc. out side of the examination hall. (viii) exchanges / borrows / takes any article / documents with relevant minor content of a course (Award the punitive measure/s to the guilty student/s).	Deduction of 20% marks of maximum obtainable marks from the obtained marks by the student concerned in CE/LPW/PW of the concerned course	Cancellation of the result of all examinations (CE, LPW/PW, SEE/TEE) of the concerned Course

6.	Nature of Unfair Practices in Examination	Nature of Punitive measures	
		CE/LPW/PW	SEE/TEE
6.4	<p>If a student,</p> <ul style="list-style-type: none"> (i) is found to have torn the answer book or part thereof, of his own, or of other student. (ii) attempts to throw/thrown or carry/carried away the answer-book or part thereof outside the examination hall during examination. (iii) is found in possession of unauthorized answer books or part thereof either blank or written upon during examination. (iv) is found to have made any kind of changes in answer-book of other student. (v) tries to destroy evidence of unfair practices by throwing it away, chewing it, or by any other means. (vi) is found by examiner with different hand writing in the answer-book or there is/are missing/additional page/s found from the answer book. (vii) is found to made any changes in the assessed answer-book during showing the answer-book. (viii) snatches or takes away the answer-book or part thereof of other student without his/her knowledge during examination. (Award the punitive measures to the student who had snatched the answer book). (ix) has copied / reproduced part there of in report writing or any other such submission i.e. term assignments or term paper etc. in CE/LPW Examination. (x) exchanges / borrows / takes any article / documents with relevant extensive content of a course or exchanges answer book(s) with the other student (Award the punitive measure/s to the guilty student/s). 	<p style="text-align: center;">Cancellation of the result of CE / LPW/PW Examination of the concerned course</p>	<p style="text-align: center;">Cancellation of the result of all examinations of (CE, LPW/PW, SEE) *two courses [for all the programmes except MBA (FT and FB&E)]</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">-</p> <p style="text-align: center;">Cancellation of the result of all examinations (CE, LPW/PW, TEE) of concerned course + Cancellation of the result of TEE of one more course* [for MBA (FT and FB&E)]</p>
6.5	<p>If a student is found second time,</p> <ul style="list-style-type: none"> (i) indulging unfair practices in any Examination (CE/LPW/SEE/TEE) under 6.1 and penalized previously under 6.1 	<ul style="list-style-type: none"> (i) Deduction of 10% marks of maximum obtainable marks from the obtained marks by the student concerned in CE/LPW/PW of the concerned course (ii) Punitive measure will be awarded to 	<ul style="list-style-type: none"> (i) Cancellation of the result of SEE/ TEE of the concerned course (ii) Punitive measure will be

6.	Nature of Unfair Practices in Examination	Nature of Punitive measures	
		CE/LPW/PW	SEE/TEE
	<p>(ii) indulging unfair practices in any Examination (CE/LPW/SEE/TEE) under the guideline no. 6.2/6.3/6.4 and penalized previously under 6.1</p> <p>(iii) indulging unfair practices in any Examination (CE/LPW/SEE/TEE) under the guideline no. 6.1 and penalized previously under the guideline no. 6.2/6.3/6.4.</p> <p>(iv) indulging unfair practices in any Examination (CE/LPW/SEE/TEE) under the guideline no. 6.2/6.3/6.4 and penalized previously under 6.2/6.3/6.4</p>	<p>the student concerned as per Guideline no. 6.2/6.3/6.4 respectively under which the student is reported for unfair practices in examination.</p> <p>(iii) Deduction of 20% marks of maximum obtainable marks from the obtained marks by the student concerned in CE/LPW/PW of the concerned course</p> <p>(iv) Cancellation of the results of CE/ LPW/PW of two* courses. [for all the programmes except MBA (FT and FB&E)].</p> <p>----- Cancellation of the result of CE/PW of concerned course + Deduction of 10% marks of maximum obtainable marks from the obtained marks by the student concerned in CE/PW of other one course* [for MBA (FT and FB&E)]</p>	<p>awarded to the student concerned as per Guideline no. 6.2/6.3/6.4 respectively under which the student is reported for unfair practices in examination.</p> <p>(iii) Cancellation of the result of SEE/TEE Examinations of concerned course.</p> <p>(iv) Cancellation of the result of all examinations (CE, LPW/PW, SEE/TEE) of all the courses of concerned Semester.</p>
6.6	<p>(i) If the student is found for undue advantage of writer facility.</p> <p>(ii) If another student of the Institute of Nirma University or outsider impersonates as a student on behalf of a student of any Institute of Nirma University is found appearing in the</p>	<p>Cancellation of the result of all examinations (CE, LPW/PW, SEE/TEE) of all the courses of concerned Semester.</p> <p>Cancellation of the result of all examinations (CE, LPW/PW, SEE/TEE) of all the courses of concerned Semester and disallowing the student of Nirma University</p>	

6.	Nature of Unfair Practices in Examination	Nature of Punitive measures	
		CE/LPW/PW	SEE/TEE
	examination in place of eligible student of the Institute of Nirma University.	from registering the courses (IR and RPR) up to two subsequent semesters and initiate the criminal proceeding including filing FIR for the student / Person involved in this case.	
6.7	<p>(i) If the student is caught in unfair practices in examination and threatens</p> <ul style="list-style-type: none"> - the authorized person for conduct of examination/ member/s of the Examination Reforms Committee/ examiner concerned for seeking his favour. - the Jr. Supervisor or Sr. Supervisor for not reporting the case or the examiner for seeking his favours either by bribing, hiding currency notes in the answer-books or threatens any of the authorized officers for conduct of examination. <p>(ii) If the student violates the norms of disciplined behavior or indulges in violent behavior inside or outside the examination hall by act or acts such as :</p> <ul style="list-style-type: none"> - Obstructing the process of examination in any way or instigating other students or - Assaulting the Block Supervisor / any other person appointed to conduct the examination or threatening the staff or - Carrying and/or using tools / weapons for intimidation / causing injuries or - Any other act/acts similar in nature to those mentioned under this category. 	<p>Cancellation of the result of all examinations (CE, LPW/PW, SEE/TEE) of all the courses of concerned Semester and disallowing him/her from registering the courses (IR and RPR) up to Two subsequent semesters depending upon the nature and gravity of the unfair practices.</p> <p>Cancellation of the result of all examinations (CE, LPW/PW, SEE/TEE) of all the courses of concerned Semester and disallowing him/her from registering the courses (IR and RPR) up to Three subsequent semesters depending upon the nature and gravity of the unfair practices <u>and/or</u> initiate the criminal proceeding including filing FIR for the student / Person involved in this case.</p>	
6.8	During or after the examination, if any student is found to have indulged in any other form of unfair practices, misconduct, misbehavior, committing act of indiscipline, committing breach of any of the rules laid down for the proper conduct of examinations etc., which are not, covered in categories 6.1 to 6.7 in the above guidelines having bearing on the examination or result of the student and/or of any other student.	The Examination Reforms Committee shall recommend the punitive measure depending upon the nature and gravity of the unfair practices.	

* Whenever punitive measure is awarded to the concerned student for Two courses, then the one course is the concerned course in which student is caught for using unfair practices in examination and the other course will be decided by the student concerned at his/her option from the courses (IR/RPR of any semester) in which the student appeared and passed the Examination. When other

course is not available at all then the Committee shall recommend appropriate punitive measure depending upon the nature and gravity of the unfair practices.

MECHANISM FOR REDRESSAL OF STUDENTS' GRIEVANCES

The students are the main stakeholders in any institution imparting education, and it's our endeavor to make all efforts to ensure transparency in all the activities at different stages. Taking this spirit in consideration the University has decided to provide mechanism to students for redressal of their grievances as under.

The Grievances may broadly include the following complaints of the aggrieved students.

- a) Academic
- b) Non-Academic
- c) Grievance related to Assessment
- d) Grievance related to Victimization
- e) Grievance related to Attendance
- f) Grievance related to charging of fees
- g) Grievance regarding conducting of Examinations
- h) Harassment by colleague students or the teachers etc.

Institute Level Committee

Dr. Udai Paliwal	Chairperson
Mr. Ashutosh Pandey	Member
Dr. Avani Shah	Member
Mr. Parth jani	Member

This committee will deal with all the Grievances directly which is related to the common problems at Institute level both Academic and Administrative.

- **Procedure for Redressal of Grievances (RoG)**

(a) An aggrieved student who has the Grievance or Grievances at the Department/Area level shall make an application first to the HoD/Area Chairperson. The Head of Department/Area Chairperson, after verifying the facts will try to redress the grievance within a reasonable time, preferably within a week of the receipt of application of the student. If the student is not satisfied with the verdict or solution of the HoD/Area Chair, then the same should be placed before the Department/Area level committee.

(b) If the student is not satisfied with the decision of Department/Area level committee, he/she can submit an appeal to the Institute level committee within a week from the date of the receipt of the reply from the Department level committee.

The Head of Institute, after verifying the facts and the papers concerned and having discussion with the Chairman of the Department/Area level committee will place the matter before the Institute level committee which shall either endorse the decision of the Department level committee or shall pass appropriate order in the best possible manner within a reasonable time, preferably within 10 days of receipt of application.

(c) If the student is not satisfied with the redressal offered by the Institute level committee and feel that his/her Grievance is not redressed, he/she can submit an appeal to the University level committee within a week from the date of receipt of

decision with the relevant details.

(d) The University level committee should consider the appeal of the student and make appropriate recommendations to the Director General within a reasonable time, preferably within 15 days. On approval by the Director General the final decision is to be communicated to the student through the respective Head of Institute.

(e) The University level Committee, if needed, may recommend to the Director General, necessary corrective action as it may deem fit, to ensure avoidance of recurrence of similar grievance at any of the Institute under the University.

(f) While dealing with the complaint the committee at all levels will observe law of natural justice and hear the complainant and concerned people.

(g) While passing an order on any Grievance at any level the relevant provisions of Act/Regulations should be kept in mind and no such order should be passed in contradiction of the same.

(h) The student will submit the application of Grievance or appeal to the Institute level committee or University level committee, as the case may be, through the Head of Department and Head of Institute concerned.

RULES FOR THE USAGE OF UNIVERSITY / INSTITUTE RESOURCES

Rules for the usage of Wi-Fi Facility

- Misuse of Internet/E-Mail/Wireless Access service will invite strict disciplinary action.
- Use of the Internet/Wireless Access/Computing facilities/Printing services must comply with the law of Institute/University, Government and all other concern regulatory authorities.
- Use of the Internet/Wireless Access/Computing facilities/Printing must not interfere with any other user's usage. Detection of any such incident will lead to disciplinary action.
- User is not entitled to use computing facilities/services those he/she has not been authorized to use.
- User must not access any program or data which he/she has not been specifically authorized for the use.
- User must not use or copy any data or program belonging to other users without their explicit and specific permission.
- User must not use Institute/University Internet/Wireless Access/Computing facilities/Printing services to harass, defame, libel, slander, intimidate, impersonate or otherwise abuse another person. In such cases legal action will be taken against user(s).
- User must not use Institute/University Internet/Wireless Access/Computing facilities/Printing services for the creation, collection, storage, downloading or displaying of any offensive, obscene, indecent or menacing images, data or material capable of being resolved into such. (There may be certain legitimate exceptions for academic purposes which would require the fullest disclosure and special authorizations).
- Users must not use the Institute/University Internet/Wireless Access/Computing facilities/Printing services to conduct any form of commercial activity without explicit permission. Use of "computing services" for commercial work may be governed by software licenses constraints and users should verify that the intended use is permissible under the terms of those licenses with their local IT Support Staff.

Users must not use the Institute/University Internet/Wireless Access/Computing facilities/Printing services to disseminate mass (unsolicited) mailings.

- Users must not install, use or distribute software on his/her laptop for which he/she has not had a license or permission.
- In general, use of Institute/University “Internet/Wireless Access/Computing facilities/Printing services” is available to users for study, research, academic work and administrative purpose of the Institute.
- Peer-to-peer (P2P) file sharing programs, as well as violating copyright and licensing rules, use up an excessive amount of bandwidth that consequently hinders the use of network resources for purposes of priority. For this reason, it is strictly forbidden to use the "peer-to-peer" file sharing programs - even if they are used inside the campus network. Such usage includes, but is not limited to, the following programs:

KaZaA, iMesh, eDonkey2000, Gnutella, Napster, Aimster, Madster, FastTrack, Audiogalaxy, MFTP, eMule, Overnet, NeoModus, Direct Connect, Acquisition, BearShare, Gnucleus, GTK-Gnutella, LimeWire, Mactella, Morpheus, Phex, Qtella, Shareaza, XoLoX, OpenNap, WinMX, DC++, BitTorrent etc.

- If the use of the computing and networking facilities is proven to be incompatible with the educational and scholarly missions of the Institute/University and law of Government, and if the user has been proven to behave irresponsibly, inappropriately and illegally in a manner displaying disruptive and inappropriate conduct that endangers the efficiency, integrity, safety and continuity of networking services; and if the user breaches the rules and regulations set forth in this document, one or more of the following disciplinary actions may be taken as a reasonable response to eliminate threatening and abusive behavior.
- The user may be warned verbally or with a written notification.
- Local and/or off-campus network access privileges may be restricted, for a specified term or indefinitely.
- Local and/or off-campus network access privileges may be suspended, modified or withheld for a specified term or indefinitely.
- The user codes and user accounts on the central server systems may be terminated for a specified term or indefinitely.
- Disciplinary mechanism of Institute/University such as investigation or prosecution may be initiated by the academic or administrative disciplinary proceedings/committee.
- Judicial proceedings may be started,
- Any suitable disciplinary action as decided by the authority:
 - ✓ Depending on the severity of misconduct
 - ✓ the magnitude of the resulting damage (on the resources and persons/organizations),
 - ✓ recurrence of the misconduct

Rules for the usage of Computer Lab

- Students should make an entry in the log register.
- Students should not change properties/configuration of the client machines.
- Students should keep silence and observe discipline while working.
- Students should not leave rough papers on desks.
- Students should not eat or drink in the computer Centre.
- Students should switch off lights, fans, computer systems etc. before leaving the lab

Rules for the usage of Library

- Silence should be maintained in the library premises.
- Students can borrow a maximum of 10 books for duration of 14 days.
- Students are entitled to renew books (max. twice) depending upon the demand of particular books.
- An overdue charge of ₹2/- per day will be charged on late return of books.
- Books will be issued on producing the Identity card.
- The students should make an entry in the computer kept at the entrance.
- Books should be checked for missing pages or damage before issue. The students will be held responsible for any damage/missing pages found and the penalty would be at the discretion of the librarian.
- Library resources like reference books, periodicals, bound volumes, annual reports, CDs, audio/video cassettes are to be referred within the library premises.
- Issued books/Personal Books, files, notes and other personal belongings are not allowed to be brought into in the library.
- Defaulting on the above rules will lead to termination of library membership.
- Mobile Phone is to be switched off within the library premises.

Library Hours

- **Reading Room:** Monday to Saturday 8:45 am – 10:00 pm
Sunday 9:00 am – 4:30 pm
- **Issue / Return:** Monday to Saturday 9.00 am – 9:30 pm,
Sunday 9:30 am – 4:30 pm

*[Closed on Public Holidays]

**SECTION –IV: UNIVERSITY LEVEL
COMMITTEES / CELL / FORUM**

EQUAL OPPORTUNITY CELL

In pursuance to the UGC letter dated 29.01.2016, the **Equal Opportunity Cell (EOC)** is formed under Nirma University to make education system inclusive and responsive to the needs and constraint of the disadvantaged social groups.

Objectives:

- To identify the issues amongst the disadvantaged sections on the campus and to provide an enabling and non-discriminative environment for them.
- To promote inclusive policies and practices on the campus.
- To ensure equality and equal opportunities to disadvantaged group on campus through proper implementation of policies, skills and programmes.

Functions of EOC:

- To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various backgrounds.
- To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.
- To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
- To look into the grievances of the weaker section of the society and suggest amicable solution to their problems.
- To disseminate the information related to schemes and programmes for the welfare of the socially weaker section as well as notifications/memoranda, office orders of the Government, or other related agencies/organizations issued from time to time.
- To prepare barrier free formalities/procedures for registration of students belonging to the disadvantaged groups of society for various programmes in respective semester/terms as per University rules. (subject to the norms applicable to the respective programmes)

Institute Level Committee

Prof Udai Lal Paliwal	Dean, Institute of Commerce, Chairman
Dr Sumita Shroff Goyal	Assistant Professor, and Coordinator – Student Activities, Member
CS Karishma Butani	Assistant Professor, Member Secretary
Dr Avani Shah	Assistant Professor, Member
Dr Nitin Kishore Saxena	Assistant Professor, Member

COMPLAINT COMMITTEE FOR PREVENTION OF SEXUAL HARASSMENT

In pursuance of the directions issued by the Hon'ble Supreme Court in the judgment of Vishaka & Others v/s. State of Rajasthan & Others reported in 1997 (6) SCC 241, the Nirma University has constituted a complaint committee for prevention of Sexual Harassment.

Objectives:

- To prevent discrimination and sexual harassment against women, by promoting gender amity among students and employees
- To lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women, by the students and the employees;
- Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;
- Recommend appropriate punitive action against the guilty party to the Chair/Director General of NU.

Names of Committee Members	Designation	Contact No.
Prof. (Dr.). Purvi Pokhriyal, Director & Dean, ILNU	Chairperson & Counselor	079-71652802 99988 49689
Dr. N. Lalitha, Gujarat Institute of Development and Research	External Member	02717-242366 9427308677
Prof. Harismita Trivedi, IMNU	Member	079-71652629
Prof. Madhuri Bhavsar, Dept. of CSE, ITNU	Member	079-71652217 98790 50660
Prof. Niyati Acharya, IPNU	Member	079-71652721
Shri D.M.Patel, Asst. Registrar, Establishment – NU	Member	079- 71652681 8153963609
Shri B. J. Patel, Deputy Registrar – ITNU	Member	079-71652512 98253 06200
Dr. Ravindra Sen, Asst. Registrar, Academic – NU	Member Secretary	079-71652680 9712936398

ROLE AND FUNCTIONS

The Committee will deal with issues relating to sexual harassment at Nirma University. It is applicable to all students, staff and faculty. A complaint of discrimination or sexual harassment may be lodged by the victim or a third party. A written complaint may be addressed to the Chair of the Committee. If the complaint is made to any Head of Institute, they may forward it to the Convener of the Committee against Sexual Harassment.

WOMEN DEVELOPMENT CELL

In pursuance of the directions issued by the UGC and MHRD, the Nirma University has set up the Women Development Cell (WDC) and prescribed norms to sensitize the community with regard to gender related issues and create a gender friendly environment.

Objectives

To provide and maintain a dignified, congenial working environment for women employees (including teaching, non-teaching and contractual workers) and students, where they can work, study and explore their potential to the fullest, a committee of the following members has been constituted as “Women Development Cell”:

Women Development Cell	
Prof. (Dr.). Purvi Pokhriyal, Director & Dean ILNU	Chairperson
Ms. Shreya Shrivastava, ILNU	Member [Faculty Co-ordinator]
Prof. Praneti Shah, IMNU	Member
Prof. Madhuri Bhavsar, ITNU	Member
Prof. Nagja Tripathi, IPNU	Member
Dr. Shalini Rajkumar, ISNU	Member
Ms. Pratima Singh, IANU	Member
Dr. Avani Shah, ICNU	Member
Ms. Kanupriya Taneja	Member
Mr. B. J. Patel, Deputy Registrar	Member
Ms. Palak Shah, Chief Accounts Officer, NU	Member
Ms. Mayuri Jain	Female Student
Mr. Harsh Patwa	Male Student
Dr. Ravindra Sen, Assistant Registrar, Academic	Member Secretary

ROLE AND FUNCTIONS

1. To sensitize all members of Nirma University community towards the Supreme Court and statutory mandate prohibiting gender discriminations and sexual harassment at the work place and encourage involvement through academic, cultural and outreach activities such as talks, seminars, workshops, community action, drama, street theatre, poster-making etc.

2. To provide for dialogue, discussion, and deliberation on women's rights and gender-related issues.
3. To encourage from participation from NGOs and law enforcement agencies in this area.
4. To encourage from participation from NGOs and law enforcement agencies in this area.
5. To review safety and security measures for female employees and girl students at Nirma University campus.

WHO CAN APPROACH THE CELL?

Any employee including faculty, staff, contractual, temporary, and casual and student of Nirma University can approach the Women Development Cell.

NIRMA UNIVERSITY ALUMNI FORUM

We at Nirma University are proud of our Alumni and the difference they have made to the world around them. Their contributions have been acknowledged by organizations and institutions as they have marched ahead creating value and opportunities on the way. With more than 2000 members joining the group every year, the alumni network with about 15000 members currently is growing stronger year on year.

The University has constituted 'Nirma University Alumni Forum' with the objective to foster continuous engagement of the alumni with their Alma mater and to draw their expert knowledge in the relevant fields to further enhance, strengthen and reinforce the over-all quality of the constituent Institutes of the University.

Objectives of Nirma University Alumni Forum:

- To establish and maintain contact between the past students of the University.
- To pursue and sustain excellence in education by interaction between the alumni, the faculty and the present students of the University.
- To strengthen Industry-Institute-Interaction and operate related activities for the benefit of the students of the University.
- To extend all assistance and co-operation to the University in its endeavors for the growth and development of education and research in the field of Technology, Pharmacy, Law, Management, etc.
- To institute scholarships and awards for deserving past and present students of the University for educational and research purposes as per the terms and conditions to be laid down by the Board of Directors.

- To encourage and assist the students of the University in various academic and cultural
- Activities.
- To establish endowments by donation to extend financial and other assistance to deserving past and present students of the University for educational and research purposes as per terms and conditions mutually decided with the Board of Directors.
- To establish endowments by donation to create Chair/s of Professor/s Emeritus in the
- University in professional and related areas.
- To generate funds for conducting activities for achieving the objectives of the University.
- To create fellowships for the Alumni to pursue post-graduate studies or research.
- To project constructive activities of the University in India and abroad.
- To provide a common platform for exchange of ideas and disseminating knowledge in
- professional areas.
- To perform any other constructive activities leading towards the enhancement of the skill and knowledge of the members of the Association.
- To conduct lectures twice or thrice a year to motivate the students of each institute.
- To invite our alumnus to impart knowledge and encourage the students along with training them to pursue IAS and IPS.

