



**NIRMA**  
UNIVERSITY

DEPARTMENT OF DESIGN

NAAC ACCREDITED 'A' GRADE

# STUDENT INFORMATION BOOKLET 2020



Volume II (General Information)



## Prayer

या कुन्देन्दुतुषारहारधवला या शुभ्रवस्त्रावृता  
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 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.



## Preamble

The Handbook for Students (Student's Information Booklet), printed in two volumes (Volume – I and Volume - II), contains General Information about Nirma University and detailed information about the **Department of Design** Program.

Handbook Volume-I contains the general information about Nirma University and briefing about the general administration about Department of Design. It contains information about general rules to be followed by the students on campus. It gives information about the general facilities and support available for the students on campus. Handbook Volume-I also gives insight about the discipline and conduct rules of the University.

Handbook Volume-II contains academic information about the Department of Design, which includes the Academic Rules and Regulations regarding academic requirements and academic conduct of the students at the University including different policies and forms. Besides, it includes important information on registration, grading system, academic standards, attendance norms, discipline and the like.

It is the prime responsibility of the students to familiar themselves with the rules and regulations of the Department and the University. 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 the society.

The University/Department 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. For any clarification, the Student Section may be contacted. This Handbook is for the purpose of providing 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 the book.

Prof. Sangita Shroff  
**Head of the Department**

## TABLE OF CONTENTS

No.	Details	Page No.
1	Preamble	5
2	Vision, Mission And Quality Statement	8
3	Value Framework	9
3	Section I – General Information	11
4	Section II – Facilities and Student Support System	34
5	Section III – Discipline & Conduct Rules	46
6	Section IV – General Rules & Regulations	74
	<b>ANNEXURES</b>	
1	Temporary Identity Card	84
2	Application format for Duplicate Identity card	85
3	Undertaking for Educational Tour / Visit	86
4	Undertaking From Parents or Guardian	86
5	Undertaking for Medical Fitness	87
6	Undertaking for Rules & Regulation	88
7	Undertaking for Conduct and Discipline rules	89
8	Undertaking for Anti Ragging	90
9	Undertaking for “To Refrain from consumption of Drug & Alcohol”	91
10	Application format for Bonafide student certificate	92
11	Application format for accessing Wi fi Resources	93



## **From darkness, lead me to light**

### **Vision**

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

### **Mission**

Nirma University emphasizes the all-round development of its students. It aims at producing not only good professionals but also good and worthy citizens of a great country, aiding in its overall progress and development.

It endeavors to treat every student as an individual, to recognize their potential and to ensure that they receive the best preparation and training for achieving their career ambitions and life goals.

### **Quality Statement**

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



## VALUE OF FRAMEWORK

### Core Values at Nirma University

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

#### Student Centricity

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

#### Contribution to the Society

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

#### Quest for Academic Excellence

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

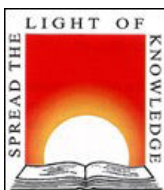
## SECTION - I GENERAL INFORMATION

### **Nirma Education and Research Foundation (NERF)**

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

The NERF, chaired by Dr. Karsanbhai K. Patel, is a trust that crystallized his long cherished dream of providing world-class education and inculcating the spirit of social relevance among the young students of the country.

Among many social projects that he has initiated, NERF is monumental of his commitment to the society.



### **Board of Trustees**

**Dr. Karsanbhai K. Patel,**  
Chairman,  
President, Nirma University

**Shri Rakeshbhai K. Patel,**  
Vice Chairman, Nirma Limited

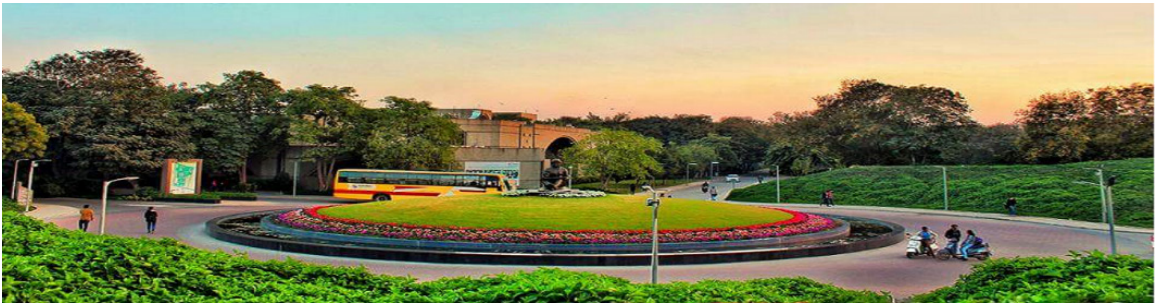
**Shri Hirenbhai K. Patel,**  
Managing Director, Nirma Limited

**Shri K. K. Patel,**  
Managing Trustee, Vice President,  
Nirma University

**Shri R. D. Shah,**  
Chartered Accountant,  
Nirma University



## 1.0 Nirma University



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

Functioning under the aegis of NERF, the University consists of Faculty of Technology and Engineering, Faculty of Management, Faculty of Pharmacy, Faculty of Law, Faculty of Science, Faculty of Architecture & Planning, Faculty of Commerce, Faculty of Doctoral Studies and Research and Department of Design.

The University is identified with cutting edge research, robust academic programmes, quality teaching- learning process and over-all personality development interventions of its students.

## Board of Governors

### **Dr. Karsanbhai K. Patel**

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

### **Shri. Rakeshbhai Patel**

Vice Chairman, Nirma Limited

### **Shri. K.K. Patel**

Vice President, Nirma University

### **Shri. Hirenbhai K. Patel**

Managing Director, Nirma Limited

Dr. Anup K. Singh

Director General, Nirma University

### **Shri. J. P. Joshipara**

Academician

### **Ms. Anju Sharma, IAS**

Principal Secretary

Dept. of Higher and Technical Education

### **Dr. P. N. Bhagwati**

Chairman, Bhagwati Sphero Cast Limited

### **Dr. Pankajbhai Patel**

Chairman and Managing Director  
Zydus Cadila Health Care Limited

### **Shri. R. D. Shah**

Chartered Accountant, Trustee  
Nirma Education and Research Foundation,  
Ahmedabad

### **Shri. Vipinbhai Parikh**

Advocate

### **Prof.(Dr.) Alka Mahajan**

Dean, Faculty of Technology &  
Eng. Nirma University

### **Shri. Kamalbhai Trivedi**

Advocate General  
Gujarat High Court

### **Prof. Manjunath Ghate**

Dean, Faculty of Pharmacy  
Nirma University

### **Mr. G. Ramachandran Nair**

Executive Registrar, Nirma University

## Constituent Institutes and Departments

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

### Institute of Technology

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

### Institute of Management

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

### Institute of Pharmacy

Offers under graduate and post graduate 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 & development and marketing. Innovation, excellence and quality are the driving forces in the campus and the Institute has made its mark in the field of pharmacy education in a short period.

### Institute of Science

It was established with the intent of providing quality education to post-graduate students whose career objectives go beyond academics. The Institute currently offers Master of Science in Biochemistry, Biotechnology and Microbiology and provides broad training encompassing science and ethics to students enabling them to explore wide



career opportunities.

The Alumni are well placed in reputed Bio-pharma companies and academics. A balanced mix of academicians and professionals with rich academic and research experience contributes to the Institute's academic excellence.

### **Institute of Law**

Offers B.A./B.Com. - LL.B. (Hons.) five year integrated programmes, one year LL.M. programme in different areas and Doctoral Programme in law.

The Institute is committed to exploring multidisciplinary approaches through its unique curriculum and revolutionizing legal education through modern pedagogies thereby adapting to the changing world in which law professionals operate. The Institute focuses on developing knowledge, skills and values amongst the students and they are nourished by the critical learning pedagogy and mentored and supported by the faculty and the staff so that they have the best experience possible to be successful in life.

### **Institute of Architecture & Planning**


Offers five year graduate programme in Architecture and four year graduate programme in planning, doctoral programme in Architecture, Planning and Design. The Institute has commenced its pioneer session from 2014 for B.Arch. The Institute aims to establish itself as one of the leading architecture & planning institutes of the country in line with the existing institutes of the University. It will be making all the efforts to develop national and international alliances with reputed institutions.

### **Institute of Commerce**

Offers B. Com (Hons.) three year undergraduate programme in commerce. The Institute of Commerce believes in serious academic pursuit by means of prudent mix of relevance and rigor in its curriculum design and delivery 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. The Institute is dedicated towards its goal of adding value to life and professional standards.

### **Department of Design**

Department of Design at Nirma University is in its fourth year today, having commenced in 2017. Being the youngest programme on the University campus, it started with Nirma Management's vision to complete the circle of educational avenues open to students seeking higher education.



In today's Information Age, increasingly, there is need for inter-disciplinary orientation. Business, Research, Industry, Governments- all are looking for the system thinking approach in their endeavors and 'creativity' and 'visual thinking' methods are sought along with digital technology for problem solving and new opportunity mapping.

Department of Design offers two disciplines of learning- Industrial Design and Communication Design. The 4 year Undergraduate programme begins with a common Foundation year in Design. There is intense 15 weeks of 'learning' in each of the 7 semesters in studios, classrooms, workshops and through field work. Learning through Internships and Apprenticeships happens during the 10 weeks' summer vacation period, each year. The 8th Semester is a 4-month Industry project, on the basis of which the final Degree is granted.

The programme is Research and Industry oriented with students getting a chance to work with leading Industries of the country in Digital Media, the varied Manufacturing sectors, Retail Industry, Social organizations, Independent Design Studios, Educational Services, Advertising & Media Services, etc. The philosophy of the programme is Inclusive Design with focus on Universal as well as Cultural and Contextual needs. Being located in Ahmedabad, the design capital of the country, the programme draws from the expertise of hundreds of design practitioners and design academics resident in the city.

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

Nirma University started the Doctoral Programme in the year 2003 with the aim to provide ample opportunities to the faculty and the students to hone their research skills, to actively participate in international and national research work and to patent the pioneering research.

The Faculty of Doctoral Studies and Research is the coordinating faculty for the PhD programmes run by the constituent institutes of the University which offer Full-time and External PhD programmes. The PhD programmes are offered by the Institute of Technology, Institute of Management, Institute of Pharmacy, Institute of Science, Institute of Law and Institute of Architecture & Planning.

### **Centre for Continuing Education (CEE)**

CCE has been setup with the objective to provide continuing education and training through various programmes designed for the constituent institutes of the University and also for the working professionals in the industry. CCE programme cater to a variety of needs of Industry, Business and the Community and includes skill training or upgrading of skills and knowledge through competence based education.

The short and long duration programmes organized by CCE comprise workshops, lectures, seminars, competency based skill development programmes, vocational training etc. CCE also aims to promote Industry-Institute Interaction and social amelioration through various activities for schools and villages in the vicinity of the University.

### **Centre for Quality Assurance and Academic Development (CQAAD)**

Centre for Quality Assurance and Academic Development – CQAAD (formerly known as the Academic Development & Research Cell – ADR Cell) has been established.

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. The Centre facilitates the constituent institutes to ensure the sustenance of the best academic practices suggests innovative practices, takes initiatives to remove deficiencies and enhance academic and administrative quality; promotes finest learning-teaching ambience and prepares for accreditation. For the growth and professional development of the University faculty, the CQAAD organizes induction and orientation programmes, refresher courses, workshops, seminars, inspirational talks. The CQAAD also plans and executes the professional development programmes for the administrative staff of the University.

### **The Directorate of Research & Innovation (DRI)**

The Directorate of Research & Innovation - a separate identity to promote the research ambience, creates a research culture, coordinates its sustenance, motivates researchers, offers guidance and excels in variety of research activities. The Directorate shall coordinate and enhance innovations, research publications, post graduate and doctoral work, active national and international collaborations, Intellectual Property Rights, funded research and interdisciplinary research.

## Message from the Head of Department, Department of Design

Design thinking is a buzz word today for big corporations, businesses and the manufacturing and Retail Sectors. Today, Governments of countries are using 'Design thinking' to solve problems of civic administration and governance creatively, with a focus to build economically viable, commercially profitable and human-centric solutions. Service Design, Communication Design, Industrial Design and Urban Design are areas where we see Design in action today, aided amply by technology.



Department of Design at Nirma University provides students with an unique opportunity to interact with other institute students and faculties. This helps the students to work in a multiple discipline design project during design studies. The Department of Design is offering two disciplines' Industrial Design with specialisation in Product Design and Communication Design with training in Graphic Design and emerging Digital Media.

Product Design discipline has a focus on designing products and devices for Healthcare, Educational Aids, Consumer products for home and retail industry and functional tools and devices. On the other hand Communication Design discipline focuses on Graphic Design, Publication Design, Brand Communication, Film Design, Digital Interaction and Interface Design.

The first year is a common Foundation programme, where learning is centred around design skills of Visualisation in 2D and 3D, exploring materials and making in workshops, theory of art and design, contextual studies comprising documentation of people, their occupations, their habitats and Users' interactions with product, image and space systems.

Our pedagogy is 'hands-on', embedded in continuous loops of learning, through making, testing and building theoretical knowledge. The onus of learning is on the Student' in the Design studios, Disruptive labs, Material workshops, Field trips and in the many libraries located on the University campus. The faculty members are mentors and facilitators of design know how and skills. The Department has a team of full time and visiting faculty with varied professional expertise engaged with students in various courses, projects and electives. Our vision is:

"We Design today, for a better, efficient and humane tomorrow." – Prof. Sangita Shroff

## Message from the Faculty



**Krishna Patel, Adjunct Professor**

“In today’s time more than ever before, as designers, we need to reflect on our own actions. Be it for Designing or making decisions on how to take care of our earth. Learn and practice to be a good human being”



**Kanupriya Taneja, Associate Professor**

“At the Department of Design, Nirma University, it is our constant endeavour to advance current practices in education to enhance professional experience of students.”



**Amishi Vadgama, Assistant Professor**

“Design education helps to view a multi-dimensional perspective to life altogether. It provides the ability to instigate creative thinking for the young minds of today”



**Krina Prajapati, Assistant Professor**

“The amalgamation of people, culture along with the learning makes the experience of being at Department of Design so enriching”



**Abhinav Saxena, Assistant Professor**

“Human-centered approach is the need of the hour in Design today. Students at Department of Design will be able to envision the future for a better tomorrow globally”



**Priyam Parikh, Assistant Professor**

“We always try to integrate Design and Technology, which always lead us towards a complete product”



**Mithun Darji, Adjunct Professor**

“Innovation happens when the technology meets right user experience. the future of design will focused on human behaviour and unarticulated needs, to enhancing user experience”



**Daasharha Sevakk, Adjunct Professor**

“A multidisciplinary and collaborative environment is at the core of design education at Nirma University”



**Kanchan Gupta, Assistant Professor**

“DESIGN is not just what it looks like & feels like DESIGN is how it works at the Department of Design, NU”



**Shreekant, Assistant Professor**

“Design is a reflection of natural element, A multidisciplinary and natural enviornment is at the Department of Design, Nirma University”



**Pradeep Sahu, Assistant Professor**

“An interdisciplinary approach and computer-aided-design based education is part of the Department of Design, Nirma University”

## Visiting Faculty

Mr. Anand Saboo

Mr. Dhruv Singh

Mr. Erroll Pires

Mr. Hitesh Desai

Mr. Jayanti L Naik

Mr. Jayaram Poduval

Mr. Kumar Chauhan

Mr. Mahendra Nikam

Ms. Mona Prabhu

Ms. Mridul Mitra

Mr. Muntaha Rushnaiwala

Mr. Paramand Dalwadi

Ms. Rachita Sareen

Ms. Rashida Tyabji

Dr. Rebecca Reubens

Ms. Romanie Jaitely

Mr. Sanjeev Bothra

Dr. Shilpa Das

Mr. Vikas Gupta

Mr. Bipinkumar Chauhan

Mr. Parthiv Shah

Mr. Ishteyaq Quadri

Mr. Sundar Mahalingam

Ms. Paulomi Shah

Mr. Hameersinh Rana

Mr. Somnath Gangopadhyay

Mr. Madhusudan Mukerjee

Mr. Anjani Kumar

Mr. Mahesh Vataliya

Mr. Rajendra Patel

Ms. Carmina Fernandes

Ms. Harshada Desai

Mr. Vikas Sawalekar

Dr. Savyasaachi

Mr. Neer Mistry

Ms. Vishnupriya Narayanan

Mr. Siddhartha Tripathi

## 1.1 Department of Design (DoD)

The Department of Design offers a four-year B. Des. (Industrial Design) and a B. Des. (Communication Design) programme. It is a constituent of the Nirma University.

Located in peaceful and sylvan surroundings, about 15 km from Ahmedabad Railway Station, it is also easily accessible from the state capital Gandhinagar. A disciplined, serene and pleasant environment envelops the campus. It blends beautifully with the green landscaping, aesthetic elegance of arches and the vibrant pursuit of knowledge by the young aspirants.

The Department shares the Nirma University campus with seven other institutions: Institute of Technology, Institute of Management, Institute of Pharmacy, Institute of Science, Institute of Law, Institute of Architecture and Planning and Institute of Commerce. All have distinguished records of achievements. The academic and research environment generated by the interaction between professional disciplines has a stimulating influence, especially in the formative years of young students. Exposure to such environment helps the students to develop good communication skills, an integrated personality and greater competitive spirit.

The Department of Design, Nirma University encourages diverse thinking that is inclusive, sustainable and exciting. Students will be able to perform and solve complex problems in a wide spectrum of areas and not be bogged down by narrow specializations and thus be richer and happier in their lives through their learning and work. The department also provides an intellectual platform and opportunities for young aspirants to interact and learn through 'learning to build and building to learn' processes besides interdisciplinary integration with various other programmes of law, management, planning, sociology, ethnography, social service etc.

The Department also conducts Training programmes for Industry from time to time. These are often short 2-3 day's design workshops. The training events would be in the form of Design Workshops, Design Labs as well as Design Camps which be immersive workshops on the emerging Design Methods, Design Thinking & Strategies and Design Skills for Industry.

## Unique Features

1. Faculty with diverse backgrounds
2. Professional Inputs by Visiting Professionals & Academicians
3. Critical Thinking Methods
4. Project Based learning
5. Hands on practical experience through different workshops
6. Active Learning environments
7. Collaborative Learning with other disciplines on campus
8. Continuous Evaluation and learning through discussion, Presentation and Feedback
9. Dynamic curriculum with range of courses

## Outcome Based Education Approach

DoD NU focuses on students' learning following outcome based education approach (OBE). Department of Design through its curriculum design and clearly articulated learning outcomes ensures that students learn by constructing knowledge rather than by receiving knowledge from others. This constructivist approach requires new techniques for assessing students' learning that includes assessment as an integral part of teaching in order to better understand what students have learnt during the process.

## 1.2 About Undergraduate Programmes

The 4 year Undergraduate programme begins with a Common Foundation year in Design

### **Foundation Year (1st Year)**

The Foundation programme is aimed at training students in Basic Design skills. This includes Drawing, Geometric Construction, Elements of Design, Color, Photography, etc. The Theoretical inputs are taught through modules in History of Design and Design Case Studies. Materials and Hands-on Exploration of Materials and making is a significant part of our pedagogy. Observation, exploration of the urban environment and critical thinking skills are enhanced in courses such as Design & Environment, Rural Exposure and Documentation and Design Process. The Foundation programme offers students in skills in visual thinking and contextual understanding.

A range of domains such as nature and form studies, gestalt psychology, semiotics, typography, illustration, corporate identity and branding and information design will form an array of learning modules through studio based learning, field work, workshops and real life projects done both individually as well as in teams.

The pedagogy will consist of a combination of design skills, related theory, printing technology and science, digital technology, social knowledge, communication skills and management principles. Learnings will be through classroom projects, assignments as well as exposure to industry via visits, industry immersion of a few weeks and working on live projects with Faculty and outside design experts.

## 1.2.1 B. Des Industrial Design Programme

### Industrial Design

In Industrial Design discipline we offer Product Design. The Programme will focus on developing products which are aligned to Human centered design, Universal design, Healthcare Design, Heritage design and for Urban Services & Systems. It stresses on the specific role of a designer – that of being user centered, empathetic to users' needs and the environment. The students will be taught critical thinking, using the Design Process to become effective and innovative problem solvers for community, industries and the consumers.

They will typically start projects by developing ideas and concepts from sketches to making models and finally working prototypes which will be tested in the real world.

### Programme Educational Objectives (PEOs)

1. To prepare graduates who will be successful professionals in industry, government organizations, academia, research and development initiatives, entrepreneurial pursuits and consulting firms.
2. To prepare graduates who will contribute to society as broadly educated, expressive, ethical and responsible citizens with proven expertise.
3. To prepare graduates who will achieve peer-recognition as individuals or as teams through demonstration of good design and implementation skills.
4. To prepare graduates who will thrive to pursue lifelong learning to fulfil their goals.

### Programme Outcomes (POs)

Undergraduate design programme is designed to prepare graduates to attain the following programme outcomes:

1. An ability to apply knowledge with skills in the design system.
2. An ability to identify, analyze and synthesize and solve problems.
3. An ability to select, use and appreciate the appropriate tools and techniques with knowledge and dexterity when required for a life-long learning.
4. An ability to function professionally with ethical response, collaborative team work with a positive and effective communication.
5. An ability to understand the impact of design solutions within purview of laws, in contemporary, global, economical environmental, and societal context for sustainable development.

## **Programme Structure**

- There are three types of regular courses: Theory based, Skills based and Project based.
- The matrix of Course structure having eight semesters made of following “Areas”
- Design Skills: Hand and Conceptual skill courses such as Drawing, Geometric Construction, Elements of Design, Color, Basic Materials etc.
- Design Theory: Courses like History of Design, Design Case Studies etc.
- Design Projects: Studio based courses such as Design and Environment, Design Process etc.
- Design Field Work: Rural Exposure and Documentation, Summer Apprenticeship etc.
- Liberal Studies: Essential Communication, Film Appreciation, Foreign Language study etc.

## 1.2.2 B. Des Communication Design Programme

### **Communication Design**

Communication Design discipline has evolved over the decades from pure graphic and publication design to website design, user interaction and film design.

The students will be taught critical thinking and design process to become effective and innovative problem solvers for companies, community and consumers.

The graduates with their unique abilities in the analogue and digital medium will be prepared to make a real difference in the world of design as employees of design firms, advertising companies, branding studios as well as entrepreneurs who will set up unique production hubs.

### **Programme Educational Objectives (PEOs)**

1. To develop successful Design graduates for the industry, government, academia, research, entrepreneurial pursuit and consulting firms.
2. To develop responsible graduates towards society with proven expertise.
3. To sensitize graduates with peer-recognition.
4. To Develop individuals for team work through demonstration, knowledge and good implementation skills.

### **Programme Outcomes (POs)**

Undergraduate design programme is designed to prepare graduates to attain the following programme outcomes:

1. An ability to apply knowledge with skills in the design system.
2. An ability to identify, analyze and synthesize and solve problems.
3. An ability to select, use and appreciate the appropriate tools and techniques with knowledge and dexterity when required for a life-long learning.
4. An ability to function professionally with ethical response, collaborative team work with a positive and effective communication.
5. An ability to devise and conduct experiments, interpret data and provide well informed conclusions.

## **Programme Structure**

- The matrix of Course structure having eight semesters made of following “Areas”
- There are three types of regular courses: Theory based, Skills based and Project based.
- The matrix of Course structure having eight semesters made of following “Areas”
  1. Arts & craft:
  2. Design: Design, Humanities, History, Theory & Criticism, Anthropology and Ergonomics
  3. Skills: Hand skills, Computer base skills, etc.
  4. Practice: Professional practice, Office/field training, Craft Documentation, Urban & Rural Exposure.
  5. Environment: Environmental science, sustainability
  6. Supplementary: Rural Exposure & Documentation/ Electives/ Communication skills.

## SECTION II - FACILITIES & STUDENTS' SUPPORT SYSTEM

### 1.1 Book & Periodicals

Department of Design shares a fully air-conditioned Library with aligned field Institute of Architecture and Planning. Together collectively the library houses a collection of over 3000 book volumes covering a wide range of general and specialized subjects consisting of text books, reference books, back volumes of journals and reports etc, apart from periodicals. Library is subscribing 37 journals of which 13 are International and 24 are National journals. There are 139 Journals in electronic media available in the library. It includes books on Industrial Design, Product Design, Graphic Design, Textile Design, UX/UI Design, Ceramic Design, Printing, Exhibition Design, Sculpture, Arts, Branding, Architecture, Planning and more. The collection includes resources relevant to teaching, learning, training, research, and practical needs of the Department.

#### 1.1.1 Library Services

The Library Resource Center offers the following services:

- Reading & Reference Facilities
- Circulation
- Computerized Information Search
- Research Assistance
- Remote Access
- Inter Library Loan
- Library Orientation Programme
- Current Awareness Services • SDI services
- Reference and Research Assistance
- Reprographic Services

#### 1.1.2 Competitive Exam Corner

In India competitiveness is rapidly increasing. LRC strives to encourage and provide excellent service to Users with a dedicated peaceful environment for study.

The Competitive Exam Corner serves this purpose.

### 1.1.3 Library Guidelines

- The Library remains open on all working days as per following schedule unless otherwise specified by the Library Committee/Management.  
Monday – Friday: 11.00 am - 6:00 pm  
Odd Saturday: 8.45 am - 4.45 pm  
Total 3 Books will be issued to each student for a period of 14 days.
- Reference Books, Periodicals, Bound Volumes, Annual Reports, CDs/DVDs, Audio/Video Cassette and Newspapers are to be referred within Library premises.
- Members must check and fully satisfy themselves about the physical condition of the book before taking the book out of the Library. Physical condition will be checked while returning the book. If found damaged, penalty would be payable which is at the discretion of the Librarian.
- It is required for all the members to produce their Membership/Identity Card during library access and at the time of issuing books. This I-Card/Membership Card is Non- transferable.
- Each of the members must enter membership number in the entrance computer while entering the Library.
- Each of the members must not carry any items including books inside the Library. Please leave them at the property counter outside entrance gate.
- Everyone must observe complete SILENCE when inside the Library. You will be asked to leave the Library if your behavior is found disturbing others.
- A late fee of INR 2/- per book per day shall be charged as fine to the Student.
- If any issued item is lost, Penalty up to Three times of the cost of the material will be charged.
- Users are not allowed to use mobile phone in the Library.
- Users are not allowed to use CDs and Pen Drive in any computer of the Library
- Suggestions for improvement in the library services and collection are always welcome. These can be directly given to the librarian or the complaint can be registered in the complaint register kept near the entrance in the Library. The library resources (electronic) can be accessed from the campus wide network at <http://elibrary.nirmauni.ac.in> on Intranet.

## 1.2 Computing Facility

### 1.2.1 Hardware & Software

Presently the Department of Design is sharing the computing facilities with Institute of Architecture & Planning. The facility houses a data server, a log/report server, a Firewall/proxy server, an E-Mail server, a student E-Mail server, a Wi-Fi authentication server and approximately 100 computer/laptop clients (including Faculty Members, Officers, Staff members, IL Computer Lab) with other peripherals like DVD/CD readers/writers, digital scanners, fingerprint scanners, laser printers, multimedia, UPS, etc. All the computer systems are on the fiber Gigabit Campus Area Network. They are also connected to 32 Mbps fiber optic leased line and 1 Mbps BSNL wired line for Internet connectivity. The institute is setting up Wi-Fi facility supporting up to 200 concurrent users.

The systems are supported with various application softwares to create and edit formatted documents, operation and management services etc.

### 1.2.2 Gigabit Campus Area Network

To cater to the growing requirement of E-Mail/Internet applications, the technology infrastructure is built within the campus. The sophisticated Gigabit Local Area Network is part of it. All the computer systems of faculty members, officers, staff members, library, and computer lab are connected to a structured Gigabit LAN.

### 1.2.3 Internet / Intranet Facility

All the computers/laptops (Computer Lab, Faculty Members, Administrative officers, staff members, Library etc.) are connected to Internet Proxy/Firewall Server. The Proxy/Firewall Server is connected to 32 Mbps leased line through Optic fiber and 1 Mbps BSNL wired line. Internet surfing, E-Mail Service is available round the clock at hostel.

### 1.2.4 Wi-Fi Facility

Wi-Fi facility is available to all students through Wi-Fi hotspots scattered throughout the Institute campus and also throughout Nirma University campus.

### 1.2.5 Internet E-Mail Server

Internet E-Mail server (POP3 and SMTP Server, IMAP) is available to the students round the clock.

### 1.2.6 Rules

General: Misuse of Internet/E-Mail service will invite strict disciplinary action.

For the usage of Computer Lab

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

Note: Computers will not be used in Foundation year for Industrial and Communication Design. If need be Computers can be facilitated on prior permission basis.

## 1.3 General Facilities

### Health Centre

The University has its own Health Centre and a Non-resident Doctor for primary treatment to the students. Ambulance service is available @ 24X7 on the campus for emergency cases.

### Transport facility

The University has its own fleet of buses plying in all the areas of city for students and staff.

### Banking facility

A branch of Kalupur Commercial Co-operative Bank for the benefit of the students and staff members has been provided on the university campus. This bank has all the facilities like other national and private banking sectors.

### Sports ground

Sports ground for Cricket, Volleyball and Football are available on the campus. Facilities for indoor games such as table tennis, chess, carrom etc. are also available on the campus. The annual Sports day is a regular feature.

### Gymnasium

Gymnasium with modern equipment is also developed for the students.

## **Students' Store**

Students store is available on the campus with very limited stationary. However, for equipment and tools required for Design, the department can facilitate group purchase. List of stationery vendors will be provided to the students.

## **Canteens and Cafeteria**

The campus has canteen and cafeteria (food courts) facilities at different places on the campus. Two full-fledged canteens and two cafeterias are available on the campus for the students.

## **Separate Yoga Hall**

The University has a well-designed Yoga Hall on the campus for conduct of yoga classes. Regular yoga classes are part of academic curriculum.

## **Hostel**

The Campus hostel for PG students has separate accommodation facilities for boys and girls. The hostel rooms are spacious and well-furnished. The Mess and Cafeteria provide hygienic and healthy vegetarian food. At the moment we do not provide this facility to UG students. The list of Paying guest accommodation will be provided to students

## **Communication**

All Letters, Faxes and other communications received by the Department for the students will be kept at the Students Section. The students are expected to give their addresses for correspondence mentioning Roll Number. It is mandatory for all students to provide correct contact details (Mobile numbers, Landlines, email addresses) of their Parents/Guardians.

## **Studios**

The learning at the Department is centered around a studio. Studios are large spaces where design work happens and students can engage beyond instructional time and faculty guidance. The studio has interactive and peer learning open environment. The Foundation Design studio is currently housed in PG Building of Institute of Technology.

## **Workshops & Construction yard**

Workshops and construction yard are huge spaces for work with materials like wood, metal, clay, etc. A hands on approach of working with different materials is a critical part of learning. We are currently sharing the facility with Institute of Architecture and Planning and Common Central Workshop of the University.



### **Library resource center**

A library containing the books and other resources related to the field of Design gives the students ample reference and educational material. We are currently sharing the facility with Institute of Architecture and Planning.

### **Open House**

Student work is showcased every semester in an Open house exhibition at the end of the semester. Parents are invited to come and have a look at the work and share feedbacks.

### **Auditorium**


A 300-seat auditorium is used by the students for public lectures and other activities during the semester. We are currently sharing the facility with Institute of Architecture and Planning.

### **Disruptive Studio**

Air-conditioned classroom at the Department is equipped with modern audiovisual equipment to facilitate effective learning. The classrooms are designed to promote maximum interaction between the faculty and the students. There are 2 Disruptive studios, 1 each for First year and Second year. It is generally used for Theory Classes, Discussions, Jury and Student work presentations etc.

### **Jury**

Continuous evaluation of students happens in studios/workshops through regular review of design work. Large rooms with soft boards lined walls and projection facilities are specifically used for Semester End Juries.



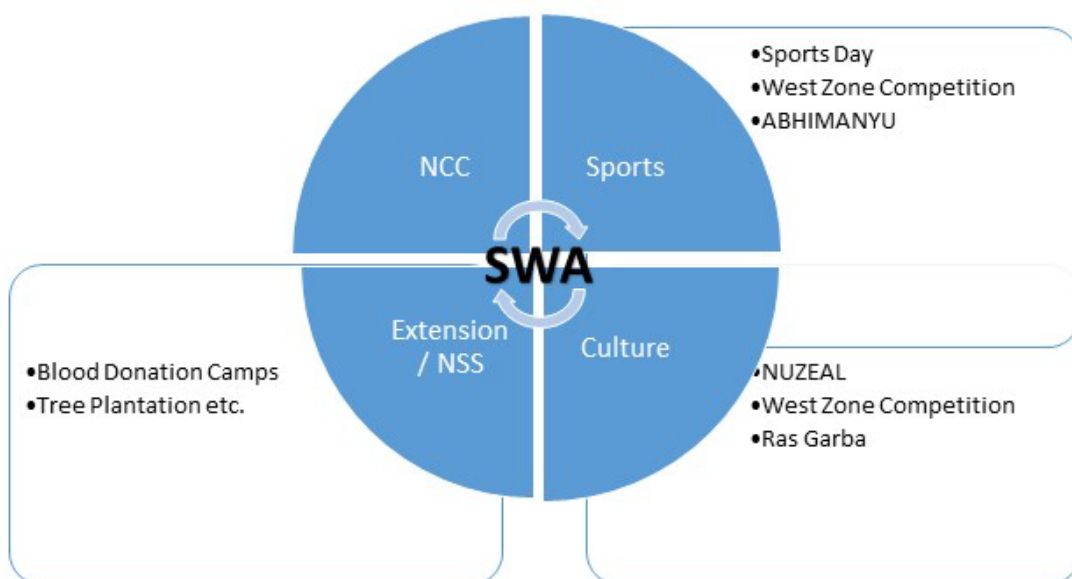
## 2.0 STUDENT SUPPORT SYSTEM

### 2.1 Students' Welfare Activities(SWA)

Nirma University and Department of Design strongly believes in the all-round development of students. In order to facilitate this, there are a number of student committees and clubs at the Institute. These activities are comprised of and managed by students. Faculty coordinators are assigned to each club and committee with an objective to channelize and explore the hidden potential among the students.

SWA is a body at university level and the objectives are

- To constitute different committees for organizing different co-curricular, extracurricular activities and professional development activities.
- To plan and organize various activities through students' participatory decision making process.
- To monitor the proper utilization of funds.
- To organize beneficial events for the overall development of students.



### **Process for Participating in Activities:**

- Sports and Cultural activities are organized at both: University and Institute/ Department level.
- Students can also participate in events outside the campus with the consent of the student activity chairperson and Head of the Department/Institute.
- In case a large number of students wish to apply for participation in an event, a selection procedure setup by the Students Activity Committee.

### **Participation and Attendance in Activities**

Participation in Co-Curricular Activities like workshops, model making, seminar, conclave, conference, lecture-series etc. helps not only in enhancing knowledge of students related to contemporary developments but also enables holistic development of student's personality. The University sincerely solicits active presence of students in all such activities for overall well-being of students including placements. These activities also result in augmenting institute/department's brand. The Department / Institution is highly participative and looks forward for students' participation in these activities.

## **2.2 Internship & Apprenticeship Programmes**

Summer and Winter Internship is planned for students' sensitization and overall development in the field of design during semesters and during long summer vacation. These Urban & Rural internships are mandatory.

## **2.3 Nirma University Alumni Forum**

Nirma University are proud of its Alumni and the difference they have made to the world around them. Organizations and institutions have acknowledged their contributions 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 overall quality of the constituent Institutes of the University.

## **Objectives of Nirma University Alumni Forum**

- To establish and maintain contact between the past students of the University
- To pursue and sustain excellence in education by interaction between the alumni, the faculty and the present students of the University
- To strengthen Industry-Institute-Interaction and operate related activities for the benefit of the students of the University
- To extend all assistance and co-operation to the University in its endeavors' for the growth and development of education and research in the field of Technology, Pharmacy, Law, Management etc.
- To institute scholarships and awards for deserving past and present students of the University for educational and research purposes as per the terms and conditions to be laid down by the Board of Directors
- To encourage and assist the students of the University in various academic and cultural activities
- To establish endowments by donation to extend financial and other assistance to deserving past and present students of the University for educational and research purposes as per terms and conditions mutually decided with the Board of Directors
- To establish endowments by donation to create Chair/s of Professor/s Emeritus in the University in professional and related areas
- To generate funds for conducting activities for achieving the objectives of the University
- To create fellowships for the Alumni to pursue post-graduate studies or research
- To project constructive activities of the University in India and abroad
- To provide a common platform for exchange of ideas and disseminating knowledge in professional areas
- To perform any other constructive activities leading towards the enhancement of the skill and knowledge of the members of the Association
- To conduct lectures twice or thrice a year to motivate the students of each institute
- To invite alumni to impart knowledge and encourage the students along with training them to pursue IAS and IPS

## 2.4 Parent Teacher Meeting (PTM)

The Parent Teacher Meeting (PTM) is conducted with a purpose of personal interaction, discussion and review of the academic development of their ward.

The PTM is conducted once in each semester and the date will be notified in the Academic Calendar.

## 3.0 DISCIPLINE AND CONDUCT RULES

### 3.1 Prevention and Prohibition of Ragging

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

#### **What Constitutes Ragging?**

Ragging constitutes one or more of any of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- 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 color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.

### **Administrative Action in the Event of Ragging**

The Department shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

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

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;

- a. Suspension from attending classes and academic privileges.
- b. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c. Debarring from appearing in any test/ examination or other evaluation process.
- d. Withholding results.
- e. Debarring from representing the Department in any regional, national or international meet, tournament, youth festival, etc.
- f. Suspension/ expulsion from the hostel.
- g. Cancellation of admission.
- h. Rustication from the Department for period ranging from one to four semesters.
- i. Expulsion from the Department 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 Department shall resort to collective punishment.

An appeal against the order of punishment by the Anti-Ragging Committee shall lie,

- i. In case of an order of a Department, affiliated to or constituent part, of a University, to the Vice-Chancellor of the University;
- ii. In case of an order of a University, to its Chancellor.
- iii. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.

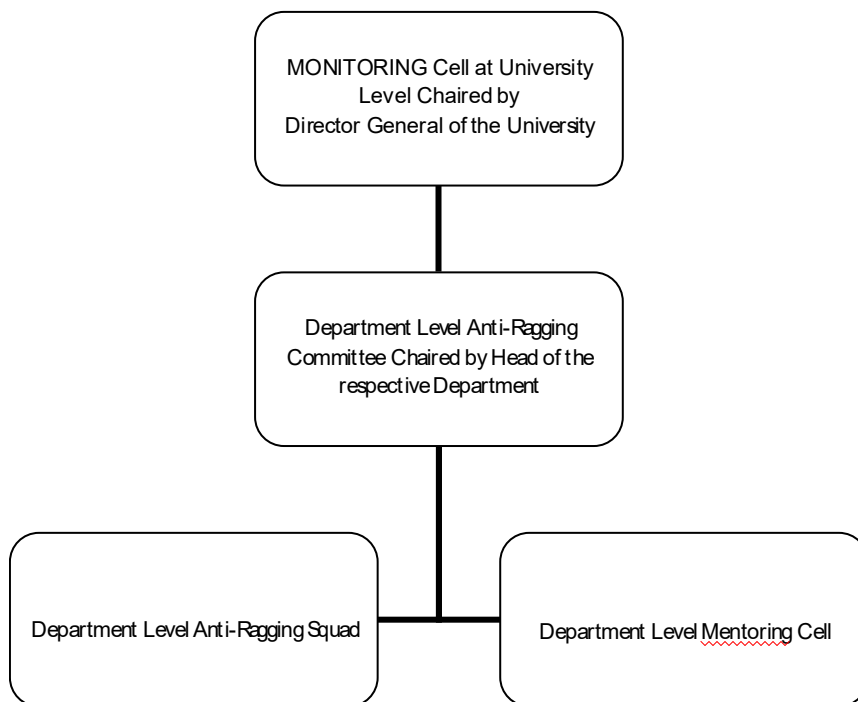
Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the Department, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or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

## Why should I & how can I use On Line affidavits?

1. It is mandatory for every student and his/her parents to submit an anti-ragging affidavit at the time of first admission and thereafter each year at the time of annual registration. These are UGC's regulations.
2. It is the order of the Hon. Supreme Court that contact details of students must be collected from these affidavits and stored electronically at a central location.
3. Until now each college collected such information. But it was not stored in any central location. But this year the Ragging Prevention Programme developed an ONLINE procedure for downloading anti ragging affidavits. As a result, college authorities do not have to collect information separately and compile it. It will save a lot of their time and energy. How?
4. It is a simple procedure comprising 3 steps:
  - Step 1: Log on to [www.ANTIRAGGING.in](http://www.ANTIRAGGING.in) or [www.AMANMOVEMENT.org](http://www.AMANMOVEMENT.org). Click on the button called – On line affidavits.
  - Step 2: Fill in the information as desired and submit the form.
  - Step 3: On successful completion you will receive affidavits, both for Students and Parents, through E mail.

If you do not have an E mail address, please create one before you log in. If your parents do not have an E Mail/Mobile/ Landline Phone number, please do not panic. You can give those of your friends or relatives. There is absolutely nothing to worry. If you make a mistake while submitting your form you can start a fresh and submit the information again. There is no problem. It is a very easy process.

## Organization/Structure of Anti Ragging Committee



The structure of Anti Ragging mechanism of the Institute /Department

### University Level Committee

#### Monitoring Cell of Anti Ragging Measures

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

## Department Level Committees

There are three committees constituted at the Department Level and all the Department 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 (Department Level Statutory Committee)**

This is a Departmental Level Statutory Committee with Head of Department as Chairperson, two Senior Faculty Members, Chief Warden [Hostels], representatives of civil and police administration, local media, non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students and non-teaching staff as members.

This committee ensures compliance with the provisions of Regulations of Anti-Ragging.

### **2. Anti-Ragging Squad**

The Squad consists of one senior faculty member as Co-coordinator 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.

## Help Line No(s).

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

### Anti-Ragging Committee (Department Level Statutory Committee)

Prof. Sangita Shroff Chairperson

Ms. Kanupriya Taneja Coordinator

Shri. B.J.Patel , Dy. Registrar Co - Coordinator

Shri P.L. Mal,  
DCP Zone 1 Ahmedabad City,  
Near Navrangpura Rly. Crossing, Navrangpura, Ahmedabad 380009

Shri D.H. Gadhvi,  
P.I.Sola Police Station,  
Sola.Phone : 27664590 ; Member (Rep. of Police)

Mr. Ankur (Journalist), BBC Member (Rep. of Media)

Ms. Sonal Mehta Member (Rep. Of NGO)

Mr. Gopalbhai Member (CSO, NU)

Mr. Firdose Kapadia Father of Haavani Kapadia Member (Rep. of Parents)

Mrs. Hemisha Shah Mother of Ashna Shah Member (Rep. of Parents)

Mr. Abhinav Saxena Member (Faculty Rep.)

Ms. Ashna Agarwal Members (Rep. of Students)

Ms. Anaya Gupta Members (Rep. of Students)

## Anti-Ragging Mentoring Cell

Ms. Kanupriya Taneja  
Ms. Amishi Vadgama

Coordinator  
Member

## Anti-Ragging Squad

Ms. Kanupriya Taneja

Coordinator  
Co - Coordinator  
Members

All faculty and staff  
Members

Mr. Hardik Makhija  
Ms. Ria Patwa

Member  
(Student Semester VII)

## 3.2 Prevention/Prohibition of Drugs/Alcohol

Ours campus is a non-smoking campus (School & Hostel). Possession and Consumption of alcoholic beverages / toxic materials and presence of students on the campus under the influence of alcohol/ toxic material/ addictive material is a serious offence. Any student found consuming or in possession of any objectionable material is a punishable offence and the major penalty leads to rustication from the hostel, school and the campus.

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 are including:

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

### Anti-Drug Committee: Department Level Committee

Prof. Sangita Shroff	Chairperson
Ms. Shraddha Jain	Coordinator
Mr. Abhinav Saxena	Member
Mr. Asir Polara	Student Representative
Mr. Juggal Gajjar	Student Representative
Mr. Gopal Bhai	Security Officer

### 3.3 Complaint Committee for prevention of Sexual Harassment

#### **Definition Sexual Harassment:**

Sexual harassment can be defined as 'unwelcome' sexually determined behavior (whether directly or by implication) as:

- Physical Contact and Advances
- Demand or request for sexual favors
- Sexually colored remarks
- Showing pornography and
- Other unwelcome physical, verbal or non-verbal conduct of a sexual nature

The following is also covered within the definition of sexual harassment:

- Eve-teasing
- Unsavory remarks
- Jokes causing or likely to cause awkwardness or embarrassment
- Innuendos and taunts
- Gender based insults or sexist remarks
- Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like
- Touching or brushing against any part of the body and the like
- Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
- Forcible physical touch or molestation


#### **The Objectives of the Committee are:**

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



### **Roles & Functions:**

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



## Complaints Committee for Prevention of Sexual Harassment

Name	Designation	Contact No.
Dr. Purvi Pokhriyal, Director & Dean, ILNU	Chairperson & Counsellor	079-30642802 & 99988 49689
Dr. N. Lalitha, Professor	External Member, Gujarat Institute of Development and Research, Ahmedabad	9427308677 & 02717-242366
Prof. Harismita Trivedi, IMNU	Member	079-30642624 & 9879068780
Prof. Niyati Acharya, IPNU	Member	079-30642721 & 9824513258
Prof. Madhuri Bhavsar ITNU	Member	079-30642681
Mr. D.M.Patel Assistant Registrar, Establishment, NU	Member	079-30642512 & 98253 06200
Mr. B. J. Patel Dy. Reg.(ITNU)	Member	079-30642680 & 9712936398
Dr. Ravindra Sen, Asst. Registrar, Academic, NU	Member Secretary	079-30642217& 98790 50660

## 3.4 Women Development Cell

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

### Objectives

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

### Role and Functions

1. To sensitize all members of Nirma University community towards the Supreme Court and statutory mandate prohibiting gender discriminations and sexual harassment at the work place and encourage involvement through academic, cultural and outreach activities such as talks, seminars, workshops, community action, drama, street theatre, poster-making etc.
2. To provide for dialogue, discussion, and deliberation on women’s rights and gender-related issues.
3. To encourage participation from NGOs and law enforcement agencies in this area.
4. To become a resource center 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 employee including faculty, staff, contractual, temporary, casual and student of Nirma University can approach the Women Development Cell.

## Women Development Cell

Prof. (Dr.). Purvi Pokhriyal, Director & Dean ILNU	Chairperson
Ms. Shreya Srivastava, ILNU	Member [Faculty Co-ordinator]
Prof. Praneti Shah, IMNU	Member [Faculty Co-ordinator]
Prof. Nagja Tripathi, IPNU	Member
Prof. Madhuri Bhavsar, ILNU	Member
Dr. Shalini Rajkumar, ISNU	Member
Dr. Avani Shah, ICNU	Member
Ms. Pratima Singh, IANU	Member
Ms. Krishna Patel, DODNU	Member
Ms. Palak Shah, Chief Accounts Officer, NU	Member
Mr. B. J. Patel, Dy.Reg. ITNU	Member
Ms.Snighdha Suggala	Female Student (Semester III-CD, B.Des)
Ms.Nirmal Patel	Male Student (Semester III-ID, B.Des)
Dr. Ravindra Sen, Assistant Registrar, Academic	Member Secretary

## 4.0 Mechanism for Redressal of Students' Grievances

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

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

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

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

### **a) Department Level committee is as under:**

Prof. Sangita Shroff	Head of the Department – Chairman
Prof. Kanupriya Taneja	Associate Professor
Prof. Abhinav Saxena	Assistant Professor
Prof. Priyam Parikh	Assistant Professor
Prof. Amishi Vadgama	Assistant Professor
Shri. B.J Patel	Dy. Registrar- Member Secretary

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

## **b) University Level committee will be as under:**

Chief Operating Officer - Chairman

Head of Department concerned

Executive Registrar

Dy. Registrar/Assistant Registrar as the case may be from Institute/Department concerned will be Member Secretary.

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 Department level committee.

## **Procedure for Redressal of Grievances (ROG)**

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

If the student is not satisfied with the decision of Department level committee, he/she can submit an appeal to the University level committee within a week from the date of the receipt of the reply from the Department level committee with the relevant details.

The Head of Department, after verifying the facts and the papers concerned and having discussion with the Department level committee will place the matter before the University level committee which shall either endorse the decision of the Department level committee or shall pass appropriate order in the best possible manner within a reasonable time, preferably within 15 days of receipt of application. On approval by the Director General the final decision is to be communicated to the student through the respective Head of Department.

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/Department under the University.



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

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 University level committee, as the case may be, through the Head of Department and Head of Institute/ Department concerned.

### **Equality at Campus**

The University provides a level playing field for all students in respect of entitlement and opportunity for enjoyment of all legitimate rights.

### **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.



## 5.0 Equal Opportunity Cell (EOC)

### Preamble

Indian Society has rich diversity in terms of religion, caste and culture which is characterized by social division and this may lead to inequalities and create barriers to access the important resources to disadvantaged section of the society.

These sections include Scheduled Caste, Scheduled Tribes, other backward classes, women, minorities and differently abled persons.

Education is an important instrument of social control which enriches human life materially as well as culturally.

Education at grassroots level means freedom from ignorance which leads to freedom from exploitation and oppression. In this way, education is an important resource which must be distributed equally in terms of opportunities as its acquisition opens up other material resources such as wealth, status and excellence. So it is tightly desirable to make education system inclusive and should be responsive to the needs and constraint of the disadvantaged social groups.

To cater this larger goal, Equal Opportunity Cell is set up under the aegis of Nirma University.

### Aims and Objectives

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

### Functions of EOC

- To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.
- To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.
- To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.

- To look into the grievances of the weaker section of society and suggest amicable solution to their problems.
- To disseminate the information related to schemes and programmes for the welfare of the socially weaker section as well as notifications/memoranda, office orders of the Government, or other related agencies/organizations issued from time to time,
- To prepare barrier free formalities/procedures for registration of students belonging to the disadvantaged groups of society for various programmes in respective semester/terms as per university rules. (subject to the norms applicable to the respective programmes)

### **Advisory Committee: -**

1. Chairman –Director General
2. Hon. Advisor (A&GA) - Member
3. Executive Registrar – Member Secretary
4. AII HOIs - Member
5. HOD - Student Welfare Activities - Member
6. Chief Coordinator - Member- Student Welfare Board

### **Functions of Advisory Committee:**

- To frame the guidelines to fulfil, monitor and implement the aforementioned functions of EOC.
- To review the implementation of various schemes and programmes for the welfare of the disadvantaged and marginalized groups of the society and other related activities undertaken by the Institutes.
- To review the grievance received and action taken by the concerned Institute level committee as per the mechanism developed to deal with such grievance.
- To device the related activities for the welfare of the above referred group to be undertaken by the Institute/Department and the University

### **Review of Activities:**

The Advisory committee will meet at least once in 4 (four) month duration to review the activity of Equal Opportunity Cell and implementation of the decision taken in the previous meeting.

Mechanism for dealing with the Grievances/Problems:

- i. In each Institute/Department the HOI/ HOD will constitute a committee for EOC at the Institute/Department level as under;
- ii. Head of Institute/Department - Chairman
- iii. Up to 3 Professor/Associate Professor as the case nominated by the HOI/ HOD
- iv. Co-coordinator – Students' Activities
- v. Dy. Registrar/Assistant Registrar
- vi. Advisor (Member Secretary) - A faculty to be nominated by the HOI/HOD

### **Functions of Advisor:**

- i. To oversee/monitor various welfare schemes/programmes sponsored by the Government of India/State Government, UGC or any agency/organization as well as those devised by the University for-the disadvantaged groups for their effective implementation
- ii. To work as member secretary for Institute/Department level EOC
- iii. To prepare the agenda within the framework of EOC
- iv. To review the problems of different groups as mentioned under the functions of EOC and process the same at appropriate level
- v. To prepare report of action taken by the Institute/Department level committee and to report the same to University Level Advisory committee through HOI/HOD concerned
- vi. To maintain the record of Grievance, action taken including the –final conclusion arrived at the Grievance concerned
- vii. To convene the meetings of in charge of other committees/programmes dealing with social issues such as Gender Sensitization Committee against sexual harassment (GSCASFI), National Service Schemes (NSS) etc.to review their activities.
- viii. The Advisor shall submit the progress/review report to the committee.  
The coordinators of SC/ST Cell; Remedial "Coaching and other schemes/women's study center, Population Education Cell etc. shall be closely associated with the EOC'

### **Department Level committee is as under:**

Prof. Sangita Shroff  
Prof. Amishi Vadgama  
Prof. Abhinav Saxena  
Prof. Priyam Parikh  
Shri. B.J Patel

Head of the Department – Chairman  
Assistant Professor-Member  
Assistant Professor- Member  
Assistant Professor-Coordinator SWA  
Dy. Registrar

## 6.0 Discipline Rules to be observed in and outside the Department of Design and Nirma University

1. Every student must carry his/her ID Card and produce the same when asked by the authority.
2. It is mandatory for the students to attend the classes, sessions, prayer, co-curricular activities etc. on all working days from the start to the end of the term/ semester/ trimester. Absence due to illness or unavoidable circumstances shall be considered only if the application is supported with medical certificate in case of illness and / or leave application form from the parent is submitted to the Head of the Department.
3. Students are expected to behave in a responsible manner and abstain from chatting amongst themselves while the class is in progress.
4. Students are expected to be polite individually or in groups and show respect to the faculty/staff of the Department/ Institute/University.
5. Any indiscipline or misbehavior in class, or on the campus, or in the bus/vehicle, or even outside the campus, would warrant disciplinary action against the student(s).
6. Any action of any individual, group or a wing in the hostel, which amounts to interference in the regular administration of the Department, is prohibited. Disciplinary actions will be initiated against such student(s).
7. Causing disfigurement or damage to the property of the University or belongings of staff members or students is prohibited.
8. No student shall indulge in any activity that might be illegal or may lead to disorderliness;
9. No student shall be in possession of liquor, prohibited drugs or any intoxicating materials, nor would consume such things.
10. Smoking cigarettes/chewing pan or tobacco or gutkha on the campus is strictly prohibited.
11. Indecent behaviour, in any form, will not be tolerated.
12. Use of mobile phone is strictly prohibited in the classrooms.
13. Activities like video shooting, photography, playing musical instruments and listening to radio, tape recorder, etc. are prohibited on the Campus except with the permission of the Head of the Institution.
14. The students are expected to be in the classrooms or any place of study on time before the commencement of the study.
15. Use of helmets is compulsory for everyone who rides a two-wheeler to and from the campus.
16. Students should follow a decent dress code when they come to the University.

17. Any kind of ragging in the class, campus or in the bus or even outside the campus is strictly prohibited.
18. Any kind of misuse of Internet, intranet or computer software, mobile, etc. is strictly prohibited.
19. Disobedience of any instructions of the competent authority will be considered as indiscipline and action will be taken as per the rules.
20. The points which are not covered above and which the Head of Institution considers as in-disciplinary action will be dealt with, under these rules.

## **Penalties**

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

- Damaging the property of the University/Institutions (moveable or immovable)
- Involving in violence on and outside the campus including instigating violence.
- Involving himself/herself in criminal act like using alcoholic beverages, drugs, gambling on or outside the campus including instigating the other students for such action.
- Ragging in and outside the campus.
- Any act which deteriorate the overall atmosphere in the campus or the Institute.
- Theft of University property or the property of the other students, staff or any other person on the campus.
- Any other act which the Head of the Department feels as gross misconduct, which are not covered under the above category.

## **Type of Major Penalty**

The Major Penalty includes the following:

1. In case of criminal act or moral turpitude, the initiation of police action against the student(s).
2. Prohibiting the student concerned from appearing in the course or courses in Semester End Jury.
3. Detention of the student(s) for a trimester or more.
4. Rustication from the University or from the Department for a period of one year or more.
5. Permanent rustication from the Nirma University or from the Department.
6. Any other major penalty, which the HOD feels appropriate to impose.

7. If the individuals committing or abetting 'ragging' are not identified, collective punishment could be executed to act as a deterrent punishment and to ensure collective pressure on potential 'raggers'. In case the student is involved in any kind of ragging and is punished for the same, the mention of the same will be incorporated in his / her migration certificate.

### **Procedure for imposing Major Penalties**

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

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

### **Minor Penalty**

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

## **Types/Nature of Minor Penalties**

The types/natures of minor penalties are:

1. Warning.
2. Giving special assignments of the nature for which the Head of Department will be competent to decide.
3. Imposing fine.

## **7.0 Academic Dishonesty at Examinations/ Tests/ Assignments, etc. and punishment in case of using unfair means at Nirma University.**

Guidelines framed by the Examination Reforms Committee under #R.18(9) for recommending the punitive measures in the cases of using unfair practices in the different Examinations.

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

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

  - a. Unfair practices shall mean indulgence in any activity as mentioned in #R.18(1) read with clause 6.1 to 6.8 mentioned here below.
  - b. Reference to a male student implies similar reference to a female student.

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

**6. Nature of Unfair Practices in Examination****Nature of Punitive measures**

		<b>CE/LPW/PW</b>	<b>SEE/TEE</b>
6.1	<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 SEE/ TEE of the concerned Course
6.2	<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 SEE/ TEE of the concerned Course

6.3	<p>If a student,</p> <ul style="list-style-type: none"> <li>(i) is found with relevant written / printed material in any kind in extensive form during examination.</li> <li>(ii) is found with relevant written / printed material in any kind from his/her answer book in extensive form during assessment.</li> <li>(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.</li> <li>(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).</li> <li>(v) has copied the answer from the other student with his/her knowledge. (Award the punitive measure/s to both the students)</li> <li>(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.</li> <li>(vii) is found kept or referring any kind of notes, material, book etc. in washroom/toilet/corridor etc. outside of the examination hall.</li> <li>(viii) exchanges / borrows / takes any article / documents with relevant minor content of a course (Award the punitive measure/s to the guilty student/s).</li> </ul>	<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, SEE/TEE) of the concerned Course</p>

6.4	<p>If a student,</p> <ul style="list-style-type: none"> <li>(i) is found to have torn the answer book or part thereof, of his own, or of other student.</li> <li>(ii) attempts to throw/thrown or carry/ carried away the answer-book or part thereof outside the examination hall during examination.</li> <li>(iii) is found in possession of unauthorized answer books or part thereof either blank or written upon during examination.</li> <li>(iv) is found to have made any kind of changes in answer-book of other student.</li> <li>(v) tries to destroy evidence of unfair practices by throwing it away, chewing it, or by any other means.</li> <li>(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.</li> <li>(vii) is found to made any changes in the assessed answer-book during showing the answer-book.</li> <li>(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).</li> <li>(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.</li> <li>(x) exchanges / borrows / takes any article / documents with relevant</li> </ul>	<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, SEE) *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</p> <p>+</p> <p>Cancellation of the result of TEE of one more course* [for MBA (FT and FB&amp;E)]</p>
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	extensive content of a course or exchanges answer book(s) with the other student (Award the punitive measure/s to the guilty student/s).		
6.5	<p>If a student is found second time,</p> <p>(i) indulging unfair practices in any Examination (CE/LPW/SEE/TEE) under 6.1 and penalized previously under 6.1</p> <p>(ii) indulging unfair practices in any Examination (CE/LPW/SEE/TEE) under the guideline no. 6.2/6.3/6.4 and penalized previously under 6.1</p> <p>(iii) indulging unfair practices in any Examination (CE/LPW/SEE/TEE) under the guideline no. 6.1 and penalized previously under the guideline no. 6.2/6.3/6.4.</p> <p>(iv) indulging unfair practices in any Examination (CE/LPW/SEE/TEE) under the guideline no. 6.2/6.3/6.4 and penalized previously under 6.2/6.3/6.4</p>	<p>(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>(ii) Punitive measure will be awarded to the student concerned as per Guideline no. 6.2/6.3/6.4 respectively under which the student is reported for unfair practices in examination.</p> <p>(iii) 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>(i) Cancellation of the result of SEE/ TEE of the concerned course</p> <p>(ii) Punitive measure will be awarded to the student concerned as per Guideline no. 6.2/6.3/6.4 respectively under which the student is reported for unfair practices in examination.</p> <p>(iii) Cancellation of the result of SEE/TEE Examinations of concerned course.</p>

		<p>(iv) Cancellation of the 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>(iv) Cancellation of the result of all examinations (CE, LPW/PW, SEE/TEE) of all the courses of concerned Semester.</p>
6.6	<p>(i) If the student is found for undue advantage of writer facility.</p> <p>(ii) If another student of the Institute of Nirma University or outsider impersonates as a student on behalf of a student of any Institute of Nirma University is found appearing in the examination in place of eligible student of the Institute of Nirma University.</p>	<p>Cancellation of the result of all examinations (CE, LPW/PW, SEE/TEE) of all the courses of concerned Semester.</p> <p>Cancellation of the result of all examinations (CE, LPW/PW, SEE/TEE) of all the courses of concerned Semester and disallowing the student of Nirma University 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>	

6.7	<p>(i) If the student is caught in unfair practices in examination and threatens</p> <ul style="list-style-type: none"> <li>• The authorized person for conduct of examination/ member/s of the Examination Reforms Committee/ examiner concerned for seeking his favor.</li> <li>• The Jr. Supervisor or Sr. Supervisor for not reporting the case or the examiner for seeking his favors either by bribing, hiding currency notes in the answer-books or threatens any of the authorized 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, SEE/TEE) of all the courses of concerned Semester and disallowing him/her from registering the courses (IR and RPR) up to Two subsequent semesters depending upon the nature and gravity of the unfair practices.</p> <p>Cancellation of the result of all examinations (CE, LPW/PW, SEE/TEE) of all the courses of concerned Semester and disallowing him/her from registering the courses (IR and RPR) up to Three subsequent semesters depending upon the nature and gravity of the unfair practices and/or initiate the criminal proceeding including filing FIR for the student / Person involved in this case.</p>
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<p>6.8 During or after the examination, if any student is found to have indulged in any other form of unfair practices, misconduct, misbehavior, committing act of indiscipline, committing breach of any of the rules laid down for the proper conduct of examinations etc., which are not, covered in categories 6.1 to 6.7 in the above guidelines having bearing on the examination or result of the student and/or of any other student.</p>	<p>The Examination Reforms Committee shall recommend the punitive measure depending upon the nature and gravity of the unfair practices.</p>
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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.

## 8.0 General Rules & Regulations

### 1.1 Dress Code

Dress Code compulsory for Monday is Formal Khadi Kurta (Style & Color reference will be provided) paired along with Churidar/Formal trouser (off white) for Both Male & Female students. Dress Code compulsory for Friday is T shirt (provided by Dept.) with Blue Denim/Jeans. On other days, the students are expected to follow an appropriate and decent dress code with proper footwear. The students must wear formal dress on all special occasions, lectures, conferences, presentation, etc.

### 1.2 Identity Card

All students will be issued Photo Identification (ID) Card of Department of Design as a proof of their admission at the Institute. The Identity Card will be required to borrow books from the library, and also to avail other facilities. The students' needs to carry their Identity Cards all the time while in the classes as well as in the Campus. In case of loss of the Identity Card, a new card will be issued on payment of requisite fees.

### 1.3 Class Conduct

The students are expected to be in the classroom at least ten minutes before commencement of the class. Unpunctuality is not acceptable.

Students are expected to come prepared in the class by reading of the scheduled chapters/cases/research papers/articles given in the course outline for the session.

The students could be asked to leave the class if they are not found prepared for the session and marked absent.

### 1.4 Use of Mobile Phone

Use of all types and makes of mobile phones; whether ordinary, camera phone or smart phone in the academic areas during academic activities, is prohibited. However, for academic purpose or in exceptional cases, the students can be allowed to use mobile with prior permission of HoI concerned/(HoD concerned for IT-NU). Further, the students of Bachelor of Architecture, Bachelor of Planning and Bachelor of Design are permitted to use mobile during their studio sessions for clicking photographs of their studio work and other exercises related to their study.

If any faculty/other employee of the University/Institute finds any student using mobile phone in any of the academic areas during academic activities, then the mobile phone of said student will be confiscated immediately and the same be reported to the Dy.Registrar/ Asst.Registrar/ Office Superintendent concerned.

The Heads of the Institute will also decide other mode of monitoring at their discretion. If a student is caught using mobile phone in any of the academic areas during any academic activities, his/ her instrument will be immediately confiscated along with I-card and a penalty of Rs.5,000/- (Rs.Five thousand only) will be imposed on that student. The instrument will be returned only after the student produces receipt of payment of penalty amount in the Account Section within seven working days, failing to which, the appropriate disciplinary action will be taken against the student.

### **1.5 Faculty Mentors**

Upon joining the University, each student will be assigned a Faculty Mentor. The Faculty Mentor will have an advisory role and will assist the student in the pursuit of his/her academic career at DoD NU. The number of courses to be taken every semester should be decided in consultation with the mentor. Also progress towards graduation must be finalized as a formal study plan in consultation with the mentor. The Faculty Mentors will advise students with backlog courses to plan progress toward graduation within the university stipulated guidelines. Every student, irrespective of the pace of study, must have a mentor approved study plan in his/her file. They will be allocated faculty as mentors during the year.

### **List of Holidays**

Bakri-Eid (Eid-Ul-Adha)	01-08-2020 (Saturday)
Rakshabandhan	03-09-2020 (Monday)
Janmashtami	12-08-2020 (Wednesday)
Independence Day/Parsi New Year Day Eve(Gatha-V) (Parsi Shahenshahi)/ Shravan Vad-11(Paryusan 1st day) (Chaturthi Paksha)	15-08-2020 (Saturday)
Gandhi Jayanti	02-10-2020 (Friday)
Bhai Bij/ Bhai Duj	16-11-2020 (Monday)
Guru Nanak Jayanti	30-11-2020 (Monday)
Christmas Day	25-12-2020 (Friday)

## Management and Staff – Nirma University

Name	Designation	Email
Dr. A. K. Singh	Director General	dg@nirmauni.ac.in
Shri. G. R. Nair	Executive Registrar	exe_registrar@nirmauni.ac.in
Dr. P. N. Tekwani	I/c Director, Directorate of Research & Innovation	director.ri@nirmauni.ac.in
Dr. Tejal Mehta Dy. Director,	Centre for Quality Assurance and Academic Development (CQAAD)	dy.director.adr@nirmauni.ac.in
Dr. Alka Mahajan	Dean & Director, Institute of Technology	director.it@nirmauni.ac.in
Dr. Mallikarjun M	Dean & Director, Institute of Management	director.im@nirmauni.ac.in
Dr. Manjunath Ghate	Dean, Faculty of Pharmacy & Principal, Institute of Pharmacy	director.ip@nirmauni.ac.in
Dr. Sarat Dalai	Dean & Director, Institute of Science	director.is@nirmauni.ac.in
Prof. (Dr.) Purvi Pokhariyal	Dean & Director, Institute of Law	director.il@nirmauni.ac.in
Prof. Utpal Sharma	Dean & Director, Institute of Architecture	director.ia@nirmauni.ac.in
Prof. Sangita Shroff	H.O.D, Department Of Design	hod_design@nirmauni.ac.in
Prof. Udai Paliwal	I/c Dean, Institute of Commerce	dean_icnu@nirmauni.ac.in
Shri. Ashishbhai Desai	Hon. Head of the Department, Student Activities	studentwelfare@nirmauni.ac.in

## University Office

Name	Designation	Email
Ms. Palak Shah	Chief Accounts Officer	palak.shah@nirmauni.ac.in
Dr. Nilesh M. Patel	Dy. Registrar, Examinations	dy.registrar.exam@nirmauni.ac.in
Mr. Bhavesh Parekh	Chief Coordinator	studentwelfare@nirmauni.ac.in
Dr. Rajesh Patel	Doctor	healthcentre.nu@nirmauni.ac.in
Dr. Ravindra Sen	Asst. Registrar, Academic Section	asst_registrar@nirmauni.ac.in

## DODNU Faculty Contacts

Name	Designation	Email
Prof. Sangita Shroff	Head Of Department	hod_design@nirmauni.ac.in
Prof. Narendra Patel	Professor	narendra.patel@nirmauni.ac.in
Ms. Kanupriya Taneja	Associate Professor	kanupriya.taneja@nirmauni.ac.in
Mr. Nabajit Deka	Assistant Professor	nabajit.deka@nirmauni.ac.in
Ms. Shraddha Jain	Assistant Professor	studioclockworks@gmail.com
Ms. Amishi Vadgama	Assistant Professor	Amishi.vadgama@nirmauni.ac.in
Ms. Krina Prajapati	Assistant Professor	Krina.prajapati@nirmauni.ac.in

## DODNU Administrative Staff

Name	Designation	Email
Ms. Jency Jose	Stenographer	jency.jose@nirmauni.ac.in
Mr. Vaibhav Hadiya	Assistant	vaibhav.hadiya@nirmauni.ac.in
Mr. Ronak Shah	Assistant	Ronak.shah@nirmauni.ac.in

## Key Office Bearers at Department of Design, Nirma University

### Administrative

Shri. B. J. Patel  
Mr. Nisha Dave  
Mr. Vaibhav Hadiya  
Mr. Ronak Shah  
Ms. Jency Jose  
Ms. Shveta Bhavsar  
Ms. Monita K Shastri  
Mr. Valji Desai

Deputy Registrar  
Office Superintendent  
Asst. Academic & Examinations Record Keeping  
Asst. General administration and accounts keeping  
Stenographer  
Computer Lab in charge  
I/c Chief Librarian  
Library Assistant

### Academic

Prof. Amishi Vadgama  
Prof. Sangita Shroff  
Prof. Kanupriya Taneja  
Prof. Priyam Parikh  
Prof. Priyam Parikh  
Prof. Kanchan Gupta  
Prof. Amishi Vadgama  
Prof. Kanupriya Taneja  
Krina Prajapati  
Prof. Amishi Vadgama  
Prof. Abhinav Saxena  
Prof. Abhinav Saxena  
Prof. Sangita Shroff  
Mr. Dinesh Thakur

NSS Coordinator  
Academic Coordinator  
Examination Coordinator  
Sports Coordinator  
Students' Welfare Activities Coordinator  
Library Coordinator  
Cultural Activities Coordinator  
Anti-Ragging  
Admissions Committee Members  
Women Development Cell  
Newsletter Coordinator  
Website Coordinator  
International Liaison  
Service Facilitator

## General Information

### Ahmedabad City

Ahmedabad, a historic city of western India, is located on the banks of the river Sabarmati. It is a seventh largest city by population in India. It has a population of 7.2 million (2011 census). The city is well connected by air, road, and rail. Nirma University is about 24 km from Ahmedabad. Gandhinagar, the State capital, and Ahmedabad are almost equidistant from Nirma University.

Mahatma Gandhi, the Father of the Nation, launched Indian freedom struggle from the now famous “Gandhi Ashram” located in Ahmedabad. Historic monuments and modern architectural edifices of futuristic vision stand side by side in this ancient city.

The famous Gir National Park, the sole habitat of the majestic Asian lion and other wildlife, is about 325 km from the city. Other tourist attractions include Somnath Temple (375 km), Dwarka Temple (300 km), Mount Abu (180 km), Ahmedpur-Mandvi (380 km).

### Climate

It is usually hot and moist. Summer season begins during March and ends by the month of June. Monsoons come like a pleasant surprise in the month of July and are prevalent in the city till the month of September. Winters are chilly, but at the same time very enjoyable. This season dominates the city during the period between November and February. Average Annual rainfall is 93.2 cm.

## Important Telephone Numbers

A. Civic Services		B. Hospitals	
Service	Phone Number	Hospital	Phone Number
Police Control (General)	100	Civil Hospital	22683721/22
Police Station, High Court	27474590	Life Line Hospital	26403190
Municipal Ambulance Service	101/102	Sterling Hospital	27485767/ 27481415
Police/Fire/Medical	108	V.S. Hospital	26577621-22



## TEMPORARY IDENTITY CARD



NIRMA UNIVERSITY  
DEPARTMENT OF DESIGN, AHMEDABAD

NAME OF STUDENT : \_\_\_\_\_

ROLL NO. : \_\_\_\_\_

AUTHORIZED SIGNATORY  
HEAD OF DEPARTMENT



(STUDENT SECTION)  
Application Form for obtaining:

Duplicate ID Card ☐ / Duplicate Fee Receipt ☐  
(Please ✓ Tick Mark)

1. Name of student: \_\_\_\_\_

2. Roll No. : \_\_\_\_\_ Semester: \_\_\_\_\_

3. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Contact Numbers : (R) \_\_\_\_\_ (M) \_\_\_\_\_

5. Date of Birth : \_\_\_\_\_ Blood Group \_\_\_\_\_

6. E-mail ID : \_\_\_\_\_

7. In Case of Duplicate fee receipt, mention semester: \_\_\_\_\_

8. Reason for obtaining Duplicate ID Card / Fee Receipt: \_\_\_\_\_  
\_\_\_\_\_

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

Place: Ahmedabad

Signature of Student

(For Office use only)

To,

Accounts Officer, Nirma University

Please accept the fees for Duplicate ID Card / Fee Receipt as per NU Rules.

Sign: \_\_\_\_\_

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

(Note: Student, who wants Duplicate ID Card, fill up the ID card form along with a recent passport size photograph)



## Undertaking of Educational Tour/Visit

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

I \_\_\_\_\_ S/o, D/o \_\_\_\_\_

am a regular student of the programme B. Des. (Roll No. \_\_\_\_\_) admitted  
in the year \_\_\_\_\_, hereby the following;

1. That I hereby declare that on my own will & wish I participate all the educational outdoor visit as a part of the curriculum of various courses.
2. That I will be travelling and undertaking the Educational Tours at my own risk & responsibility and in case of any accident/ mishap I will not hold the Institute/ University responsible for the consequences.
3. That I would sought permission of my parent/guardian for going the tours.
4. That while on tour I will fully the cooperate with faculty incharge and abide by instruction given.
5. That I will strictly follow the guidance / rules / regulations whatever Institute/ University has framed for the successful conduct of the tours.
6. That I will not include/involve myself in any misbehavior act amounting to indiscipline while I am on the tours.

Student Signature: \_\_\_\_\_



## Undertaking from the Parent/Guardian

Father/Mother/Guardian of Mr./Ms. \_\_\_\_\_

Who is student of B. Des. Programme Department of Design, Nirma University hereby declares the following in respect of my ward.

1. I Permit my child/ward named above to go on the Educational Tours/Visit as per Academic requirements of the programme.
2. That my child/ward shall abide by the rules and regulations of the Department/ University during the tour/visit.

Mobile No. Of Parent/Guardian: \_\_\_\_\_

Parents/Guardian Signature: \_\_\_\_\_

For Office Purpose only

Verified by Student Section: \_\_\_\_\_

Dated: - \_\_\_\_\_

Signature: \_\_\_\_\_



## Student's Medical Fitness Certificate

(To be produced at the time of reporting at the Institute)

I / Dr. \_\_\_\_\_ (Name & Designation)  
posted in \_\_\_\_\_ (Name and Place of the Hospital)  
certify that I have carefully examined \_\_\_\_\_ (Name  
of Candidate) S/o D/o Shri \_\_\_\_\_ whose photograph  
attested by me is affixed-here with. As a result of his/her medical examination, I have di  
agnosed nothing that may prevent him/her pursuing under graduate/post graduate degree  
courses.

I have to further report that;

He / She has no disease or mental or bodily infirmity making him/her unfit or likely to  
make him/her unfit in the near future for visit / training / internships / projects etc. At  
industries, and active outdoor duty, as professional.

Mark of Identification: \_\_\_\_\_

Hence the candidate is fit for admission to professional course. \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_

Signature of Medical Officer: \_\_\_\_\_

Seal of Designation and Hospital

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



## UNDERTAKING FOR RULES AND REGULATIONS

Registration No. / Merit No. \_\_\_\_\_

I, Mr./Ms. \_\_\_\_\_ son/daughter of

\_\_\_\_\_ have secured admission at the Department of Design,

Nirma University in the year 2019-20 for the Four Year B. Des. Programme. We hereby

confirm that we have gone through the academic rules and regulations of the Department

very carefully and we assure you that we will abide by the same.

\_\_\_\_\_  
Name & signature of student

\_\_\_\_\_  
Name & signature of parent/guardian



## UNDERTAKING FOR CONDUCT AND DISCIPLINE RULES FOR THE STUDENTS

1. Every student must carry his / her identity card which should be produced when demanded.
2. It is mandatory for the students to attend the classes, prayer sessions etc. on all working days from the start to the end of the term/semester. Absence due to illness or unavoidable circumstances shall be considered only if application is supported with medical certificates and/or leave application from the parents is submitted to the Director.
3. Students are expected to be polite individually or in groups and show respect to the Faculty (teachers) as well as to the staff of the Institute. Instructions in connection with academic or other matters as may be given by the teachers from time to time must be followed scrupulously by the students. Students must not participate in activities that may cause harm to the academic environment or which harm the teacher-student relation.
4. The action of any individual, group or wing which amounts to interference in the regular administration of the college is prohibited. Disciplinary action will be taken against such students.
5. Causing dis-figuration or damage to the property of the Department or belongings of staff members or students is forbidden. In case of any such damage, the same will be recovered from the students, the parents or the guardians.
6. No student shall indulge in any activity in the college campus that might be illegal or may lead to disorderliness.
7. Neither student should be in possession of any intoxicant or intoxicating materials nor consume such things. If anyone is found to have violated this instruction, the admission of such student will be cancelled.
8. Use of all types and makes of mobile phones; whether ordinary, camera phone or smart phone in the academic areas during academic activities, is prohibited. However, for academic purpose or in exceptional cases, the students can be to use mobile with prior permission of HOD concerned. Penalty- If a student is caught using mobile phone in any of the academic areas during any academic activities, his/her instrument

will immediately be confiscated along with I-card and a penalty of Rs.5000/- (Rupees Five Thousand Only) will be imposed on that student. The instrument will be returned only after the student produces receipt of payment of penalty amount in the Account Section within seven working days, failing to which, the appropriate disciplinary action will be taken against the student. During the examination; separate rules prescribed for the same will be applicable as notified by the Circular.

Whenever any student is found to be guilty of violating the instructions specified above or other specific instructions issued by the centre or the Department, he / she will be liable to disciplinary actions such as fine, suspension or rustication as may be imposed by the Head of Department. The disciplinary action taken by the Head of Department in this regard shall be final and binding.

I have read above conduct and discipline rules and I shall abide by these rules.

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

Merit No. / Roll No. \_\_\_\_\_ Signature of Student \_\_\_\_\_

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



## UNDERTAKING FOR NOT INVOLVING HIMSELF/ HERSELF FOR RAGGING

### DECLARATION

I, \_\_\_\_\_ admitted in the Semester I (One) of the Four Year B. Des. Programme at 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: \_\_\_\_\_



## Undertaking (Drug and Alcohol)

Date:

I; \_\_\_\_\_, bearing Roll No. \_\_\_\_\_  
admitted in \_\_\_\_\_ at Department of Design.  
Nirma University, do hereby declare and undertake that I will refrain myself from  
consumption of Drug and Alcohol.

I have read the relevant instruction against the use of drugs & 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 Department that I will refrain myself from consumption of Drug and  
Alcohol.

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

Student Signature: \_\_\_\_\_

## Undertaking from the Parent/Guardian

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

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

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

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

DEPARTMENT OF DESIGN  
NIRMA UNIVERSITY

DATE:

To: Students Section, Department of Design

From:

Full Name of Student as per 12th Mark sheet: \_\_\_\_\_

Roll No.: \_\_\_\_\_

Sub: Request for issue Bonafide Certificate

Respected Sir / Madam,

I would like to request you to issue me a Bonafide Certificate for obtaining \_\_\_\_\_  
\_\_\_\_\_

Thanking you,

Yours Obedient

(Signature of Student)

-----  
Acknowledgement Slip

Application received for Bonafide Certificate from \_\_\_\_\_

\_\_\_\_\_ on dated \_\_\_\_\_ by Mr. / Ms. \_\_\_\_\_

For the Bonafide certificate, contact the student section after four working days from the submission of this application.



## Application for accessing Wi-Fi resources\_\_\_\_\_

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

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

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

\_\_\_\_\_ PIN: \_\_\_\_\_

Phone: (M) \_\_\_\_\_ Phone: (L) \_\_\_\_\_

Category: Faculty / Staff / Student (Please tick respective category)

Students Roll No. \_\_\_\_\_ E-mail ID: \_\_\_\_\_@nirmauni.ac.in

To,

HOD, Department of Design, Nirma University

Dear Sir/Madam,

I am a regular faculty / staff / student of Department of Design, Nirma University. I would like to access Wi-Fi facilities / resources on my laptop and details of my laptop as follows.

Make: \_\_\_\_\_ Model no. \_\_\_\_\_ MAC Address of my laptop is \_\_\_\_\_

## Declaration

I assure that I will access Wi-Fi resources on the following conditions:

1. I have read and understand and bound to follow “NU Computing and Networking Access Rules” for accessing

Wi-Fi resources of the Department of Design, Nirma University.

URL : <http://www.nirmauni.ac.in/it/download/WIFIRR.pdf>

2. I shall use this facility for my education and research purpose and not for any commercial gains.
3. I will access Wi-Fi resources as per the policy decided by Department of Design, Nirma University on my registered laptop and as per details provided by me.
4. I shall not violate any condition or rule regarding this facility, failing which any punishment / disciplinary action decided by NU authority shall be acceptable and binding on me.
5. If I am breaking any condition, then I accept any punishment or disciplinary action that will be decided by the authority.

Approval Authority

Signature of Applicant

HOI / HOD / Section Head Signature: \_\_\_\_\_

Name of Approval Authority : \_\_\_\_\_

Access Validity up to date : \_\_\_\_\_ (for students only)

Wi-Fi Registration No.: \_\_\_\_\_ IP Address assigned: \_\_\_\_\_

Sign of concern authority of computer center of DOD, NU after completion of configuration for Wi-Fi settings \_\_\_\_\_

Note: Please register online <http://10.1.19.3/wifi> and follow the screen instructions.

1. User ID : Wi-Fi and password : Wi-Fi
2. Applicant is required to submit this duly filled application form along with Laptop to Computer Center for necessary settings.