

The Handbook is a attempt to put in place broad guidelines that a future or current student of GSFC U needs to follow, in his or her student life while being part of University.

STUDENT HANDBOOK

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**GSFC UNIVERSITY,
FERTILIZER NAGAR, VADODARA**



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GSFC University, Vadodara STUDENT'S HANDBOOK

1. Introduction:

The Student Handbook issued by the management of GSFC University, has been prepared for use as a reference tool for the students of the GSFC University.

GSFC University has been established based on the following philosophy of learning:

- a. This university is “**For Teaching**” university with emphasis on applied research. The curriculum is designed in such a way that, there is a strong inclination towards R&D applied to industry, NGOs and companies.
- b. University is striving to produce 100% “**industry ready**” students, so that they are employable.
- c. The University is modeled based on the principle of a Medical college, wherein each college has a hospital attached to it, where students learn how to apply **theories** learned in classes to day-to-day work. Similarly GSFC University is located in a campus adjacent to GSFC plants at handshaking distance. Thus enabling easy access to students & faculties to learn applications of theory taught in class-rooms in industry scenarios.
- d. In University Teaching and Learning (T&L) is delivered in **a three dimensional way** – Theory in Class room; Simulated and physical practical in Laboratory; hands on practice through industrial internship of 60 days every year.
Emphasis is placed on regular plant visits. To the extent possible, these are woven in the T&L methods being used by faculty in imparting knowledge and skills to students. In order to implement it, many processes have been redesigned and students are given larger roles.
- e. Syllabus has been designed by **Board Of Studies (BOS)** of each stream. BOS consists of 50% members from academia and 50% members having relevant industrial experience, so as to keep the course material current with industry's requirements. The Board of Studies is a permanent body with members appointed for 3 years.
- f. Students are guided to imbibe the following,
 - Respect for - gender differences, manual work, safety procedures within the plant and outside
 - Working in teams through club culture
 - Willingness to learn and use her/his hands
 - Application of scientific methods in professional life
 - Ethical conduct in every walk of life - Intellectual and financial integrity

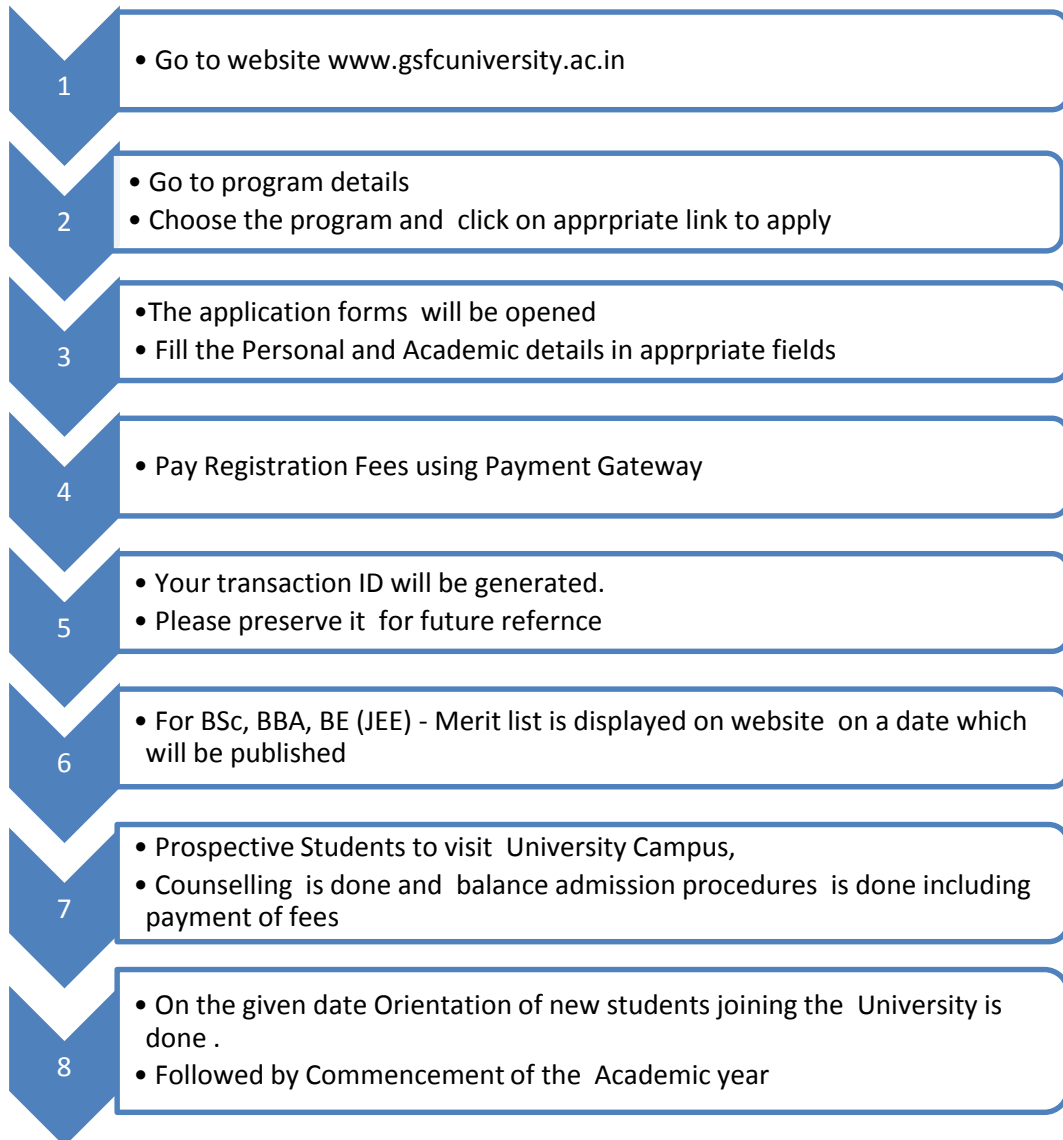
An active participation in the campus life will help the student to identify her/his weaknesses and resolve these during campus stay.



The GSFC University has established certain policies and procedures that comprise the Student Handbook to promote the University mission and protect the rights of students, faculty and staff. Upon joining the University, students become part of the University's community and have certain rights and obligations. Students are advised to take the time to read the Handbook so that they can maximize the gains from their stay at the GSFC University.



STEPS FOR ADMISSIONS FOR FUTURE STUDENTS





2. First Day in University:

On being admitted to GSFC University, students are suggested to reach the University on the appointed first day –

- With 6 copies of pass port size colour photographs,
- With their Aadhar Card original and 3 copies
- Prepared to purchase the safety kit for plant visits and Insurance policies for life and medical care.
- In formal dress

Parents are encouraged to participate in the first day's Introductory Meeting with students.

On first day Students :-

- To apply and collect Student ID card
- To open a bank account with the University approved bank
- To attend orientation session
- To purchase safety kit for plant visits
- To apply for safety training and certificate from GSFC Safety department
- To participate in induction visit to University premises
- To complete hostel formalities (as per requirements)
- To obtain library card
- To complete joining formalities for Officers' Club / Sports Club

3. Financial Aid:

Financial Aid programs are designed to help students pay for educational and living expenses while they are in University. When students apply for financial aid, we evaluate their circumstances and identify all the financial help available to them through University, state and other programs.

3.1. Merit cum Means Scholarships

The University follows the precept that no student need to leave the University due to financial constraints. A corpus of 5% of the University's income from tuition fees of last academic year, is earmarked for offering financial assistance to needy students through either:

- Full fee waiver
- Partial fee waiver
- Limited tuition support
- Full documentation for students to take educational loan from any institution
- Arranging paid work for students seeking financial help, with some payment from the Corpus

Financial support will be extended solely on merit-cum-means basis, with preference being given to farmers, girls, students with serious disability, or those belonging to Scheduled Castes or Tribes (SC/ST).



4. Academic Standards:

4.01 Laptops

We encourage students to extensively use laptops on the University campus by faculty and students.

It can be used for communicating course schedules and time-tables, submission of assignments, grievance redressal and marking attendance, among other things.

Students are advised to use their own laptops for convenience and ease of managing their daily academic work.

For IT-related work, the University has sophisticated PCs / work stations in its computer center which students can use as per the need.

4.02 Academic Conduct

The syllabus has been specially designed by academic and industrial experts, which is readily available for the students on the official webpage.

GSFC University is a student-focused ‘teaching only’ University designed to produce industry-ready manpower with assured employment for 80% students graduating from it. It lays emphasis on research & development and regular in-plant learning, and several of its processes have been redesigned to support this purpose. The role of the student in the learning process is crucial.

4.03 Academic and Professional Integrity & Honesty

Academic honesty is important in the University, where students seek to act with integrity and honesty as they learn to question, inquire and act. While the underlying principles of academic honesty are common to all programs of the University, different specific practices may be adopted across different programs.

The University terms academic misconduct as any behavior, deliberate or not, that gives the student an unfair advantage in one or more components of assessment.

4.04 Plagiarism and Citation

Plagiarism is the representation, intentionally or unintentionally, of the ideas, words or work of another person as one’s own without proper, clear and explicit acknowledgment.

Students are expected to acknowledge any source material(s) or ideas which they have used in any way such as a quotation, paraphrase or summary in bibliography with proper citation. Sources cited may be written or electronic.

Students will be offered guidance and training during their course for the citation protocols they need to follow.

4.05 Breaches to Academic Integrity & Honesty

The University considers the following as breaches to academic integrity and honesty:

- Plagiarism



- Collusion
- Taking unauthorized material into the examination room
- Stealing examination materials
- Disruptive behavior during examination
- Making use of any other unfair means
- Any other action giving them unfair and undeserved advantage

4.06 Excellence in Academics and Sports

The University awards students exhibiting excellence in the following:

- **Highest scoring student in annual examination of every course** - GSFC University Certificate with cash prize of Rs. 2000
- **Highest scoring student in every School** - GSFC Gold Medal with cash prize of Rs. 3000
- **Five best industry internship reports** - Provost Certificate with cash prize of Rs. 3000
- **All-round Student of the Year** - Provost Medal with cash prize of Rs. 3000
- **Best Sportsperson (for boys & girls)** - GSFC Trophy with cash prize of Rs. 3000
- **Best Girl student of the year** - Provost Medal with cash prize of Rs. 3000
- **Best Class Representative-** Provost Medal with cash prize of Rs. 3000
- **Best Students' Club of the Year** - University running trophy

A Class Representative has the role of being the student leader of a class. He/she is the interface between the University management and the students and also has the task of organizing class events when appropriate. The Provost and the other officials of University can contact class representatives.

4.07 Faculty Assessment by Students

The GSFC University seeks to provide unparalleled learning opportunities to its students, Students are taught by academicians who are not only experts in their domains, but are also keenly tuned into the industry. The University places high demands on its faculty and goes at great lengths to ensure that they provide only the best learning experience to students.

To further ensure that the quality of faculty is consistently the best, the University has created a unique protocol whereby students are tasked with the responsibility of assessing their faculty. The students are urged to shoulder this responsibility with utmost maturity and sincerity.

The monetary and other benefits that accrue to the faculty are solely based on their performance. Therefore, it is largely the student evaluation of the faculty that determines the extent of the benefits a faculty member gets.

If students are found to be repeatedly and/or deliberately misleading the University management in the assessment of the faculty, they will face grave consequences, including being debarred from the University.



The procedure for assessing the faculty will be communicated to the students during the orientation session.

5. Internships / Industrial Training / Field Placements

In order to make the students industry-ready and employable, the University deems that every student should undergo two months of course-specific credit-based internship every year. During the internship, the students will have the opportunity for practical learning from an industry. In the course of the training, students will be exposed to real life challenges of working in an industry with a large number of equipment. Students will also get the chance to interact with experienced technical staff so as to understand the effectiveness of deployment of these equipment. They will also guide on care to be taken, safety precautions and its implications.

Internships / Training are thus mandatory for all students of GSFC University, right from the first semester. The expected outcomes are well-defined. Upon the successful completion of the internship, the students can earn up to 4 credits in the academic year, depending on the assessment done.

The internships are carefully designed by the University to expose students to workplace environment and to inculcate in them the relevance of academic skills in industries. These trainings are systematically designed and well-planned in advance by the University in consultation with the industrial units.

The office of the Dean of Industrial Attachments at the University, keeping in mind the curriculum requirement of courses, plans the industry campuses / units, where the internships will be done. The nodal officer by the industry assists in the designing of the internship module. The nodal officer will also be part of the evaluation process of the students, who have undergone the training.

The nominated training programme will be organized at GSFC and at those companies, it has partnered with for this programme. One faculty member will be posted as a supervisor at every internship site.

Detailed instructions for internships will be given before the start of every training session by Dean of Industrial Attachments.

5.01 Non-Disclosure Agreement

The internship/training program is a special feature of the University, where students are given considerable freedom to observe and learn from real-life industrial operations. Since students will be getting access to company operations that are strictly confidential and restricted to outsiders, all students enrolling in the internship program will have to sign a Non-Disclosure Agreement (NDA), where they pledge that they will not divulge any company-related information to any person not connected with the internship. A copy of the NDA will be maintained by the University and this copy will be sent to the industry (and its technical partners, where applicable) for every internship. In case of violation of NDA, legal



proceedings may follow, for which the University will not bear any responsibility towards the student.

5.02 Work Conduct for Internships

- Dress appropriately in line with the company's dress code
- Bringing and using one's own safety gear suited to the internship
- Cooperate with the supervisor and work colleagues
- Demonstrate initiative, enthusiasm and creativity
- Report on time for duties
- Maintain confidentiality regarding the company's clients, its operations and employees
- Contact the supervisor for any internship-related problem
- Conduct appropriate web-based and library research to support hands-on learning on industry floors
- Discuss with internship supervisor the expected learning outcomes and how they can be enhanced
- Maintain a daily record of learning
- Provide a weekly feedback of the internship to the University in the prescribed format

5.03 Evaluation of the Internship

The evaluation criteria for every internship will be course-specific and will be communicated by the _____ University to the students prior to the commencement of the internship/training.

5.04 Safety Gear

All students have to have their own safety gear that includes a helmet, gloves, boots and goggles appropriate for entering industrial spaces. Internships and practical learning sessions within industrial plants are a mandatory part of the course requirement at GSFC University. In order to enter the plants, students have to compulsorily bring their own safety gear.

6. Examination

6.01 Credit System

The University follows the Choice Based Credit System where the courses will include Core subjects and Elective subjects (with major and minor subjects). Credits can be earned through performance in study courses, internships and clubs.

The distribution of the credit accordingly is given in the table below. The student needs to complete a minimum of 160 credits over four/three years to graduate. He/she needs to pass all modules with minimum 40% marks. The scores of all students will be put on the University website that will be accessible to parents with Counsellors.



6.02 Detention Policy:

A student will progress to the next academic year only if he/she earns an aggregate of 40% in the first year. Still the student will be given ample of opportunity to clear the subjects by appearing ATKT exam / holding back etc. This option is available so that the student is not disheartened by his/her performance and is equally encouraged to take the course further ahead.

6.03 Unsatisfactory Academic Performance

When it appears that any student is not making satisfactory progress in his/her studies, the student counsellor allotted to the student will be called upon to assist the concerned student. The student counsellor will offer remedial support to improve the concerned student's academic performance. The student's parents will also be notified of student's academic progress and the additional assistance being offered to improve his/her grades also an undertaking regarding the same can be taken from the parents. If, even after offering reasonable support, academic records do not improve, the Provost along with the faculty will take a decision on whether the student needs to be excluded from continuing further with the course. In case the student opts to continue further with the course, he/she has the option of either choosing an alternative course in the University, or changing the University.

7. Campus Life

7.01 Discipline inside the class room

- **Attendance:** Student is expected to arrive to the class on time and be present in the classroom for the entire class time. Rare exceptions may be made if one needs to leave early with prior permission. He / She will be marked as absent if the student leaves early before the session ends. The same rule is applicable for the students in Internship/Industrial training too.
- **Absence:** Inform the concerned faculty in advance, if the student wants a leave. The responsibility of completing & submitting the assignments on time lies with the student. Do not expect that one will be allowed to make up for missed work such as unannounced tests and class activities after an absence. In case of medical leave, submission of a medical certificate from GSFC Medical Centre is mandatory for the students staying in Vadodara. The students who have come from outstations, submission of a medical certificate from reputed & respected Medical Practitioners is mandatory. If the absence is on account of personal reasons due to some family emergency, prior permission from student counsellor communicated through Whatsapp / SMS is mandatory.
- **Conversation:** No side conversations will be permitted in class.
- **Food and drink:** Students should not have food and drink during lectures/labs.
- **Classroom discipline and performance during class time will carry credits.**



7.02 Discipline outside the classroom

- **Electronic devices:** No electronic gadgets except, laptops when necessary and calculator will be allowed during class time. Use of cell phones in any manner is strictly prohibited.
- **Attitude:** Students should act responsibly and maturely. No defiling or scribbling on University furniture or property is permitted. Students need to have a civil attitude regarding the course, the instructor, assignments and fellow students.

7.03 Academic Misconduct

All cases of academic misconduct by the student will be referred to the Provost. This includes inappropriate behavior by the student in the classroom, internships, laboratories or during assessments in university premises or even outside the University premises. The sanctions could be any of the following:

- Letter of warning
- Reduction in credits or grades
- Cancellation of assessment
- Suspension
- Expulsion

7.04 Joining the Campus Community

One of the goals of the GSFC University is to help its students develop holistically as unique persons. Towards this end, it believes that learning and development occurs when students engage in activities and interactions that challenge him/her.

When students join GSFC University, they become part of the campus community. This community includes the University and importantly, also the GSFC township. The students gain access to a vibrant life on the GSFC campus with its academic, social and sports facilities.

7.05 Features of the University Campus

- **Wifi-enabled campus:** Students can take their work seamlessly from the classroom to outdoor spaces to suit their needs.
- **University library and computer centre:** The library includes digital and printed resources, while the computer centre is fitted with multiple work stations for extended IT-related academic work. The timings for both these facilities will be communicated during the University orientation process.
- **Bank and ATM:** The campus has banking and ATM facilities and students are free to open an account with this bank for greater convenience. Financial transactions on campus are typically cashless, and the use of debit card is the preferred method of



payment. Students are advised to carry their KYC documents if they wish to open a new bank account on campus.

- **Medical centre:** Students of the University have access to free first aid and OPD services at the GSFC medical centre located within the campus. Students will be referred to the nearest hospital if they need further medical assistance. Since the cost of further medical assistance will be borne by students, they are advised to have medical insurance.

7.06 Elite Facilities and Membership

- **GSFC Company Library:** Students have access to the GSFC Company library with its large collection of technical literature. The procedure for accessing this database will be communicated during the University orientation process. University library card holders can avail this facility.
- **GSFC Officers' Club:** Students can become members of the GSFC Officers' Club and interact with senior and experienced company personnel. Further details on the joining procedure can be had during the University orientation.
- **Swimming Pool:** The campus features its own swimming pool which is accessible to students for a nominal membership fee.
- **Golf Course:** An eight-hole golf course including coaching is available to students for a nominal membership fee.
- **ParthoGanguly's Badminton Coaching facility:** This facility is being run in GSFC Officers' Club premises and available to students for a nominal membership fee.
- **Anil Kumble's Tenvic Sports Facility:** Housing multiple sports like football, basketball and table tennis for a nominal membership fee, this facility is presently available to the students of GSFC School. Efforts are being made to extend the facility during late hours to the University community as well.

7.07 Destruction of Property:

Destroying, damaging, defacing or vandalizing University or GSFC property is a punishable act.

7.08 Discrimination and Harassment:

GSFC University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, religion, national origin, sex, marital status, parental status or disability in matters of admissions, employment, housing services, or in the educational programmes and activities it operates.

Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination.

7.09 Disruption Policy

GSFC University supports freedom of speech, freedom of inquiry and freedom of dissent in a peaceful fashion. Members of the University community have a corresponding responsibility to respect and promote this freedom for all, even in disagreement or opposition.



To allow for this freedom while also respecting the University's and GSFC's operations, the following guidelines are in place:

- An individual or group may not cause or allow to continue any loud or unnecessary noise that disturbs the peace of others.
- An individual or group may not deprive others of peace or comfort, or threaten use of force against any community member.
- An individual or group may not disrupt the regularly scheduled activities of the University such as classes, research, learning, meetings, interviews, business, co-curricular activities or use of campus facilities.
- An individual or group may not obstruct movement around the campus including GSFC property.

7.10 Information Technology:

Misconduct related to University computers, network, or telecommunications systems or resources including unauthorized use of facilities, services, equipment or files; and tampering, reading or copying of another user's data, software or programmes without permission of the owner.

7.11 Endangering Self or Others:

Any action or threat of action that endangers or threatens to endanger the health, safety or wellbeing of any person including oneself.

7.12 Guests and Visitors:

Knowingly allowing one's visitors or guests to violate the Student Code of Conduct or other University policies, or failing to monitor the behavior of one's visitors or guests to assure their adherence to such standards.

7.13 Ragging:

It is the responsibility of all students to encourage an atmosphere of learning, social responsibility and respect for human dignity.

The University Grants Commission has defined ragging as "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."

Accordingly, as per University policy, ragging is any action taken or situation created, intentionally or unintentionally, whether on or off University campus, and whether presented as optional or required, to produce mental, physical or emotional discomfort; servitude; degradation; embarrassment; harassment; or ridicule regardless of an individual's willingness to participate.

Acceptance of or consent of any activity on the part of the individual or member does not justify participation or sponsorship of the activity.



Individuals, as well as groups of students and student organizations may face disciplinary sanctions up to and including removal from the University for Acts of ragging.

7.14 Gender related Misconduct:

Violation to the University's policy on sexual misconduct includes but is not limited to sexual contact without consent; statutory rape; sexual exploitation; stalking; and sexual harassment.

8. Parent Involvement Policy:

The University believes that parents are partners with its faculty and other staff. It believes that student academic achievement requires that parents have an understanding of curriculum, academic standards, assessments, University policies and procedures and how to monitor their ward's progress.

The University seeks parent involvement for:

- Understanding of University procedures and opportunities
- Engaging in a two-way line of communication between parents and University on the achievement and conduct of their children
- Ensuring accountability of University staff
- Need for disciplinary action for moderate to serious offences committed by their child

It is believed that most student complaints or concerns can be addressed informally through telephonic or written contact by the University to the parents. For those complaints and concerns that require a more formal process, such as certain disciplinary actions, sexual harassment, or serious damage to property, procedures specific to the topic will be adopted.

9. Club Activities:

Participation in student clubs is an integral part of the University. Each club needs to have a minimum of 20 members. Club activities are intended to develop leadership and soft skills. Participation and good performance in a club will earn a student up to two credits in a year. There are 4 clubs at present.

- Students are free to join any club of their choice
- Students are free to start a new club by making an application to the Dean of Students' Activities (DSA) on the condition they make a sound charter for its functioning
- Students can request for a faculty mentor of their choice to be attached to their club for mentoring
- A corpus of up to Rs. 20,000 from the University will be available to any valid club for its functioning. This corpus can be utilized in any meaningful way the club members see fit, such as hiring the services of an expert to facilitate learning or purchasing equipment. Recording of expenses is mandatory and club accounts may be reviewed by the University auditor.



- In planning the club activities, students have to ensure avoiding conflicts with class and assessment schedules as well as major campus events
- Students have to value and maintain cleanliness of the campus while engaging in activities

9.01 Existing Clubs:

- Community-minded Club
- Environment & Nature Club
- Drama Club
- Innovation Club
- Dancing club
- Go-Kart club
- Singing club
- Garba club
- Maths club
- Bonsai club
- Golf club
- Chess Club
- Photography Clubetc.
-

9.02 Indicative Clubs to be supported by the University:

- Drones Development Club
- Robotics Club
- Biotechnology Club
- Plant Tissue Culture Club
- 3D Printing Club
- DNA Sequencing Club

For Clubs promoted by the University, expenses will be borne by the University and there is no ceiling on the corpus available to it.

9.03 Starting a New Club:

The charter for the new club should include:

- Rules of joining & participation
- Names of initial office bearers and process of their annual election
- Names of members
- List of activities to be undertaken by the Club
- How members can participate actively in Club activities
- How members will be assessed at the end of the year
- How new members can join the Club

All new clubs need approval from DSA. Recognized Clubs will be provided a page on the University website.



10. Hostel Guidelines:

10.01 Women's Hostel

The University provides on-campus residence for its women students to ensure them the safest possible environment. Its residential facility is located within the GSFC Township and includes a female security guard for maximum vigilance. Women resident students also have easy access to GSFC's medical facility and swimming pool, as well as an in-house mess service.

10.02 Men's Hostel

The University collaborates with the local community in the neighboring Dashrath village for providing residential facilities to its male students.

All hostels, whether for male or female students, have separately appointed Wardens and Hostel Representatives.

10.03 Responsibilities and Rights of Resident Students:

- All hostel residents are responsible for the care of the hostel property and keeping it clean.
- All residents have the right to read study and live free from undue interference and unreasonable distractions that inhibit that right.
- Unreasonable noise is not acceptable in the hostel and all residents will have to comply with quiet hours as prescribed by the hostel warden.
- All residents need to respect the right to privacy and the personal belongings of their fellow residents.
- Any student who violates the hostel norms and discipline is liable for disciplinary action.
- Residents are not permitted to engage or employ any private or unauthorized person or service without the prior approval of the hostel warden.
- Residents must vacate their rooms at the end of every semester.
- Residents are prohibited from inviting guests or parents to reside in their room or in any area of the hostel.
- Visitors are only allowed in the waiting lounge of the hostel.

10.04 Hostel Warden:

The hostel warden will be the key person in charge of the smooth functioning of the hostel. His/her task is to:

- Provide leadership among the student residential community
- Support the University's equality and diversity commitment
- Be available, during specified hours, to discuss problems and other matters with students who wish to consult them
- Manage the response of incidents and emergencies relating to health, safety and general wellbeing of the students and to liaise with the Hostel Representative and Deans of University where appropriate
- Manage discipline, hygiene and cleanliness within the hostel and refer more serious disciplinary issues to the University management



10.05 Hostel Representative

This will be a resident student elected by the other residents to represent them in the hostel. The Hostel Representative will be responsible for:

- Supporting the Warden in promoting good relations between residents and a harmonious environment
- Organizing welcome and other social events for new and continuing students
- Communicating effectively with residents in both formal and informal settings

More details on hostel guidelines are available at the hostel.

10.06 Gender Framework:

The University has a detailed Gender Framework in place to help its women students realize their full potential. The University seeks to ensure equal access and opportunity to every student, irrespective of gender. Details of this framework can be had from the University website.

Broadly, the Gender Framework provides for:

- A special foundation course for girls from disadvantaged backgrounds
- Additional tutorials and appointing of a female student counsellor for improved academic performance
- A safe campus and residential facilities for girls
- Differential fee structure on need-cum-merit basis for girls and other special categories
- Career counselling
- Soft skills development
- CCTV cameras at all key locations of the University to ensure the well-being of women students

A Committee in the Office of Director (Administration) has the mandate to ensure compliance of the provisions of the Gender Framework. Gender-related grievances will be handled by the Internal Complaints Committee consisting of the Provost as Chairperson and two women members.

10.07 Prohibited Conduct:

The following behaviors are prohibited by the Student Code of Conduct. Violation of these policies or assisting or encouraging others in the violation of these policies may lead to disciplinary action.

10.08 Alcohol and Drugs

- Use or possession of alcohol or containers that previously contained alcohol
- Intoxication, whether or not it leads to disruptive behavior or concern for safety of the well-being of the student
- Possession, distribution or use of illegal drugs or controlled substances
- Possession, use, manufacturing or distribution of drug paraphernalia