



**NIRMA**  
UNIVERSITY

NAAC ACCREDITED 'A' GRADE

# STUDENT INFORMATION BOOKLET 2021



Volume I (General Information)



## Prayer

या कुन्देन्दुतुषारहारधवला या शुभवस्त्रावृता  
या वीणावरदण्डमण्डितकरा या श्वेतपद्मासना।  
या ब्रह्माच्युत शंकरप्रभृतिभिर्देवैः सदा वन्दिता  
सा मां पातु सरस्वती भगवती निःशेषजाड्यापहा॥१॥

**श्लोक अर्थ** - जो विद्या की देवी भगवती सरस्वती कुन्द के फूल, चन्द्रमा, हिमराशि और मोती के हार की तरह धवल वर्ण की हैं और जो श्वेत वस्त्र धारण करती हैं, जिनके हाथ में वीणा-दण्ड शोभायमान है, जिन्होंने श्वेत कमलों पर आसन ग्रहण किया है तथा ब्रह्मा, विष्णु एवं शंकर शङ्कर आदि देवताओं द्वारा जो सदा पूजित हैं, वही सम्पूर्ण जड़ता और अज्ञान को दूर कर देने वाली माँ सरस्वती हमारी रक्षा करें।

## Meaning

Salutations to Devi Saraswati, Who is pure white like Jasmine, with the coolness of Moon, brightness of Snow and shine like the garland of Pearls; and Who is covered with pure white garments, Whose hands are adorned with Veena and the boon-giving staff; and Who is seated on pure white Lotus, Who is always adored by Lord Brahma, Lord Vishnu, Lord Shankara and other Devas, O Goddess Saraswati, please protect me and remove my ignorance completely.

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# PREAMBLE

The Handbook for students published by the Nirma University, Ahmedabad contains general information about the university and its constituent institutes.

It contains the list of programmes offered at different institutes. It also contains general Rules and Regulations about academic and personal conduct of the students at the University.

It is the responsibility of all the students to familiarise themselves with the rules and regulations of the University and their corresponding institute.

The students shall abide by these rules and shall, at all times, conduct in a manner so as to bring credit to the University and enhance its prestige in society.

The University reserves the right to amend the rules and regulations mentioned in the Handbook without any prior notice.

The decision of the University shall be final on all matters. The students are advised to contact the Programme Office in case of any query/clarification.

The Students have to submit the completed Declaration Forms (given in handbook) to the respective Students Section.

This handbook is for the purpose of providing general information to the students about the University and its programmes and is not a Regulation book of the University. Hence, no claim can be made based on the information given in this book.



## **Our Motto**

तमसोमा ज्योतिर् गमय  
**From ignorance, lead us to truth**

## **Vision**

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

## **Mission**

Nirma University emphasises 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 endeavours to treat every student as an individual, to recognise 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

The University is driven by certain values that it believes in; and observes in its day to day functioning. Some of the core values of the University are as under:

## 1. Student Centricity

- Emphasise on the holistic development of the students through extra and co-curricular activities
- Pursue student-centric teaching-learning process
- Focus on employability and entrepreneurship
- Nurture lifelong learning skills

## 2. Contribution to the Society

- Align curricula and pedagogy to cater to societal needs and demands
- Conduct applied research to address organisational 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 organisations, alumni and civil society

# NIRMA EDUCATION & RESEARCH FOUNDATION (NERF)

Renowned industrialist and philanthropist Dr Karsanbhai K Patel, the founder of the Nirma Group of Industries, established the Nirma Education and Research Foundation (NERF) in the year 1994 with a vision to promote higher education and provide excellent educational facilities to the youth in India. In 1995, Nirma Institute of Technology – affiliated to Gujarat University – was established by the NERF. It was followed by the establishment of Nirma Institute of Management in 1996.

In the year 2003, the Government of Gujarat approved the proposal of the NERF to found the Nirma University, Ahmedabad. Hence, the Nirma University was established under a special Act passed by the Gujarat State Legislative Assembly. The University Grants Commission (UGC) duly recognised the University under the Section 2 (f) of the UGC Act.

The NERF is equally committed to school education. It strongly believes in the fact that a strong foundation is a prerequisite for education. With this philosophy, it runs two schools ‘Nirma Vidyavihar’ at Bodakdev and Chharodi in Ahmedabad, where the emphasis is laid on to provide value-based education clubbed up with innovative educational practices.



## BOARD OF TRUSTEES

### **Dr Karsanbhai K Patel**

Chairman, Nirma Limited

Chairman, Nirma Education and Research Foundation

President, Nirma University

### **Mr R D Shah**

Chartered Accountant

### **Mr Hirenbhai K Patel**

Managing Director, Nirma Limited

### **Mr Rakeshbhai K Patel**

Vice Chairman, Nirma Limited

### **Mr K K Patel**

Managing Trustee, Nirma Education and Research Foundation

Vice-President, Nirma University



## BOARD OF GOVERNORS

<p style="text-align: center;"><b>Dr Karsanbhai K Patel</b> Chairman, Nirma Limited, Chairman, Nirma Education and Research Foundation, President, Nirma University</p>	
<p><b>Shri K K Patel</b> Vice President, Nirma University</p>	<p><b>Dr Anup K Singh</b> Director General, Nirma University</p>
<p><b>Shri Rakeshbhai K Patel</b> Vice Chairman, Nirma Limited</p>	<p><b>Shri S J Haider (IAS)</b> Principal Secretary (Higher &amp; Technical Education ), Gandhinagar</p>
<p><b>Shri Hirenbhai K Patel</b> Managing Director, Nirma Limited</p>	<p><b>Shri R D Shah</b> Chartered Accountant</p>
<p><b>Dr Pankajbhai Patel</b> Chairman and Managing Director Zydus Cadila Healthcare Ltd Ahmedabad</p>	<p><b>Dr P N Bhagwati</b> Chairman, Bhagwati Sphero Cast Limited, Ahmedabad</p>
<p><b>Shri Vipinbhai S Parikh</b> Advocate</p>	<p><b>Shri Kamalbhai Trivedi</b> Advocate General Gujarat High Court, Ahmedabad</p>
<p><b>Prof Sangita Shroff</b> Dean, Faculty of Design Nirma University</p>	<p><b>Dr Sarat Dalai</b> Dean, Faculty of Science Nirma University</p>
<p><b>Shri G Ramachandran Nair</b> Executive Registrar Nirma University</p>	

## Section 1

# GENERAL INFORMATION

## 1.1 ABOUT NIRMA UNIVERSITY

Established in the year 2003, the Nirma University, Ahmedabad is a research-oriented, student-centric, multidisciplinary, and not-for-profit state private university. Within a short period of its existence, it has emerged as a nationally renowned higher education institution. The University and its constituent institutes are highly ranked by different ranking agencies.

Nirma University is duly recognised by the University Grants Commission (UGC) under Section 2 (f) of the UGC Act. The University is accredited by the National Assessment and Accreditation Council (NAAC). The University is a member of Association of Indian Universities (AIU) and the Association of Commonwealth Universities (ACU).

Dr Karsanbhai K Patel, Chairman, Nirma Group of Industries and Nirma Education and Research Foundation (NERF), is the President of the Nirma University. Under his leadership, the University is expanding every passing year and moving from strength to strength.

Spread across the sprawling lush green 115-acres campus, the University has a host of institutes, departments and centres, including Institute of Technology, Institute of Management, Institute of Pharmacy, Institute of Science, Institute of Law, Institute of Architecture & Planning, Institute of Commerce, Institute of Design, Faculty of Doctoral Studies and Research, Centre for Continuing Education, Centre for Entrepreneurship, Centre for Advanced Instrumentation and Centre for Robotics and Automation. These institutions offer numerous undergraduate, postgraduate and doctoral programmes. Apart from these, the University also offers several certificate and executive diploma programmes.

### Contacts

#### Nirma University

EPBAX Numbers : +91-79-71652000  
+91-2717-241900-04  
+91-2717-241911-15  
Fax : +91- 2717-241916-17

#### Officers of the University

Name	E-mail	Extn.
Shri K K Patel, Vice President	vp@nirmauni.ac.in	704
Dr Anup K Singh, Director General	dg@nirmauni.ac.in	709
Shri G Ramachandran Nair, Executive Registrar	exe_registrar@nirmauni.ac.in	708
Dr R N Patel, Director (I/c), IT-NU, and Additional Director, SoE, IT-NU	director.it@nirmauni.ac.in addldirector.soeit@nirmauni.ac.in	503 109
Dr Subir Verma, Director, IM-NU	director.im@nirmauni.ac.in	602
Dr Manjunath Ghate, Director, IP-NU	director.ip@nirmauni.ac.in	713
Dr Madhuri Parikh, Director,(I/c), IL-NU	director.il@nirmauni.ac.in	802
Dr Sarat Dalai, Director, IS-NU	director.is@nirmauni.ac.in	753
Prof Utpal Sharma, Director, IA&P-NU	director.ia@nirmauni.ac.in	312
Dr P N Tekwani, Director, Directorate of Research and Innovation	director.ri@nirmauni.ac.in	670
Dr Udai Paliwal, Director, IC-NU	director.ic@nirmauni.ac.in	627
Prof Sangita Shroff, Director, ID-NU	director.id@nirmauni.ac.in	316
Dr Hrudanand Misra, Additional Director, IM-NU	addldirector.ugsim@nirmauni.ac.in	690

## 1.2 CONSTITUENT INSTITUTES OF NIRMA UNIVERSITY

The eight constituent institutes being run under the Nirma 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 Institute of Design. The undergraduate, postgraduate and doctoral level programmes offered by these Institutes are rated highly by accreditation agencies, industry, business magazines and alumni.

**Institute of Technology** presently offers different undergraduate, postgraduate and PhD programmes in various branches of engineering in addition to MCA programme, and Integrated BTech (CSE-MBA). 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. All seven undergraduate programmes of the Institute of Technology are accredited by the National Board of Accreditation (NBA) in Tier-I format.

**Institute of Management** offers five year Integrated BBA-MBA programme, Integrated BTech (CSE)-MBA, MBA, MBA in HRM, MBA in Communication, 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. The postgraduate MBA programme of the Institute of Management is accredited by the National Board of Accreditation (NBA). The institute is internationally accredited through South Asian Quality System (SAQS) by Association of Management Development Institutions in South Asia (AMDISA), an international association, and a SAARC recognised body.

**Institute of Pharmacy** offers Undergraduate, Postgraduate Programmes and Executive Diploma 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. The undergraduate programme of the Institute of Pharmacy is accredited by the National Board of Accreditation (NBA).

**Institute of Science** is 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 BA, LLB (Hons.) and, BCom, LLB (Hons.) five year integrated programmes, one year LLM programme in different areas and doctoral programme in law.

The Institute is committed to exploring multidisciplinary approaches through its unique curriculum and revolutionising 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 provide the students the critical learning pedagogy, mentored and supported by the faculty and the staff.

**Institute of Architecture & Planning** offers five year graduate programme in Architecture, MArch programme, and doctoral programme in Architecture and Planning. The Institute aims to establish itself as one of the leading architecture and planning institutes of the country in line with the existing institutes of the University.

It makes all the efforts to develop national and international alliances with reputed institutions, and thus providing a platform to the students to have global exposure through updated architecture and planning pedagogy.

**Institute of Commerce** offers BCom (Hons.), a three year undergraduate programme in commerce. The institute believes in serious academic pursuit by means of prudent mix of relevance and rigor in its curriculum design and delivery with regard to national and internationally relevant skills, knowledge and ideas through intellectually stimulating debates & discussions, innovative teaching pedagogies and exposure to relevant industry practice at all levels.

**Institute of Design** offers four year Bachelor of Design Programme in (i) Industrial Design, and (ii) Communication Design. The institute emphasises on the teaching-learning process through research and practice. The student and faculty get involved in a highly focused training in creative abilities, visualisation, communication and representational skills.

### **Faculty of Doctoral Studies and Research**

Nirma University started the Doctoral Programmes in the year 2003. Currently, the PhD Programmes are offered in the fields of Engineering and Technology, Pharmacy, Science, Management, Law and Architecture. The Faculty of Doctoral Studies and Research is the coordinating Faculty for the PhD programmes run by the constituent institutes of the University. The University offers both Full time and External PhD programmes.

## 1.3 CENTRES AT NIRMA UNIVERSITY

### **Directorate of Research and Innovation**

The Directorate of Research and Innovation (DRI) was established with the aim to promote the research and innovation activities amongst the faculty members and the students of the University. It works in consultation with a National Advisory Committee and a University Core Committee. The implementation of University research policy, stimulating innovations and strengthening doctoral research are the key aims of the DRI. The Directorate also facilitates the overall research progress of the University under various schemes, faculty engagement and research orientation programmes.

### **Centre for Continuing Education**

The Centre for Continuing Education (CCE) at Nirma University was established in the year 2012 to meet the primary objectives of educating industry professionals and community members by utilising the expertise and resources of Nirma University. The courses are suitably designed to meet with the needs of different target groups, ranging from professionals, students, faculty members, and community members at large to enable them to develop their skills, increase their employability and provide them with the opportunities to become entrepreneurs. The CCE also targets the executives at the different management levels with an objective to grow them into competent and professional managers.

### **Centre for Entrepreneurship**

The Centre for Entrepreneurship is aimed at promoting entrepreneurship amongst the students and faculty of Nirma University by creating an ecosystem to start scalable new business ventures. The Centre has been conceptualised to formulate standard procedures for identifying, selecting and assisting the potential entrepreneurs. It serves as an innovation promotion platform involving academics, entrepreneurs and researchers. It mentors innovators through ideation, proof-of-concept and the business creation process. The Centre emphasises on venture opportunities which are most viable and have the highest impact potential.

### **Centre for Advanced Instrumentation**

The Centre for Advanced Instrumentation (CAI) houses a variety of analytical and biological equipment. The CAI facility helps the faculty, researchers and students to carry out research in cutting edge areas of national and international importance. The Centre is being operated and maintained by a dedicated and qualified group of professionals and faculty experts. Moreover, the CAI facility is available to the external students, researchers and faculty members of other academic institutions, research organisations, industries at nominal charges. The CAI is open for research collaborations and consultancy projects with other research organisations.

### **Centre for Quality Assurance and Academic Development**

To channelise all efforts and measures of the University towards promoting its holistic academic excellence, Centre for Quality Assurance and Academic Development (CQAAD, formerly known as the Academic Development & Research Cell) has been established at the university. The prime

task of the CQAAD is to facilitate and participate in the development of a system for conscious and consistent improvement in the academic and administrative performance of the University.

### **Office of International Relations**

The Office of International Relations focuses on planning and executing global collaborations for the enhancement of the quality of education and research. It designs multiple activities to promote, develop and strengthen the international tie-ups for exchange programmes and research cooperation between Nirma University and other institutions and industry on the basis of equality and mutual benefit.

## **1.4 ACCREDITATIONS AND RANKINGS**

### **Accreditations**

#### **National Assessment and Accreditation Council (NAAC)**

Nirma University has been accredited with Grade 'A' by National Assessment and Accreditation Council (NAAC). NAAC is an autonomous body established by the University Grants Commission (UGC) to assess and accredit higher education institutions in the country.

#### **National Board of Accreditation (NBA)**

All seven undergraduate programmes of the Institute of Technology, viz., Chemical Engineering, Civil Engineering, Computer Science & Engineering, Electronics & Communication Engineering, Electrical Engineering, Instrumentation & Control Engineering and Mechanical Engineering are accredited by the National Board of Accreditation (NBA) in Tier-I format.

The undergraduate programme of the Institute of Pharmacy is accredited by the National Board of Accreditation (NBA).

The postgraduate MBA programme of the Institute of Management is also accredited by the National Board of Accreditation (NBA).

#### **South Asian Quality System (SAQS)**

Institute of Management is internationally accredited through South Asian Quality System (SAQS) by Association of Management Development Institutions in South Asia (AMDISA), an international association, and a SAARC recognised body.

### **Rankings**

#### **GSIRF**

Nirma University is awarded with a 5 star status with an overall CGPA of 4.20 in Gujarat State Institutional Rating Framework (GSIRF) 2021 by the Government of Gujarat.

## 1.5 PROGRAMMES OFFERED

### **Integrated Programmes**

- BTech (CSE)-MBA
- BA, LLB (Hons)
- BCom, LLB (Hons)
- BBA-MBA

### **UNDERGRADUATE PROGRAMMES**

#### **Institute of Technology**

- BTech in Chemical Engineering
- BTech in Computer Science and Engineering
- BTech in Civil Engineering
- BTech in Electronics and Communication Engineering
- BTech in Electrical Engineering
- BTech in Mechanical Engineering
- BTech in Electronics and Instrumentation Engineering

#### **Institute of Pharmacy**

- Bachelor of Pharmacy

#### **Institute of Architecture and Planning**

- Bachelor of Architecture

#### **Institute of Commerce**

- Bachelor of Commerce (Hons)

#### **Institute of Design**

- Bachelor of Design (Communication Design)
- Bachelor of Design (Industrial Design)



## **POSTGRADUATE PROGRAMMES**

### **Institute of Technology**

- MTech in Computer Science and Engineering
- MTech in Computer Science and Engineering (Information & Network Security)
- MTech in Computer Science and Engineering (Data Science)
- MTech in Civil Engineering (Computer Aided Structural Analysis & Design)
- MTech in Electronics and Communication Engineering (VLSI Design)
- MTech in Electronics and Communication Engineering (Embedded System)
- MTech in Electrical Engineering (Electrical Power System)
- MTech in Mechanical Engineering (CAD/CAM)
- MTech in Mechanical Engineering (Thermal Engineering)
- Master of Computer Application (2-year Programme)

### **Institute of Management**

- Master of Business Administration
- Master of Business Administration (Family Business & Entrepreneurship)
- Master of Business Administration (Human Resource Management)
- Master of Business Administration (Communication)

### **Institute of Pharmacy**

- MPharm in Pharmaceutics
- MPharm in Pharmaceutical Analysis
- MPharm in Pharmacology
- MPharm in Regulatory Affairs

### **Institute of Law**

- LL.M in Constitutional and Administrative Law
- LL.M in Criminal and Security Law

### **Institute of Science**

- MSc in Biotechnology
- MSc in Microbiology
- MSc in Biochemistry

### **Institute of Architecture and Planning**

- Master of Architecture

## DOCTORAL PROGRAMMES

- Technology
- Management
- Pharmacy
- Law
- Science
- Architecture and Planning

## 1.6 INFRASTRUCTURE

**Buildings** of all the institutes have a host of amenities including amphi-theatre class rooms equipped with multi-media and audio-visual equipment, spacious seminar halls and auditoriums with varied capacities, hi-tech advanced laboratories with the latest equipment, and studios, to name a few. Smart classrooms facilitating virtual sessions are also set up to enhance the learning experience of students.

The University **libraries are equipped with state-of-the-art facilities**. Each Institute of Nirma University has a separate library located in the respective institute's building. To facilitate users with reading and brain storming, separate reading rooms have been provided along with the library. All libraries are digitally connected and have many shared resources. Remote log-in facility is also provided to access electronic resources 24 x 7 and ensures high network security.

The **computing facilities** at the campus includes state-of-the-art computer laboratories, with the latest configuration computers, modern software and high speed servers. A gigabit network connects every nook and corner of the University. A 1.2 Gbps dedicated optic fibre leased line and Wi-Fi hotspots enable round the clock Internet connectivity on the campus.

The University has **three hostels buildings** in all, two for the boys and one for the girls. The hostel rooms are spacious and well-furnished. The hostels amenities include mess facility, Student Activity Centre, and a multi-purpose hall.

Besides the mess specifically for hostels, the University has a central **dining facility for** all members located in one of the buildings, and two food courts providing a variety of food and beverages.

The University has ample space for a host of **indoor and outdoor sports activities**. The Students Activity Centre has facilities for indoor games including carom, chess and table tennis. It also has a well-equipped modern gymnasium. The campus has world-class infrastructure to facilitate almost all outdoor sports activities. It has a well-maintained cricket ground with three hard bowling pitches. Further, there is a running track, three lawn tennis courts, two volleyball courts, two basketball courts, and space for football and kho-kho as well.

### OTHER FACILITES

#### **Bank and ATMs**

A branch of the Kalapur Commercial Co-operative Bank Limited (KCCBL), a scheduled bank, is located on the University campus in K block. The banking hours are from 9:30 am to 4:30 pm. The facility is open to all students, staff and faculty of Nirma University and its Institutes. The bank has set up two ATMs in the campus, one in the K block and the other in the Food Court, near Boys hostel, Nirma University.

## **Transportation and Parking**

The Nirma Education and Research Foundation maintains a fleet of forty-three buses. Of which the University operates a fleet of twenty buses that ply in almost all the areas in Ahmedabad and Gandhinagar. The transportation facility is available for students, faculty, and staff members. In addition, there are seven Sumos and twelve cars available to the faculty members for movement within the campus or for any official work. Parking lots are available on the campus for two-wheelers and four-wheelers close to different institutes.

## **Health Care Centre**

The in-campus Health Care Centre is equipped with all the basic facilities for treatment for all primary diseases. A non-resident doctor is available for consultation on all working days. The doctor can be contacted over the phone as well in case of any emergency. The University also has an ambulance facility available round the clock.

## **Gymnasium**

A well-equipped Gymnasium is also available with all modern instruments and a qualified trainer.

## **Counselling Centre**

Keeping the academic, social-psychological, and emotional needs of its students in mind, the University has a dedicated Counselling Centre on its campus. The counsellor systematically studies and discusses a student's problems and facilitates the student to find an appropriate solution. The counsellor helps the student address his problems positively by helping him clarify the issues, explore options, develop strategies and increase self-awareness.

## **Student Store**

A students store is located on the campus in K block. It provides books, stationery items, and other essential commodities for the convenience of the students. A general store is also located in the hostel mess area to cater to the day to day needs of the students, especially those staying on the campus.

## **Safety and Security**

The University pays utmost attention to the safety and security of its members. It has a well-trained and equipped security force. The security department comprises the Chief Security Officers and security guards. Their main duty is to look after the University assets and to maintain law and order on the campus. There is a thorough checking of all vehicles coming in or going out of the campus. The vehicle coming in the University have to enter their details in registers. The security is tighter at nights. All the buildings of the University are under CCTV surveillance and they are monitored by designated officers from time to time. Notices are issued to the University community members regarding safety and security and the community members are required to abide by them.

## Section 2

# RULES AND REGULATIONS

## 2.1 CODE OF CONDUCT

### Code of Conduct, Procedure to inquire and decide with misconduct/indiscipline by students Rules 2020

#### 1. Preamble

It is the fundamental duty of every individual to strive towards excellence in all spheres of individual and collective activity so that we can contribute in shaping the better future for humankind. Consistent with the vision, Nirma University drives all its academic programmes in a conducive learning environment that promotes spirit of inquiry and reforms; develops scientific temper, promotes harmony and spirit of inclusiveness valuing diversity at the campus. One of the prime value that the University preserves and nurtures is the student centricity ensuring best learning experiences for the students, fostering discipline and value based academic and administrative system and processes.

#### 2. Scope

Student discipline is Sine quo non for any University to excel and so University formulates this Code of Conduct and lays down just, fair and reasonable procedures to inquire and decide with the violation of the Code of Conduct by students. This Code of Conduct is quintessential and binding upon every student. This Code of Conduct defines limits of acceptable students' conduct and defines the act violation as misconduct. It also lays down disciplinary procedures at the University in consistent with the relevant laws of the land ensuring that the actions taken are inconsonance with the same. This rule shall be called as Nirma University Code of Conduct, Procedure to inquire and decide with misconduct/indiscipline by students Rules 2020 which hereinafter shall be called "Code of Conduct for students".

#### 3. Applicability

The Code of Conduct is applicable to all students, admitted to the programmes at all constituent institutes of the University and include all on-campus and outside campus activities. The outside campus activities shall include internship(s), training(s), Related Study Programmes, Major Projects, study visits, excursions, field visits, international exchange programmes, representation or participation in sports and other co-curricular and extra-curricular activities or festivities or any other, as prescribed by the University from time to time.

#### 4. Jurisdiction

The Code of Conduct applies to all the students in direct connection with:

- i) Academic programme/course requirements or any credit-bearing experiences, such as internships, field trips, study abroad/student exchange programme.
- ii) Any activity supporting pursuit of a 'title' (degree/diploma/certificate/credit), such as research at another Institution or a professional practice assignment.
- iii) Any activity sponsored, conducted, or authorised by the University.

- iv) Any activity that causes any destruction of property belonging to the University or members of the University community or causes any harm to the health or safety of members of the University community; or
- v) Any activity in which a police report has been filed, a summon or indictment has been issued, or an arrest has occurred for any act or omission.
- vi) Any activity or event where a student is representing or participating as student of the University which may lead to damage to goodwill or reputation of the University.
- vii) Any act via electronic means, such as email or social media or print media or any other medium wherein the reputation/goodwill of the university or its officials is adversely affected; and
- viii) Refusal to cooperate in the process duly prescribed and the implementation of corrective measure, shall also be construed as 'Major Misconduct' under the Code.

## **5. Definitions:**

In these Rules, unless the context requires-

- 5.1 University means Nirma University recognised by the University Grant Commission (UGC) under Section 2(f) of the UGC Act.
- 5.2 'Aggrieved' means any complainant (and is not limited to stakeholders) who has suffered damage or injury either physically or mentally due to an act of the student.
- 5.3 'University Disciplinary Committee' means a committee constituted to inquire and decide on matters hereinafter referred as major issue(s). The Committee shall also act as an appellate authority for appeals preferred in matters decided by Institute Disciplinary Committee.
- 5.4 'Misconduct' as defined under clause 7.2 and 7.3
- 5.5 'Student' means a person duly admitted and on roll, pursuing a programme of study in any programme of any Institute under the University including short-term training programmes in University;  
 Provided that a student who is in the process of taking admission in University, although not yet admitted shall be treated, for the purposes of these rules, as a student of the University, where any incident of misconduct takes place against such student, in the University;  
 Provided that a person, who is not a student of the University, but is participating in any of the activities of the University shall be treated as aggrieved student or aggrieved individual, as the case may be, for the purposes of these rules, where any incident of misconduct takes place against such student within the University or at any other venue where the University has organised the activities.
- 5.6 All words and expressions not defined in this Code of Conduct shall have the same meaning as defined in any other Rules/Regulations of the University.

## **6. Code of Conduct**

- 6.1 All students are required to be well conversant with this Code. At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that:

He/she shall be regular and will fulfil the minimum attendance requirements, and abide by all the rules and regulations of the University

6.2 The various forms of misconduct include (though not limited to):

- 6.2.1 Any conduct that obstructs or disrupts teaching or any other lawful activity including workshops/seminars/conventions/moot courts/student events/ functions etc on University premises or in coordination with any University-sponsored event or activity.
- 6.2.2 Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious' beliefs, colour, region, language, sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- 6.2.3 Damaging or destroying property of other students and/or faculty members.
- 6.2.4 Unable to produce the identity card issued by the Institute, or refusing to produce it on demand by university officials/campus security guards.
- 6.2.5 Willfully providing false, misleading, or incomplete information, whether oral or in writing or in the form of document(s); to University offices or officials; forging or altering official University records or documents or conspiring with or inducing others to forge or alter University records or documents.
- 6.2.6 Refusal to identify oneself when requested by an authorised University Official, which amounts to be impersonation.
- 6.2.7 Carrying or possessing any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- 6.2.8 Possession or use of harmful chemicals and banned drugs.
- 6.2.9 Smoking/chewing tobacco on the campus.
- 6.2.10 Possessing, consuming, distributing, selling of alcohol on the campus and/or throwing empty bottles on the campus.
- 6.2.11 Parking vehicle inside the campus without having vehicle pass.
- 6.2.12 Parking vehicle in a no parking zone or in an area earmarked for parking other type/s of vehicles.
- 6.2.13 Rash driving on the campus that may cause any inconvenience to others.
- 6.2.14 Theft or unauthorised access to other's resources.
- 6.2.15 Involving in organising unauthorised processions.
- 6.2.16 Engaging in disorderly, lewd, or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riot or group disruption at the Institute.
- 6.2.17 Any unauthorised communication with media prejudicial to the interest of the University/ University community.
- 6.2.18 Recording either audio or video of lectures in classrooms or actions of other students, faculty, or staff without prior permission of the competent authorities.
- 6.2.19 Sharing audio and/or video clippings of any activity on the campus to media or any third party without prior permission of the Institute authorities.
- 6.2.20 Posting derogatory comments about other individuals from the Institute on the social media platforms or indulge in any such related activities having grave ramifications on the reputation of the Institute.
- 6.2.21 Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which include unauthorised entry, use, temper, etc of Institute property or facilities, offices, classrooms, computers networks, and other restricted facilities and interference with the work of others



- 6.2.22 Damage to, or destruction of, any property of the university/Institute, or any property of others on the Institute premises.
  - 6.2.23 Use of any type of phone in the academic area during academic activities is prohibited. However, for academic purpose or in exceptional cases, the students can be allowed to use mobile phone with prior permission of HoI concerned.
  - 6.2.24 Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, or altering/enhancing/distorting the photograph of a student/person, where the photograph may or may not have been taken with consent, when such a recording/altering/enhancing/distorting is likely to cause injury, distress, or damage to reputation of such a student/person. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and distributing of such unauthorised records by any means is prohibited.
  - 6.2.25 Entering into verbal or written agreements or contracts with third parties that tend to bind, obligate, or create liability of any kind for the University by the students is prohibited. The University will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorised actions.
  - 6.2.26 Forming any association, society or organise event or collect any fund or subscription on the campus without the specific written permission of the University/Institute.
  - 6.2.27 Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.
  - 6.2.28 Violation of other published University's rules/regulations/guidelines and violation of any UGC regulations/guidelines applicable to the Higher Education Institutes (HEI), etc.
- 6.3 It may be noted further that, the above list though elaborate is not exhaustive. Any type of misconduct not covered herein may still be construed as misconduct and may be inquired and decided with under the Code and any other penalty or punishment as deemed fit may be imposed by the competent authority on case to case basis
- 6.4 All the act/s mentioned in 6.2 and 7.2 are also considered as misconduct in the hostels.

## **7. Classification of Misconduct/s**

- 7.1 If there is a case against a student for a possible breach of code of conduct, then a suitable disciplinary action will be taken against the said student depending upon the severity of the offence. If the breach of code is a major misconduct, it will be subjected to major punishment and if the breach is minor in nature then liable for minor punishment.
- 7.2 The following misconduct on the part of the student shall be subjected to the major punishment:
  - 7.2.1 Damaging the moveable or immovable property of the University/Institutions.
  - 7.2.2 Involving in violence on and outside the campus including instigating the violence.
  - 7.2.3 Involving himself/herself in criminal acts like consuming alcoholic beverages, drugs, gambling on or outside the campus including instigating the other students for such action.
  - 7.2.4 Any act which deteriorates the over-all atmosphere in the campus.
  - 7.2.5 Theft of University property or the property of other students, staff or any other person on the campus.

- 7.2.6 Any other breach which the Dean or the preliminary enquiry committee feels appropriate to consider the act as a major indiscipline.
- 7.3 The following misconduct are specifically dealt by appropriate specific laws and they will be considered for major penalty under the relevant laws:
- 7.3.1 Academic Misconduct such as unfair means used in examinations or any activity leading to evaluation and/or plagiarism as defined under relevant Rules and Regulations of Nirma University.
- 7.3.2 Any act which amounts to ragging in any form as defined under UGC Regulations, 2009 on 'Curbing the Menace of Ragging in Higher Educational Institutions' and subsequent amendments there to from time to time.
- 7.3.3 Sexual Harassment: Any conduct or act which amounts to sexual harassment in any form as defined under UGC (Prevention, Prohibition and Redressed of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations 2015 and The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and subsequent amendments from time to time.
- 7.4 For any other breach of code other than the act covered under 7.3 be considered as minor offence. However, any future misconduct along with failure to comply with any condition/s imposed may lead to a major penalty.

## 8. Penalties

- 8.1 The major penalty include the following:
- (1) Detention of the student(s) for a semester or more.
  - (2) Rustication from the University or from its institutions for a period of one year or more.
  - (3) Permanent rustication from the University or from its Institutions.
  - (4) Imposing fine, up to INR10000/-.
  - (5) Any other major penalty, which the Director General feels appropriate to impose.
- 8.2 The nature of minor penalties which can be imposed include:
- (1) Warning.
  - (2) Giving special assignments of the nature for which the Head of the Institutions will be competent to decide.
  - (3) Imposing fine up to 5000 (Monetary penalty may also include suspension or forfeiture of scholarship/fellowship for a specific time period).
  - (4) Putting the student on conduct probation for the period which the Head of the Institution feels appropriate.
  - (5) Suspending student from attending classes for a period not more than one week.
  - (6) Community Service for a specified period of time to be extended if need be.
  - (7) Any other minor penalty the Head of the Institute feels appropriate.
- 8.3 Notwithstanding anything mentioned above:
- 8.3.1 If the individuals committing or abetting 'ragging' are not identified, collective punishment may be executed to act as a deterrent punishment and to ensure collective pressure on potential 'raggers'.
- 8.3.2 In case a student is involved in any kind of ragging and is punished for the same, the same shall be mentioned/incorporated in his/her migration certificate.

## 9. Procedure for Imposing Penalties

The following procedures will be followed to implement penalty as defined above:

- 9.1 Any breach of code should be reported immediately on occurrence to the Head of Institution.
- 9.2 As soon as the information about such breach of code is brought to the notice of the Head of the Institution concerned, the Head of the Institution, at his/her discretion appoints a committee to conduct preliminary enquiry of the indisciplinary act. The said committee shall summon the alleged student/s involved and will observe all principles of natural justice. Giving adequate opportunity of hearing and allowing to submit the written statement from the alleged student(s) on the allegation against him/her/them. The committee is expected to submit its enquiry report within 7 working days.
- 9.3 If the act of indiscipline is minor in nature, the matter will be disposed-off at the Head of the Institute level after implementing appropriate punishment as indicated in regulation 8.2. The same will go to the student's file and a copy will be handed over to the mentor and Discipline related file. A copy may also be sent to the parents.
- 9.4 If the act of indiscipline is major in nature, a committee constituted as per the regulation 11 will inquire upon the matter and may also suspend the student(s) from appearing/participating in all the activities of the institute/university including attending classes till the enquiry is completed. The Committee will inquire into the matter observing principles of natural justice. The committee shall summon alleged student/s and if required may invite parents. The committee will record the statements. The committee shall also examine the other witnesses and record their statements. The committee may also examine the circumstantial evidences and will complete its proceedings within a maximum of 10 working days and submit its report to the Director General. On the basis of the report, the Director General will decide appropriate punishment as per the regulation 8.1 and forward to the concerned HoI to implement the punishment.
- 9.5 A show cause notice shall be issued to the student(s) concerned by the Head of the Institute (HOI) "as to why the particular penalty decided to be imposed" should not be imposed, (thus giving an opportunity to the student/s) seeking a reply within 5 days. On receipt of the reply from the student(s) concerned within the given time, the final decision about imposing the penalty will be taken by the DG and the concerned Head of the Institute (HoI) will communicate the same to the student/s.
- 9.6 In case of non-receipt of response from the student/s within the given time, Director General may take a decision to impose the punishment without giving any further notice.
- 9.7 A copy of the letter imposing the penalty/punishment will go to the parents, student file, mentor and the Academic Section for disciplinary case file.

## 10. Review

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may submit review application to the HoI/Director General as applicable.

## 11. Constituion of Committee for Enquiring the Major Misconduct

Concerned Institute HoI	Chairperson
Professor/Associate Professor from the concerned Institute (nominated by the Director)	Member
Head of the concerned Department	Member
Professor/Associate Professor/Sr Officer, Dy Registrar or above from other Institute/ Department (nominated by the DG)	Member
Assistant Registrar/Deputy Registrar (concerned Institute)	Secretary

## 2.2 POLICY FOR PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM

### Preamble

Nirma University aspires to facilitate the highest standards of knowledge and skill development through its academic and research programmes. It offers conducive and inspiring environment where ethics and honesty are integral to the education system. Over a period of time, it has generated a significant impact, which makes it mandatory for the University to follow the high standards of ethics.

Since inception, the University strives for the 'Zero Tolerance' against plagiarism. In fact, the University has prepared a comprehensive document describing the rules and guidelines to prevent plagiarism. The said document was approved by the Academic Council in its meeting held on 29-09-2015. Subsequently, it was also approved by the Board of Governors under Resolution No 5 (B) in its meeting held on 30-09-2015. Since then, the rules are implemented at all levels.

Later on in July 2018, the UGC has issued Regulations (Notification No. F. 1-18/2010(CPP-II), dated July 23, 2018) for promotion of academic integrity and prevention of plagiarism in higher educational institutions.

In light of these regulations, Nirma University has adopted this Policy for Promotion of Academic Integrity and Prevention of Plagiarism.

## 1. Application and Commencement

The policy shall apply to the students, faculty, researchers and staff members of Nirma University. The policy shall come into force from the date of its notification by Nirma University.

## 2. Definitions

In this policy, unless the context otherwise requires:

- a. “Academic Integrity” is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- b. “Author” includes a student or a faculty or a researcher or staff of Nirma University who claims to be the creator of the work under consideration;
- c. “Commission” means the University Grants Commission as defined in the University Grants Commission Act, 1956;
- d. “Common Knowledge” means a well-known fact, quote, figure or information that is known to most of the people;
- e. “Degree” means any such degree specified by the University Grants Commission, by notification in the Official Gazette, under Section 22 of the University Grants Commission Act, 1956;
- f. “Institute Academic Integrity Panel” shall mean the body constituted at the institute level to investigate allegations of plagiarism;
- g. “Faculty” refers to a person who is teaching and/or guiding students enrolled in Nirma University in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting, etc;
- h. “Information” includes data, message, text, images, sound, voice, codes, computer programmes, software and databases or microfilm or computer generated microfiche;
- i. “University Academic Integrity Panel” shall mean the body constituted at University level to consider recommendations of the institutional academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed;
- j. “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own;
- k. “Programme” means a programme of study leading to the award of a masters and research level degree;
- l. “Researcher” refers to a person conducting academic/scientific research in Nirma University;
- m. “Script” includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment/opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff members of Nirma University; however, this shall exclude assignments/term papers/project reports/course work/essays and answer scripts etc;
- n. “Source” means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form; be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000;
- o. “Staff” refers to all non-teaching staff working in Nirma University and its constituent Institutes in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc;

- p. “Student” means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);
- q. “Year” means the academic session in which a proven offence has been committed;
- r. “FDSR’ means the Faculty of Doctoral Studies and Research.

### **3. Objectives**

- 3.1 To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among students, faculty, researchers and staff members.
- 3.2 To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- 3.3 To develop systems to detect plagiarism and to set up mechanism to prevent plagiarism and punish a student, faculty, researcher or staff of the University committing the act of plagiarism.

### **4. Duties of the Constituent Institutes, Departments and Centres**

Every constituent Institute/Department of Nirma University should establish the mechanism as prescribed in this Policy, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

### **5. Awareness Programmes and Trainings**

- a) The constituent Institutes/Departments shall instruct students, faculty, researchers and staff members about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.
- b) The constituent Institutes/Departments shall conduct sensitisation seminars/awareness programmes every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researchers and staff members.
- c) The constituent Institutes/Departments shall:
  - i) Include the cardinal principles of academic integrity in the curricula of undergraduate/postgraduate/master’s degree, etc as a compulsory course work/module.
  - ii) Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.
  - iii) Include elements of responsible conduct of research and publication ethics in Orientation and Refresher courses organised for faculty and staff members.
  - iv) Train students, faculty, researchers and staff members for using plagiarism detection tools and reference management tools.
  - v) Encourage students, faculty, researchers and staff members to register on international researcher’s registry systems.

## 6. Curbing Plagiarism

- a) The constituent Institutes/Departments shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
- b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including students, faculty, researchers, staff members, etc.
- c) Every student submitting a thesis, dissertation, or any other such documents shall submit an undertaking indicating that the document has been prepared by him/her and that the document is his/her original work and free of any plagiarism.
- d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by Nirma University.
- e) Each research supervisor/guide shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free.

## 7. Similarity Checks for Exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- i) All quoted work reproduced with all necessary permission and/or attribution.
- ii) All references, bibliography, table of content, preface and acknowledgements.
- iii) All generic terms, laws, standard symbols and standards equations.

### Note

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

## 8. Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i) Level 0: Similarities upto 10% - Minor similarities, no penalty
- ii) Level 1: Similarities between 10% to 40%
- iii) Level 2: Similarities between 40% to 60%
- iv) Level 3: Similarities above 60%

## 9. Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he/she shall report it to the Institutional Academic Integrity Panel (IAIP). Upon receipt of such a complaint or allegation the IAIP shall investigate the matter and submit its recommendations to the University Academic Integrity Panel (UAIP) of the University.



The authorities of the University can also take suomotu notice of an act of plagiarism and initiate proceedings under this Policy. Similarly, proceedings can also be initiated by the University on the basis of findings of an examiner. All such cases will be investigated by the UAIP.

## **10. Institutional Academic Integrity Panel (IAIP)**

- i) All Institutes of the University shall notify the IAIP whose composition shall be as given below:
  - a. Chairman - Head of the Institute.
  - b. Member - Senior academician from outside the Institute, to be nominated by the Director General.
  - c. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the Institute

The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).

- ii) The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff
- iii) The IAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- iv) The IAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the UAIP within a period of 45 days from the date of receipt of complaint/initiation of the proceedings.

## **11. University Academic Integrity Panel (UAIP)**

- i) The University shall notify the UAIP whose composition shall be as given below:
  - a. Chairman – Dean, FDSR.
  - b. Member - Senior Academician other than Chairman, to be nominated by the Director General.
  - c. Member - One member nominated by the Director General from outside the University.
  - d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Director General

The Chairman of IAIP and UAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

- ii) The UAIP shall consider the recommendations of IAIP.
- iii) The UAIP shall also investigate cases of plagiarism as per the provisions mentioned in this Policy.
- iv) The UAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff member.
- v) The UAIP shall have the power to review the recommendations of IAIP including penalties with due justification.



- vi) The UAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Director General within a period of 45 days from the date of receipt of recommendation of IAIP/complaint/initiation of the proceedings.
- vii) The UAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

## 12. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programmes and on researcher, faculty and staff members of the University only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself/herself in a fair or transparent manner.

### 12.1 Penalties in case of Plagiarism in Submission of Thesis and Dissertations (Masters/PhD Programme)

The University Academic Integrity Panel (UAIP) shall impose penalty considering the severity of the Plagiarism.

- i) Level 0: Similarities up to 10% - Minor Similarities, no penalty.
- ii) Level 1: Similarities between 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii) Level 2: Similarities between 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.
- iv) Level 3: Similarities above 60% - Such student registration for that programme shall be cancelled.

#### Note 1 : Penalty on repeated plagiarism

Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

#### Note 2 : Penalty in case where the degree/credit has already been

If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the UAIP and approved by the Director General.

### 12.2 Penalties in case of Plagiarism in Academic and Research Publications

- i) Level 0: Similarities up to 10% - Minor similarities, no penalty.
- ii) Level 1: Similarities between 10% to 40%
  - Shall be asked to withdraw manuscript.
- iii) Level 2: Similarities between 40% to 60%
  - Shall be asked to withdraw manuscript.
  - Shall be denied a right to one annual increment.
  - Shall not be allowed to be a supervisor to any new Master's, MPhil, PhD student/scholar for a period of two years.

- iv) Level 3: Similarities above 60%
  - Shall be asked to withdraw manuscript.
  - Shall be denied a right to two successive annual increments.
  - Shall not be allowed to be a supervisor to any new Master's, MPhil, PhD student/scholar for a period of three years.

**Note 1 : Penalty on repeated plagiarism**

Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

**Note 2 : Penalty in case where the benefit or credit has already been obtained**

If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by UAIP and approved by the Director General.

**Note 3 :** The constituent Institutes /Departments shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff is checked for plagiarism at the time of forwarding/submission.

**Note 4 :** If there is any complaint of plagiarism against the Head of the Institute, a suitable action, in line with these regulations, shall be taken by the Director General of the University.

**Note 5:** If there is any complaint of plagiarism against the Head of the Department at the institutional level, a suitable action, in line with these regulations, shall be recommended by the UAIP and approved by the Competent Authority of the University.

**Note 6:** If there is any complaint of plagiarism against any member of IAIP or UAIP, then such member shall excuse himself/herself from the meeting(s) where his/her case is being discussed/investigated.

## **2.3 ACADEMIC DISHONESTY AT EXAMINATIONS/TESTS/ ASSIGNMENTS AND PUNISHMENT IN CASE OF USING UNFAIR MEANS**

- (1) Before, during or after the sessional or term/semester-end examination /Continuous Evaluations, if it is found that a candidate is or has been guilty of:
    - (i) Misconduct-including misbehavior, committing acts of indiscipline, disobeying instructions of Examination officials, committing breach of any of the rules laid down for the proper conduct of the Examinations, etc.
- OR
- (ii) Copying or having attempted to copy or using or attempting to use other unfair means at the examination.

- (2) In case of misconduct, the student concerned will be forthwith expelled with the approval of the Senior Supervisor or an Officer in Charge of the conduct of Examination or by Head of the Institution concerned from the Examination hall and the matter describing the incident will be reported to the Deputy Registrar (Examination).
- (3) In cases involving malpractice, the Senior Supervisor or an Officer in Charge of the conduct of examination shall seize the answer books and all incriminating material/evidence from the candidate, and then obtain a written statement, duly signed by the candidate. Senior Supervisor or Officer in Charge will then issue a new answer book and allow the student to continue to write his answers for the remaining period of that examination. The matter shall also be reported to the Deputy Registrar (Examination) with all relevant documents on the same day.
- (4) The candidate reported will then be allowed to appear in subsequent examinations of that session. However, in case the same candidate is again found guilty of indulging in misconduct or malpractice during any of the subsequent examinations of that session, he will be expelled from all remaining examinations of that session after taking appropriate action for the second act of misconduct/malpractice.
- (5) The cases of impersonification, violence or intimidation involving outsiders shall immediately be reported to the Senior Supervisor or the Officer in Charge and action as per the concerned law including filing a police complaint will be taken.
- (6) Examiners, who would detect or suspect cases of copying or use of unfair means in examination, shall immediately report such cases to the Deputy Registrar (Examination).
- (7) The Deputy Registrar (Examination) shall make a full report about each case to the Examination Reforms Committee.
- (8) The Examination Reforms Committee to be appointed by the Director General, Nirma University will determine its own procedure of enquiry in each case and after necessary investigation/inquiry will submit the detailed report to the Head of the Institutions, along with recommended punishments and the concerned Head of the Institutions will issue the necessary orders of punishment. The Order of punishment, which amounts to debarring the students for the period of more than one academic year will be issued with the approval of the Director General, Nirma University.
- (9) The punishment in each case would depend on the circumstances of that case. The Examination Reforms Committee may evolve certain general guidelines for specifying punishments for different types of unfair means/malpractices. As far as possible, the Examination Reforms Committee should follow these guidelines. However, in peculiar cases, which cannot be covered under the guidelines it can be dealt with judiciously but firmly to preserve the integrity of the system of Examinations.

The Head/s of the Institution shall have the powers to exclude any candidate from any examination on being satisfied that he/she is suffering from an infectious or contagious disease. Whenever any candidate is excluded, the fee paid by him/her to the University shall be refunded.

## Nature of Unfair Practices and Punitive Measures

S No	Nature of Unfair Practices in Examination	Nature of Punitive measures	
		CE/PW	TEE
1	<p>If a student,</p> <ul style="list-style-type: none"> <li>(i) disobeys the instructions of the block supervisor/officer of the Institute/University in examination.</li> <li>(ii) writes any matter/content on the question paper in minor form.</li> <li>(iii) attempts communication with another student.</li> <li>(iv) changes the allocated seat without permission.</li> <li>(v) found with irrelevant written or printed material during examination.</li> </ul>	Written Warning;	Cancellation of the result of TEE of the concerned Course
2	<p>If a student,</p> <ul style="list-style-type: none"> <li>(i) is found with relevant written/printed material in any form of minor nature during examination.</li> <li>(ii) is found with relevant written/printed material in any form from his/her answer-book in minor nature during assessment.</li> <li>(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.</li> <li>(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).</li> </ul>	Deduction of 10% 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 TEE of the concerned Course

3	<p>If a student,</p> <p>(i) is found with relevant written/ printed material in any kind in extensive form during examination.</p> <p>(ii) is found with relevant written/ printed material in any kind from his/ her answer book in extensive form during assessment.</p> <p>(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.</p> <p>(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).</p> <p>(v) has copied the answer from the other student with his/her knowledge. (Award the punitive measure/s to both the students)</p> <p>(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.</p> <p>(vii) is found kept or referring any kind of notes, material, book etc in washroom/ toilet/corridor etc, outside of the examination hall.</p> <p>(viii) exchanges/borrows/takes any article/documents with relevant minor content of a course (Award the punitive measure/s to the guilty student/s).</p>	<p>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>Cancellation of the result of all examinations (CE, LPW/PW, TEE) of the concerned Course</p>
4	<p>If a student,</p> <p>(i) is found to have torn the answer book or part thereof, of his own, or of other student.</p> <p>(ii) attempts to throw/thrown or carry/ carried away the answer-book or part thereof outside the examination hall during examination.</p>		

	<p>(iii) is found in possession of unauthorised answer books or part thereof either blank or written upon during examination.</p> <p>(iv) is found to have made any kind of changes in answer-book of other student.</p> <p>(v) tries to destroy evidence of unfair practices by throwing it away, chewing it, or by any other means.</p> <p>(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.</p> <p>(vii) is found to made any changes in the assessed answer-book during showing the answer-book.</p> <p>(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).</p> <p>(ix) has copied/reproduced part thereof in report writing or any other such submission i.e. term assignments or term paper etc in CE/LPW Examination.</p> <p>(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>	<p>Cancellation of the result of CE / LPW/PW Examination of the concerned course</p>	<p>Cancellation of the result of all examinations of (CE, LPW/PW) *two courses [for all the programmes except MBA (FT and FB&amp;E)]</p> <p>-----</p> <p>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&amp;E)]</p>
5	<p>If a student is found for a second time,</p> <p>(i) indulging in unfair practices in any Examination (CE/LPW/TEE) under 1 and penalised previously under 1</p>	<p>(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</p>	<p>(i) Cancellation of the result of TEE of the concerned course</p>

	<p>(ii) indulging in unfair practices in any Examination (CE/LPW/TEE) under the Guideline no 2/3/4 and penalised previously under 1</p> <p>(iii) indulging in unfair practices in any Examination (CE/LPW/TEE) under the Guideline no 1 and penalised previously under the Guideline no 2/3/4.</p> <p>(iv) indulging in unfair practices in any Examination (CE/LPW/TEE) under the Guideline no 2/3/4 and penalised previously under 2/3/4</p>	<p>(ii) Punitive measure will be awarded to the student concerned as per Guideline no 2/3/4 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&amp;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&amp;E)]</p>	<p>(ii) Punitive measure will be awarded to the student concerned as per Guideline no 2/3/4 respectively under which the student is reported for unfair practices in examination.</p> <p>(iii) Cancellation of the result of TEE Examinations of concerned course.</p> <p>(iv) Cancellation of the result of all examinations (CE, LPW/PW, TEE) of all the courses of concerned Semester/Trimester.</p>
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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 examination in place of eligible student of the Institute of Nirma University.</p>	<p>Cancellation of the result of all examinations (CE, LPW/PW, TEE) of all the courses of concerned Semester.</p> <p>Cancellation of the result of all examinations (CE, LPW/PW, TEE) of all the courses of concerned Semester and disallowing the student 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.</p>
7	<p>(i) If the student is caught in unfair practices in examination and threatens:</p> <ul style="list-style-type: none"> <li>- the authorised person for conduct of examination/member/s of the Examination Reforms Committee/ examiner concerned for seeking his favour.</li> <li>- 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 authorised officers for conduct of examination.</li> </ul> <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"> <li>- Obstructing the process of examination in any way or instigating other students or</li> <li>- Assaulting the Block Supervisor/any other person appointed to conduct the examination or threatening the staff or</li> <li>- Carrying and/or using tools/weapons for intimidation/ causing injuries or</li> <li>- Any other act/acts similar in nature to those mentioned under this category.</li> </ul>	<p>Cancellation of the result of all examinations (CE, LPW/PW, 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, 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 and/or initiate the criminal proceeding including filing FIR for the student/person involved in this case.</p>



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 1 to 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.
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\* 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.

## 2.4 MECHANISM FOR PREVENTION, PROHIBITION AND REDRESSAL OF SEXUAL HARASSMENT OF WOMEN EMPLOYEES AND STUDENTS

The University in pursuance to the regulations published by UGC “University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015” has constituted the Internal Complaints Committee (ICC) at Nirma University for Prevention, Prohibition and Redressal of Sexual Harassment of Women employees and students in the Nirma University, as under:

Sr No	Category	Name	Designation
1.	Senior-level woman faculty member	Dr Madhuri Bhavsar Professor, Dept of Computer Science and Engineering, Institute of Technology Nirma University	Chairperson

- |    |  |  |                     |
|----|--|--|---------------------|
| 2. | Two faculty members  | i. Dr Nina Muncherji<br>Associate Professor<br>Institute of Management,<br>Nirma University                          | Member              |
|    |  | ii. Dr Madhuri Parikh<br>Associate Professor<br>Institute of Law,<br>Nirma University                                |                     |
| 3. | Two non-teaching employees   | i. Dr Nilesh Patel<br>Dy Registrar (Examination)<br>Nirma University   |                     |
|    |  | ii. Ms Nisha Dave<br>Office Superintendent<br>Institute of Architecture<br>& Planning<br>Nirma University            | Member<br>Secretary |
| 4. | One member from amongst the NGO or associations  | Ms Prita Jha<br>Founder and President<br>Peace and Equality Cell (PEC)<br>Bhadra, Ahmedabad                          | External member     |
| 5. | Three Students from UG, PG and Research Scholar-level (only if the matter involves students) | i. UG-level<br>Ms Palak Jain<br>BA,LLB (Hons) programme<br>Institute of Law,<br>Nirma University                     | Member              |
|    |  | ii. PG-level<br>Ms Yashodhara Khadiya<br>Integrated BBA-MBA programme<br>Institute of Management<br>Nirma University |                     |
|    |  | iii. Research Scholar-level<br>Ms Krishan Bhalodi<br>PhD (Full Time)<br>Institute of Pharmacy<br>Nirma University    |                     |

## Objectives

- To prevent discrimination and sexual harassment against women, by promoting gender equality 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 victimised and termination of the harassment;
- Recommend appropriate punitive action against the guilty party to the Chair/Director General of Nirma University.

## Important definition

- (I) **Act** means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);
- (II) **Regulation** means University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015;
- (III) **Sexual Harassment** means
- (i) An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely:
- (a) any unwelcome physical, verbal or non verbal conduct of sexual nature
  - (b) demand or request for sexual favours
  - (c) making sexually coloured remarks
  - (d) physical contact and advances; or
  - (e) showing pornography
- (ii) Any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones:
- (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
  - (b) implied or explicit threat of detrimental treatment in the conduct of work;
  - (c) implied or explicit threat about the present or future status of the person concerned;
  - (d) creating an intimidating offensive or hostile learning environment;
  - (e) humiliating treatment likely to affect the health, safety, dignity or physical integrity of the person concerned;

- (IV) **Aggrieved** woman means in relation to work place, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;
- (V) **Campus** means the location or the land on which Nirma University and its constituted institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, etc, are situated and also include extended campus and covers within its scope places visited as a student of the institute including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short- term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the concerned institute.
- (VI) **Employee** means a person employed by the Nirma University or its institutes (regular/ term/contract basis);
- (VII) **Student** means a person duly admitted and pursuing a programme of study including short-term training programmes in the University;  
 Provided that a student who is in the process of taking admission in any of the institutes under the University, although not yet admitted, shall be treated, for the purposes of these regulations, as a student;

Provided that a student who is a participant in any of the activities in any of the institutes under the University where such student is enrolled shall be treated, for the purposes of these regulations, as a student;

**Third Party Harassment** refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the University, but a visitor to the University in some other capacity or for some other purpose or reason.

### **Responsibilities of Internal Complaints Committee (ICC)**

- (a) to provide assistance if an employee or a student chooses to file a complaint with the police;
- (b) to provide mechanism of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimise the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) to protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- (e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

**Process for making complaint and conducting Inquiry:** The ICC shall comply with the procedure prescribed in these regulations for making a complaint and inquiring into the complaint in a time bound manner.

**Process of making complaint of sexual harassment:** An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident. Provided that where such complaint cannot be made in writing, the Chairperson or any member of the ICC shall render all reasonable assistance to the person for making the complaint in writing.

Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period. Friends, relatives, colleagues, co-students, psychologist or any other associate of the victim may file the complaint in situation where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

### **Process of conducting Inquiry**

- (a) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt,
- (b) Upon receipt of the copy of the complaint, the respondent shall file his/her reply to the complaint along with the list of documents, names and addresses of witnesses within a period of ten days,
- (c) The inquiry has to be completed within a period of ninety days from the date of receipt of the complaint. The inquiry report with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Director General. A copy of the findings or recommendations shall also be served on both parties to the complaint,
- (d) The Director General shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party,
- (e) An appeal against the findings or/recommendations of the ICC may be filed by either party before the Director General within a period of thirty days from the date of the recommendations,
- (f) If the Director General decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to the ICC and both the parties to the proceedings. If on the other hand, it is decided to act as per the recommendations of the ICC, then a show cause notice answerable within ten days shall be served on the party against whom action is decided to be taken. The Director General shall proceed only after considering the reply or hearing the aggrieved person,
- (g) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The institute concerned shall facilitate a conciliation process through ICC, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention,
- (h) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

## **Interim redressal**

The concerned institute may -

- (a) transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the ICC,
- (b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months,
- (c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant,
- (d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus,
- (e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

## **Punishment and compensation**

- (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the university if the offender is an employee,
- (2) Where the respondent is a student, depending upon the severity of the offence, the following punishment can be imposed:
  - (a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
  - (b) suspend or restrict entry into the campus for a specific period;
  - (c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
  - (d) award reformatory punishments like mandatory counselling and/or performance of community services.
- (3) The aggrieved person is entitled to the payment of compensation. The competent authority shall issue direction for payment of the compensation recommended by the ICC and accepted by the Director General, which shall be recovered from the offender. The compensation payable shall be determined on the basis of:
  - a) mental trauma, pain, suffering and distress caused to the aggrieved person;
  - b) the loss of career opportunity due to the incident of sexual harassment;
  - c) the medical expenses incurred by the victim for physical, psychiatric treatment;
  - d) the income and status of the alleged perpetrator and victim; and
  - e) the feasibility of such payment in lump sum or in installments.

## **Action against frivolous complaint**

If the ICC concludes that the allegations made were false, malicious or the complaint was made knowingly, found to be untrue or forged, or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of regulation 10 of the notification. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry in accordance with the procedure prescribed, conducted before any action is recommended.

## 2.5 MECHANISM FOR PREVENTION/PROHIBITION OF RAGGING

### Prevention of Ragging Cell

Nirma University has a zero tolerance policy towards ragging. Ragging is strictly prohibited inside and outside the university campus. The University strictly follows the guidelines on ragging issued by the Honorable Supreme Court of India and University Grants Commission (UGC).

### What constitutes Ragging

As per the provision of section-3 of (UGC Regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009) 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;

(j) 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.

### Anti-Ragging Mechanism at the University

The University has the provision of anti-ragging mechanism, both at the university level and the institute level. The University has a Monitoring Cell, which is headed by Director General. Each institute has an Anti-Ragging Committee, which is headed by the Director of the Institute. At the institute level, there are two more committees: Anti-ragging Squad and Anti-ragging Mentoring Cell.

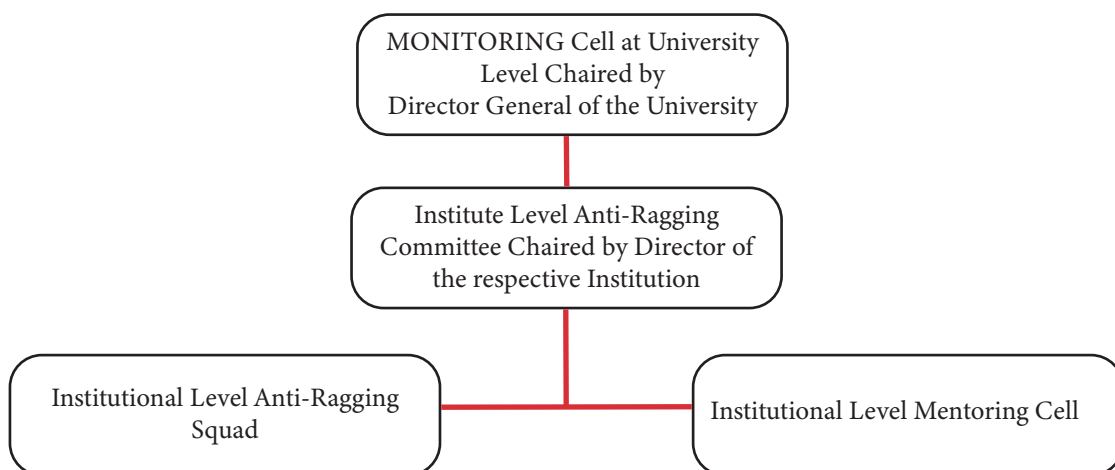
The academic year begins with the meeting of Monitoring Cell that discusses and decides the guidelines related to the anti-ragging measures in line with the guidelines issued by the UGC. Every institute, in turn, plans and implements the anti-ragging measures at the institute level.

### Anti-Ragging Measures

All the students admitted to the University have to observe and abide by the rules prescribed by the University and the respective Institute. Each student and his parent are required to submit an online undertaking every academic year. To enhance familiarity and acclimatise the freshers to the academic and social environment of the campus, each institute organises an orientation programme in the first week of the 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 counselling 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 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.

### Organisation/Structure of Anti Ragging Committee





## University Level Committees

### 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.

### Institution Level Committees

There are three committees constituted at the Institutional Level and all the Institutions under the university has constituted three committees 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 a Institute Level Statutory Committee with Director of the Institute as Chairperson, two Senior Faculty Members, Chief Warden (Hostels), representatives of civil and police administration, local media, non-Government Organisations 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 and the Chief Warden (Hostels) 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.

### Administrative action in the event of ragging

The Monitoring Cell may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, can recommend to the Director General to award, to those found guilty, one or more of the following punishments:

- i. Suspension from attending classes and academic privileges.
- ii. Withholding/withdrawing scholarship/fellowship and other benefits.
- iii. Debarring from appearing in any test/examination or other evaluation process.
- iv. Withholding results.
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi. Suspension/expulsion from the hostel.
- vii. Cancellation of admission.
- viii. Rustication from the institution for period ranging from one to four semesters.

ix. 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.

## 2.6 MECHANISM FOR 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 University/Institute level as is done in case of Ragging.
- (2) Formation of Anti-Drug Squads of the students' volunteers at hostels and the institute/s.
- (3) Carrying out regular as well as surprise visits in hostels and other places.
- (4) Organising 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) Organising 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.

## 2.7 MECHANISM FOR REDRESSAL OF STUDENTS' GRIEVANCES

The students are the main stakeholders in any institution imparting education, and it's our Endeavour 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

There will be Grievance Redressal Committees at the Department/Institute/University level to deal with the grievances of the students:

**a) Department/Area Level Committee will be as under:**

Sr No	Category
i.	Head of the Department (Chairperson)
ii.	Two professors from outside the department nominated by Director General (Member)
iii.	One faculty well-versed with the mechanism of grievance redressal nominated by Chairman (Member)
iv.	One representative from amongst the students of the Institute nominated by Director General

(Further details available in Student handbook 2)

**b) Institute Level Committee will be as under:**

Sr No	Category
i.	Dean of faculty (Chairperson)
ii.	HoD, Student Welfare (Member-ex officio)
iii.	One senior faculty (academic) other than the Chairman (Member)
iv.	Senior academic/ Proctor (Member)
v.	One representative from amongst the students of the Institute nominated by Director General

(Further details available in Student handbook 2)

**c) University Level Committee will be as under:**

Sr No	Category
i.	Prof Paresch Patel, Institute of Technology (Chairperson)
ii.	Shri Ashish Desai, HoD, Student Welfare (Member-ex officio)
iii.	Prof Jigna Shah, Institute of Pharmacy (Member)
iv.	One student representative from each Institute: Institute of Technology: Ms Aditi Bhole (19BCH001) Institute of Management: Mr Dhruvil Ajbani (201418) Institute of Architecture & Planning: Ms Selvi Kataria (19BAR078) Institute of Law: Mr Shubh Maheshwari (20BBL014) Institute of Pharmacy: Ms Ayushi Patel (19BPH016) Institute of Science: Ms Mili Mehta (20MBT028) Institute of Design: Ms Rucha Gavane (19BDC031) Institute of Commerce: Ms Stuti Jain (IC191258)
v.	Shri G Ramachandran Nair, Executive Registrar (Invited member)

This committee will deal with all the Grievances directly which is related to the common problems at University level, both Academic and Administrative. In addition, this committee will also entertain the appeal filed by the student against the decision of the Institute level committee/s.

### • Procedure for Redressal of Grievances (RoG)

- (a) An aggrieved student who has the Grievance or Grievances at the Programme/Area level shall make an application first to the Programme/Area Chairperson. The Programme/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 Programme/Area Chairperson, then the same should be placed before the Programme/Area level committee.
- (b) If the student is not satisfied with the decision of Programme/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 Programme/Area level committee will place the matter before the Institute level committee which shall either endorse the decision of the Programme 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.

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.

## Section 3

# IMPORTANT INFORMATION

## 3.1 STUDENTS' WELFARE BOARD

### Overview

The Students Welfare Board (SWB) aims to promote the social-psychological and cultural growth of the students through a host of activities conducted all through the year. The board organises various intra and inter-college/university cultural and sports events. It also picks up different social causes prevailing in the society and organises awareness programmes for the students. All the constituent institutes of the university have a dedicated SWB coordinator that operates and manages tasks at the institute level.

### Cultural Events & Sports Activities

The University promotes the overall development of a student and in addition to academics, it emphasises participating in different extracurricular activities. The campus is well equipped with the necessary state-of-the-art infrastructure to facilitate all types of cultural and sports activities.

The SWB puts together various cultural activities that lead to the development of skills and provides a platform for the students to showcase their talent. In NUZEAL, an annual Intra-Institute Cultural Festival, the board hosts events like Music, Dance, Theatre, Fine-Arts, Literary, and Personality Contest etc. Garba, the traditional dance form of Gujarat, is loved and enjoyed by people from all sections of society and across all age groups during Navratri. An annual Ras-Garba Mahotsav, RAMZAT is organised on the first Saturday after Navratri for the members of the Nirma University family. In addition, several other cultural festivals are organised by the institutes.

The university encourages students to participate in sports and other physical exercises regularly as it stimulates the mind, body and the spirit. Individual sports teach to motivate oneself whereas team sports imbibe accountability, leadership, teamwork and other skills. The university hosts ABHIMANU, an annual inter-university sports competition that attracts participation from universities across India. The board also organises an Annual Sports Meet for the university students which includes team events, individual events and track and field events.

The SWB arranges various drives like swachhta, plantation and blood donation drive from time to time. The board also addresses social issues through One Act Play, and intra-institute drama competition.

The University also encourages the participation of the students in the events organised by other colleges, institutes and universities. The board also prepares a team that represents the University in the Association of Indian Universities (AIU) sports and cultural events, and various state and national level competitions organised by government and private institutions.

In addition, the board also arranges for Adventure activities like mountaineering camps in the foothills of the Himalayas and Desert Safaris in Rajasthan from time to time.

### **Celebration of National and International Days**

Every year on Independence Day and Republic Day the SWB organises a flag hoisting ceremony on the campus. Renowned dignitaries from various walks of life are invited as the chief guest. A photo exhibition and patriotic song competition are also organised on these days.

Besides this, as part of the World Yoga Day celebration on June 21, all the university officials gather at the campus and perform yoga under the supervision of a yoga expert, every year.

### **National Service Scheme (NSS)**

Aimed at developing the students' personality through community service, the National Service Scheme is a voluntary association of students in higher secondary schools, colleges, and at universities working for strengthening the campus-community linkage. NSS is an Indian government-sponsored public service programme conducted by the Ministry of Youth Affairs and Sports since 1969.

Nirma University has a vibrant NSS programme wherein the students from all the institutes participate and contribute to the well-being of the neighbouring community. Regular activities are held from time to time, and annual seven-day special camps known as special camps are held in a rural village or a city suburb. Some of the villages adopted by the constituent institutes of the university are Motipura, Miroli, Khodiyar, Jaspur, Valad, Vautha, and Kavitha. Volunteers are involved in activities, such as cleaning, afforestation, stage-shows, awareness rallies, and health and hygiene camps.

NSS volunteers who have served for at least two years and have performed 240 hours and participated in a special camp of social work are awarded a certificate.

NSS cell has allocated 800 volunteers to Nirma University. The institute-wise allocation of the volunteers is as under:

<b>Institute</b>	<b>Volunteers</b>
School of Technology	150
School of Engineering	150
Institute of Management	100
Institute of Pharmacy	50
Institute of Law	100
Institute of Architecture & Planning	100
Institute of Commerce	100
Institute of Design	50
Total	800

## **National Cadet Corps (NCC)**

National Cadet Corps is a voluntary organisation that recruits cadets from high schools, colleges and universities all over India. It is a tri-services organisation, comprising the Army, the Navy and the Air Force, engaged in grooming the youth of the country into disciplined and patriotic citizens. The NCC aims at developing character, comradeship, discipline, a secular outlook, the spirit of adventure, and ideals of selfless service amongst young citizens.

The Nirma University has both boys and girls NCC units. The total authorised strength is 55 boys and 55 girls. Every year, boys and girls are enrolled as per available vacancies. During the three-year training, B certificate in the second year and C certification in the third year can be awarded to cadets who succeed in the NCC exam. Boys unit's Associate NCC Officer (ANO) is Lt. (Prof) Chanakya Bhatt and Girls unit's ANO is Lt. Sima Ahire.

## **How to become a part of NSS/NCC**

An orientation programme is conducted by every Institute at the start of the academic calendar for the first year students. The coordinators provide an overview of NSS and NCC to the students. For NSS, it is purely based on interest of student and they are enrolled on first come basis. For NCC, the students have to appear for a written test followed by a physical fitness test and one to one interaction with ANOs. A student can join only one of these services.

## **Eligibility criterion for students to participate in Inter-University events**

Nirma University follows the guidelines laid down by AIU (Association of Indian Universities) which include:

- Only bonafide, full time student, who is enrolled for a degree or postgraduate degree or diploma course which is of a minimum duration of one academic year and whose examination is conducted by the University subsequent to passing the 12th class examination.
- Students enrolled in correspondence course in Institute/Centres of Universities, casual students, external students, and students pursuing bridge course shall not be eligible.
- Not more than 7 years have elapsed since a student passed the examination qualifying him/her for first admission to a degree or diploma course of a University of college affiliated to a University.
- Only students, who are less than 25 years of age can participate.
- Students can participate for one year more than the normal length of the academic programme which he/she is following.
- A student employed on full time basis shall not be eligible to participate.
- A student shall not be allowed to represent more than one University during a single academic year.
- Provisional admission to a course of a University or college shall not make the student eligible to represent the University in the Inter University Youth Cultural Activities.
- In case of a student migrating from one University to another his/her migration case will be considered eligible only after his/her admission in the new University is regularised and he/she is admitted as a bonafide student by the new University.



## 3.2 WELFARE SCHEME FOR STUDENTS

### 3.2.1 'EARN WHILE YOU LEARN' SCHEME

#### 1. Objective of the scheme

1. Enable meritorious and needy student to earn a reasonable amount every month to meet their expenses.
2. Explore the potential of student as a valuable human resource.
3. Gives students hands on experience and develop them for future job.
4. Encourage students for diversification of activities beyond syllabus to needy students

#### 2. Job Description

The incumbent student can be given work in the following areas:

- 1) Library (arrangement and display of books /issue and return of books etc)
- 2) Laboratory (equipment handling/maintenance /conduct of practical( only for postgraduate students)
- 3) Office administration/student section(data handling/data preparation/filing work/drafting work)
- 4) As a Teaching assistant(Post Graduate Student)
- 5) Any other work to be determined by a committee of concerned.

#### 3. Eligibility

1. He/she must be a student of the Institutes under the Nirma University.
2. Not getting other benefits/scholarship/stipend/fellowship from the university or from the government also. Family income of the student should not be more that 10 lakhs rupees per annum.
3. He/She is required to do the job before/after the college hours (i.e. normal study of the student should not be suffered) (9 to 11 or 4 to 6 depending on the shift of the student).
4. Student is required to maintain good academic and conduct record for continuation of the scheme.
5. Student should not remain absent from the work assigned without prior permission. The attendance sheet will be maintained which will be signed by HOD/Section Head concerned.
6. The certificate of performance of work to be obtained from the concerned HOD before the process of payment.
7. Daily worksheet should to be maintained which is to be endorsed by the Concerned HOD/ HOI.
8. Such engagement will be semester-wise, then a review will be taken. After review the further course of action with regard to extension/appointment be decided.

#### 4. Process of Selection of student under earn while u learn scheme

- i) At the start of the academic year, application is to be invited for the earn while u learn scheme.

ii) Also invite requirement of such services from each institution/section and then number will be decided by Vice President, Director General, & Executive Registrar. However it cannot be more than two or 10% of the total number of supporting/administrative staff in the Library/Laboratory/Section concerned whichever is less.

iii) Following can be the member of the committee for selection of the students under earn while u learn scheme

- a) Concerned Head of Institution(Chair Person)
- b) Executive Registrar
- c) Concerned Head of the Department
- d) Concerned Deputy Registrar/Administrative Officer(Member Secretary)
- e) Internal Auditor

### **5. Payment**

a) In a week maximum 10 hours work can be assigned to the student and payment can be done on hourly basis, normally it can be Rs150 per hour. However rate will be determined depending upon the nature of work. Payment will be done on monthly basis.

b) Payment of students under the scheme can be meet normally against the vacant post at the level of Assistant in library, Assistant in laboratory or Assistant in the administration. However, where such thing is not possible due to non-availability of vacant post, then expenditure can be against needy student/scholarship fund as to be decided.

## **3.2.2 SCHEME TO PROMOTE RESEARCH AND INNOVATION AMONGST THE STUDENTS**

### **Objectives**

The Mission statement of Nirma University emphasises on all round development of its students. It is accomplished through various means, including the curriculum, skill building trainings and workshops, encouraging student participation in extra and co-curricular activities, etc. Apart from these, it is also necessary to promote the activities of research and innovation amongst the students. In fact, student research is considered as an integral part of a learner-centered institution. Further, it is proved that the involvement of students in research activities enhances their class-room learning, instigate them to independent thinking and boost their confidence.

The research at UG and PG level is also emphasised in the Research Policy of Nirma University. Accordingly, the University and its constituent institutes encourage student research by formal and informal ways. The consistent student performance in prestigious technical competitions like, Robocon, SAE BAJA, Mitsubishi Electric Cup, Moot Court Competitions, Business Idea Competition is the evidence of efforts in encouraging students for research and innovation

## **Structure to Promote Research and Innovation amongst the Students**

At present, the students enrolled under the University can be divided into three categories: (i) the PhD Students, (ii) the PG Students, and (iii) the UG Students. It is very much necessary to encourage students at all the three levels for the activities of research and innovation.

At PhD level, the students are carrying out their research work on focused areas under designated Research Supervisors/Guides with the overall supervision of the Dean – Faculty of Doctoral Studies and Research. The research activities at this level need to be scaled up with more emphasis on quality research outcomes in form of publications, prototypes, patents, etc.

At Postgraduate level, the research activities are promoted and monitored by the concerned HoI, HoD/Area Chair and Programme Coordinators. These activities need to be strengthened by way of more academic rigour, advanced level courses, improving the lab facilities, emphasising on the quality of the thesis, encouraging students for publishing in peer reviewed journals, etc.

It is felt that more intensive efforts are required to encourage the UG students to participate in the research activities. The students need to be motivated to participate in Idea Lab activities, project based/experiential learning, internship with premier institutes/ research organisations/ industries, preparation for career in research, organising events of research, etc. Looking to the mass of the UG students and the efforts need to be put in, it is proposed to have a senior level faculty as the UG Research Coordinator/UG Research Chair at each constituent institute. This Coordinator should be made responsible to promote research and innovation at the UG level in consultation with the concerned HoI and the Institute Level Research Committee. He/She will also coordinate with the Directorate of Research and Innovation.

## **Ways to Promote Research and Innovation amongst the Students**

In general, there are two ways of promoting research and innovation amongst the students, i.e. Formal and Informal Ways. The formal ways include:

- i) Through Curriculum, Courses
- ii) Project Based Learning/Experiential Learning Approach
- iii) Structured Internship, Industrial Training, Field Trips, etc.
- iv) Research Training Programmes, Research Methodology, Paper Writing workshops
- v) Provision of Scholarship/Stipend for PG, PhD and Post-Doctoral Fellow

It is proposed to further reinforce research at all levels (UG, PG and PhD) by having courses on creativity & innovations, minor & major projects, hands-on-training, internship, industrial visits, etc.

The UG students should be encouraged to pursue their career in research. To achieve this goal, the institutes should offer special elective courses with emphasis on research and innovation to the interested students. Such electives may include: courses like Research Methodology, Course on Wheel, Seminar, Research Projects, Research Surveys, Simulation/Experimental Studies, etc. The course content should cover problem solving, laboratory experiments, design & simulations, hands-on exercises, development of prototypes/models, research reading & writing, etc. It is expected that after completion of such courses, the students should produce publishable/patentable work. It is proposed that approximately 10 % of the total students should be given the opportunity to take up such courses.

A course on 'Research Methodology' covering the contents such as, Objectives of Research, Types of Research, Identifying Research Topic, Literature Reviewing Techniques, Writing Research Paper, Patents & Copy Rights, Avoiding Plagiarism, Tools for Research, etc should be given importance at both PG and PhD Level. It is also proposed to organise introductory training programmes on appropriate topics from the above list for the UG students to inculcate research from the beginning.

The Institute of Technology offers a very unique master level programme titled MTech by Research. This programme is aimed at those students who are interested in exposure to in-depth research in different disciplines. The programme emphasises on multidisciplinary and rigorous learning and research work. More awareness of this programme should be given to the stakeholders including the aspirant candidates of recognised research centres. Further, similar kind of programmes may be initiated at other constituent institutes of the University in an appropriate way.

To promote applied and basic research, the University has started the PhD (Full time/Part time) programmes in Engineering, Management, Pharmacy, Science, Law and Architecture. All the PhD programmes have course work, followed by rigorous research. It is proposed to strengthen the existing PhD programmes by way of attracting meritorious students with worthy stipend, contingency grant, travel grant, etc. Further, the PhD research can be strengthened by way of encouraging the students to publish their work in the journals indexed by the Scopus and Web of Science. Wherever possible, the students may be allowed to go to the Foreign Universities/ Research Organisations/Research Laboratories for a short duration to carry-out their research work, to study advanced courses, etc with proper approvals.

Apart from the formal ways, there are many other ways by which the Research and Innovation can be promoted amongst the students. These include:

### **i) Creating a Blog of Ideas**

It is known that the young minds are very creative and full of enthusiasm. They have many innovative ideas, but due to non-availability of suitable platform, the ideas cannot be implemented. Sometimes, for a single innovative idea, there can be multiple approaches to convert it into product/prototype. Such multiple approaches can be inter-disciplinary in nature and may come from the students of different disciplines. For this, it is necessary to have a Blog of the students' ideas and access to such Blog may be given to all the students and faculty members of Nirma University. With this background, it is proposed to have a mechanism of collecting students' ideas and sharing it on a common platform. This activity may be further augmented by having competition of best ideas, encouraging students of different discipline/institute to work on these ideas, providing funding to the selected ideas through Idea Lab, etc.

### **ii) Through Idea Lab Projects**

An Idea Lab is functional at Institute of Technology. The main objective of the Idea Lab is to motivate students to think, conceptualise and realise their ideas. It provides an opportunity to the students to validate their ideas through guided research. The Idea Lab boosts confidence of the students and also encourages them to publish and patent their research work. In last five years, many projects have been funded by the University under the Idea Lab.

Looking to the success of the Idea Lab concept, it is proposed to have such Idea Labs in each constituent institute of the University. The necessary budget should be allocated to each institute for Idea Lab. The Institute should evolve a structured mechanism for (a) Awareness of Idea Lab amongst the students, (b) Calendar for inviting proposals under the Idea lab, (c) Mechanism for allotment of Fund, (d) Strategy for monitoring the progress of Idea Lab projects, (e) Compilation of the outcomes of the Idea Lab projects in form of a booklet, (f) Mechanism of showcasing the Idea Lab projects through exhibition/social media/website/newspaper, etc.

### **iii) Providing Platform to Showcase Research Outcomes/Research Skills**

For promotion of research amongst the students, it is also necessary to provide them platform to showcase their research skills and research outcome. This will also motivate other students to involve themselves to different activities of research and innovation. For showcasing research talent and the research outcomes, the University and constituent institutes should organise technical festivals, events, seminars, workshops and dedicated student conferences on regular basis. In fact, the best project/design/model competition (for final year UG and PG), paper/poster/business idea presentation, moot court competition, doctoral student conference should become the integral part of the annual academic calendar.

These can be strengthened by way of preparing annual calendar of such events, deciding themes, involving students in organising committee, ensuring maximum student (UG, PG and Ph.D.) participation, proper documentation of the events and the outcomes, budget provision, etc.

### **iv) Encouraging the Students to Participate in Competitions/Conferences organised by the Leading Industries/Institutes/Universities/Organisations**

The University students are participating in different competitions/events organised by industries, professional bodies, institutes, etc and bringing many laurels. Considering these, it will be appropriate to formalise this by way of identifying such national/international events, providing necessary mentoring, R & D facilities and support to the students, encouragement by way of awards and incentives, setting up system of peer to peer learning, providing academic support, necessary budget provision in the annual budget, etc.

### **iv) Encouraging the Students to Apply for the Government R&D Schemes, Research Awards, Membership of Professional Organisations, etc.**

There are many R & D funding schemes available from the Government of India, like INSPIRE, Young Scientist Scheme, Women Scientist Scheme, Prime Minister Scholarship Scheme, Visvesvaraya PhD Scheme, Schemes from the INSA, etc. There are Travel Grants also available to attend International conferences. Apart from these, very prestigious international funding schemes available for the students, including the Fulbright Scholarship, DAAD scholarship, etc. The Institutes should motivate the students to take benefits of such schemes. The students should also be encouraged to apply for the travel grants, prestigious research awards, take the memberships of professional national and international bodies, etc.

### **v) Through Student Associations**

The student associations are very active across the University. Theme based seminars, exclusive student conferences, research orientation programmes may also be organised with the support of industry, R&D Organisations, NGOs and government funding agencies through the Student Associations.

## **vi) Leveraging the Alumni Support for Promotion of Student Research**

Nirma University Alumni are spread across the country and has a strong industry reach. Many of its alumni members are in top-level positions in reputed private and public sector as well as R & D organisations. A considerable number of alumni have successful overseas career also. The senior alumni should be invited to share their experiences with the existing students through guest lectures, seminars, conferences, workshops, etc. They should also be invited as mentors for the student projects, internship, incubates, etc. The Alumni Associations may constitute awards, travel grants, etc for the outstanding student researchers.

## **vii) Encouraging the Students' Innovation**

Young minds are very creative and they should be encouraged to make innovations by using the principles of science, technology and other means. These innovations may include new ideas, development of gadgets/products, software application, better version of the existing system, new strategy, new model, better technique or enhanced process that result into improving the quality of life, societal benefit, social welfare, etc. It is proposed to encourage the students' innovation by way of organising a competition of students' innovations. Such competition can be a yearly event, where students make presentation of their innovations before a jury. Based on the novelty of innovation and its application for the societal benefits, three prizes/awards may be declared. The winners should be felicitated by mementos and Certificates of Appreciation.

## **Ways to Promote Research and Innovation amongst the Students**

The following ways are to be considered for the students participating/preparing for the prestigious national/international technical/professional competitions:

### **[A] Academic Support and Leave Consideration**

- i) The students participating in important state/national/international events (research related events) will be given flexibility in submission of Term Assignments, Laboratory Work, etc. Such students may be considered for re-tests under different Continuous Evaluation (CE) components.
- ii) Maximum 10 days leave (in a semester) for the competition preparation.
- iii) Leave for the actual number of days plus days for travelling for participating in the competition.
- iv) If the leave requirement is more than 10 days for the preparation, the matter will be considered as a special case. Based on the recommendations by the Faculty Mentor, concerned Head/Area Chair and the HoI, the Appeal Committee may condone the leave.

### **[B] Financial Support**

For the prestigious State/National/International technical/professional competitions, research events, the Institute may provide financial support in terms of purchase of equipment, software, chemical, consumables, books/journals, travel and stay etc. For all such expenses, necessary budget provision is to be made by the concerned Department/Institute for each financial year. The approval for such budget is to be obtained from the Director General.

The food, accommodation and travel expenses will be reimbursed for the participants of the competitions as per the University Policy.



**Note:** The benefit of above (Leave Consideration and Financial Assistance) will only be given for the prestigious state/national/international competitions, events, etc based on the level of the event, nature of competition, credentials of the organisers, benefits to the participants and the Institute / University, etc

### **[C] Travel Grant for Attending International Conference to the UG and PG Students**

The University has framed guidelines for granting financial aids to the full-time PhD students for attending International seminar/conference. On the similar line, partial financial aid should be given to the UG and PG students for attending and presenting their research outcomes at the prestigious international conferences, provided that the student has received partial financial support from the external agencies. The norms for awarding such financial aids, the procedure for application and approval will remain same as that of the guidelines for granting financial aids to the full-time PhD students.

### **Awards and Incentives to the Students for Outstanding Research Achievements**

Apart from the leave consideration and financial support, the outstanding student researchers and the winners of the national / international technical / professional events should also be encouraged by:

- i) Felicitating such researchers/winners on Annual Day of the Institute with memento.
- ii) Highlighting the research achievements of the students on Website, University Newsletter/Research Report, Research Wall at Libraries, etc.
- iii) The awards and incentives may be given as proposed below:

#### **Team Events/Competitions**

- Winners of state level prestigious competitions and stood first/second/third should get Rs. 20000/-, Rs. 10000/- and Rs. 5000/-, respectively. The money will be equally divided amongst all the participants. All the participants of a winning team will get Certificate of Appreciation.
- Winners of national level prestigious competitions and stood first/second/third should get Rs. 30000/-, Rs. 20000/- and Rs. 10000/-, respectively. The money will be equally divide amongst all the participants. All the participants of a winning team will get Certificate of Appreciation.
- Winners of international level prestigious competitions and stood first/second/third should get Rs. 75000/-, Rs. 50000/- and Rs. 25000/-, respectively. The money will be equally divided amongst all the participants. All the participants of a winning team will get Certificate of Appreciation.

#### **Individual Events/Competitions**

- Winners of state level prestigious competitions and stood first/second/third should get memento and a Certificate of Appreciation.
- Winners of national level prestigious competitions and stood first/second/third should get Rs. 5000/-, Rs. 2000/- and Rs. 1000/-, respectively and a Certificate of Appreciation.
- Winners of international level prestigious competitions and stood first/second/third should get Rs. 10000/-, Rs. 5000/- and Rs. 3000/-, respectively and a Certificate of Appreciation.

### 3.2.3 SCHEME FOR PROMOTION OF TALENT IN CULTURAL AND CO-CURRICULAR ACTIVITIES/EVENTS

#### Objective

The Scheme aims to encourage the talent of Nirma University students in the field of Cultural and Co-Curricular Activities/Events by providing financial support and other facilities.

#### 1) Eligibility

Beneficiary of this scheme must have age not above 25 years.

##### a) Cultural Activities

- Student participants of Cultural Activities to be recognised based on the performance and achievement in the events organised by/under the Ministry of Human Resource (Development Department of Youth Affairs and Sports) Govt. of India, Association of Indian Universities, National Sangit, Natak Academy, Department of Youth, Sports and Cultural Activities, Govt. of Gujarat, as well as Gujarat Sangit Natak Academy, Gandhinagar will be eligible for this scheme. The achievement/performance in invitation tournaments will not be considered.

- Cultural events/festival or youth festival organised by Ministry of Human Resource (Development Department of Youth Affairs and Sports) Govt. of India, Association of Indian Universities, National Sangit Natak Academy, Department of Youth, Sports and Cultural Activities, Govt. of Gujarat, as well as Gujarat Sangit Natak Academy, Gandhinagar will be eligible for this scheme. The achievement/performance in invitation tournaments will not be considered. Moreover, any other events/competition organised by remaining institution organised and the HoI may deem it fit to conduct Scrutiny Committee may consist of HOD-Students Activities, Officer In-Charge-Students Welfare Board, Chief Coordinator, Students Welfare Board, Nirma University, HoI of participant institute, Student Welfare Convener of other Institute.

##### b) Co-Curricular Activities

- Students participating in Co-Curricular activities/events/competitions that are organised by organisations of high repute and in such events that are acclaimed at national and/or international level.

#### 2) Benefits

This scheme include the following:

##### A. Leave Consideration

1. Maximum 10 days prior for preparation of competition.
2. Actual no. of days for participating the competition, including travelling days.
3. If leave requirement is more than 10 days for preparation, the matter will be considered as a special case. This is only for National/International event. Based on the recommendation of the Head, Students' Activities, Nirma University and Head of the Institute of concerned institute, appeal committee will condone the leave.



## **B. Financial Assistance**

### **1. Participation in Inter University Cultural/ Co-curricular Events**

- Rs.500/- per day, food expense to participate.
- On actual basis or Rs.500/- per day (whichever is less) as accommodation expense (if accommodation is not provided by the organiser)
- Costume will be provided by Nirma University (Rs.1000/- uniform expense)
- Actual travelling expense (railway second class sleeper with reservation charges)

### **2. Training and Costume**

Financial Assistance will be provided for choreography/training and for necessary costume. Looking to the competition / event, financial Assistance will be provided based on the recommendation of Students' Activities Committee of concerned Institute and finalised by the HOD, Students' Activities, Nirma University.

## **C. Scholarship**

Scholarship will be offered as under to the winner(s) in the competition as per eligibility as shown under Para-1.

1. Winner(s) at state level competition - Rs.10,000/- once in a year.
2. Winner(s) at west zone level competition - Rs.20,000/- once in a year.
3. Winner(s) at national level competition - Rs.25,000/- once in a year.
4. Selected for participation and participated at international level competition -Rs.50,000/- once in a year.
5. Winner(s) at international level competition - Rs.1,00,000/- once in a year.

For any of the event shown above, if the participation is by team, then respective amount will be for the team put together.

If a student wins more than one level competition as above, then s/he will be eligible for only one scholarship which is higher.

## **D. Awards**

Participants/students will be honoured by various awards based on the performance / achievement for last two years competitions mentioned in as per Para-1 who will earn points as below:

1. Winners at district level competition and stood first, second and third will get points 15, 10 and 5 respectively.
2. Winners at state level competition and stood first, second and third will get points 20, 15 and 10 respectively.
3. Winners at west zone level competition and stood first, second and third will get points 25, 20 and 15 respectively.
4. Winners at national level competition and stood first, second and third will get points 30, 25 and 20 respectively.
5. Winners at international level competition and stood first, second and third will get points 50, 45 and 40 respectively.

For cumulative point calculation for a year, only one Cultural at one level to be considered.

Based on the points for performance/achievement for last two years, award will be honoured as below:

- "Nirma Award" which includes Rs.1,00,000/- cash, memento and certificate of appreciation for recipient of 125 points.
- "Nirma Award" which includes Rs.75,000/- cash, memento and certificate of appreciation for recipient of 100 points.
- "Nirma Award" which includes Rs.50,000/- cash, memento and certificate of appreciation for recipient of 75 points.

The decision of Vice President, Nirma University and Director General, Nirma University regarding the interpretation for any matter of the scheme will be final.

### 3.3 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 sensitise the community with regard to gender related issues and create a gender friendly environment.

#### Objective

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":

Committee	
Dr Shalini S, ILNU	Chairperson
Prof Jigna Shah, IPNU	Faculty Coordinator
Ms Vibha Gajjar, IAPNU	Faculty Coordinator
Ms Ritu Agarwal, Publication Officer, NU	Staff Coordinator
Dr Neha Patni, ITNU	Member
Dr Ameer Nair, ISNU	Member
Ms Shreya Shrivastava, ILNU	Member

Dr Krishna Patel, DDNU	Member
Dr Praneti Shah, IMNU	Member
Dr Nagja Tripathi, IPNU	Member
Ms Pratima Singh, IAPNU	Member
Dr Avani Shah, ICNU	Member
Dr Nilesh Patel, Dy Registrar (Exam & PhD)	Member
Dr Ravindra Sen, Dy Registrar (Academic & Establishment)	Member
Ms A P Prashya, Assistant Registrar, PhD Section	Member Secretary
Ms Ishwa Shah (18BCE218 )	Student Representative
Mr Ansh H Singh (20BCH004)	Student Representative
Ms Priya Patel (18FTPHDS45)	Student Representative
Mr Devang Trivedi (19FTPHDS47)	Student Representative
Ms Aditi Bharadwaj (18BAL078)	Student Representative
Mr Shivam Sharma (19BBL053)	Student Representative
Ms Akanksha Kanamadi (18BDI003)	Student Representative
Mr Shaunak Roychowdhury (18BDI032)	Student Representative
Mr Rishabh Jadhav (201340)	Student Representative
Ms Harshita Premchandani (201316)	Student Representative
Ms Bhakti Thakker (18BHP006)	Student Representative
Mr Kunj Vyas (18BHP043)	Student Representative
Ms Charmi N Gondaliya (18BPL006)	Student Representative
Mr Jvalant N Devrukhkar (18BAR049)	Student Representative
Ms Harshita Gupta (IC191116)	Student Representative
Mr Prince Parekh (IC191243)	Student Representative

## **Role and functions**

1. To sensitise 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 participation from NGOs and law enforcement agencies in this area.
4. To become a resource centre for women and provide a forum for exchange of ideas.
5. To review safety and security measures for female employees and girl students at Nirma University campus.

## **Who can approach the Cell?**

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

## **3.4 EQUAL OPPORTUNITY CELL**

### **Committee At University Level**

Advisory Committee

1. Dr Anup K Singh, Director General - Chairman
2. Mr G Ramachandran Nair, Executive Registrar - Member Secretary
3. All Heads of Institute - Member
4. Mr Ashish Desai, Head, Students Welfare - Member
5. Dr Bhavesh Parekh, Coordinator, SWB - Member

### **Institute level Committee**

1. Head of the concerned Institute - Chairman
2. Up to three professors/Associate professors nominated by the HoI
3. Coordinator, Students' Activities
4. Dy Registrar/Asst Registrar (as the case may be)
5. Advisor (Member Secretary) - as nominated by the concerned HoI

### **Non-Discrimination**

The University strictly follows the non-discrimination guidelines as suggested by the UGC. It does not discriminate the students based on their caste, creed, religion, language, ethnicity, gender and disability.

## 3.5 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 organisations 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 endeavor 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 postgraduate 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 alumni to impart knowledge and encourage the students along with training them to pursue IAS and IPS

## 3.6 LIBRARY RESOURCE CENTRE

### Guidelines for Library Users

#### Library Hours

University Libraries will remain open on all working days as per the following schedule unless otherwise specified by the Library Committee/Management:

Technology	Management (residential course) & Commerce	Pharmacy & Science	Law	Architecture & Design
8.45 am to 6.15 pm (Mon–Fri)	8.45 am to 10.00 pm (Mon–Sat)	8.45 am to 6.15 pm (Mon–Fri)	8.45 am to 8.00 pm (Mon–Fri)	8.45 am to 6.15 pm (Mon–Fri)
8.45 am to 4.45 pm (1st, 3rd & 5th Saturday)	9.00 am to 4.30 pm (Sunday)	8.45 am to 4.45 pm (1st, 3rd & 5th Saturday)	8.45 am to 04.45 pm (Saturday)	8.45 am to 4.45 pm (1st, 3rd & 5th Saturday)
Closed on Sunday, 2nd and 4th Saturday and Public Holidays	Closed on Public Holidays	Closed on Sunday, 2nd and 4th Saturday and Public Holidays	Closed on Sunday and Public Holidays	Closed on Sunday, 2nd and 4th Saturday and Public Holidays

#### Rules for Book Loan for Users

1. Users can issue library books for a stipulated period.

Borrow Type	NU		
	Loan Limit	Duration	Fine
UG	5 books & 1 Ref Book & 2 General Magazine (Back Issues of all Magazine)	Books (14 Months) 1 Ref Book (Overnight) & Magazine (2 Days)	Books - Rs 2/- Per day per book, Refer- ence Books- Rs 100/- Per day, Periodical – Rs 5/- Per day
PG	10 books & 1 Ref Book & 2 General Magazine (Back Issues of all Magazine)		

Student ( who are participant in the competition) – Nominated by respective institute authority	15 books (including up to 5 Reference books)		
Alumni Students	2 Books	14 Days	Rs 2/- Per day per Book
Corporate	10 Books	14 Days	
EDP & ECA & Others Students	2 Books	14 Days	

2. Books will be renewed once only if there is no reservation for it. Overdue books cannot be renewed.
3. Users cannot be issued any books from the library, if any overdue book is pending to return in their account.
4. If any user's card is lost, he/she has to report to the library staff immediately so that they can stop the operation of his/her account until he/she gets a new card.
5. Before borrowing the book, users have to verify the physical condition of the book. If they find physical condition of the book is not good, please inform to the library staff immediately.
6. Users will be responsible for any damage found while returning the books.
7. If students are going on Short-term Industrial visit or project, they have to maintain the schedule of returning the books. This rule can be relaxed on the recommendation of the concern HoD/HoI, when student is deputed for project for the entire semester out of Ahmedabad.
8. If any user is caught stealing books or tearing pages he/she will have to pay the entire cost of the book plus Rs 500/- and Library account will be suspended for two months in addition to the disciplinary action to be initiated.
9. It will be the sole responsibility of the user to preserve the library material and return to the Library on time, however if user loses/or misplaces the library material, he/she has to report to the concern Librarian on the same day and clear his/her Library account by replacing the library material within a week. If he/she fails to do so, the cost of the library material and overdue will be recovered from the student.
10. If any library material is lost by user, which is not available in the market, he/she is required to pay three times of the original cost. The account has to be cleared within two weeks.
11. If any user misplaces/loses any complimentary copy, the HoD/HoI will decide the amount to be paid by student after consulting the subject expert.
12. If user disobeys Library rules, Identity Card will be collected, reported to the Head of the Institution for initiating disciplinary action.
13. Library Resources like reference books, periodicals, bound volumes, standards, CD's, audio/video cassettes are to be referred within library premises.

The members of Library Resource Centre are requested to strictly follow the below mentioned guidelines for smooth functioning of LRC.

- Users should produce their Membership/Identity Card during their visit to the library.
- Users should enter membership number in the Computer while entering the Library.
- Use of mobile phone is strictly prohibited within library premises.
- Members are not allowed to carry personal material inside the Library. Leave the personal materials at the property counter outside the entrance gate.
- Reference Books, Periodicals, Bound Volumes, Annual Reports, CDs/DVDs, Audio/Video Cassette and Newspapers are to be referred within Library premises.
- Please safeguard the library resources and furniture.
- Contact Library staff anytime if you face any problem.
- Please provide suggestions to improve the Library Services.

### 3.7 IMPORTANT CONTACTS AT UNIVERSITY

+91-79-71652000 (Last 3 digits: Extension number)

<b>Name and Designation</b>	<b>Extension number and e-mail id</b>
Dr Mehul R Naik, Head, International Relations	499 ir.nu@nirmauni.ac.in
Ms Sapna Bhatt, Counsellor	617 sapna.bhatt@nirmauni.ac.in
Dr Bhavesh Parekh, Coordinator, Students Welfare Board	322 studentwelfare@nirmauni.ac.in
Mr Shailesh M Patel, (I/c) Transport Section	157 transport@nirmauni.ac.in
Mr Krishna Gopal Shankhwar, Chief Security Officer	180 security.officer@nirmauni.ac.in
Ms Rita Barot, Hostel Warden	250 rita.barot@nirmauni.ac.in
Mr Bharat Joshi, Hostel Warden	249 bharat.joshi@nirmauni.ac.in



## Corporate Relation Officials

Name	E-mail	Extn.
Mr Indranil Banerji, Head Corporate Relations, IMNU +91-9898000107, +91-07930642631	placement.im@nirmauni.ac.in	631
Mr Neeraj Arora, Sr Manager Corporate Relations, IMNU +91-9825320605, +91-07930642653	narora@nirmauni.ac.in	653
Mr Birju Ambani, Manager Corporate Relations, IMNU +91-9824479795, +91-07930642612	birju@nirmauni.ac.in	612
Mr Sunil Pandi, Manager Corporate Relations, ITNU +91-9265040273 - +91-07930642140	iiicell@nirmauni.ac.in	855
Mr Nilang Vayeda, Manager Corporate Relations, ITNU +91 -8320619570, +91 - 07930642141	placement.itnu@nirmauni.ac.in	855
Mr Tushar Patel, Manager Corporate Relations, IPNU & ISNU +91-9662059382, +91-07930642730	placement.itnu@nirmauni.ac.in/ placement.isnu@nirmauni.ac.in	730
Mr Amit Khare, Manager Corporate Relations, ILNU +91-7802098380, +91-07930642811	amit.khare@nirmauni.ac.in	811
Ms Anviksha Pachori, Placement Coordinator, ILNU +91- 7984490009	recruitment.il@nirmauni.ac.in	811

## Other Contacts

Name and Designation	Extension number and e-mail id
Ms Palak Shah, Chief Accounts Officer	673 account_officer@nirmauni.ac.in
Dr Nilesh Patel, Dy Registrar, Examination	698 dy_registrar.exam@nirmauni.ac.in
Dr Ravindra Sen, Dy Registrar, Establishment & Academic	680 dy_registrar.nu@nirmauni.av.in
Mr Praful Joshi, Computer Facility Coordinator	580 praful.joshi@nirmauni.ac.in
Ms A P Prashya, Asst Registrar, PhD	685 phd.section@nirmauni.ac.in
Ms Ritu Agarwal, Publication Officer	607 publication.officer@nirmauni.ac.in
Mr Bhavin Joshi, Maintenance Supervisor, Estate	150 bhavin.joshi@nirmauni.ac.in

Mr Devang Pandit, OS, Establishment	681 asst_registrar.estnu@nirmauni.ac.in
Ms Juhi Patel, Social Media Manager	607 social@nirmauni.ac.in
Mr Alok Bhatnagar, Public Relation Officer	853 alok@nirmauni.ac.in

## Section 4

# FORMS, UNDERTAKINGS, DECLARATIONS



**Declaration to be submitted by the Students Admitted to Different Programmes of the University (Code of Conduct)**

**DECLARATION**

I,..... admitted in .....  
(programme) of the Institute of ..... Nirma University  
hereby declare and undertake that I will abide by the Code of Conduct of the University  
mentioned under the relevant regulations.

I have gone through the Code of Conduct, and failing to follow these, I know I am sub-  
jected to the major/minor penalties as the case may be.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Student

Name of the Student: \_\_\_\_\_

Signature of the Parent/Local Guardian: \_\_\_\_\_

Name of the Parent/Local Guardian: \_\_\_\_\_

## Undertaking for not involving for Ragging

### DECLARATION BY STUDENT

I,..... admitted in .....  
(programme) of the Institute of ..... Nirma University  
hereby declare and undertake that I am fully aware of the rules and regulations regarding  
ragging and aware of the University's approach towards ragging which are in line with  
the Directives of the Hon'ble Supreme Court of India and the punishment to which, I  
shall be liable, if found guilty of ragging or violating the rules.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Student

Name of the Student: \_\_\_\_\_

Signature of the Parent/Local Guardian: \_\_\_\_\_

Name of the Parent/Local Guardian: \_\_\_\_\_



**AFFIDAVIT BY THE STUDENT**

I,.....(full name of student with Roll No.) s/o;  
d/o ..... ,having been admitted to .....  
programme at the Institute of ..... , Nirma University, have read the  
mechanism for prevention/prohibition of ragging (mentioned in this handbook) which is  
notified by UGC Regulations on Curbing the Menace of Ragging in Higher Educational  
Institutions, 2009, and amended from time to time.

- 1) I hereby solemnly aver and undertake that:
  - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 2) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 3) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

Declared this \_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year

\_\_\_\_\_  
Signature of Deponent  
Name:

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (Place) on this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year

\_\_\_\_\_  
Signature of Deponent

Solemnly affirmed and signed in my presence on this, the \_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year after reading the contents of this affidavit.

\_\_\_\_\_  
Oath Commissioner

**AFFIDAVIT BY PARENT/ GUARDIAN**

I, Mr/Mrs/Ms .....(full name of parent/guardian) father/mother/guardian of ..... (full name of student with admission/registration/enrollment number) having been admitted to ..... (programme) at Institute of ....., Nirma University, have read the mechanism for prevention/prohibition of ragging (mentioned in this handbook) which is notified by UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and amended from time to time.

1. I hereby solemnly aver and undertake that:

(a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.

(b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

2. I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

3. I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Declared this \_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year

---

Signature of Deponent  
Name:  
Address:  
Mobile no. :

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (Place) on this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year

---

Signature of Deponent

Solemnly affirmed and signed in my presence on this, the \_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year after reading the contents of this affidavit.

---

Oath Commissioner



### Undertaking for Rules & Regulations of the Examination

I, ..... Roll No .....  
studying in First year of ..... programme at Institute of .....  
Nirma University, Ahmedabad give an undertaking that I have read and understood all  
the Rules & Regulations of the Examination at the Institute of .....  
particularly the Academic Regulations related to Granting of Term and Cancellation of  
admission, and I shall observe, follow and abide by all these rules mentioned in Student  
handbook 2.

If the rules are not observed, Institute of ....., Nirma University can take  
necessary action as per the said provisions.

Thanking you,  
Yours faithfully,

Name : \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Parents : \_\_\_\_\_



## UNDERTAKING

### (To refrain from consumption of Drugs and Alcohol)

I,..... bearing Roll No ..... admitted in .....  
(programme) of Institute of .....,Nirma University, do hereby declare and  
undertake that I will refrain myself from consumption of Drugs and Alcohol.

I have read the relevant instruction against the consumption of drugs and alcohol. I  
know that the use/possession of narcotics drugs and alcohol is a punishable offence  
under the law of the Government of Gujarat and if I am found guilty of using such thing,  
then it will amount to a criminal offence and I am liable for the appropriate penalty as  
per laws.

I hereby give an undertaking to the Institute that I will refrain myself from consumption  
of Drugs and Alcohol.

Date:

Place:

\_\_\_\_\_

Signature of the Student

I undertake that I will take utmost care to see that my ward does not get involved in any  
such incident.

Name of the Parent/Guardian: \_\_\_\_\_

Signature of the Parent/Guardian: \_\_\_\_\_

Address of Parent/ Guardian with contact nos. \_\_\_\_\_

\_\_\_\_\_

## **Nirma University**

Sarkhej-Gandhinagar Highway

Ahmedabad, 382481

Gujarat, India

**Phone :** +91-79-71652000

+91-2717-241900-04

+91-2717-241911-15

**Website :** [www.nirmauni.ac.in](http://www.nirmauni.ac.in)

DISCLAIMER : Every endeavour is made to update the Student Information Booklet with precision. However, in case of any inadvertent lapse or in case of any dispute or doubt about the content regarding any regulation/s in this booklet, the original notification for the respective regulation including amendments shall be considered as final.



**NIRMA**  
**UNIVERSITY**

NAAC ACCREDITED 'A' GRADE