NIRMA UNIVERSITY

NAAC ACCREDITED 'A+' GRADE

STUDENT INFORMATION BOOKLET 2026

Volume – I (General Information)

Nirma University, Ahmedabad
Recognised as 'Centre of Excellence' by the Government of Gujarat



प्रार्थना

या कुन्देन्दु तुषारहार धवला या शुभ्र वस्त्रावृता ।
या वीणा वर दण्ड मण्डितकरा या श्वेत पद्मासना ॥
या ब्रह्माच्युत शंकर प्रभृतिभिः देवैः सदा वन्दिता ।
सा मां पातु सरस्वती भगवती निःशेष जाड्यापहा ॥

श्लोक अर्थ - *जो विद्या की देवी भगवती सरस्वती कुन्द के फूल, चन्द्रमा, हिमराशि और मती 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 आदि देवताओं द्वारा जो सदा पूजित हैं, वही सम्पूर्ण जड़ता और अज्ञान को दूर कर देने वाली माँ सरस्वती हमारी रक्षा करें ।*

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

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Preface

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

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

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

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

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

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

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

Nirma Education and Research Foundation (NERF)

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

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

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

Board of Trustees

Dr Karsanbhai K Patel
Chairman, Nirma Limited
Chairman, Nirma Education and Research Foundation
President, Nirma University

Mr R D Shah
Member

Mr Hirenbhai K Patel
Managing Trustee

Mr Rakeshbhai K Patel
Member

Mr K K Patel
Member

Board of Governors

Dr Karsanbhai K Patel President, Nirma University	
Shri K K Patel Vice President, Nirma University	**Dr R N Patel** Director General (I/c), and Dean, Faculty of Technology & Engineering Nirma University
Shri Mukesh Kumar (IAS) Additional Chief Secretary (Department of Higher & Technical Education), Govt. of Gujarat	**Shri Rakeshbhai K Patel** Vice Chairman, Nirma Limited
Shri Hirenbhai K Patel Managing Director, Nirma Limited	**Shri R D Shah** Chartered Accountant
Shri Kamalbhai Trivedi Advocate General	**Shri Pankaj R Patel** Chairman Zydus Lifesciences Limited, Ahmedabad
Prof D P Agrawal Former Chairman UPSC, New Delhi	**Prof Madhuri Parikh** Dean, Faculty of Law Nirma University
Shri G Ramachandran Nair Executive Registrar Nirma University	



Motto

तमसो मा ज्योतिर्गमय

'From darkness, lead us to light'

Vision

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

Mission

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

Quality Statement

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

Core Values of Nirma University

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

1. STUDENT CENTRICITY

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

2. CONTRIBUTION TO THE SOCIETY

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

3. QUEST FOR ACADEMIC EXCELLENCE

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

Section 1

ABOUT NIRMA UNIVERSITY

1.1 Overview

Nirma University, Ahmedabad - the first private university in Gujarat - was established in 2003 under a Special Act passed by the Gujarat State Legislative Assembly, and recognised under Section 2(f) of the UGC Act by the University Grants Commission (UGC). The university, established as a student-centric, not-for-profit state private university, has emerged as a multidisciplinary, research-oriented, nationally renowned higher education institution under the leadership of Padma Shri Dr Karsanbhai K Patel. The university is accredited by the National Assessment and Accreditation Council (NAAC) with an 'A+' grade. All technical programmes of the university are accredited by the National Board of Accreditation (NBA) in Tier-I format.

Spread across a verdant 115-acre campus, the university has a host of institutes, including the Institute of Technology, Institute of Management, Institute of Pharmacy, Institute of Science, Institute of Law, Institute of Architecture & Planning, Institute of Commerce, Institute of Design, and Institute of International Study. These institutes offer numerous undergraduate, postgraduate, and doctoral programmes. Besides, the university also offers several certificate and executive diploma programmes.

The university is awarded a 'Gold Certification under the IGBC Green Existing Campus' rating system by the Indian Green Building Council (IGBC) in 2023. Nirma University is the first Gold rated green campus in Gujarat. The university is recognised as the 'Centre of Excellence' by the Government of Gujarat.

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1.2 Constituent Institutes of Nirma University

Nirma University is rapidly emerging as a Multidisciplinary Education and Research University (MERU). In alignment with the National Education Policy (NEP) 2020, the university implemented the policy from the academic year 2022-23. Under this framework, students have the flexibility to pursue a Minor in a diverse discipline alongside their chosen Major programme. These academic initiatives broaden learning opportunities, foster interdisciplinary knowledge, and encourage students to engage in multidisciplinary education and cross-disciplinary research, equipping them to address complex real-world challenges.

Institute of Technology 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. For overall development of the students, the institute offers Departmental and Institute Electives, Industrial visits, Industrial projects, Expert lectures, Soft Skills development sessions, Critical Thinking training, Yoga classes, course on Campus to Corporate and many more. Undergraduate programmes of the Institute of Technology are accredited by the National Board of Accreditation (NBA) in Tier-I category. The institute offers a globally compatible Academic Credit System with an emphasis on Continuous Evaluation.

Institute of Management has a rich legacy of three decades and a strong network of over 8500 alumni. Committed to shaping future leaders, the Institute of Management has consistently curated future-ready programmes (Integrated BBA-MBA, BTech-MBA, MBA HR, MBA Family Business and Entrepreneurship, Global MBA and BBA Honors) and introduced new-age courses (Digital Transformation, FinTech, AI, Sustainability etc.) to effectively meet the evolving demands of society. Institute's MBA programme holds accreditation from the prestigious National Board of Accreditation (NBA). Furthermore, the institute's commitment to quality is reflected by its international accreditation through the South Asian Quality System (SAQS) conferred by the Association of Management Development Institutions in South Asia (AMDISA), an internationally recognised body within the SAARC framework.

Institute of Pharmacy is committed to nurturing competent professionals equipped to meet the evolving challenges across the pharmaceutical industry, academia, research and development, and pharmaceutical marketing. The undergraduate programme (BPharm) is accredited by the National Board of Accreditation (NBA), reflecting its adherence to high educational standards. Additionally, the BPharm, MPharm, PharmD and PharmD (Post Baccalaureate) programmes are recognised by the Pharmacy Council of India, ensuring regulatory compliance and professional relevance. The institute offers cutting-edge facilities, including advanced analytical instruments, a cell culture lab, a sophisticated machine room, a CCSEA-registered animal house, and a medicinal plant garden. These resources support high-quality education and research, fostering practical skills and innovation in pharmaceutical sciences.

Institute of Science is committed to providing quality postgraduate education and fostering excellence in research across the biological sciences. The institute nurtures students through

a strong academic foundation, research-oriented learning, and interdisciplinary scientific inquiry, preparing them for careers in industry, academia, and research. The institute offers postgraduate programmes in Biotechnology and Microbiology, designed to equip students with advanced scientific knowledge, technical expertise, and research aptitude. The institute has established a strong research ecosystem with active engagement in externally funded research projects and scholarly contributions published in reputed international journals. The academic and research environment is strengthened by highly qualified faculty members with expertise across diverse domains of biological sciences, whose work encompasses fundamental and translational research, scientific innovation, and interdisciplinary collaboration.

Institute of Law is a distinguished institute for legal education, fostering academic excellence, interdisciplinary learning, and ethical professional approach. With a rigorous curriculum that integrates theoretical foundations with practical insights, the institute prepares students to navigate complex legal landscapes. Through experiential learning, research-driven initiatives, and engagement with industry experts, the institute cultivates critical thinking and advocacy skills. Committed to innovation and sustainability, the Institute of Law strives to redefine legal education while contributing to the advancement of justice and policy-making on national and global scales.

Institute of Architecture & Planning promotes 'Studio based learning' which emphasises interactive teaching where every pupil's ideology, notion, understanding and thought process is discussed and taken ahead with improvisation. The Related Study Programme (RSP) and Field Studio of the institute acquaints and exposes students to various Architecture and Planning works, opening new vistas and taking students on an intriguing journey. The undergraduate and postgraduate programmes are duly recognised by the Council of Architecture (COA).

Institute of Commerce imparts quality education in the fields of Accounting, Banking, Financial Services and Insurance (BFSI), FinTech, etc. The Bachelor of Commerce (Honours) offered by the institute comprises eight semesters over four years. The institute believes in serious academic pursuit by means of a prudent mix of relevance and rigour in its curriculum design and delivery with regard to globally relevant skills, knowledge and ideas through intellectually stimulating debates and discussions, innovative teaching pedagogies, and exposure to relevant industry practice at all levels.

Institute of Design facilitates learning through classroom and studio-based learning, with emphasis on outcome-based teaching-learning processes. Conceptual, theoretical and hand-skill training in machine-workshops, through fieldwork, apprenticeships with community based social organisations, industry internships, and live classroom projects sponsored by Industry, Social enterprises and Startups constitute the learning through the four years at the institute. The Design pedagogy focuses on problem solving through contextual inquiry, secondary research, qualitative user research, iterations of potential design solutions and the making of working prototypes. The faculty engage with students on one-to-one basis, to hone creative abilities, visualisation and representation skills, understanding problems and needs and converting them into Design opportunities, to enhance quality of life.

Institute of International Study aims to provide Indian students with international educational opportunities at a partner university abroad. The university has dual-degree transfer programmes in Engineering, Computer Science, Pharmacy, Management, and Design where students study at Nirma University and a foreign university in the US, Canada or Australia earning degrees from both the institutions. State University of New York at Binghamton, Iowa State University, University of Cincinnati, Penn State University in the US, Curtin University in Australia, and Dalhousie University in Canada are some of the universities where students can benefit from the dual-degree transfer programmes.

Faculty of Doctoral Studies and Research is the coordinating Faculty for the Doctoral Programmes run by the constituent institutes of the university. Currently, Doctoral Programmes are offered in the fields of Engineering & Technology, Pharmacy, Science, Management, Law, and Architecture & Planning. The university offers both Full-time and Part-time Doctoral Programmes.

1.3 Centres at Nirma University

Directorate of Research and Innovation

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

Centre for Continuing Education

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

Centre for Advanced Instrumentation

The Centre for Advanced Instrumentation (CAI) houses a variety of analytical and biological equipment. The CAI facility helps the faculty, researchers and students to carry out research in cutting edge areas of national and international importance. The Centre is being operated and maintained by a dedicated and qualified group of professionals and faculty experts.

Moreover, the CAI facility is available to the external students, researchers and faculty members of other academic institutions, research organisations, industries at nominal charges. The CAI is open for research collaborations and consultancy projects with other research organisations.

Internal Quality Assurance Cell

To channelise all efforts and measures of the university towards promoting its holistic academic excellence, Internal Quality assurance Cell (IQAC) has been established at the university. The prime task of IQAC is to facilitate and participate in the development of a system for conscious and consistent improvement in the academic and administrative performance of the university.

Office of International Relations

The Office of International Relations serves as the central hub for all international activities at Nirma University. It manages:

- Institutional collaborations
- Support services for international students and scholars
- Visa guidance and documentation
- Cross-cultural engagement and exchange programmes

Further information is available at https://internationalrelations.nirmauni.ac.in/

Student Startup and Incubation Centre

Nirma University is deeply committed to nurturing innovation, entrepreneurship, and creative thinking among its students. To support these aspirations, the university has established the Pre-incubation and Incubation Centre, a dedicated platform designed to encourage student-led startups and transform ideas into viable ventures.

The Incubation Centre at Nirma University is recognised as a Nodal Agency by the Government of Gujarat under the **Student Startup and Innovation Policy,** and **Assistance to Startup and Innovation Policy.** Further, the Centre is recognised as a host institute by the Government of India under the **MSME Incubation Scheme.**

The Centre provides a structured ecosystem that fosters ideation, experimentation, and enterprise development. The initiative is open to current students of Nirma University, and alumni (within 5 years of graduation).

The Centre provides financial assistance, business development support, mentorship, networking opportunities, and end-to-end handholding to entrepreneurs. Through its ecosystem, the Centre connects innovators with industry experts, investors, mentors, and other key stakeholders, enabling the successful development and scaling of startups.

Aspiring innovators submit their ideas for initial review. Upon shortlisting, they are invited to present a detailed business plan, which is evaluated for support, mentorship, and incubation opportunities.

Further information is available at https://cenu.nirmauni.ac.in/studentincubation/

Centre for Robotics and Automation

To cater to the need of automation industries there is a requirement for continuous research and upgradation in the field of robotics and automation. With this objective in mind, a Centre for Robotics and Automation is established at Nirma University. Automation systems are widely used in many industrial jobs, ranging from spray painting to welding to handling heavy components. Industrial robots can produce high-quality goods for the consumers, generate a higher return on investment for the investors, and bring safety to the workplace. Increased use of industrial robots will lead to more jobs in service, healthcare, education, manufacturing industries, and the entertainment industries. The repetitive jobs in factories will be dominated by industrial robots, but the jobs that require creativity will be enjoyed more by humans.

Centre for Excellence in Data Science

Data Science is an interdisciplinary field consisting of methods and systems to extract knowledge and insights from data. It encompasses statistics, machine learning, visualisation, business analytics, data analytics, and scientific computing. India has demonstrated rapid and sustained economic growth over the last decade and recent developments suggest that a focus on data science is a need of the hour. Taking this into consideration, the Institute of Technology, Nirma University has established a Centre of Excellence in Data Science in collaboration with SUNY, Binghamton University, New York, USA.

RAINBOW Centre for Women Career Counselling and Guidance

The Centre aims at capacity building and counselling of university/higher education institution's female students and alumni besides industry workforce and social groups. The centre is developed with the support of the European Union under the Erasmus+ Programme and with help of partner universities in the RAINBOW Research Project.

1.4 Accreditations

Accreditations

National Assessment and Accreditation Council (NAAC)

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

National Board of Accreditation (NBA)

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

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

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

South Asian Quality System (SAQS)

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

1.5 Programmes Offered

INTEGRATED PROGRAMMES

Institute of Management
- Integrated BBA-MBA

Institute of Law
- BA-LLB (Hons.)
- BCom-LLB (Hons.)
- BBA-LLB (Hons.)

Institute of Technology
- Integrated BTech (CSE)-MBA
- Integrated BTech (ME)-MBA

INTERNATIONAL PROGRAMMES

- Bachelor of Science (CSE) (2+2 Dual Degree)
- Bachelor of Science in Pharmaceutical Sciences (Hons) (2+2/4)
- Bachelor of Science in Chemical Engg (2+2 Dual Degree)
- Bachelor of Science in Civil Engg (2+2 Dual Degree)
- Bachelor of Science in Mechanical Engg (2+2 Dual Degree)
- Bachelor of Science in Product and Interaction Design (2+2 Dual Degree)
- Global MBA International (1+1 Dual Degree)

UNDERGRADUATE PROGRAMMES

Institute of Technology
- BTech in Chemical Engineering
- BTech in Computer Science and Engineering
- BTech in Computer Science and Engineering (Artificial Intelligence & Machine Learning)
- BTech in Civil Engineering
- BTech in Electronics and Communication Engineering
- BTech in Electrical Engineering
- BTech in Mechanical Engineering
- BTech in Electronics and Instrumentation Engineering
- BTech in Electronics Engineering (VLSI Design and Semiconductor Technology)

Institute of Management
- Bachelor of Business Administration (Hons.)

Institute of Pharmacy
- Bachelor of Pharmacy (BPharm)
- Doctor of Pharmacy (PharmD)
- Doctor of Pharmacy- Post Baccalaureate (PharmD-PB)

Institute of Architecture and Planning
- Bachelor of Architecture

Institute of Commerce
- Bachelor of Commerce (Hons.)

Institute of Design
- Bachelor of Design (Communication Design)
- Bachelor of Design (Product and Interaction Design)

POSTGRADUATE PROGRAMMES

Institute of Technology
- MTech in Computer Science and Engineering
- MTech in Computer Science and Engineering (Cyber Security)
- MTech in Computer Science and Engineering (Data Science)
- MTech in Civil Engineering (Computer Aided Structural Analysis & Design)
- MTech in Civil Engineering (Construction Technology & Management)
- MTech in Electronics and Communication Engineering (VLSI Design)
- MTech in Electronics and Communication Engineering (Embedded System)
- MTech in Electronics and Communication Engineering (Semiconductor Technology)
- MTech in Mechanical Engineering (Design Engineering)
- MTech in Electronics & Instrumentation Engg (Robotics & Artificial Intelligence)
- Master of Computer Applications

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

Institute of Pharmacy
- MPharm in Pharmaceutics
- MPharm in Pharmaceutical Analysis
- MPharm in Pharmacology
- MPharm in Regulatory Affairs

Institute of Law
- LLM in Constitutional and Administrative Law
- LLM in Criminal and Security Law

Institute of Science
- MSc in Biotechnology
- MSc in Microbiology

Institute of Architecture and Planning
- Master of Planning

DOCTORAL PROGRAMMES

- Technology & Engineering
- Management
- Pharmacy
- Law
- Science
- Architecture
- Architecture & Planning

1.6 Infrastructure and Facilities

Each institute of the university is housed in a dedicated building equipped with state-of-the-art infrastructure and modern amenities. The campus features amphitheatre-style classrooms integrated with multimedia and audio-visual facilities, spacious seminar halls and auditoriums of varying capacities, advanced laboratories equipped with cutting-edge technology, and well-designed studios that support experiential learning. In addition, smart classrooms enabled with digital and virtual learning tools have been established to enrich the teaching-learning process and provide students with an engaging and interactive educational experience.

Nima Knowledge Centre: The Central Library

The university has come up with its newly enhanced Central Library, the 'Nima Knowledge Centre'. Spread in 114334 sq. ft. area, the Nima Knowledge Centre spans six floors, providing seating for 1000 plus individuals. The library is strategically designed with both Reading Zones and Silence Zones to cater to the varied needs of users. It includes diverse spaces such as discussion rooms, cubicles, training rooms, reading areas, ensuring an ideal environment for individual study and group collaboration. The library's modernisation also includes

cutting-edge automation with the KOHA (Knowledge Organisation and Helpful Automation) system, enhancing the management and organisation of resources. RFID (Radio Frequency Identification) technology has been implemented to streamline the tracking of library materials, ensuring security and efficiency. Additionally, users can benefit from self-service kiosks, which allow for easy book checkouts and returns.

Computing Facilities

The computing facilities at the campus include state-of-the-art computer laboratories, with the latest configuration computers systems, modern software MATLAB, ANSYS, Aspenone, SAP2000 Ultimate, Etabs, Safe V-22, Whizhack Cyber Security Range, Nasus, Burp Suite, Oracle database, NetSim, ECTD, Micromedex, Gold suit, Tobii Pro Spark Eye Tracker, SPSS, EViews, SmartPLS, Sketch, Ranio, Adobe creative cloud, Rhino, ENVI-met and high-speed servers, NVIDIA GPU servers, Multi-processor servers, PARAMSHAVAK Super Computer (parallel processing for an extensive numerical job), Digital Forensic workstation and Mobile first responder kit.

All classrooms, labs and prominent locations on the campus are covered with Wi-Fi facilities. To provide high speed Internet access in NU campus total 7.5 Gbps Internet Bandwidth is available. The university has specialised computer laboratories like, CoE (Centre of Excellence) Data Science Lab, Cyber Security Lab, NVIDIA supported Deep Learning Lab, High-Performance Computing Lab, Networking and Internet of Things Lab, Advance Network lab equipped with CISCO networking devices, DBT funded Lab, Cyber Physical System Lab, and Bloomberg Lab.

Tinkerers' Lab

Nirma University hosts the Tinkerers' Lab, established in collaboration with the Maker Bhavan Foundation (MBF), California, USA. Known for supporting premier institutions such as IIT Bombay, IIT Madras, and IIT Gandhinagar, the Foundation extended its vision beyond the IIT ecosystem for the first time by choosing to support Nirma University.

The Tinkerers' Lab is a dynamic, student-driven space that promotes an inventive mindset and hands-on experimentation. It empowers students to:

- Explore and build working prototypes
- Develop patentable ideas
- File provisional patents
- Sharpen practical skills through real-world problem-solving

Further information is available at https://cenu.nirmauni.ac.in/tinkerers-lab/

Counselling Centre

Keeping the academic, social-psychological, and emotional needs of its students in mind, the university has a dedicated Counselling Centre on its campus. The counsellor systematically studies and discusses a student's problems and facilitates the student to find an appropriate solution. To create awareness among the students, the counsellor also conducts group sessions on topics of general importance, like stress management, prevention of drug addiction, etc.

Health Care Centre

The in-campus Health Care Centre is equipped with the basic facilities for the treatment of all primary diseases. A non-resident doctor is available for consultation on all working days. The doctor can be contacted over the phone as well in case of any emergency. The university has an ambulance to cater to any medical emergency on campus. Additionally, the university has tie-up with nearby leading hospitals for providing additional medical facility to its members.

Hostels

The university provides separate hostel accommodation for male and female students. With the construction of a new girls hostel in 2026, the accommodation capacity for female students has increased significantly from 1512 to 2904. Hostel facilities for female students are available at both the undergraduate and postgraduate levels.

For male students, hostel accommodation is available at the postgraduate level only. However, international male students enrolled in undergraduate programmes are also provided with hostel facilities. The university has three hostel buildings for male students, with a combined capacity of 852.

In addition to **mess facilities for hostel residents,** the campus houses **three food courts** and a **central dining facility,** offering a variety of dining options to students and staff. The university maintains a fully vegetarian campus, and only vegetarian meals are served across all dining facilities.

Sports Facility

The university campus has modern infrastructure to facilitate almost all **indoor and outdoor sports** activities. The Students Activity Centre has facilities for indoor games including carom, chess, and table tennis. The university is coming up with an **Indoor Sports Stadium.** It will include a 9 Court Multipurpose Sports hall, Olympic-size Swimming pool, Elevated Jogging Track, Gymnasium, 600 capacity Seating Pavilion, Bowling Alley, Cricket and Golf simulator, Banquet Hall, Board-games room, club rooms, training rooms and a sports cafe. The indoor sports complex is designed along a large sports field similar in size to ICC Standard Cricket

Ground and an adjoining jogging track. It also has outdoor Tennis and Volleyball courts, Activity Plazas, outdoor Climbing wall and other athletic facilities.

Safety and Security

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

Other Facilities

- The university campus houses a branch of the Kalupur Commercial Co-operative Bank Limited along with two ATMs.
- The university operates a fleet of buses that ply in almost all the areas in Ahmedabad and Gandhinagar. The transportation facility is available for students, faculty, and staff members.
- A Student store is available on campus. Books, notebooks, stationery, student materials and laboratory instruments are some items available in the store.
- A Post Office facility is available at the Babasaheb Ambedkar Open University, less than a km from the Nirma University campus.

Section 2

RULES, REGULATIONS, POLICIES & GUIDELINES

2.1 Code of Conduct

Code of Conduct, Procedure to Inquire and Decide with Misconduct/ Indiscipline by the Students Rules 2020

1. Preamble

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

2. Scope

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

Short Title:

This rule shall be called as Nirma University Code of Conduct, Procedure to inquire and decide with misconduct / indiscipline by students Rules 2020 which hereinafter shall be called “Code of Conduct for students”.

3. Applicability

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

4. Jurisdiction

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

i) academic programme/course requirements or any credit-bearing experiences, such as internships, field trips, study abroad /student exchange programme,

ii) any activity supporting pursuit of a 'title' (degree/diploma/certificate/credit), such as research at another Institution or a professional practice assignment,

iii) any activity sponsored, conducted, or authorised by the university,

iv) any activity that causes any destruction of property belonging to the university or members of the university community or causes any harm to the health or safety of members of the university community,

v) any activity in which a police report has been filed, a summon or indictment has been issued, or an arrest has occurred for any act or omission,

vi) any activity or event where a student is representing or participating as student of the university which may lead to damage to goodwill or reputation of the university,

vii) any act via electronic means, such as email or social media or print media or any other medium wherein the reputation/goodwill of the university or its officials is adversely affected; and

viii) refusal to cooperate in the process duly prescribed and the implementation of corrective measure, it shall also be construed as 'Major Misconduct' under the Code.

5. Definitions:

In these Rules, unless the context requires -

5.1 University means the 'Nirma University' recognised by the University Grant Commission (UGC) under Section 2(f) of the UGC Act

5.2 'Aggrieved' means any complainant (and is not limited to stakeholders) who has suffered damage or injury either physically or mentally due to an act of the student

5.3 'University Disciplinary Committee' means a committee constituted to inquire and decide on matters hereinafter referred as major issue(s). The Committee shall also act as an appellate authority for appeals preferred in the matters decided by the Institute Disciplinary Committee

5.4 'Misconduct' as defined under clause 7.2 and 7.3

5.5 'Student' means a person duly admitted and on roll, pursuing a programme of study in any programme of any institute under the university including short-term training programmes in university;

Provided that a student, who is in the process of taking admission in university, although not yet admitted shall be treated, for the purposes of these rules, as a student of the university where any incident of misconduct takes place against such student in the university;

Provided that a person, who is not a student of the university but is participating in any of the activities of the university, shall be treated as aggrieved student or aggrieved individual, as the case may be, for the purposes of these rules where any incident of misconduct takes place against such student within the university or at any other venue where the university has organised the activities

5.6 All words and expressions not defined in this Code of Conduct shall have the same meaning as defined in any other Rules/ Regulations of the university.

6. Code of Conduct

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

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

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

6.2.1 Any conduct that obstructs or disrupts teaching or any other lawful activity including workshops/seminars/conventions/moot courts/student events/ functions etc on university premises or in coordination with any university-sponsored event or activity

6.2.2 Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious' beliefs, colour, region, language, sexual orientation, marital or family status, physical or mental disability, gender identity, etc

6.2.3 damaging or destroying property of other students and/or faculty members

6.2.4 Unable to produce the identity card issued by the institute, or refusing to produce it on demand by university officials/campus security guards

6.2.5 Wilfully providing false, misleading, or incomplete information, whether oral or in writing or in the form of document(s); to university offices or officials; forging or altering official university records or documents or conspiring with or inducing others to forge or alter university records or documents

6.2.6 Refusal to identify oneself when requested by an authorised university Official, which amounts to be impersonation

6.2.7 Carrying or possessing any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy

6.2.8 possession or use of harmful chemicals and banned drugs

6.2.9 Smoking/chewing tobacco on the campus, in addition, the uses of Electronic Cigarette (e-Cigarette) is completely banned on the university campus

6.2.10 Possessing, consuming, distributing, selling of alcohol on the campus and/or throwing empty bottles on the campus

6.2.11 Parking vehicle inside the campus without having vehicle pass

6.2.12 Parking vehicle in a No parking zone or in an area earmarked for parking other type/s of vehicles

6.2.13 Rash driving on the campus that may cause any inconvenience to others

6.2.14 Theft or unauthorised access to other's resources

6.2.15 Involving in organising unauthorised processions

6.2.16 Engaging in disorderly, lewd, or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riot or group disruption at the institute

6.2.17 Any unauthorised communication with media prejudicial to the interest of the university/university community

6.2.18 Recording either audio or video of lectures in class rooms or actions of other students, faculty, or staff without prior permission of the competent authorities

6.2.19 Sharing audio and/or video clippings of any activity on the campus to media or any third party without prior permission of the institute authorities

6.2.20 Posting derogatory comments about other individuals from the institute on the social media platforms or indulge in any such related activities having grave ramifications on the reputation of the institute

6.2.21 Theft or abuse of the institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which include unauthorised entry, use, temper, etc of institute property or facilities, offices, classrooms, computers networks, and other restricted facilities and interference with the work of others

6.2.22 Damage to, or destruction of, any property of the university/institute, or any property of others on the institute premises

6.2.23 Use of any types of phone in the academic area during academic activities is prohibited. However, for academic purpose or in exceptional cases, the students can be allowed to use mobile phone with prior permission of the Head of the Institute (hereinafter referred to as HoI) concerned

6.2.24 Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, or altering/enhancing/distorting the photograph of a student/person, where the photograph may or may not have been taken with consent, when such a recording/altering/ enhancing/distorting is likely to cause injury, distress, or damage to reputation of such a student/person. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and distributing of such unauthorised records by any means is prohibited

6.2.25 Entering into verbal or written agreements or contracts with third parties that tend to bind, obligate, or create liability of any kind for the university by the students is prohibited. The university will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorised actions

6.2.26 Unauthorised sale of Event pass and collection of money from students of the university as well as from outside of the university for the events organised within the campus or outside the campus is strictly prohibited.

Similarly, promotion of any event through university email ID, or on social media platforms naming Nirma University, which is not authorised by the institute/university, is strictly prohibited. Violation of these norms be construed as derogation of overall atmosphere of the university

6.2.27 Forming any association, society or organise event or collect any fund or subscription on the campus without the specific written permission of the university/institute

6.2.28 Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process

6.2.29 Violation of other published University's rules/ regulations/guidelines and violation of any UGC regulations/guidelines applicable to the HEI, etc

6.3 It may be noted further that, the above list though elaborate is not exhaustive. Any type of misconduct not covered herein may still be construed as misconduct and may be inquired and decided with under the Code and any other penalty or punishment as deemed fit may be imposed by the competent authority on case-to-case basis

6.4 All the above act/s mentioned in 6.2 and 7.2 are also considered as misconduct in the hostels.

6. (A) Dress Code on the Campus

The students **may wear** formal and casual dresses, like:

a. Formal dresses including pants and long below-knee length skirts, dresses, sarees, etc.
b. Business professional including formal pants, shirts, khakis, chinos, salwar suits, etc.
c. Semi-business casuals including dark jeans and shirt
d. Leather, formal, and semi-formal shoes and sandals

The students must **avoid wearing** informal and indecent dresses, like:

a. Shorts, Bermudas, any knee-exposing bottoms
b. Shoulder baring tops, Midriff-baring tops

c. Skinny and skimpy dresses, Transparent and inappropriate dresses like Tank Tops, Ripped Jeans, etc.

d. Slippers

Inappropriate dressing on the campus will be considered as an act of indiscipline and appropriate disciplinary action will be taken against such students.

6. (B) Public Display of Affection and Etiquette on the Campus

Public Display of Affection (PDA) is inappropriate behaviour on the campus. It can affect others in several ways, including some of the following:

a. it can make others feel uncomfortable and embarrassed, which can lead to a negative and hostile environment

b. such actions can distract others from their academic pursuits and affect their ability to focus on their studies

c. it can invade others' personal space and make them feel violated of their basic rights

d. engaging in PDAs is seen as disrespectful to others and can harm community relations

The university encourages all students to be respectful of others and to maintain a professional and educational atmosphere on the campus. PDA will be considered as a misconduct and appropriate disciplinary action will be taken against any student indulging in it.

7. Classification of Misconduct(s)

7.1 If there is a case against a student for a possible breach of code of conduct, then a suitable disciplinary action will be taken against the said student depending upon the severity of the offence. If the breach of code is a major misconduct, it will be subjected to major punishment and if the breach is minor in nature, then liable for minor punishment

7.2 The following misconduct on the part of the student shall be subjected to the major punishment:

7.2.1 Damaging the moveable or immoveable property of the university/institutions

7.2.2 Involving in violence on and outside the campus including instigating the violence

7.2.3 Involving himself/herself in criminal acts like consuming alcoholic beverages, drugs, gambling on or outside the campus including instigating the other students for such action

7.2.4 Any act which deteriorates the over-all atmosphere in the campus

7.2.5 Theft of university property or the property of other students, staff or any other person on the campus

7.2.6 Any other breach which the Dean or the preliminary enquiry committee feels appropriate to consider the act as a major indiscipline

7.3 The following misconduct are specifically dealt by appropriate specific laws and they will be considered for major penalty under the relevant laws:

7.3.1 Academic Misconduct such as unfair means used in examinations or any activity leading to evaluation and/or plagiarism as defined under relevant Rules and Regulations of Nirma University

7.3.2 Any act which amounts to ragging in any form as defined under UGC Regulations, 2009 on 'Curbing the Menace of Ragging in Higher Educational Institutions' and subsequent amendments thereto from time to time

7.3.3 Sexual Harassment: Any conduct or act which amounts to sexual harassment in any form as defined under UGC (Prevention. Prohibition and Redressed of Sexual Harassment of Women Employees and Students in Higher Education al Institutions) Regulations 2015 and The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and subsequent amendments from time to time

7.4 For any other breach of code other than the act covered under 7.3 be considered as minor offence. However, any future misconduct along with failure to comply with any condition/s imposed may lead to a major penalty.

8. Penalties

8.1 The major penalty includes the following:

1) Detention of the student(s) for a semester or more
2) Rustication from the university or from its institutions for a period of one year or more
3) Permanent rustication from the university or from its institutions
4) Imposing fine up to Rs.10,000/-
5) Any other major penalty which the Director General feels appropriate to impose

8.2 The nature of minor penalties which can be imposed include:

1) Warning
2) Giving special assignments of the nature for which, the HoI will be competent to decide
3) Imposing fine up to Rs. 5000 (Monetary penalty may also include suspension or forfeiture of scholarship/fellowship for a specific time period)
4) Putting the student on conduct probation for the period which the HoI feels appropriate
5) Suspending student from attending classes for a period not more than one week

6) Community Service for a specified period of time to be extended if need be

7) Any other minor penalty the HoI feels appropriate.

8.3 Notwithstanding anything mentioned above,

8.3.1 If the individuals committing or abetting 'ragging' are not identified, collective punishment may be executed to act as a deterrent punishment and to ensure collective pressure on potential 'raggers'

8.3.2 In case a student is involved in any kind of ragging and is punished for the same, the same shall be mentioned/incorporated in his/her migration certificate.

9. Procedure for Imposing Penalties

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

9.1 Any breach of code should be reported immediately on occurrence to the Head of Institution

9.2 As soon as the information about such breach of code is brought to the notice of the HoI concerned, the HoI, at his/her discretion appoints a committee to conduct preliminary enquiry of the in-disciplinary act. The said committee shall summon the alleged student/s involved and will observe all principles of natural justice. Giving adequate opportunity of hearing and allowing to submit the written statement from the alleged student(s) on the allegation against him/her/them. The committee is expected to submit its enquiry report within 7 working days

9.3 If the act of indiscipline is minor in nature, the matter will be disposed-off at the HoI level after implementing appropriate punishment as indicated in regulation 8.2. The same will go to the student's file and a copy will be handed over to the mentor and Discipline related file. A copy may also be sent to the parents

9.4 If the act of indiscipline is major in nature, a committee constituted as per the regulation 11 will inquire upon the matter and may also suspend the student(s) from appearing/participating in all the activities of the institute/university including attending classes till the enquiry is completed. The Committee will inquire into the matter observing principles of natural justice. The committee shall summon alleged student/s and if required may invite parents. The committee will record the statements. The committee shall also examine the other witnesses and record their statements. The committee may also examine the circumstantial evidences and the Committee will complete its proceedings within a maximum of 10 working days and submit its report to the Director General. On the basis of the report, the Director General will decide appropriate punishment as per the regulation 8.1 and forward to the concerned HoI to implement the punishment

9.5 A show cause notice shall be issued to the student(s) concerned by the HoI "as to why the particular penalty decided to be imposed" should not be imposed, (thus giving an

opportunity to the student/s) seeking a reply within 5 days. On receipt of the reply from the student(s) concerned within the given time, the final decision about imposing the penalty will be taken by the Director General and the concerned HoI will communicate the same to the student(s)

9.6 In case of non-receipt of response from the student/s within the given time, Director General may take a decision to impose the punishment without giving any further notice

9.7 A copy of the letter imposing the penalty/punishment will go to the parents, student file, mentor and the Academic Section for disciplinary case file.

10. Review

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

11. Constitution of Committee for Enquiring the Major Misconduct

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

2.2 Policy for Promotion of Academic Integrity and Prevention of Plagiarism

Preamble

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

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

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

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

1. Application and Commencement

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

2. Definitions

In this policy, unless the context otherwise requires:

a. "Academic Integrity" is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;

b. "Author" includes a student or a faculty or a researcher or staff of Nirma University who claims to be the creator of the work under consideration;

c. "Commission" means the University Grants Commission as defined in the University Grants Commission Act, 1956;

d. "Common Knowledge" means a well-known fact, quote, figure or information that is known to most of the people;

e. "Degree" means any such degree specified by the University Grants Commission, by notification in the Official Gazette, under Section 22 of the University Grants Commission Act, 1956;

f. "Institute Academic Integrity Panel" shall mean the body constituted at the institute level to investigate allegations of plagiarism;

g. "Faculty" refers to a person who is teaching and/or guiding students enrolled in Nirma University in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting, etc;

h. "Information" includes data, message, text, images, sound, voice, codes, computer programmes, software and databases or microfilm or computer-generated microfiche;

i. "University Academic Integrity Panel" shall mean the body constituted at university level to consider recommendations of the institutional academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed;

j. "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own;

k. "Programme" means a programme of study leading to the award of a masters and research level degree;

l. "Researcher" refers to a person conducting academic/scientific research in Nirma University;

m. "Script" includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment/opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff members of Nirma University; however, this shall exclude assignments/term papers/project reports/course work/essays and answer scripts etc;

n. "Source" means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form; be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000;

o. "Staff" refers to all non-teaching staff working in Nirma University and its constituent Institutes in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc;

p. "Student" means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);

q. "Year" means the academic session in which a proven offence has been committed;

r. 'FDSR' means the Faculty of Doctoral Studies and Research.

3. Objectives

3.1 To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among students, faculty, researchers and staff members.

3.2 To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.

3.3 To develop systems to detect plagiarism and to set up mechanism to prevent plagiarism and punish a student, faculty, researcher or staff of the university committing the act of plagiarism.

4. Duties of the Constituent Institutes, Departments and Centres

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

5. Awareness Programmes and Trainings

a) The constituent Institutes/Departments shall instruct students, faculty, researchers and staff members about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.

b) The constituent Institutes/Departments shall conduct sensitisation seminars/awareness programmes every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researchers and staff members.

c) The constituent Institutes/Departments shall:

   i) Include the cardinal principles of academic integrity in the curricula of undergraduate/postgraduate/master's degree, etc. as a compulsory course work/module.

   ii) Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.

   iii) Include elements of responsible conduct of research and publication ethics in Orientation and Refresher courses organised for faculty and staff members.

   iv) Train students, faculty, researchers and staff members for using plagiarism detection tools and reference management tools.

   v) Encourage students, faculty, researchers and staff members to register on international researcher's registry systems.

6. Curbing Plagiarism

a. The constituent Institutes/Departments shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.

b. The mechanism as defined at (a) above shall be made accessible to all engaged in research work including students, faculty, researchers, staff members, etc.

c. Every student submitting a thesis, dissertation, or any other such documents shall submit an undertaking indicating that the document has been prepared by him/her and that the document is his/her original work and free of any plagiarism.

d. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by Nirma University.

e. Each research supervisor/guide shall submit a certificate indicating that the work done by the researcher under him/her is plagiarism free.

7. Similarity Checks for Exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

i) All quoted work reproduced with all necessary permission and/or attribution.

ii) All references, bibliography, table of content, preface and acknowledgements.

iii) All generic terms, laws, standard symbols and standards equations.

Note

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

8. Levels of Plagiarism

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

i) Level 0: Similarities upto 10% - Minor similarities, no penalty

ii) Level 1: Similarities between 10% to 40%

iii) Level 2: Similarities between 40% to 60%

iv) Level 3: Similarities above 60%

9. Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he/she shall report it to the Institutional

Academic Integrity Panel (IAIP). Upon receipt of such a complaint or allegation the IAIP shall investigate the matter and submit its recommendations to the University Academic Integrity Panel (UAIP) of the university.

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

10. Institutional Academic Integrity Panel (IAIP)

i) All Institutes of the university shall notify the IAIP whose composition shall be as given below:

   a. Chairperson - Head of the Institute.
   b. Member - Senior academician from outside the Institute, to be nominated by the Director General.
   c. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the Institute.

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

ii) The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.

iii) The IAIP shall have the power to assess the level of plagiarism and recommend penalties accordingly.

iv) The IAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the UAIP within a period of 45 days from the date of receipt of complaint/initiation of the proceedings.

11. University Academic Integrity Panel (UAIP)

i) The university shall notify the UAIP whose composition shall be as given below:

   a. Chairperson – Dean, FDSR.
   b. Member - Senior Academician other than Chairperson, to be nominated by the Director General.
   c. Member - One member nominated by the Director General from outside the university.
   d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Director General.

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

ii) The UAIP shall consider the recommendations of IAIP.

iii) The UAIP shall also investigate cases of plagiarism as per the provisions mentioned in this Policy.

iv) The UAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff member.

v) The UAIP shall have the power to review the recommendations of IAIP including penalties with due justification.

vi) The UAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Director General within a period of 45 days from the date of receipt of recommendation of IAIP/complaint/initiation of the proceedings.

vii) The UAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

12. Penalties

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

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

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

i) Level 0: Similarities up to 10% - Minor Similarities, no penalty.

ii) Level 1: Similarities between 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

iii) Level 2: Similarities between 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.

iv) Level 3: Similarities above 60% - Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism

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

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

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

12.2 Penalties in Case of Plagiarism in Academic and Research Publications

i) Level 0: Similarities up to 10% - Minor similarities, no penalty.

ii) Level 1: Similarities between 10% to 40% - Shall be asked to withdraw manuscript.

iii) Level 2: Similarities between 40% to 60%

- Shall be asked to withdraw manuscript.
- Shall be denied a right to one annual increment.
- Shall not be allowed to be a supervisor to any new Master's, MPhil, PhD student/scholar for a period of two years.

iv) Level 3: Similarities above 60%

- Shall be asked to withdraw manuscript.
- Shall be denied a right to two successive annual increments.
- Shall not be allowed to be a supervisor to any new Master's, MPhil, PhD student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism

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

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

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

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

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

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

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

2.3 Academic Dishonesty at Examinations / Tests / Assignments and Punishment In Case of Using Unfair Means

(1) Before, during or after the sessional or term/semester-end examination/Continuous Evaluations, if it is found that a candidate is or has been guilty of:

(i) Misconduct-including misbehavior, committing acts of indiscipline, disobeying instructions of Examination officials, committing breach of any of the rules laid down for the proper conduct of the Examinations, etc.

OR

(ii) Copying or having attempted to copy or using or attempting to use other unfair means at the examination.

(2) In case of misconduct, the student concerned will be forthwith expelled with the approval of the Senior Supervisor or an Officer in Charge of the conduct of Examination or by Head of the Institution concerned from the Examination Hall and the matter describing the incident will be reported to the Deputy Registrar (Examination).

(3) In cases involving malpractice, the Senior Supervisor or an Officer in Charge of the conduct of examination shall seize the answer books and all incriminating material/evidence from the candidate, and then obtain a written statement, duly signed by the candidate. Senior Supervisor or Officer in Charge will then issue a new answer book and allow the student to continue to write his answers for the remaining period of that examination. The matter shall also be reported to the Deputy Registrar (Examination) with all relevant documents on the same day.

(4) The candidate reported will then be allowed to appear in subsequent examinations of that session. However, in case the same candidate is again found guilty of indulging in misconduct or malpractice during any of the subsequent examinations of that session, he will be expelled from all remaining examinations of that session after taking appropriate action for the second act of misconduct/malpractice.

(5) The cases of impersonification, violence or intimidation involving outsiders shall immediately be reported to the Senior Supervisor or the Officer in Charge and action as per the concerned law including filing a police complaint will be taken.

(6) Examiners, who would detect or suspect cases of copying or use of unfair means in examination, shall immediately report such cases to the Deputy Registrar (Examination).

(7) The Deputy Registrar (Examination) shall make a full report about each case to the Examination Reforms Committee.

(8) The Examination Reforms Committee to be appointed by the Director General, Nirma University will determine its own procedure of enquiry in each case and after necessary investigation/inquiry will submit the detailed report to the Head of the Institutions, along with recommended punishments and the concerned Head of the Institutions will issue the necessary orders of punishment. The Order of punishment, which amounts to debarring the students for the period of more than one academic year will be issued with the approval of the Director General, Nirma University.

(9) The punishment in each case would depend on the circumstances of that case. The Examination Reforms Committee may evolve certain general guidelines for specifying punishments for different types of unfair means/malpractices. As far as possible, the Examination Reforms Committee should follow these guidelines. However, in peculiar cases, which cannot be covered under the guidelines it can be dealt with judiciously but firmly to preserve the integrity of the system of Examinations.

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

Nature of Unfair Practices and Punitive Measures

S. No.	Nature of Unfair Practices in Examination	Nature of Punitive measures	
		CE/PW	SEE/TEE
1	If a student, (i) disobeys the instructions of the block supervisor/officer of the institute/university in examination. (ii) writes any matter/content on the question paper in minor form. (iii) attempts communication with another student. (iv) changes the allocated seat without permission. (v) found with irrelevant written or printed material during examination.	Written Warning	Cancellation of the result of SEE/TEE of the concerned course
2	If a student, (i) is found with relevant written/printed material in any form of minor nature during examination. (ii) is found with relevant written/printed material in any form from his/her answer-book in minor nature during assessment. (iii) is found with relevant matter/content in minor form on his/her body/inside the clothes or under his/her implements like Calculator-Compass etc. or in his/her immediate vicinity. (iv) has copied from the answer-book of another student in minor form without his/her knowledge during examination (Award the punitive measure/s to the student who had copied the answer).	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

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

4	If a student, (i) is found to have torn the answer book or part thereof, of his own, or of another student. (ii) attempts to throw/thrown or carry/carried away the answer book or part thereof outside the examination hall during examination. (iii) is found in possession of unauthorised answer books or part thereof either blank or written upon during examination. (iv) is found to have made any kind of changes in answer book of other student. (v) tries to destroy evidence of unfair practices by throwing it away, chewing it, or by any other means. (vi) is found by examiner with different hand writing in the answer book or there is/are missing/additional page/s found from the answer book. (vii) is found to made any changes in the assessed answer book during showing the answer book. (viii) snatches or takes away the answer book or part thereof of other student without his/her knowledge during examination. (Award the punitive measures to the student who had snatched the answer book). (ix) has copied/reproduced part thereof in report writing or any other such submission i.e. term assignments or term paper etc in CE/LPW Examination. (x) exchanges/borrows/takes any article/documents with relevant extensive content of a course or exchanges answer book(s) with the other student (Award the punitive measure/s to the guilty student/s).	Cancellation of the result of CE / LPW/PW Examination of the concerned course	Cancellation of the result of all examinations of (CE, LPW/PW) *two courses [for all the programmes except MBA (FT and FB&E)] ---------- Cancellation of the result of all examinations (CE, LPW/PW, SEE/TEE) of concerned course + Cancellation of the result of SEE/TEE of one more course* [for MBA (FT and FB&E)]

5	If a student is found for a second time, (i) indulging in unfair practices in any Examination (CE/LPW/TEE) under 1 and penalised previously under 1	(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	(i) Cancellation of the result of SEE/TEE of the concerned course
	(ii) indulging in unfair practices in any Examination (CE/LPW/SEE/TEE) under the Guideline no 2/3/4 and penalised previously under 1	(ii) Punitive measure will be awarded to the student concerned as per Guideline no 2/3/4 respectively under which the student is reported for unfair practices in examination.	(ii) Punitive measure will be awarded to the student concerned as per Guideline no 2/3/4 respectively under which the student is reported for unfair practices in examination.
	(iii) indulging in unfair practices in any Examination (CE/LPW/TEE) under the Guideline no 1 and penalised previously under the Guideline no 2/3/4.	(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	(iii) Cancellation of the result of SEE/TEE Examinations of concerned course.
	(iv) indulging in unfair practices in any Examination (CE/LPW/TEE) under the Guideline no 2/3/4 and penalised previously under 2/3/4	(iv) Cancellation of the results of CE/LPW/PW of two* courses [for all the programmes except MBA (FT and FB & E)]. ----------	(iv) Cancellation of the result of all examinations (CE, LPW/PW, SEE/TEE) of all the courses of concerned Semester/Trimester.

		Cancellation of the result of CE/PW of concerned course + Deduction of l0% marks of maximum obtainable marks from the obtained marks by the student concerned in CE/PW of other one course*[for MBA (FT and FB & E)]	
6	(i) If the student is found for undue advantage of writer facility.	Cancellation of the result of all examinations (CE, LPW/PW, SEE/TEE) of all the courses of concerned Semester.	
	(ii) lf 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.	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.	
7	(i) If the student is caught in unfair practices in examination and threatens: - the authorised person for conduct of examination/member/s of the Examination Reforms Committee/ examiner concerned for seeking his favour. - the Jr Supervisor or Sr Supervisor for not reporting the case or the examiner for seeking his favours either by bribing, hiding currency notes in the answer-books or	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.	

	threatens any of the authorised officers for conduct of examination. (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: - Obstructing the process of examination in any way or instigating other students or - Assaulting the Block Supervisor/any other person appointed to conduct the examination or threatening the staff or - Carrying and/or using tools/weapons for intimidation/ causing injuries or - Any other act/acts similar in nature to those mentioned under this category.	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.
8	During or after the examination, if any student is found to have indulged in any other form of unfair practices, misconduct, misbehavior, committing act of indiscipline, committing breach of any of the rules laid down for the proper conduct of examinations etc. which are not covered in categories 1 to 7 in the above Guidelines having bearing on the examination or result of the student and/or of any other student.	The Examination Reforms Committee shall recommend the punitive measure depending upon the nature and gravity of the unfair practices.

* Whenever punitive measure is awarded to the concerned student for two courses, then the one course is the concerned course in which student is caught for using unfair practices in examination and the other course will be decided by the student concerned at his/her option from the courses (IR/RPR of any semester) in which the student appeared and passed the Examination. When other course is not available at all then the Committee shall recommend appropriate punitive measure depending upon the nature and gravity of the unfair practices.

2.4 Mechanism for Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students

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

Sr No	Category	Designation
1.	Senior Professor-level woman faculty member	Chairperson
2.	Two faculty members	Member
3.	Two non-teaching employees	Member
4.	One member from amongst the NGO or associations	External member
5.	Three Students from UG, PG and Research Scholar-level (Only if the matter involves students)	Member

The name/s of the committee members is notified from time to time, and details of the committee members are available on the website.

Objectives

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

Important definition

(I) **Act** means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);

(II) **Regulation** means University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015;

(III) Sexual harassment means-

(i) An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely:

(a) any unwelcome physical, verbal or non-verbal conduct of sexual nature

(b) demand or request for sexual favours

(c) making sexually coloured remarks

(d) physical contact and advances; or

(e) showing pornography

(ii) Any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones:

(a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;

(b) implied or explicit threat of detrimental treatment in the conduct of work;

(c) implied or explicit threat about the present or future status of the person concerned;

(d) creating an intimidating offensive or hostile learning environment;

(e) humiliating treatment likely to affect the health, safety, dignity or physical integrity of the person concerned;

(IV) **Aggrieved woman** means in relation to work place, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;

(V) **Campus** means the location or the land on which Nirma University and its constituted institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, etc. are situated and also include extended campus and covers within its scope places visited as a student of the institute including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short-term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the concerned institute;

(VI) **Employee** means a person employed by the Nirma University or its institutes (regular/term/contract basis);

(VII) **Student** means a person duly admitted and pursuing a programme of study including short-term training programmes in the university;

Provided that a student who is in the process of taking admission in any of the institutes under the university, although not yet admitted, shall be treated, for the purposes of these regulations, as a student;

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

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

Responsibilities of Internal Complaints Committee (ICC)

(a) to provide assistance if an employee or a student chooses to file a complaint with the police;

(b) to provide mechanism of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimise the need for purely punitive approaches that lead to further resentment, alienation or violence;

(c) to protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;

(d) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and

(e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

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

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

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

Process of conducting Inquiry

a) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt,

b) Upon receipt of the copy of the complaint, the respondent shall file his/her reply to the complaint along with the list of documents, names and addresses of witnesses within a period of ten days,

c) The inquiry has to be completed within a period of ninety days from the date of receipt of the complaint. The inquiry report with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Director General. A copy of the findings or recommendations shall also be served on both parties to the complaint,

d) The Director General shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party,

e) An appeal against the findings or/recommendations of the ICC may be filed by either party before the Director General within a period of thirty days from the date of the recommendations,

f) If the Director General decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to the ICC and both the parties to the proceedings. If on the other hand, it is decided to act as per the recommendations of the ICC, then a show cause notice answerable within ten days shall be served on the party against whom action is decided to be taken. The Director General shall proceed only after considering the reply or hearing the aggrieved person,

g) The aggrieved party may seek conciliation in order to settle the matter. No monetary

settlement should be made as a basis of conciliation. The institute concerned shall facilitate a conciliation process through ICC, as the case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention,

h) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

Interim redressal

The concerned institute may -

a) transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the ICC,

b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months,

c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant,

d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus,

e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

Punishment and compensation

1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the university if the offender is an employee,

2) Where the respondent is a student, depending upon the severity of the offence, the following punishment can be imposed:

    a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;

    b) suspend or restrict entry into the campus for a specific period;

    c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;

    d) award reformative punishments like mandatory counselling and/or performance of community services.

3) The aggrieved person is entitled to the payment of compensation. The competent authority shall issue direction for payment of the compensation recommended by the ICC and accepted by the Director General, which shall be recovered from the offender. The compensation payable shall be determined on the basis of:

a) mental trauma, pain, suffering and distress caused to the aggrieved person;

b) the loss of career opportunity due to the incident of sexual harassment;

c) the medical expenses incurred by the victim for physical, psychiatric treatment;

d) the income and status of the alleged perpetrator and victim; and

e) the feasibility of such payment in lump sum or in installments.

Action against frivolous complaint

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

2.5 Mechanism for Prevention/Prohibition of Ragging

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

What constitutes Ragging

As per the provision of section-3 of (UGC Regulations on Curbing the menace of Ragging in Higher Educational Institutions, 2009) Ragging constitutes one or more of any of the following acts:

(a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

(b) Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

(c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

(d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

(e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;

(f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

(g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

(h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

(i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student;

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

Anti-Ragging Mechanism at the University

The University has a well-defined anti-ragging mechanism operating at both the University and Institute levels. At the University level, a **Monitoring Cell,** headed by the Director General, oversees the implementation of anti-ragging measures. At the Institute level, each Institute has an **Anti-Ragging Committee** headed by the Director of the Institute. In addition, every Institute has an **Anti-Ragging Squad** and an **Anti-Ragging Monitoring Cell** to ensure effective prevention and prompt redressal of any incident/s of ragging. To promote inclusivity and ensure broader representation, the composition of the Anti-Ragging Committees has recently been strengthened by including **members belonging to reserved categories,** in accordance with the principles of equity and representation.

At the beginning of each academic year, the University Monitoring Cell convenes to review and finalize anti-ragging guidelines in alignment with the directives issued by the **University**

Grants Commission (UGC). Based on these guidelines, each Institute formulates and implements appropriate anti-ragging measures and awareness initiatives at the Institute level.

Anti-Ragging Measures

All the students admitted to the university have to observe and abide by the rules prescribed by the university and the respective institute. Each student and his parent are required to submit an online undertaking every academic year. To enhance familiarity and acclimatise the freshers to the academic and social environment of the campus, each institute organises an orientation programme in the first week of the new academic calendar. Different communication mechanisms are used to disseminate the information about the anti-ragging measures being followed at the university.

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

University Level Committee

Monitoring Cell

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

Institution Level Committees

There are three committees constituted at the institutional level and all the institutions under the university have constituted: Anti-Ragging Committee (Institute Level Statutory Committee), Anti-Ragging Squad, and Anti-Ragging Monitoring Cell.

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

This is an Institute Level Statutory Committee with Director of the institute as Chairperson, two Senior Faculty Members, Chief Warden (Hostels), representatives of civil and police administration, local media, Non-Government Organisations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students, and non-teaching staff as members.

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

2. Anti-Ragging Squad

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

3. Anti-Ragging Monitoring Cell

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

Administrative action in the event of ragging

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

i. Suspension from attending classes and academic privileges.

ii. Withholding/withdrawing scholarship/fellowship and other benefits.

iii. Debarring from appearing in any test/examination or other evaluation process.

iv. Withholding results.

v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

vi. Suspension/expulsion from the hostel.

vii. Cancellation of admission.

viii. Rustication from the institution for period ranging from one to four semesters.

ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

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

2.6 Mechanism for Prevention/Prohibition of Drug Menace

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

These measures include:

(1) Formation of Anti-Drug Squad at the University/Institute level as is done in case of Ragging.

(2) Formation of Anti-Drug Squads of the students' volunteers at hostels and the institute/s.

(3) Carrying out regular as well as surprise visits in hostels and other places.

(4) Organising various awareness programmes to educate the students about the ill-effects of the use of drugs as well as the penalties for violation of the laws.

(5) Displaying of Anti-Drugs posters at prominent places for awareness of the students.

(6) Organising a session in Induction Programme against the use and possession of drugs/alcohol.

(7) Obtaining undertaking from the students against the use and possession of drugs/alcohol.

2.7 Mechanism for Redressal of Students' Grievances

The university in pursuance to the regulations published by UGC "University Grants Commission (Redressal of Grievances of Students) Regulations, 2023" has constituted the Student Grievance Redressal Committee (SGRC) at Nirma University, as under:

Sr No	Category	Designation
1.	Professor	Chairperson
2.	Four professors/senior faculty members	Member
3.	One representative from amongst the students	Special invitee

The name/s of the committee members is notified from time to time, and details of the committee members are available on the website.

In accordance with the UGC notification, the Mechanism for Redressal of Grievances by the SGRC shall be as under:

i. The aggrieved student may submit an application seeking redressal of grievance on the online portal on university website.

ii. On receipt of online complaint, the institute shall refer it to the SGRC along with its comments within 15 days of the receipt of the complaint.

iii. The SGRC, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institute and the aggrieved student.

iv. An aggrieved student may appear either in person or authorise a representative to present the case.

v. The SGRC shall submit its report with recommendations, if any, to the Director General with a copy to the aggrieved student within a period of 15 working days from the date of receipt of the grievance.

vi. In considering the grievance put before the SGRC, it shall follow principles of natural justice.

vii. Any student aggrieved by the decision of the SGRC may prefer an appeal to the ombudsperson within a period of 15 days from the date of receipt of such decision.

Appointment of 'Ombudsperson' for redressal of grievances of students of Nirma University

Dr Purnikkumar Dahyaji Solanki, Professor (Retd.) has been appointed as the Ombudsperson for redressal of grievances of students of Nirma University.

Functions of the Ombudsperson:

(i) The Ombudsperson shall hear appeal from a student aggrieved by the decision of the Student Grievance Redressal Committee (SGRC)

(ii) The issues of malpractices in the conduct of examination or in the process of evaluation may be referred to the Ombudsperson only after the outcome of the decision of the Exams Reform Committee. No appeal or application for revaluation or re-totalling of answer sheets shall be entertained by the Ombudsperson unless specific irregularity materially affecting the outcome or specific instance of discrimination is indicated

(iii) The Ombudsperson may avail assistance of any person as amicus curiae for hearing complaints of alleged discrimination

(iv) The Ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved student

Procedure for Redressal of Grievances by Ombudspersons and Student Grievance Redressal Committee:

(i) The university has an online grievances submission portal, where any aggrieved student may submit an application on the online portal seeking redressal of grievance

(ii) On receipt of an online complaint, the Head of the Institute concerned shall refer the complaint to the SGRC along with its comments within 15 days of receipt of complaint on the online portal

(iii) The SGRC shall fix a date for hearing the complaint which shall be communicated to the HoI and the aggrieved student

(iv) An aggrieved student may appear either in person or authorise a representative to present the case

(v) The student aggrieved by the decision of the SGRC may prefer an appeal to the Ombudsperson within a period of fifteen days from the date of receipt of decision

(vi) The Ombudsperson shall after giving reasonable opportunities of being heard to the student or his/her authorised representative on the conclusion of proceedings, pass an order with reasons thereof deemed fit to redress the grievance to the aggrieved student

(vii) The Institute as well as the aggrieved student shall be provided with copies of the order under the signature of the Ombudsperson and the institute shall comply with the recommendations of the Ombudsperson. The Ombudsperson may recommend appropriate action against the complainant, where a complaint is found to be false or frivolous.

2.8 Rules for Information Technology Usage

The Rules for Information Technology Usage aims to maintain, secure, and ensure the legal and appropriate use of Information Technology infrastructure established by the university. The rules aim to protect the confidentiality, integrity, and security of the university's information assets accessed, created, managed, and controlled. Students of Nirma University availing computing, networking, and IT facilities are expected to abide by the following rules, which are intended to preserve the system's utility and flexibility and protect students' privacy and work.

The following rules are intended to help students make the best use of IT resources:

I. Do's

1. Check that any information you access online is accurate, complete, and current.
2. Respect the legal protections of data and software (copyrights and licenses).
3. Inform the Computer Lab Staff immediately of any unusual occurrence.
4. Contact the Department Computer Lab Staff in case of any internet-related problems.
5. Contact the Department Computer Lab Staff if you find any ambiguity in understanding the rules.
6. Register the Mac address (Laptop/Mobile Device) at the time of registration for accessing Nirma University networks.
7. Use the internet only for work/professional-related matters.
8. Clean the browser history and cache periodically to prevent a speed bottleneck.
9. Remove any junk files (accidentally installed) immediately to prevent a speed bottleneck.
10. Use your rational judgment in the positive interest of the university when accessing/downloading web content.
11. Log out from your Email from the shared desktop at the time of leaving. It will protect your email privacy and avoid misuse by others.
12. If you receive any suspicious emails, links, messages, etc., you have to report to the concerned authority immediately.

II. Don'ts

1. Do not download files/images/videos/songs that are large in size and unrelated to academic purposes.
2. Do not download unlicensed software from the Internet and install it on the organisation's computer equipment/device.
3. Do not use the university's computers to make unauthorised entry into any other computer or network.

4. Do not disrupt or interfere with other computers or network users, services, or equipment. Intentional disruption of the operation of computer systems and networks is not admissible. Do not reset or power off any machine.
5. Do not represent yourself as another person. Do not share your password. Do not lock the screen unless you are sure to come back in 5 minutes. You should log out if you are leaving the screen for a longer period.
6. Do not use Internet access to transmit confidential, political, obscene, threatening, or harassing materials or contents protected with intellectual rights.
7. Do not attach and transmit files (or programmes) through email that contain illegal/unauthorised materials.
8. Do not use others' Email IDs for any communications.
9. Before creating any account on social media with the name Nirma University/NU acronym students are required to take written approval from the department head/institute head.

Social Media

10. Do not use social media platforms to harass, intimidate, or bully other students, faculty, or staff members within the university community.
11. Do not share or post content that is offensive, discriminatory, sexually explicit, or otherwise inappropriate for the university environment.
12. Do not share false or misleading information on social media platforms, contributing to confusion, panic, or harm within the university community.
13. Do not use social media platforms during class, lectures, or study sessions, which can disrupt the learning environment and impede academic performance.
14. Do not create fake/unauthorised Nirma accounts or impersonate others on social media platforms to deceive or manipulate individuals within the university community.

Nirma University encourages using social media to enhance its education and research through collaboration, communication, and promotion of research and programmes. The students are also encouraged to share the official posting of Nirma University or its institutions on social media. However, you must ensure that your authorised use of social media does not harm or otherwise deteriorate the university's reputation.

Prevention of Cyber Bullying

15. Students are expected not to use social media platforms like Facebook, Instagram, WhatsApp, etc. for sharing pictures and videos of the students/faculty members of the university without their permission.

16. Giving wrong/vulgar comments on social media to any stakeholder of the university is not acceptable. Such activity is considered as 'Cyber Bullying' and is a punishable offence under the 'Information Technology Act' of India (www.cybercrime.gov.in). Students are advised to keep themselves away from such social media pages and should NOT follow or become member of such social media groups.

    If a student is found involved in cyber bullying, strict disciplinary action/s including rusticating/debarment from the institute and university will be taken.

III. Privacy and Security Policies

1. Do not intrude on the privacy of anyone. In particular, do not try to access computers (hacking), accounts, files, or information belonging to others without their knowledge and explicit consent.
2. Do not take any steps that endanger the security of the Nirma University network. Specifically, do not attempt to bypass firewalls and access rules in place. This includes not setting up servers of any kind (examples: web, mail, proxy, VPN) that are visible to the world outside the Nirma University campus.
3. Do not attempt to deceive others about your identity in electronic communications or network traffic. Do not use Nirma University IT resources to threaten, intimidate, or harass others.
4. Maintain provided computers on this network with current virus detection software and current updates of the operating system and attempt to keep the computer free from viruses, worms, Trojan horses, and other such applications/malware.
5. Do not share any illegal file through Internet/email.
6. Use the provided email ID for official communication, not for personal use.
7. Maintain Mailbox space of 5 GB. In case of failure, the Email ID will be blocked after the awarding of the degree.

IV. Disciplinary Action

In the event of a violation of the above-mentioned rules, the penalty as per the provision of **"Nirma University Code of Conduct, Procedure to inquire and decide with misconduct/indiscipline by students Rules 2020"** be imposed.

It is imperative that all individuals adhere to the rules outlined to maintain a conducive and disciplined environment.

Please note the following:

- All activity on the Internet is monitored and logged.
- All material viewed should be scanned for viruses.
- All content viewed should be scanned for offensive material.

2.9 Students Welfare Board

Nirma University places strong emphasis on the holistic development of students. In alignment with this vision, the Students Welfare Board (SWB) at the University level and the Students Activities Committees at the Institute level have been constituted in accordance with the University Constitution. These bodies are dedicated to fostering student engagement in diverse co-curricular activities, including Sports, Cultural, NSS/Extension, NCC, and Adventure programmes.

The SWB in coordination with the institute committees provides a platform for students to explore and exhibit their talent, contribute to vibrant campus life, and participate in inter-institutional, inter-university, zonal, national, and international events alongside their academic pursuits.

Functions

i. To prescribe and provide norms and guidelines for conducting different students activities in the institutions and at the university level.

ii. Encourage students activities in different areas and provide facilities for the same.

iii. Make recommendations to the Finance Committee and the Board of Governors for creating infrastructure for such activities on the campus.

iv. To approve the calendar of activities received from the institution committees.

v. To approve the budget estimates received from the institution committees.

Key Areas of Activity

The SWB actively promotes holistic student development through a diverse range of programmes in Cultural, Sports, NSS/Extension, NCC, and Adventure domains.

Cultural events include NUZEAL - the annual cultural fest, Raas Garba, One Act Play, Patriotic Song Competition, Debate Competition, Photography & Short Film Competitions, and celebration of national and international days such as Independence Day, Republic Day, Constitution Day, International Yoga Day, World Environment Day and National Science Day.

Sports & Games are integral to student life, with inter-institute tournaments in Cricket, Volleyball, Basketball, Football, Kho-Kho, Kabaddi, Tug of War, Table Tennis, Badminton, Lawn Tennis, Carrom, and Chess. The flagship Nirma Cup, an inter-university championship, promotes healthy competition and sportsmanship.

National Service Scheme (NSS)

The National Service Scheme (NSS), a Government of India initiative under the Ministry of Youth Affairs and Sports, fosters student personality development through community service. At Nirma University, the NSS unit is highly active, with 800 volunteers from all constituent institutes of Nirma University participating in impactful outreach initiatives.

Students engage in year-round activities such as blood donation drive, cleanliness drives, plantation, various awareness rallies, street plays, health & dental checkup camps, fit India freedom run, various awareness drive, road safety programme, and women safety & empowerment programme. Annual seven-days special residential camps are held in adopted villages such as Chekhalarani, Giramatha, Ambaliyara, Devpur, Hirpura, Rampura, Vautha, Naj and Paliyad strengthening the campus-community bond.

National Cadet Corps (NCC) - Nirma University

National Cadet Corps (NCC) is the world's largest voluntary youth organisation with more than 18 lakh boys and girls from different schools, colleges, and universities across India. It is a tri-services organisation, comprising the Army, the Navy, and the Air Force, engaged in grooming the youth of the country through the motto of 'Unity and Discipline.' The NCC aims at developing character, comradeship, discipline, a secular outlook, the spirit of adventure, and ideals of selfless service amongst young citizens.

Nirma University offers opportunities to its students to join the NCC activity. The total authorised strength is 55 boys and 50 girls for the total duration of three years. NCC cadets may earn a 'B' certificate and 'C' certificate after successful completion of NCC training for two years and three years, respectively. NCC Boys unit is affiliated to 9-Guj NCC Battalion, and NCC Girls unit is affiliated to 1-Guj (Girls) NCC Battalion, Ahmedabad Group.

For any queries related to NCC, contact Lt. Chanakya Bhatt, Associated NCC Officer (Boys) and Lt. Sima Kapadiya, Associated NCC Officer (Girls) at chanakya.bhatt@nirmauni.ac.in and sima.ahire@nirmauni.ac.in, respectively.

How to Join NSS or NCC

At the beginning of each academic year, an orientation programme is organised by every Institute for first-year students. During this session, designated coordinators provide an overview of the National Service Scheme (NSS) and the National Cadet Corps (NCC) to help students understand their objectives, activities, and benefits.

- NSS Enrollment: Students who are interested in community service and nation-building through voluntary activities can opt for NSS. Enrollment is based purely on the student's interest and is done on a first-come, first-served basis.
- NCC Enrollment: Students wishing to join NCC must undergo a selection process, which includes a written test, a basic physical fitness test, and an interaction with ANO and PI staff of the NCC.

Note: A student can opt for either NSS or NCC.

2.10 Welfare Scheme for Students

2.10.1 Financial Assistance

The university provides various schemes for financial assistance to the undergraduate, postgraduate, doctoral, and postdoctoral students in form of scholarships. The other assistance provided to students includes Earn While You Learn scheme, Needy Students' Scholarship, Reimbursement of Interest on Educational Loans, Book Bank facility, and Fellowship. The financial assistance scheme varies from programme to programme. Further details about various scholarships and schemes of financial assistance are available on the respective institute's website.

Merit/Merit-cum means Scholarships

Every year the university extends financial support up to 100% of the tuition fee to meritorious students in the form of scholarships based on merit, and merit-cum-means.

All the students in MTech and MPharm programmes are given scholarships. Those students who have qualified GATE/GPAT are given a higher scholarship.

Earn While You Learn

The university has introduced the 'Earn While You Learn Scheme' to give the students hands-on experience, develop them for future jobs, and encourage them to involve in activities beyond the syllabus. The applications for the scheme are invited at the start of the academic year. The incumbent student can work in different areas, including library (arrangement and display of books, issue, and return of books, etc.), laboratory (equipment handling, maintenance, conduct of practical – only for postgraduate students), office administration especially Student Section (data handling, data preparation, filing work, drafting work), or as a teaching assistant (postgraduate students only). Students are required to maintain a good academic and conduct record for the continuation of the scheme. In a week, a maximum of ten hours of work is assigned to the student, and payment is calculated on an hourly basis.

Needy Students' Scholarship

The Needy Students' Scholarship is a special scheme to provide scholarships and support to those students who experience certain untoward happenings in their lives or families during the study period, and are not availing any other scholarship. The student can approach the university through the Director of the respective Institute, and after due process, the said student can be given a scholarship.

Reimbursement of Interest on Educational Loans

The university has a provision for reimbursement of interest on educational loans taken by a student from a nationalised or scheduled bank on merit-cum-means basis. For this scheme,

the upper-income ceiling of the family, from all sources, should not exceed Rs 3 lakh per annum for a 100% interest-free loan scheme and should not exceed Rs 5 lakh per annum for a 50% waiver. The student must have secured at least 70% marks in the Higher Secondary Examination. The scholarship is limited to a maximum of 5% of students of the total sanctioned intake in each programme/branch. Students can contact the Director of the respective institute to learn more about this scheme.

Book Bank Facility

The university has a provision for Book Bank Facility to help the needy meritorious students. The Library Resource Centre provides book bank facility to the students of various institutes. The book bank facility is given to the 10% of students of the total strength of each class based on the income of their parents and the upper ceiling of the same is Rs 6 lakh per annum. This facility is currently available for the undergraduate students of the Institute of Technology, Institute of Pharmacy, and Institute of Law.

2.10.2 Scheme to Promote Research and Innovation

Objectives

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

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

Structure to Promote Research and Innovation amongst the Students

At present, the students enrolled under the university can be divided into three categories: (i) the PhD scholars. (ii) the PG students, and (iii) the UG students. Students at all the three levels are encouraged for the activities of research and innovation.

At PhD level, the scholars are carrying out their research work on focused areas under designated Research Supervisors/Guides with the overall supervision of the Dean – Faculty of

Doctoral Studies and Research. The research activities at this level need to be scaled up with more emphasis on quality research outcomes in form of publications, prototypes, patents, etc.

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

It is felt that more intensive efforts are required to encourage the UG students to participate in the research activities. The students need to be motivated to participate in Idea Lab activities, project based/experiential learning, internship with premier institutes/research organisations/industries, preparation for career in research, organising events of research, etc.

Ways to Promote Research and Innovation amongst the Students

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

i) Through Curriculum, Courses

ii) Project Based Learning/Experiential Learning Approach

iii) Structured Internship, Industrial Training, Field Trips, etc.

iv) Research Training Programmes, Research Methodology, Paper Writing workshops

v) Provision of Scholarship/Stipend for PG, PhD and Post-Doctoral Fellow

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

i) Creating a Blog of Ideas

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

ii) Through Idea Lab Projects

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

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

iii) Providing Platform to Showcase Research Outcomes/Research Skills

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

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

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

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

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

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

vi) Through Student Associations

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

vii) Leveraging the Alumni Support for Promotion of Student Research

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

viii) Encouraging the Students' Innovation

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

Ways to Promote Research and Innovation amongst the Students

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

[A] Academic Support and Leave Consideration

i) The students participating in important state/national/international events (research related events) will be given flexibility in submission of Term Assignments, Laboratory Work, etc. Such students may be considered for re-tests under different Continuous Evaluation (CE) components.

ii) Maximum 10 days leave (in a semester) for the competition preparation.

iii) Leave for the actual number of days plus days for travelling for participating in the competition.

iv) If the leave requirement is more than 10 days for the preparation, the matter will be considered as a special case. Based on the recommendations by the Faculty Mentor, concerned Head/Area Chair and the HoI, the Appeal Committee may condone the leave.

[B] Financial Support

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

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

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

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

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

Awards and Incentives to the Students for Outstanding Research Achievements

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

i) Felicitating such researchers/winners on Annual Day of the Institute with memento.

ii) Highlighting the research achievements of the students on Website, University Newsletter/Research Report, Research Wall at Libraries, etc.

iii) The awards and incentives may be given as proposed below:

Team Events/Competitions

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

Individual Events/Competitions

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

2.10.3 Scheme for Promotion of Talent in Cultural and Co-Curricular Activities/Events

Objective

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

1) Eligibility

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

a) Cultural Activities

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

b) Co-Curricular Activities

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

2) Benefits

This scheme includes the following:

A. Leave Consideration

1. Maximum 10 days prior for preparation of competition.
2. Actual number of days for participating in the competition, including travelling days.

3. If leave requirement is more than 10 days for preparation, the matter will be considered as a special case. This is only for National/International events. Based on the recommendation of the Head, Students' Activities, Nirma University and Head of the Institute of concerned institute, appeal committee will grant the leave.

B. Financial Assistance

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

- Rs. 600/- per day per person, food expense to participate (including breakfast, lunch, high tea and dinner)
- Rs. 600/- per day per person (if accommodation is not provided by the organizer/not suitable)
- Costume/makeup/props/ornaments/t-shirt expense per person per day Rs.2000/-.
- Traveling expense - railway 3 tier ac with reservation charges/ac sleeper bus/(air fare in special case with approval of competent authority)

2. Training and Costume

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

C. Scholarship

Scholarship will be offered as under to the winner(s) of the competition:

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

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

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

D. Awards

Winners will be honoured by awards based on the performance/achievement for the last two years competitions as mentioned below:

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

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

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

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

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

2.10.4 Scheme for Promotion of Sports Activities

Objective

Students of Nirma University having inherent talent in the field of sports will be encouraged by offering financial support and other facilities.

1. Eligibility

- Players to be recognised based on the performance and achievement in the events organized by/under the Ministry of Youth Affairs and Sports, Govt. of India, Indian Olympic Association, National Sports Federation recognized by Govt. of India as well as Association of Indian Universities. The achievement/performance in invitation tournaments will not be considered.

- Sports events/games organised by Ministry of Youth Affairs and Sports, Govt. of India, Indian Olympic Association National Sports Federation recognized by Govt. of India as well as Association of Indian Universities will be considered and only for these sports/games, players will be eligible for this Scheme.

  Moreover, any other events/competition organized by remaining institution organized and the HoI may deem it fit to conduct. Scrutiny committee may consist of HoD - Students Activities, NU, Chief Coordinator - Student Welfare Activities, NU, HoI of participant institute, Student Welfare Convener of another Institute.

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

2. Benefits

This scheme includes followings:

A. Leave Consideration

1. Maximum 10 days prior for preparation of competition.
2. Actual number of days for participating in the competition, including traveling days.
3. If leave requirement is more than 10 days for preparation, the matter will be considered as a special case. This is only for National/International event. Based on the recommendation of the Head, Students' Activities, Nirma University and Head of Institute of concerned institute, appeal committee will condone the leave.

B. Financial Allowances

1. Inter University tournaments

- Rs. 600/- per day per person, food expense to participate (including breakfast, lunch, high tea and dinner)
- Rs. 600/- per day per person (if accommodation is not provided by the organizer/not suitable)
- Uniform expense per person Rs.3500/- (T-Shirt, Short and Tack Suit/games related attire)
- Traveling expense - railway 3 tier ac with reservation charges/ac sleeper bus/ (air fare in special case with approval of competent authority)

2. Financial Assistance for Coaching and sports equipment

Financial Assistance will be provided for coaching and for necessary sports equipment. Looking to the competition/event, financial assistance will be provided based on the recommendation of Students' Activities Committee of concerned Institute and finalized by the Dean, Students' Activities, Nirma University.

3. Evaluation

First instalment of 50% of sanctioned amount will be given to purchase sports equipment and to appoint a coach. The performance will be evaluated after six months and based on the same; remaining 50% amount will be released.

C. Scholarship

Scholarship will be offered as below to the winners in the competition as per eligibility as shown under Para-1.

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

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

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

D. Awards

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

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

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

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

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

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

2.11 Undergraduate Research Policy

1. Preamble

Research and Innovation are the keys for growth of the society and mankind. Looking at the concepts differently, reviewing methods in use and interpreting the existing knowledge helps to go beyond the mundane approaches. Besides, the university aims to promote excellence, nurture talent, enable students to recognise their potential and ensure that they receive the best preparation. The research at the undergraduate level shall help build the research ability of the students for their career progression in the corporate world and/or in their chosen field of higher studies. To drive the research aptitude and to actively engage interested undergraduate students in realistic, relevant and socially-relevant problem solving, this policy document shall act as a guideline.

2. Context

Research at the undergraduate level can become a habit if it is nurtured and groomed at the freshman level. Developing the process of thinking, honing critical thinking skills, enthusing inquisitiveness, supporting the translation of ideas and providing the right mentoring at each stage can transform students at the undergrad level. These students with changed outlook can create research transformation at the university, in research labs and/or during higher studies. The majority of the university students are undergraduates and a few inclined ones if provided with the right environment, can be the teammates of postgraduate and PhD scholars. They can be the motivated ones who can publish research, participate in conferences, patent the translated ideas and increase visibility.

3. Objectives

This undergraduate research policy at the university level is framed with the following objectives:

- To inculcate the spirit of research, student learning in team, and work on ideas.
- To increase research publications through the systematic efforts of undergraduate students independently and in collaboration with senior postgraduate and PhD scholars.
- To support teams consisting of Undergraduate, Postgraduate and PhD students across institutes/disciplines leading to meaningful outcome and a handholding system.
- To plan and execute workshops, events, talk shows, presentations, competitions, formal interactions with researchers etc. to help interested undergraduate students understand the nuances of research, develop attitude and skills for research, to understand the problem and write the correct problem definition/problem statement.
- To identify the right faculty mentor(s) across the university to support interdisciplinary groups and to act as the bridge for networking across disciplines.

- To nurture the ideas through support under the Idea lab/Tinkerers' lab/ student start-up and incubation/funded research projects.
- To develop and monitor an IT-enabled system/forum to post problem statements across disciplines.
- To promote students to compete in the state, national and international events organised by reputed institutions/organisations/forums and Government ministries.

4. Undergraduate Student Research Cell at Each Institute/School

Each discipline has a specific way of observing, identifying and solving problems in the respective domains. At the same time, there may be a possibility to apply the solutions available in the other domains. To groom the students in their field and to meet the experts in the other domains, a bridge is required and that can be established through the institute/school level Undergraduate Student Research Cell.

The structure of the cell will be as follows:

- Chairperson - Head of the Institute/School
- A faculty in-charge of the research cell at the respective institute/school
- A faculty from each department/area to act as the nodal person for the students (department coordinator)
- UG Student representatives from each department (1 from 3rd year per department/area) and/or PG/PhD scholars from each department, wherever applicable.
- Representative of Dean - Research, Nirma University

5. Roles and Responsibilities

i. Head, Research (Faculty in-charge) shall be responsible for coordination among the departments across the school/institute and reporting to the Director of the respective school. He/she shall be meeting the in-charges across the institutes for discussions on problems identified.

ii. Head, Research (Faculty in-charge) shall be responsible for planning and execution of the annual event calendar in consultation with department coordinators. Annual budget planning shall be done by him/her (This budget shall include an idea budget).

iii. The department coordinator shall be responsible for motivating students, providing support for establishing handholding with faculty/mentor/PG - PhD students working in the domain of student's interest.

iv. The department coordinator shall propose the annual activity plan of the department in consultation with the respective HoD/area in-charge.

v. The department coordinator in consultation with HoD/area in-charge shall coordinate for fund sharing among department activities, and support students for conferences.

vi. It is desired that a national-level research activity is planned at each institute/school once a year.

vii. It is desired that three activities are done by each department and in turn at least 8 activities per school/institute. To begin with about 5% to 10% of the student population is covered under Undergraduate Student Research Cell.

6. Proposed Activities under Undergraduate Student Research Cell

The undergraduate students research cell shall function to promote student-level discussions at the peer level, a PG-UG handholding and guidance by a PhD scholar and a faculty mentor. It shall conduct the following activities for interested students:

i. Theme-based workshops e.g., Research methodology, literature survey, research paper writing, problem identification, time management and planning, the art of poster making and presentation etc.

ii. Sessions on research tools like LaTeX, reference management software, statistical analysis and representation, flowchart making/drawing software, grammar tools, presentation tools, etc.

iii. Plan and execute events like interaction with research leaders and scientists, research talks and symposiums, project competitions, seminars etc.

iv. Organising working model demonstrations, technical presentations and poster symposiums.

v. Planning research week for imparting research skills.

vi. To facilitate the understanding of the nitty-gritty of research at the undergraduate level and involve interested candidates in research.

vii. Maintaining IT based portal for students to post a problem and inviting solutions from interested students.

viii. To act as a facilitator for resource management enabling students to utilise them across disciplines/institutes.

ix. Teaching software and hardware tools, case studies, reading and interpreting standards.

x. To facilitate research promotion by way of funding students for reputed conferences, and journal publications.

xi. To establish student journals in relevant domains.

xii. Identifying research-based projects at UG final semester under Major Project.

7. Focus of Undergraduate Major Projects as a Part of Student Research Cell

The university/institute involves students in research through multiple activities including offering UG-level major project/internship. Some of the students, well-groomed for research can bring a lot of ideas usually not thought of. This brings a possibility to make the undergraduate-level major project a great opportunity for students to mould themselves.

The final year UG major project may not be only academic research but a translational one. It is suggested that the students are provided with the research project titles from industries as well as by the faculty and they work on these leading to a meaningful outcome in terms of job/patent or research papers.

Suggestions for the Department Student Research Cell:

i. Invite research problem statement(s) from relevant industries in the domain.

ii. Invite project abstracts from the faculty members' research domain.

iii. Define the required infrastructure and plan the same. Possibly infrastructure of industry and institute together may be helpful and hence a meeting with industry guide is advised.

iv. The targeted outcome and the timeframe may help to devise a strategy to involve students from different years and carry work forward in a stepped manner.

v. Plan for the budget if equipment and components are required from the industry or the institute. If the facility created over the period is likely to help future students, the department may consider the budget in a phased manner over years.

Suggestions for the university/institute /school:

i. Create an ecosystem, e.g. institute research board, research park, Central Instrumentation Centre.

ii. Plan for infrastructure for research i.e. identify research space, extended library hours, and regularly upgraded infrastructure and equipment.

iii. Industry support.

iv. Faculty support, mentoring.

8. Modality and Review

i. Meeting of the department coordinator with the department Student Research Cell students shall happen once a month and the meeting of department coordinators with the faculty in-charge at the school/institute level shall be once in three months.

ii. Meeting of the department coordinator with students shall focus on students' expectations, problems in identifying the right mentor(s), support for tools, and planning of events based on students' inputs and requirements.

iii. Meeting of department coordinators with faculty in-charge at school shall focus on activities to be planned, and their execution, identifying the needs of students across the disciplines, facilitating to manage the inter-disciplinary resources, inter-school and inter-institute challenges.

iv. A review of institute/school level Undergraduate Student Research Cell activities shall be done by the Head of the Institute and representative of Dean - Research, Nirma University once in six months. This may be an agenda item of institute-level research committee meeting/s.

9. Promotion of Undergraduate Research Cell at the Institute Level

Developing a research culture among undergraduate students and promoting it for the societal good is an important task. The young talent has a lot of ideas, and often needs to be backed by a scientific and logical base. This age group if guided correctly, can lead to a good number of publications, patents and incubations. The cell shall put all the efforts, not limited to the following:

- Regular awareness sessions and posters.
- Sharing research problems/topics across disciplines within the institute and across the institutes through website.
- Inviting stalwarts to share their life/success stories, sharing inspirational biographies,
- Promoting the success of UG students through institute's website and social media platforms.
- Involving UG students from Semester II onwards in the activities like idea lab and funded projects.
- Informing students of activities happening around us and over the internet.

10. Budget and Resource Utilisation

The institute/school shall prepare the annual plan of the tentative activities and accordingly the budget requirements for every financial year. The honorarium and logistic expenses for the external and internal experts shall be in line with Nirma University norms as prescribed from time to time. For all major activities, the approval of the respective Director/Director General will be required as per the regular practice/s. The budget specifically marked for the cell can be used for the following, but not limited to:

- Hosting national/state/institute-level research promotion activities.
- Research seminars - webinars, symposiums, talks, hosting leading researchers etc.
- Hosting national/state-level research related conferences.

- Research skill development activities e.g., software tools, model making, poster and project competitions.
- Industry collaboration/visit to research organisations etc.
- Any other item with the permission of respective authorities.

11. Financial Assistance

The reimbursement for conference registration fees, expenses towards student travel, logistics and accommodation, etc., shall be admissible as under:

Sr No	Expenses	Amount to be reimbursed
1.	Up to Rs 5,000/-	Actual amount
2.	Rs 5,001/- and above	Rs 5,000/- plus 50% of the remaining amount up to a maximum of Rs10,000/- including all expenses taken together

The reimbursement shall be made only against submission of original bills/receipts and such supporting documents as may be prescribed by the University from time to time.

2.12 Students Mental Health and Well-Being

1. Preamble

Nirma University is committed to the holistic development of its students and endeavours to treat each student as an individual by recognising their unique potential and supporting them in achieving their academic, professional, and life goals. The university strives to provide an emotionally safe, inclusive, and supportive academic environment that promotes overall student well-being.

This Policy on Students Mental Health and Well-Being reflects the vision and mission of Nirma University and underscores its commitment to fostering psychological resilience and emotional well-being among students. The Policy has been framed in compliance with the directions issued by the Hon'ble Supreme Court of India in Sukdeb Saha v. State of Andhra Pradesh (2025 SCC OnLine SC 7(4)[20]) and pursuant to the notification issued by the University Grants Commission (UGC) dated 27 August 2025, mandating all Higher Educational Institutions (HEIs) to implement comprehensive mental health safeguards for students.

2. Objectives

The objectives of this Policy are to:

- Implement the directions of the Hon'ble Supreme Court in Sukdeb Saha v. State of Andhra Pradesh (2025 SCC OnLine SC 7(4)[20]) for safeguarding students' mental health and well-being.
- Establish a structured institutional framework for early identification and intervention in cases of psychological distress.
- Ensure continuous access to professional mental health care and counselling services for students.
- Promote awareness of mental health and well-being among students, faculty members, staff, and parents through structured programmes and multiple communication platforms.
- Create and sustain a safe, inclusive, and equitable campus environment.
- Strengthen institutional mechanisms to adopt a responsible, proactive, and sensitive approach towards students' mental health and well-being.

3. Constitution of the Institute-Level Mental Health and Wellness Committee (I-MHWC)

Each constituent institute of Nirma University shall constitute a single Institute-Level Mental Health and Wellness Committee (I-MHWC).

3.1 Composition

The I-MHWC shall comprise the following members:

- Head of the Institute – Chairperson
- Assistant Registrar/Office Superintendent – Member Secretary
- University Counsellor – Member
- University Doctor – Member
- Chief Coordinator – Student Welfare Activities – Member
- One Faculty Member trained in Counselling/Student Welfare – Member
- Mentorship Coordinator of the Institute – Member
- Two Student Representatives (UG and PG), preferably one male and one female – Members
- External Expert (Mental Health Professional/Psychologist) – Special Invitee

4. Roles and Responsibilities of I-MHWC

4.1 Policy Implementation

The Committee shall be responsible for ensuring, coordinating, and monitoring the following activities:

1. Effective and strict implementation of the present Policy.
2. Strengthening counselling and support services for students' mental health and well-being.
3. Conducting activities aligned with the objectives of this Policy and the national initiatives such as UMMEED, MANODARPAN, and the National Suicide Prevention Strategy.
4. Organising biannual training programmes for teaching and non-teaching staff through IQAC–University to enhance sensitisation and effective implementation of the Policy.
5. Ensuring a safe, inclusive, and equitable campus environment through preventive and supportive measures.
6. Promoting healthy teaching–learning practices and a supportive academic environment.
7. Ensuring prominent and effective display of Tele-MANAS and emergency helpline numbers across the campus.
8. Providing accessible counselling and mental health support services at the institute level.

9. Maintaining strict confidentiality and privacy of counselling records and related data.
10. Ensuring compliance with guidelines issued by the UGC and other statutory, judicial, or regulatory authorities.

4.2 Counselling & Support Services

- Ensure effective functioning of counselling services at the institute level.
- Maintain confidential and secure records of counselling sessions and interventions.
- Develop and implement referral protocols with hospitals, mental health professionals, and national helplines.
- Create awareness about counselling services through posters, student information handbooks, university website, audio-visual material, and other communication channels.
- Provide counselling and support services through both in-person and online modes, as appropriate.

4.3 Training and Awareness

- Organise biannual training programmes for teaching and non-teaching staff through IQAC–University.
- Conduct sensitisation sessions for students and parents on mental health and emotional well-being.
- Include structured modules on mental health literacy, stress management, emotional resilience, and coping strategies.

4.4 Safe Campus Environment

- Ensure a campus environment free from harassment, bullying, ragging, and discrimination.
- Coordinate with the Internal Complaints Committee (ICC), Anti-Ragging Committee, and other statutory bodies to ensure timely and appropriate action.
- Provide psycho-social support to students affected by harassment, discrimination, or related concerns.
- Gender sensitization by way of fostering an inclusive and respectful campus environment that prevents psychological distress, encourages help-seeking, and supports the emotional well-being of all students and staff.

4.5 Stress Management and Student Wellbeing

- The university follows a structured academic mentoring system to assist and guide students in managing academic stress.

- Academic mentors actively support students by identifying academic challenges and providing timely guidance and appropriate interventions.
- Healthy, inclusive, and student-centric teaching–learning practices are consistently promoted to minimise undue academic stress.
- These existing mechanisms shall be further strengthened, streamlined, and formalised to enhance sustainable support for student welfare and academic well-being.

4.6 Helpline Display

- Ensure prominent display of Tele-MANAS and other emergency mental health helpline numbers across the campus.
- Publish mental health contact details on institute websites, in hostels, libraries, and other common areas.

4.7 Reporting & Documentation

- Submit semester-wise reports to the university on mental health initiatives and activities.
- Maintain confidential records of counselling interventions, training, and awareness programmes.
- Prepare an annual consolidated report to ensure regulatory compliance.

For the purpose of maintaining a centralised documentation for all the institutions, the university counselor will be the overall coordinator at central-level from the university who will be invited by the institute in the meeting and the semester-wise report will be submitted to him/her.

5. Role of the University Counsellor

The University Counsellor shall:

- Provide primary counselling services across all constituent institutes.
- Support and conduct training, awareness, and sensitisation programmes.
- Monitor counselling services and processes at the institute level.
- Maintain relevant data and submit consolidated reports to the university.
- Coordinate with external mental health professionals, as and when required.
- Recommend engagement of additional counsellors, where necessary.

6. Compliance with Supreme Court Guidelines

Each institute shall adhere to the guidelines issued by the Hon'ble Supreme Court, including but not limited to:

- Engagement of qualified counsellors and maintenance of optimal student-to-counsellor ratios.
- Avoidance of batch segregation based solely on academic performance.
- Development of written protocols for emergency mental health referrals.
- Prominent display of national suicide prevention helpline numbers.
- Mandatory biannual training programmes for staff.
- Sensitive engagement with students from vulnerable groups (SC/ST/OBC/EWS/LGBTQ+/PwD).
- Confidential grievance redressal mechanisms for harassment, bullying, and discrimination.
- Parent and guardian sensitisation programmes.
- Preparation of anonymised annual mental health activity reports.
- Provision of structured career counselling services.
- Enhancement of hostel safety measures, including tamper-proof fixtures and restricted access to unsafe areas.

7. Nodal Office

The University Counsellor shall function as the Nodal Officer for coordination, documentation, regulatory compliance, and communication with the UGC, AICTE, and other statutory authorities.

8. Review and Revision of Policy

This Policy shall be reviewed once every three years by a Committee comprising all Heads of the Institutes, or earlier if required by regulatory authorities or emerging student well-being needs.

In addition, each Institute shall conduct periodic surveys, with the support of the University Counsellor, to assess the effectiveness and outreach of counselling and mental health support services.

2.13 Women Development Cell

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

Objective

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

Sr No	Category	Designation
1.	Senior woman faculty member (nominated by Director General)	Chairperson
2.	Two senior woman faculty members (nominated by Director General)	Faculty Coordinator
3.	One senior woman non-teaching staff (nominated by Director General)	Staff Coordinator
4.	One woman faculty member from each Institute (nominated by respective HoI)	Member
5.	One male and female student from each Institute (nominated by respective HoI)	Student Representative
6.	Dy. Registrar (Examination)	Member
7.	Dy. Registrar (Establishment)	Member
8.	One member to be nominated by Director General	Member Secretary

The name/s of the committee members is notified from time to time, and details of the committee members are available on the website.

Role and functions

1. To sensitise all members of Nirma University community towards the Supreme Court and statutory mandate prohibiting gender discriminations and sexual harassment at the work place and encourage involvement through academic, cultural and outreach activities such as talks, seminars, workshops, community action, drama, street theatre, poster-making etc.
2. To provide for dialogue, discussion, and deliberation on women's rights and gender-related issues.

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

Who can approach the Cell?

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

2.14 Equal Opportunity Cell

In accordance with the **UGC (Promotion of Equity in Higher Education Institutions) Regulations, 2026,** the University has established an **Equal Opportunity Centre (EOC)** to promote equity, inclusion and equal opportunity and to ensure a campus environment free from discrimination. The Centre serves as the institutional mechanism for safeguarding the interests of students, faculty and staff belonging to diverse and disadvantaged groups and for fostering a culture of equality, dignity and mutual respect.

Institutional Framework

To effectively implement the objectives of the UGC Regulations, the University has constituted the following institutional mechanisms:

- **Equal Opportunity Centre (EOC):** The University has established an Equal Opportunity Centre to coordinate and facilitate initiatives relating to equity, inclusion and non-discrimination.
- **Coordinator, Equal Opportunity Centre:** A Coordinator has been nominated to oversee the functioning of the Centre and its activities.
- **Equity Committee:** An Equity Committee has been constituted in accordance with the UGC Regulations to manage the affairs of the Centre and to examine complaints relating to discrimination. The Committee includes the representation prescribed under the Regulations, including representatives of Other Backward Classes (OBC), Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Disabilities (PwD) and women.
- **Equity Squads:** The University has constituted Equity Squads to maintain vigilance and prevent acts of discrimination across the campus.
- **Equity Ambassadors:** Equity Ambassadors have been nominated in the Institutes, Departments, Schools, Hostels, Library, Administrative Units and other facilities of the University to promote awareness and facilitate outreach.

- **Equity Helpline and Online Reporting Mechanism:** The University has established a dedicated Equity Helpline and an online reporting mechanism to enable prompt reporting and redressal of incidents relating to discrimination.

Aims and Objectives

- To promote equity, diversity and inclusion across the University.
- To ensure equal opportunities for all members of the University community irrespective of religion, race, caste, gender, place of birth or disability.
- To create a safe, accessible and non-discriminatory academic and work environment.
- To promote awareness regarding constitutional values, social justice and inclusive practices.
- To facilitate access to institutional support systems and welfare measures for disadvantaged and under-represented groups.

Role and Functions

1. To foster a socially inclusive and discrimination-free campus environment.
2. To address issues and complaints relating to discrimination and facilitate appropriate remedial measures.
3. To conduct awareness programmes, orientation sessions and sensitization activities on equity and inclusion.
4. To disseminate information relating to welfare schemes, policies and support services for disadvantaged groups.
5. To recommend measures for improving accessibility and removing barriers faced by students and employees.
6. To coordinate with various University units for implementation of equity-related initiatives and compliance with applicable regulations.
7. To prepare and maintain records and reports relating to the activities of the Centre as required under the UGC Regulations.

Non-Discrimination Policy

The University follows a policy of zero tolerance towards discrimination and is committed to ensuring equal opportunity and fair treatment for all. It prohibits discrimination on the grounds of religion, race, caste, gender, place of birth, disability or any other protected characteristic and strives to uphold the principles of equality, inclusiveness and human dignity in all its academic and administrative activities.

2.15 Guidelines for Library Users

Rules for Book Loan for Users

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

<table>
<tr><th>Borrower Type</th><th>Loan Limit</th><th>Duration</th><th>Fine</th></tr>
<tr><td>UG</td><td>5 books & 1 Reference book & 2 General magazines (Backdated issues of all magazines)</td><td rowspan="2">Books (14 days)
Reference book (overnight)
&
Magazine (2 days)</td><td rowspan="4">Books: Rs 2/- per day per book,

Reference books: Rs 100/- per day,

Periodical: Rs 5/- per day</td></tr>
<tr><td>PG</td><td>10 books & 1 Reference book & 2 General magazines (Backdated issues of all magazines)</td></tr>
<tr><td rowspan="2">PhD

Students participating in the competition/s: Nominated by the respective institute authority</td><td>5 books & 1 Reference book & 2 General magazines (Backdated issues of all magazines)</td><td>Books (30 days)
Reference book (overnight)
&
Magazine (2 days)</td></tr>
<tr><td>15 books (including up to 5 Reference books)</td><td>Books (14 months) 1 Reference book (overnight) & Magazine (2 days)</td></tr>
<tr><td>Alumni</td><td>2 books</td><td>14 days</td><td rowspan="3">Rs 2/- per day per book</td></tr>
<tr><td>Corporate</td><td>10 books</td><td>14 days</td></tr>
<tr><td>EDP & ECA & Other Students</td><td>2 books</td><td>14 days</td></tr>
<tr><td colspan="4">Note: Above mentioned limit is maximum limit. Library can decrease the loan limit and loan duration as per the Library Committee decision.</td></tr>
</table>

2. Books will be renewed once only if there is no reservation for it. Overdue books cannot be renewed.

3. Users have to return the borrowed books on time. If late, overdue charges are applicable as per the rules. Dues if any, must be cleared on the spot.
4. Users will not be issued any book from the library, if any overdue book is pending to return in their account.
5. If any user's card is lost, he/she has to report to the library staff immediately so that they can stop the operation of his/her account until he/she gets a new card.
6. Before borrowing the book, users have to verify the physical condition of the book. If they find physical condition of the book is not good, please inform to the library staff immediately.
7. Users will be responsible for any damage found while returning the books.
8. If students are going on Short-term Industrial visit or project, they have to maintain the schedule of returning the books. This rule can be relaxed on the recommendation of the concerned HoD/HoI, when student is deputed for project for the entire semester out of Ahmedabad.
9. If any user is caught stealing books or tearing pages he/she will have to pay the entire cost of the book plus Rs 500/- and Library account will be suspended for two months in addition to the disciplinary action to be initiated.
10. It will be the sole responsibility of the user to preserve the library material and return to the library on time. However, if user loses/or misplaces the library material, he/she has to report to the Librarian on the same day and clear his/her Library account by replacing the library material within a week. If he/she fails to do so, the cost of the library material and overdue will be recovered from the student.
11. If any library material is lost by user, which is not available in the market, he/she is required to pay three times of the original cost. The account has to be cleared within two weeks.
12. If any user misplaces/loses any complimentary copy, the HoD/HoI will decide the amount to be paid by student after consulting the subject expert.
13. If user disobeys Library rules, Identity Card will be collected, reported to the Head of the Institution for initiating disciplinary action.
14. Library Resources like reference books, periodicals, bound volumes, standards, CD's, audio/video cassettes are to be referred within library premises.

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

- Users should produce their Membership/Identity Card during their visit to the library.

- Users should scan their face in the biometric reader while entering the library.
- Use of mobile phone is strictly prohibited within library premises.
- Members are not allowed to carry personal material inside the library. Leave the personal materials at the property counter while entering the library. Notebooks and laptop are allowed inside the library.
- Reference Books, Periodicals, Bound Volumes, Annual Reports, CDs/DVDs, Audio/Video Cassette and Newspapers are to be referred within the library premises.
- Please safeguard the library resources and furniture.
- Contact Library staff anytime if you face any problem.
- Please provide suggestions to improve the Library Services.

Section 3

IMPORTANT CONTACTS

3.1 University Office

Name and Designation	Extension number and e-mail id
Dr Mehul R Naik Director, International Relations	9499 ir.nu@nirmauni.ac.in
Dr B A Modi Professor, Additional Charge-Establishment	8128407352 bharat.modi@nirmauni.ac.in
Ms Palak Sheth Chief Accounts Officer	9673 account_officer@nirmauni.ac.in
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Dr Ravindra Sen Dy Registrar, Academic	9680 dy_registrar.nu@nirmauni.ac.in
Dr Monita Shastri Chief Librarian (I/c)	9201 monita.shastri@nirmauni.ac.in
Mr Praful Joshi Computer Facility Coordinator	9580/9510 praful.joshi@nirmauni.ac.in
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Dr Bhavesh Parekh Chief Coordinator, Students Welfare Board	557 studentwelfare@nirmauni.ac.in
Dr Rajesh Patel Doctor, Health Centre	9222 healthcentre.nu@nirmauni.ac.in
Mr Alok Bhatnagar Public Relation Officer	9825600546 alok@nirmauni.ac.in
Mr Shailesh M Patel Incharge - Transport Section	9157 transport@nirmauni.ac.in
Mr Jairam Desai Security Officer (I/c)	9180/9879175592 security.officer@nirmauni.ac.in

3.2 Corporate Relations Office

Institute	Name, Designation and Mobile No.	Extension number and e-mail id
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DISCLAIMER: Every endeavour is made to update the Student Information Booklet with precision. However, in case of any inadvertent lapse or in case of any dispute or doubt about the content regarding any regulation/s in this booklet, the original notification for the respective regulation including amendments shall be considered as final.

All disputes are subject to Ahmedabad, Gujarat Jurisdiction

NIRMA UNIVERSITY

NAAC ACCREDITED 'A+' GRADE