



STUDENT HANDBOOK

UG & PG

**ACADEMIC YEAR
2024-2025**

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Chapter I

INTRODUCTION

The ICFAI University, Sikkim has been established under Section 4 (2) of the Institute of Chartered Financial Analysts of India University, Sikkim Act 2004 (Act 9 of 2004) passed by Legislative Assembly of Sikkim. The University has been notified under Notification No.9/LD/2004 Dated 15-10-2004.

The ICFAI University, Sikkim is empowered to award degrees under Section 22 of the UGC Act, 1956. The University has been notified by the UGC, under Section 2(f) of the UGC Act, 1956 vide Notification No.F.8-9/2009 (CPP-I) dated October 27, 2009.

Vision

Establish itself to be a top ranking private university of choice for students, staff and corporates, recognized for excellence in Higher Education and Research specially relevant to social needs.

Mission

The mission of the University is to offer world class, innovative, career-oriented professional postgraduate and undergraduate programs through inclusive technology-aided pedagogies to equip students with the requisite professional and life skills as well as social sensitivity and high sense of ethics. The University will strive to create an intellectually stimulating environment for Research, particularly into areas bearing on the socio- economic and cultural development of the state and the nation.

Objectives

- To identify the best in our students in every aspect and make them exceptional professionals in their respective field of study.
- To nurture and develop the interests and talents of the students combined with the passion in them.
- To disseminate knowledge in a resourceful way with a view to help in the nation's development.
- To publish and circulate periodicals, newsletters and journals on subjects relating to the field of studies in the University.
- To associate with institutions and organizations in India and abroad for the development of the students and the University alike.

1.1. The Programs

1.1.1 Under-Graduate (UG) Program

The UG programs offered by the University are of three to five years programs spread over six to ten semesters. The Programs prepare the students with skills, knowledge and strategic perspectives essential for a successful career and for being leaders of their chosen field anywhere in the world. It is designed to provide both a portfolio of strong functional skills and the ability to apply, adapt and integrate those skills in different professional settings.

The programs cover courses in varied areas. This provides a broad foundation of skills and knowledge in diverse functional areas of the domain apart from providing the option to specialize amongst functional disciplines.

1.1.2. Post-Graduate (PG) Program

The PG programs offered by the University are one to two years programs spread over two to four semesters. The programs prepare the students with skills, knowledge and strategic perspectives essential for a successful career and for being leaders of their chosen field anywhere in the world. It is designed to provide a blend of advanced skills and knowledge in diverse functional areas apart from providing the option to specialize amongst functional discipline.

The following are the programs offered by the University in the academic year 2024-25

Name of the School	Programs	Course Duration
School of Management Studies	MBA MBA (WP)	2 Years
	BBA / BBA (H) / BBA (HwR)	3 / 4 Years
	B. Com / B. Com (H) / B. Com (HwR)	3 / 4 Years
School of Hotel & Tourism Management	BHM / BTTM	4 Years
	MTTM	2 Years
School of Information Technology	MCA	2 Years
	BCA / BCA (H) / BCA (HwR)	3 / 4 Years
School of Liberal Arts	B.A. / B.A. (H) / B.A. (HwR) in English/ Economics / Political Science / Sociology	3 / 4 Years
School of Legal Studies	BBA.LL.B (Hons.) / B.A.LL.B (Hons.)	5 Years
	LL.B	3 Years
	LL.M	1 Year

1.2. Role of the University

The University maintains a reputation for quality teaching, field-based assignments, case-based learning, laboratory sessions, practical learning-based internships and finally placements in reputed organizations for interested and eligible students.

The University has evolved a comprehensive student centric learning approach consisting of several stages, designed to add significant value to the learner's understanding in an integrated manner.

The University is committed to delivering quality education, as laid out by the curriculum, conducting evaluations, providing the requisite academic infrastructure (automated library, computer lab, BHM practical kitchen, tourism field visits, industrial visits, internships etc.), maintaining discipline, developing industry-institute interface and providing opportunities for placements.

In addition, The University also strives to create an opportunity for open inquiry and discussion of ideas and ensures that students have access to faculty members even outside the classroom, so that the learning process is a continuous one.

This includes

- Full time classroom instruction
- Faculty Consultancy support
- Courseware
- Library facilities
- Assignments
- IT Lab
- English Language Lab
- Seminars & Conferences
- BHM Production Kitchen
- E-Library
- Housekeeping Practical Lab
- Research Centre
- Invited Lectures
- Soft Skills Training
- Live Projects
- Moot Court

The University believes that the student development entails development of:

- **Knowledge:** Enabled through full time classroom instruction and competent faculty resources, updated courseware, library facilities and experiential learning.
- **Skills:** Focus on computer skills and soft skills such as written and oral communication, team playing, goal setting, time management and interpersonal skills. This is done through soft skills classes, IT lab, seminars, guest lectures and field assignments such as live projects, and internship Program.
- **Attitude:** Focus on positive outlook, openness, ability to view situations as win-win, viewing problems as opportunities. These are enabled through interactive classroom sessions, field assignments, guest lectures and internships.

1.3. Soft Skills Training

Soft skills form a vital component of today's world of work. The exclusive design and the right mix of teaching and the training processes help the students add a new dimension to their personality. The innovative methodology used to impart soft skills is the propelling force and the Soft Skills training thrives on it. An activity-based learner-centered curriculum ensures that the student is well rounded to understand the subtleties of the work world. The core elements of teaching methodology like group work, stimulating group discussions, mock interviews, skits, role plays, etc., instill confidence in the students to meet the challenges of the modern-day work culture.

1.4. Live Projects

Students are encouraged to pursue live projects to enhance their learning by applying theoretical concepts to industry situations under the guidance of experienced faculty to ensure proper focus and implementation.

1.5. Internship / Research Project

The University supports for Internship/Research Projects for UG & PG students. The project is designed to enable the students to experience the modern-day work environment and combine the concepts learnt in classroom with the real-life situations in organizations.

1.6. BHM Production Kitchen

The BHM students are given practical exposure in BHM Production Kitchen. It gives in hand exposure to the students and equips them with the live experience. It also helps the student during the final campus placements.

1.7. The Academic Year

At the University, an academic year is divided into two semesters. There are two/four/six/eight/ten semesters during the one/two/three/five year's programs respectively. Generally, the students undergo stipulated number of sessions as per the credits associated with the course. In addition, tutorial hours are also conducted to augment the classroom teaching and to uplift the weaker students. The students are also encouraged to visit the Library & E-Library for research purposes and inculcate reading habits. The online databases such as AIR, SCC and Manupatra are made available for LAW students.

1.8. The Mentor-Mentee System

The Mentor – Mentee system is functioning with an objective

1. To bridge the gap between the faculties and students and
2. To guide students on both educational and personal aspects.

The allotted faculty acts as a mentor to a group of students. Successful mentorships often evolve into friendships with both partners learning and providing support for the other. In ICFAI University, Mentor-Mentee system has been implemented to provide a sense of belongingness and guardianship among the students who took admission here. The faculty members act as guardian (Mentor) for them to look after throughout their course tenure. The basic objective of this relationship is to guide the students in all aspects and domains so that they become strong professionals and great human beings.

1.9. The Course Handout

At the beginning of the course, each faculty member designs a “Course Handout” which is circulated in the classroom. The faculty member plays a significant role in ensuring quality education through effective interactive teaching, continuous and multi-criteria evaluation and feedback to students. In the Course Handout, the faculty member provides information regarding the specific components of evaluation, the frequency of use of each component, weightage given to each and the tentative schedule of use of the various components. Since each faculty member gives the handout specifically for his/her course, it may vary from course to course. The handout contains information on the evaluation scheme for the course as well as days and times for chamber consultation. During these sessions, students may approach the faculty member for clarifications.

1.10. Moot Court Society

Moot court training and Moot court competitions help law students to prepare for their life as an advocate. Mooting helps in building confidence in talking and articulately presenting our views. All skills require training to improve, and it is natural to make mistakes in the initial stages. However, even those mistakes will help give you pointers that you can improve from. Mooting aids in boosting a person's

confidence remarkably to the point that even as a fresher or junior lawyer you will not be intimidated to speak and will be able to effectively present their case in front of the judge and the opposing counsel.

The Moot Court Society, IU, Sikkim (MCS) is the student's committee entrusted with the responsibility of administering and facilitating all moot related activities at the ICF AI University Sikkim. It is tasked in upholding the high standards of excellence we have set with the ultimate goal of realizing our vision of inculcating in the students the essence of merit and ethics. The MCS plans to develop future mooters, as well as to inculcate an interest in moot in the university. The MCS follows a policy of encouraging participation in moot from all batches, organizes extensive workshops and demonstrations to enable them to learn the process of moot and arranges for interactive sessions with experienced mooters and litigators from previous batches.

1.11. Student Clubs

Sl. No.	Club Name	Club Objective
1	UPC Club	Universal Peace Club (UPC) will be nation-wide network of University of students voluntarily dedicated to building peace in the campus and expand to society & nation.
2	Eco Club	To spread awareness about environmental problems and promote activities related to social contributions to the environment, to prepare and organize students' participation for protection and conservation of environment.
3	Cultural Club	To foster cultural awareness, organize cultural events, showcase dance, music, cuisine and performances.
4	Literary Club	The Literary Club members to organise activities/events that would enhance the analytical, communication, interpersonal, creative thinking, writing and oratory reading skills of our students under the guidance of Club Heads
5	Entrepreneurship, Incubation & Innovation Club	<ul style="list-style-type: none"> • To cultivate a dynamic and forward-thinking student community of aspiring entrepreneurs and innovators within University. • To assist the Incubation in-charge with mentorship, networking, workshops, and support the collaborative start-up projects.
6	Sports Club	To promote physical fitness, teamwork, and sportsmanship among the University students by offering wide range of sports activities and to instil a passion for sports. The student members shall also support the Club Heads with all the sport events.
7	Energy Club	To find innovative ideas and techniques to reduce the energy consumptions, explore on clean and renewable sources of energy, and create awareness on the energy conservation and environmental protection.
8	National Service Scheme NSS	To take part in various community service activities & programmes. The primary objective of developing the personality and character of the student youth through voluntary community service. 'Education through Service' is the purpose of the NSS.
9	Tourism YUVA Club	To develop practice to learn and enhance our understandings about our rich and diverse cultural & heritage values.

1.12. National Service Scheme

The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports. It provides opportunity to the student youth of school, Graduate & Postgraduate

at colleges and University level of India to take part in various Government led community service activities & programmes.

The primary objective of developing the personality and character of the student youth through voluntary community service. 'Education through Service' is the purpose of the NSS. NSS was launched in 1969 in 37 Universities involving about 40,000 volunteers which has now spread over 657 Universities and 51 +2 Councils/Directorates, covering 20,669 Colleges/ Technical Institutions and 11,988 Senior Secondary School. Since inception, over 7.4 crore students have benefitted from NSS.

- The ICFAI University, Sikkim established NSS in the year 2023, September with 100 student volunteers.
- The ICFAI Sikkim NSS Unit is managed by Mr. William Songrowla (NSS Program Officer).

Motto: The motto of National Service Scheme is: NOT ME BUT YOU

Benefits of Being a NSS Volunteer:

The students at the University have volunteered in several community service programme that gave them the exposure and experience to be an accomplished social leader, an efficient administrator and a person who understands human nature. Since the establishment of IUS NSS Cell, we have left no stone unturned.

1.13. Student Council

The University has a fully structured and functional Student Council body. The student council President is elected and nomination for this position can be filled by Final Year student only.

Roles of the Student Council

1. To officially represent all the students in the Institute.
2. To identify and help solve problems encountered by students in the Institute.
3. To communicate its opinion to the Institute administration on any subject that concerns students and on which the council wishes to be consulted.
4. To promote and encourage the involvement of students in organizing Institute activities.

1.14. Legal Aid Clinic

Legal aid clinic is established in IUS to provide free legal services to people who cannot afford them. The clinics also help law students contribute to society and advance the practical aspects of legal education. Legal Aid Clinic at IUS is manned by empanelled Student Para Legal Volunteers on every Tuesday & Thursday from 2.00pm -4.00pm.

Chapter II

ACADEMIC REGULATIONS

2.1 Eligibility for Admission

2.1.1 UG Programs

Students who have passed 10+2 or its equivalent with the percentage notified by the Admission Committee from year to year in any discipline are eligible for admission. CUET (UG) or similar test scores would be given due weightage. Students awaiting results are also eligible for provisional admission.

2.1.2 PG Program

Students who have passed graduation or its equivalent with the percentage notified by the Admission Committee from year to year in any discipline are eligible for admission. GMAT/CAT/MAT/AIMA/ATMA/CLAT/LSAT/IBSAT/CUET-PG or similar tests scores would be given due weightage. Final year students awaiting results are also eligible for provisional admission.

2.2 Provisional Admission

Students whose results remain undeclared at the time of admission are provisionally admitted to the programs. The regularization of admission is subject to submitting proof of successfully completing of their qualifying examinations with required percentage, failing which the provisional admission will automatically stand cancelled. Such students will be taken off the rolls and they will not be permitted to participate in any activity of the University as regular students. Their provisional registration in the current as well as previous semesters will be cancelled, and they will be withdrawn from the program.

2.3 Registration

2.3.1 Registration

Registration of a student, whether newly admitted or already on the rolls, will be at the beginning of every Semester, on or before the dates announced by paying the respective semester fees.

2.3.2 Late Registration

Under exceptional circumstances, the Registrar of the University is vested with discretionary authority to allow late registration of a student. A student whose request for late registration has been accepted will not be granted further extension of time from the late registration date. Students failing to obtain such permission or are denied such permission will have to pay late fee of Rs.25 per day from the due date of the registration deadline or as per the notification issued from time to time.

2.3.3 Registration Cancellation

Registration of a student may be cancelled when one or more of the conditions stated below hold true:

- i. The student has failed to convert her/his provisional admission into regular admission by the specified date.
- ii. The student has dues outstanding to the University or to any other affiliate programs of ICFAI Group.
- iii. The student's grade sheet of the immediately preceding semester is withheld.
- iv. The student has a "Not Cleared" (NC) report in one paper and if a student has a "Subject to Registration Cancellation" (RC) in one or more than one papers in the immediately preceding semester.
- v. The student has been specifically debarred or asked to stay away from that semester as a part of any disciplinary action. This could arise due to any reason including the student resorting to unfair practices during the University examinations, other improper conduct or behavior etc.

2.3.4 Student on the Rolls

- a. A student is considered to be on rolls for the semester when she/he
 - i. is duly registered in a semester.
 - ii. has cleared all the outstanding dues outstanding to the University or to any other affiliate programs of ICFAI Group.
 - iii. has been given prior permission to stay away from the University for the semester.
 - iv. has been asked to stay away for the semester due to medical reasons.
- b. While such students as described in clause 2.3.4. (a) (i), (ii), (iii) and (iv) retain the nominal advantage of being on the rolls, the University is not responsible for the classes missed by the students and the consequences thereof. If for any valid reason a student is unable to register in a semester, she/he must seek prior permission of the Registrar through proper channel to drop the semester. If such permission has not been requested, or after a request, the permission has been denied, the absence of such students will be treated under clause 2.4 whereby their name would be struck off from the rolls.
- c. When a student who has been permitted to stay away from the University for a semester or more rejoin the program, their subsequent program would be normally governed by the academic structure and regulations applicable at the time of rejoining. They cannot, *ipso facto*, claim to be governed by the earlier academic structure and regulations.

2.4 Struck off Rolls

When a student fails to register in a semester without any prior permission for late registration, her/his name would be struck off the rolls and she/he would cease to be a student. Her/his case will be automatically processed and the file will be closed. If, however, such a student, after her/his name has been struck off the rolls is permitted to rejoin, her/his case can be treated as in the clause 2.3.4 (c) above with the provision that all her/his previous records as a former student are revived under the current structure, regulations and schedule of fees.

2.5 Pre-requisite Courses

A pre-requisite course is one, which the student needs to study and clear before she/he can register for another course. Before a student can register in a course, she/he should have fulfilled the pre-requisite conditions attached to the course. Often, a course may require a specific minimum marks to be obtained in an earlier course.

2.6 Choice of Electives:

A UG or PG student is required to choose elective courses as per their course structure which might change from time to time and as per the approval of the statutory bodies. The list of elective courses on offer in each semester and the guidelines for choosing the elective courses will be circulated through an Office Circular at appropriate interval. The Dean, HOD and the Faculty members shall counsel and help the students in making informed choice of elective courses, keeping in mind the work world demand, which will help in early and better placements at the end of the program.

An elective course will be offered by the University only if the elective course is opted for by a stipulated number of students subject to the approval of the Academic Council and the Vice Chancellor.

2.7 Teaching and Evaluation

Teaching and evaluation form a unity of function and operate in a climate of mutual understanding and trust. To ensure a shared responsibility, the regulations indicate some formal guidance.

Teaching: The objective of classroom education is to ignite the curiosity of students, generate habits of rational thinking in them, gear their mind to face the unfamiliar and train them to be able to stand on their own feet. While classroom instruction helps the students to organize and correlate facts, to comprehend ideas and to use the knowledge they acquire creatively, the students should also use the library, computer lab and other facilities provided, to optimize their learning process. Self-study by the students would be an important factor. The students are required to cooperate and respond to this challenge.

Evaluation: Evaluation comprises of Internal and External evaluation components.

- i. At the beginning of the course, the faculty must announce to the class through a handout the necessary information in respect of operations of the course (pace, coverage, level of treatment, reading assignments, home tasks, and components of evaluation, their frequency, duration, tentative schedule, and relative weightage of various components).
- ii. The evaluation broadly follows the scheme as shown in Table 1 below:

Table 1
Weightage of Different Evaluation Components

Sl. No.	Evaluation Components	Weightage (%)
1	Internal Evaluation (IE1)	15
2	Internal Evaluation (IE2)	15
3	End- Sem (Semester) Examination	70
Total		100

The individual weightage for each component may vary depending upon the nature of the course, which will be intimated through circulars from time to time. A student needs to appear for all the components and clear in order for award of the grades. If a student misses any of the components as mentioned in Table 1, he/she will be awarded with "Not Cleared" (NC) Grade and the such student needs to appear the Supplementary Examination as per the notified date and with the prior approval of the Registrar.

- a. Classroom tests, Live Projects, Seminars, Case studies, Report writing, Presentations, Assignments, Group Discussions, Mock Interviews etc., form the internal evaluation components. The schedules, components and weightage for internal examinations will be provided through the course handout and circulars by the respective faculty members.
- b. The different components of internal evaluation would be evenly spread out in the semester and would test the students on various aspects like spontaneous recall, ability to apply known concepts, the capacity to work on their own, competence in conceptualized arguments, ability to face unknown situations, etc.
- c. The schedules of the Internal examinations and End-Sem examinations are published in the Academic Calendar which is uploaded on the University Website in the beginning of the Academic Year.
- d. Just as evaluation is carried out in a continuous manner, feedback would also be available in a continuous and timely manner. If the IE1 and IE2 is examined / conducted in a Pen and Paper mode, the evaluated answer scripts will be made available to the students for clarifications, if needed. Wherever possible, the performance of the students in the evaluation components will be discussed in the class. The End-Sem examination answer scripts shall not be shown to the students as a rule, but students can request for rechecking if they are not satisfied with the obtained marks. However, to prevent frivolous use of this facility, a fee of Rs.500/- per request would be charged.

2.8 Unfair Practices

Students are strictly prohibited from resorting to unfair practices in the examinations or any of the other evaluation components. The following practices (inclusive but not exhaustive) during examinations will be considered "Unfair Practices"

- i. Carrying any prohibited material to the examination hall;
- ii. Carrying Mobile Phone and other electronic devices like ipods, PDAs, MP3 players in the examination hall;
- iii. Talking to other students;
- iv. Copying from others;
- v. Allowing others to copy from one's paper;
- vi. Taking or giving any kind of assistance with an unfair intent;
- vii. Referring to any material inside or outside the examination hall during the examination time;

viii. Communicating with a person in or outside the examination hall with an intent to receive unfair assistance during the period of examination.

If students are found to be resorting to unfair practices, or behaving in an undisciplined manner, or causing disturbance to others, they will be expelled from the examination hall and their answer script will be seized. Use of unfair practices noticed/ identified on the basis of the report submitted by the invigilator to the Chief Exams Supervisor or by the faculty member during evaluation of the answer scripts, would result in punitive action leading to awarding of 'RC' (Registration Cancelled) for the course and/ or cancellation of registration for subsequent semesters. A student's name may even be struck off the rolls or he/ she may be subjected to other punitive action as deemed fit.

2.9 Attendance Policy

The continuous evaluation system adopted at the University clearly expects every student to be regular in attending classes and evaluation components and in completing the tasks assigned to him/her in every course. Students who fail to achieve a minimum attendance level of 75% in any individual course may not be permitted to appear for the End-Sem Examination. Such students will not be permitted to automatically sit for neither make-up examination nor Supplementary Examination for that particular course and shall be marked as NAAS (Not Allowed due to Attendance Shortfall). All the NAAS Students would be referred to Academic Counseling Committee (ACC) wherein they will have to make up for the lost attendance in the remedial classes as specified in the Academic Calendar and in accordance with the procedures laid down by the ACC.

When a student is absent from class on account of undertaking institution activities under institution directives, e.g., representing the University at a competition etc., the student is awarded attendance for such classes. When a student is absent on account of illness, the student is marked absent even if supported by medical certificate. However, such cases would be considered compassionately if the shortfall is between 60% to 75%. Students not meeting the minimum attendance requirements would be awarded the "Not Cleared" (NC) Report.

However, students who have not satisfied the minimum attendance criteria of 75% for a course can forward an appeal through their respective HOD's office and seek permission from the Registrar to appear in the said examination. The Registrar, after going into the merits of the case and on recommendation of the concerned HOD has the discretion to permit the student to appear for the examination in a course, provided the student has at least 60% attendance in that course. There is no provision for appearing in the examination if the attendance is less than 60%. However, the Vice Chancellor in its discretion may allow a student to appear for the Examination.

A student who has duly registered for the Semester by payment of the requisite fee but does not attend the classes at all will be struck off the rolls and will not be allowed to progress to the next semester.

2.10 Grading Policy

The grading policy does not emphasize on a single examination and absolute numerical marks as the only absolute indication of the quality of performance of students. Thus, at the end of the semester letter grades A, B, C, D, E are awarded to the students based on their overall performance in the course.

2.10.1 Letter Grades

The letter grades have points associated with them in a quantified hierarchy. The letter grades, their applicability and connotation are given in Table 2 below:

Table 2
Grade Structure

Marks	Grade	Qualitative Meaning	Grade Point Attached
≥ 80	A	Excellent	10
≥ 60	B	Very Good	8
≥ 45	C	Average	6
≥ 30	D	Fair	4
< 20	E	Exposed	2

2.10.2 Reports

Apart from letter grades, certain events/facts are reported by suitable abbreviations. These reports are not to be construed as letter grades. The various reports listed below are elaborated

- a. Grade Awaited (GA)
- b. Not Cleared (NC)
- c. Withdrawn (W)
- d. Registration Cancelled (RC)
- e. Discontinued from the Program (DP)

(a) Grade Awaited (GA) Report: If for some reason, the faculty member fails to evaluate a student on a project, assignment or any other component of evaluation on time, the faculty member may recommend a "GA" report for the student. In such a case, it is the responsibility of the faculty member to ensure that the evaluation is completed at the earliest and suitable marks are recommended for the student.

Student may also get "GA" reports if they, due to genuine personal reasons, have not been able to appear for the IE1 or IE2 Examination or End-Sem Examination on the date scheduled, and their requests for "make-up" tests have been granted. In such a case, the students should ensure that either they

- i. Take the make-up examination and convert the "GA" report into grade or,
- ii. Write an application to the Dean to convert the "GA" report to an "NC" report.

(b) Not Cleared (NC) Report: Students who continue to remain registered in a course but give the faculty member inadequate opportunity to evaluate them by remaining absent from all evaluation components conducted by the faculty member or by remaining absent from the IE1, IE2 and/or End-Sem Examinations, will be given an "NC" report

In all these cases, the student will have to do self-study and write the supplementary exam.

If a student has an 'NC' report in a course, progression to the subsequent semester(s) is not restricted except when the course with 'NC' report is a pre-requisite to a course in the subsequent semesters.

(c) Withdrawn (W) Report: A student may seek withdrawal from a course or from more than one course of a semester for any of the following reasons:

- i. The student is unable to register for the courses for genuine personal reason.
- ii. The student is unable to cope with the normal semester load and withdraws from courses to reduce his/her academic load for a particular semester.

Request for withdrawal should be made to Vice Chancellor, with recommendation of the Registrar, within two weeks of commencement of semester in case of (i) above and within eight weeks of commencement of the semester in case of (ii). In such cases, the marks sheet / transcript of the student will indicate "W" (withdrawn) against such courses. The student will have to register for the courses in the next offering and obtain valid marks. If the course with "W" remark is a pre-requisite course, registration for courses of the subsequent semester is possible only on obtaining valid marks in the course with "W" remark.

If the withdrawal is made after eight weeks, the event will be reported as "RC" or "DP" as the case may be. The "RC" and "DP" reports have been explained in the following paragraphs.

(d) Registration Cancelled (RC) Report: When a student's registration for a course is cancelled, it will be reported in the grade sheet as RC. An event will be reported as Registration Cancelled (RC) in the following cases:

- i. A provisionally admitted student fails to submit proof of Senior Secondary Examination, Graduation or equivalent and/or does not satisfy the minimum eligibility requirements for admission within the prescribed time.
- ii. Cancellation is recommended as a part of disciplinary action, for resorting to unfair means during examinations or other improper behavior.
- iii. Students persistently and/or deliberately do not pay their dues.
- iv. When a student gets more than the stipulated afflictions at the end of First Academic Year.

Cancellation of registration itself has many meanings and is subject to the following connotations:

- i. When it is clearly known that the student will be required to register again in the same course the event will be reported as RRA (Required to Register Again).
- ii. If registration cancellation amounts to discontinuation from the Program it will be reported as DP (Discontinued from the Program).
- iii. If the cancellation of registration is not reported either as RRA or as DP but is reported as RC, it does not necessarily mean that it is free from any constraint. The meaning has to be construed from the context in which the RC was reported.

(e) Discontinued from the Program (DP) Report: An event will be reported as DP in the following cases:

- i. Students, after allotment of Enrolment No. neither report for registration/late registration nor seek prior permission for deferment.
- ii. Students communicate their inability to continue and withdraw from the program.
- iii. Student with RRA report in a course has not registered, in the subsequent Semester.
- iv. Students, who have failed, do not apply for Supplementary Exams to clear the course.
- v. If “RC” amounts to discontinuation from the program.

2.11 Cumulative Grade Point Average

The CGPA is used to describe overall performance of a student in all courses in which she/he is awarded letter grades since her/his entry into the institute up to the latest semester. It is the weighted average of grade points of all letter grades received by the student from her/his entry into the institute and is computed as follows:

$$CGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots \dots \dots}{U_1 + U_2 + U_3 + \dots \dots \dots}$$

Where U_1, U_2, U_3, \dots denote units associated with the courses taken by the students and G_1, G_2, G_3, \dots are the grade points of the letter grades awarded in the respective courses.

However, it is to be noted that the reports or the Non letter grades obtained in a course will not alter the CGPA, since the same are not accounted for in the CGPA calculation.

2.11.1 Grade Sheet

A student’s grades, reports, CGPA and other pertinent information for a semester are given in the grade sheet. Chronologically organized information from the grade sheets of a student with the necessary explanation constitutes her/his transcript, which is issued at the time she/he graduates from the University.

While registration with the approval of the appropriate authority, consistent with these regulations, is a token of permission to pursue studies, the grade sheet is a complete record of the outcome of what was intended in the original/ amended/ revised registration. The various grades and reports would be appropriately used to tally the grade sheet with the original/ amended/ revised registration. It would be evident that this tally between what was registered for and what was obtained in semesters of grades and reports will apply to all courses except for a course, which was originally registered for, but subsequently replaced by another course through substitution.

The tally is made on a course basis at the conclusion of the semester to determine which of the courses have been cleared. A course is deemed to have been cleared if the student obtains a grade in the course. However, mere clearing of the prescribed courses on a course-by-course basis is not tantamount to fulfilling the requirements of graduation.

2.12 Minimum Academic Requirements

The minimum academic requirement regulation has been framed keeping in mind the educational philosophy at the University, which interlinks and at the same time distinguishes between the performance of a student in a single course and her/his overall cumulative performance.

Accordingly, the objectives of the minimum academic requirement regulation are:

- To ensure that students meet minimum standards in majority of the courses pursued.

- To alert the students on their performance at the end of every semester to enable them to improve in subsequent semesters and eventually attain graduation requirements in time

One year Program – PG Programs

The minimum academic requirements to be fulfilled by the student at the end of every semester are:

- The cumulative number of D and E grades secured by a student at the end of academic year should not exceed:

Academic year	Cumulative No. of D&E Grades	Cumulative No. of E Grades
1 st year	5	2

- Should have a minimum CGPA of 5.50

Two year Program – PG Programs

The minimum academic requirements to be fulfilled by the student at the end of every semester are:

- The cumulative number of D and E grades secured by a student at the end of academic year should not exceed:

Academic year	Cumulative No. of D&E Grades	Cumulative No. of E Grades
1 st year	5	2
2 nd year	8	4

- Should have a minimum CGPA of 5.50

Three year Programs – UG Programs

The minimum academic requirements to be fulfilled by the student at the end of every semester are:

- The cumulative number of D and E grades secured by a student at the end of academic year should not exceed:

Academic year	Cumulative No. of D&E Grades	Cumulative No. of E Grades
1 st year	5	2
2 nd year	8	4
3 rd year	12	6

- Should have a minimum CGPA of 4.50

Four year Programs – UG Programs

The minimum academic requirements to be fulfilled by the student at the end of every semester are:

- i. The cumulative number of D and E grades secured by a student at the end of academic year should not exceed:

Academic year	Cumulative No. of D&E Grades	Cumulative No. of E Grades
1 st year	5	2
2 nd year	8	4
3 rd year	12	6
4 th year	16	8

- ii. Should have a minimum CGPA of 4.50

Five year Programs – UG Programs

The minimum academic requirements to be fulfilled by the student at the end of every semester are:

- i. The cumulative number of D and E grades secured by a student at the end of academic year should not exceed:

Academic year	Cumulative No. of D&E Grades	Cumulative No. of E Grades
1 st year	5	2
2 nd year	8	4
3 rd year	12	6
4 th year	16	8
5 th year	20	10

- ii. Should have a minimum CGPA of 4.50

2.12.1 Implication of the Regulations

At the end of the Semesters (irrespective of number of years of program and subsequently thereof)

- a. Failure to meet the minimum academic requirements will bring student under the purview of counseling. In such cases, the student will receive a notice from the University and will have to undergo counseling sessions with assigned Faculty Members/Dean at their respective Chambers.
- b. Students with the following CGPA and/or grade afflictions will not be permitted to continue in the Program and their names may be struck off the rolls.
- CGPA less than 4.50 or
 - Total cumulative number of D and E grades exceeding as per the table mentioned of each year program.
 - NC/RC afflictions against any subject in any or the preceding semester.
 - Incompletion or failure to do SIP/LIP/SP/Internship/Project/Dissertation/Thesis (if mentioned) against any program and as per the course structure of different course for the partial fulfillment for the award of the UG/PG Degrees

They will also face possible discontinuation from the program.

However, the University, at its discretion may allow the student to continue provided the student appears for the supplementary examinations and achieves the Minimum Academic Requirements as deemed fit.

2.13 Graduation Requirements

A Student is deemed to have fulfilled the requirement for the award of the Degree when he/she satisfies the following conditions:

- i. cleared all the courses prescribed for her/him in her/his program.
- ii. obtained a minimum CGPA as specified against the program (refer 2.12)
- iii. remained outside the purview of the Academic Counseling Committee (ACC) or been declared to be outside its purview.
- iv. overcome all the consequential stipulations of an NC report; except where there is an NC report in an elective course over and above the prescribed number of elective courses or in a course which has ceased to be a part of his current program and
- v. Satisfies all Academic Requirements.

A student is deemed to have become eligible for the award of the Degree if, in addition to the above requirements

- i. satisfies all the rules of evaluation.
- ii. has no case of indiscipline or unfair means pending against her/him.
- iii. has no dues pending with the University
- iv. has submitted all the requisite documents asked for during admissions and/or in duration of his/her program.
- v. has returned the books issued from the library, if any.

Time limit for completion of One year Program

The students will be allowed to clear a one year program within 03 years of enrolment. For e.g. a student of batch 2024-25 have to clear her/his backlog courses within the year July 2027. Failing so, a student has to re-register for the same program.

Time limit for completion of Two year Program

The students will be allowed to clear a two year program within 04 years of enrolment. For e.g. a student of batch 2024-25 have to clear her/his backlog courses within the year July 2028. Failing so, a student has to re-register for the same program.

Time limit for completion of Three year Program

The students will be allowed to clear a three year program within 05 years of enrolment. For e.g. a student of batch 2024-25 have to clear her/his backlog courses within the year July 2029. Failing so, a student has to re-register for the same program.

Time limit for completion of Four year Program

The students will be allowed to clear their above stated program within 06 years of enrolment. For e.g. a student of batch 2024-25 have to clear his/her backlog courses within the year July 2030. Failing so, a student has to re-register for the same program.

Time limit for completion of Five year Program

The students will be allowed to clear their above stated program within 07 years of enrolment. For e.g. a student of batch 2024-25 have to clear his/her backlog courses within the year July 2032. Failing so, a student has to re-register for the same program.

The following classifications may be made based on CGPA:

Ranking	Condition (CGPA)
Distinction	9.00 or More
I Division	7.00 or more but less than 9.00
II Division	4.50 or more but less than 7.00

2.14 Academic Counseling Committee

Students who do not meet any of the minimum academic requirements will automatically fall under the purview of the Academic Counseling Committee (ACC) or any designated authority of similar nature. During the currency of the purview, the student will lose all her/his options with regard to the various features permitted during the process of registration, namely late registration, choice of electives, choice of repetition of courses, withdrawal etc. The ACC shall prescribe a course package, which the student will be required to undergo. The ACC has the discretion to decide whether the student repeats as academically required or through self-study and Chamber Consultation with faculty.

If the student's performance in this package warrants an NC report or if the student fails to make efforts to achieve minimum academic requirement for which she/he came under the purview of the ACC, it would be construed that she/he is not working to the satisfaction of the ACC. It should be the student's single-minded objective to fulfill the minimum academic requirements as soon as possible and to go out of the purview of the ACC at the earliest possible.

2.15 Supplementary & Make Up Examinations

Supplementary examinations are conducted in an academic year in order to provide an opportunity to students to achieve the minimum academic requirements. The additional rules and regulations governing the Supplementary Exams are as under:

- i. Application for the Supplementary exams should be submitted by the students in the specified proforma provided by the Examination Department on or before the due dates announced.
- ii. Supplementary exam facility will not be extended to students with "RC" report arising due to disciplinary action. Such students need to get the application signed by Registrar for writing his/her paper.
- iii. Supplementary examinations are meant for meeting minimum academic requirement.
- iv. A student can write Supplementary Examination for improvement of Grades – D and E Grades only.
- v. A student will be allowed to appear only four (4) papers during the conduct of one Supplementary Examination and shall be conducted out of 100 marks.
- vi. The student will be governed by the rules & regulations of the Supplementary Examination which will be circulated by the Examination Department.

Requisite Supplementary Examination Fees per course has to be paid by the student through Debit/Credit Card, UPI/NEFT transfer or through Demand Draft to the Accounts Department and submit the form to Examinations department.

Supplementary Examination Fee Structure:

Grade	Fee
RC	Rs 3000/- per course
NC/E/D	Rs 1000/- per course

Supplementary examination fee once paid is non-refundable. Examination fee once paid will not be adjusted/transferred to any other course/other supplementary examination other than the purpose/reason for which it was initially paid for.

Make-Up Examination:

If a student fails to write the End Term Examination due to Medical Reasons, representing the State/University for any event/sports or of similar activities may exercise the option to write the Make-Up Examination.

Make-Up Examinations are conducted on the specific request of the student within one week after the stipulated exam, on the recommendation of the Dean and approval of the Registrar. It is the discretion of the Registrar whether to allow a student for writing Make-up Examination on the evidence or reasons as stated by a student. If the application is rejected by the Registrar, a student needs to write the Supplementary Examination as per the scheduled. Application should be presented in the *proforma* provided by the Examination Department.

2.16 Certification

Students who fulfill the minimum academic requirements will be given a provisional certificate before the award of the degree. The provisional certificate will be issued after the declaration of the results on the request by a student.

Students will be awarded the Certificate for the Under-Graduate Degree or Post-Graduate Degree they have registered for by the University after satisfying the academic requirements of the University Program.

In case the students do not fulfill the criteria as mentioned in para 2.13, their provisional certificate, transcripts, migration certificate and degree will be withheld by the University till the time he/she does not satisfy or fulfill the criteria.

The certificates will be handed to the students as and when the University holds the Convocation. No certificates will be issued to any students before the Convocation.

2.17 Copyright of Course Material

All the course material published by the University and its affiliates are fully copyrighted. The course material of the University and its affiliates is meant for the personal use only of the registered students of the University. The University and its affiliates' course material and their contents should not be reproduced, stored in a retrieval system, used in a spreadsheet, or transmitted in any form, or by any means - electronic, mechanical, photocopying, recording, or otherwise - without the prior permission in writing from the University and its affiliates. The University and its affiliates reserve the right to take legal action, if any copyright violations are noticed.

2.18 Meritorious Students

a) Gold Medal

Gold Medal is awarded to the topper of the graduating class provided the student has scored a CGPA of 9.00 and above.

b) Silver Medal

Silver Medal is awarded to the second topper of the graduating class provided the student has scored CGPA of ≥ 8.00 and ≤ 9.00

For the award of Gold and Silver Medals, if any two students pursuing the same program and of the same batch secure the same CGPA, the University shall verify the marks obtained by the student during their course of study. In the event where the CGPA and the marks obtained is found to be same, then the subject matter will be examined, and the result will be declared by the Vice Chancellor.

Note: A student who has applied for improvement of grades / has NC / RC will not be eligible for Gold and Silver Medals irrespective of his / her marks & CGPA.

2.19 Scholarship Schemes

ICFAI University Sikkim offers merit scholarships to students pursuing the U.G. and P.G. programs. The scholarships are based on performance in class XII (or equivalent) / Graduation (or equivalent) and semester-wise performance during the program.

1) Entry Level Scholarship based on past academic record:

Percentage of marks achieved in the qualifying examination will decide the amount of scholarship. The scholarship amount will be awarded in two equal instalments i.e., in the first and second semester of the program. The second instalments of the scholarship will be awarded on securing a minimum of 8.00 G.P. A. in the first semester. The students availing 50% program fee concession (i.e., Govt. quota students) will not be eligible for scholarships based on past academic record, however they will be eligible for scholarships based on semester-wise performance.

The scholarship details are as presented in the following table.

Aggregate % in qualifying exams	% of 1 st semester program fee given as merit scholarship
>= 90%	75%
>= 80% - < 90%	60%
>= 70% - < 80%	50%

**All subject marks will be taken into consideration while calculated while calculating entry level scholarship percentage.*

2) Merit Scholarship based on semester-wise performance:

The top 10% of the students of the batch will be awarded merit scholarships based on their semester-wise performance (details presented in the table given below). These scholarships are offered in addition to the scholarships based on the past academic record.

Academic performance (CGPA)	Category I >= 9.00	Category II >= 8.50 - < 9.00	Category III >= 8.00 - < 8.50
% of Program fee of the semester will be awarded as a scholarship.	30%	22%	15%

Note: Students willing to avail the scholarship need to fill up a form issued by the office of the Registrar as per the notice. Students who fail to submit the Scholarship Form cannot avail Entry Level Scholarship. However, he/she is eligible for Merit Scholarship based on Semester wise performance. Scholarship will not be offered to any student securing with NC/RC grades.

Impt Note:

- i) If any student gets NC/RC Grade / Deferred Students in any of the semesters, he/she will be out of the purview of the Merit Scholarship based on semester-wise performance*
- ii) If any two or more students of the same batch and program secure same CGPA then the total marks secured by a student will be examined and the scholarship will be awarded to the student who has secured the maximum marks.*
- iii) If the students' marks are also same, then the scholarship amount will be divided among the number of students eligible for the same scholarship scheme.*

2.20 Right to Interpret and Amend Rules

The University reserves the right to interpret the rules and regulations for its students. The University would decide and interpret the rules and regulations from time to time and such interpretation is final and binding on all the students of the University. In case of any discrepancy, the verdict of Vice Chancellor on recommendation of the Registrar shall be bounded.

The University reserves the right to amend rules and regulations wherever necessary and appropriate. Such amendments will be intimated to the students. Possible changes include, but are not limited to; fee structure, refund policy, and such other matters as may be considered relevant.

2.21 National Education Policy – 2020

The undergraduate degree will be of either 3 or 4-year duration, with multiple exit options within this period, with appropriate certifications, e.g., a certificate after completing 1 year in a discipline or field including vocational and professional areas, or a diploma after 2 years of study, or a Bachelor's degree after a 3-year programme. The 4-year multidisciplinary Bachelor's programme, however, shall be the preferred option. The 4-year programme may also lead to a degree 'with Research' if the student completes a rigorous research project in their major area(s) of study as specified by the HEI.

An Academic Bank of Credit (ABC) shall be established which would digitally store the academic credits earned from various recognized HEIs so that the degrees from an HEI can be awarded taking into account credits earned.

2.22 Standard norms for Continuous and Comprehensive Evaluation of Soft Skills/ Public Speaking/Personality

Development

- **Evaluation:** There will be five different sets of evaluation comprising of written assignment, written test, language skill test, mock interview, group discussion and presentations during the semester.
- **Marks Allotment:** The marks allotment for different evaluation parameters are:

Written Assignment- 15 marks

Written Test- 15 marks

Language Skill Test- 15 marks

Mock Interview- 15 marks

Group Discussion and Presentation (I) - 20 marks (Compulsory)

Group Discussion and Presentation (II) - 20 marks (Compulsory)

- **Attendance:** Minimum percentage of attendance required for different evaluation parameter is 75%. If a student does not meet the minimum attendance criteria, he/she has to appear for additional evaluation as decided by the concerned department.

2.23 Jurisdiction

Disputes, if any, relating to undergraduate (UG) and postgraduate (PG) program and its activities are strictly subject to Gangtok, India, jurisdiction only.

Chapter III

GENERAL REGULATIONS

3.1 Address and Name Change

In case of a change in permanent address, students are required to incorporate the same in the Registration Form to be filled by them at the beginning of every semester. If a change is contemplated in the middle of any semester, a student can forward / email an application to admissions@iusikkim.edu.in with supporting documents for change of address to the University. The student shall register her/his name as it appears in the Class XII certificate only. Once registered, it will be her/his sole responsibility to check it on the online system and satisfy as to the correctness. Those students who wish to change any part of their name, as it appears in the student records must provide all necessary legal documentation supporting the requested change. The application can be mailed to admissions@iusikkim.edu.in

3.2 Student code of Conduct

This Student Code of Conduct outlines the standards and expectations for student behaviour at the university. It aims to nurture a respectful, inclusive, and academically rigorous environment.

PART I- General Principles

- i. Acts of Indiscipline and Misconduct: Any act of misconduct committed by a student shall be an act of violation of discipline of the University. Without prejudice to the generality of the foregoing provision, violations of the discipline shall include:
- ii. Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity, including any attempt to prevent any member of the University or its staff from carrying on his or her work; and any act reasonably likely to cause such disruption.
- iii. Use of unfair means or malpractices in examination. Any of the following events (inclusive but not exhaustive) shall constitute „unfair“ practice(s) during examinations.
- iv. Possessing unauthorized material like notes, small slips in pockets, on the body, or, in any other form, like cell phones, vanity bags and purses, whether used or not.
- v. Copying from other students.
- vi. Allowing/enabling other students to copy from one's paper.
- vii. Taking or giving any kind of assistance to other students.
- viii. Communicating with the students in or outside the examination hall during examination time.
- ix. Referring to any notes, slips or other sources in the washroom.
- x. Visiting any place other than washroom during examination.
- xi.** Boycotting classes/events following a call for a university strike to protest against various unmet demand will not be entertained.
- xii. Indiscipline and disruptive conduct.
- xiii. Resorting to any other unfair means to cause or obtain advantage
- xiv. Damaging or defacing University inside or outside the University campus.
- xv. Engaging in, or any attempt, at, wrongful confinement of teachers, offices, employees and students at the University, or camping inside and creating nuisance inside the boundaries of houses of teachers, officers and other members of the University.
- xvi. Use of abusive and derogatory slogans or intimidating language or incitement of hatred and violence or any other act calculated to further the same.
- xvii. Committing any act of cybercrime like damage or cause to be damaged any computer, computer system or computer network, data, computer data base or any other programmes residing in such computer, computer system or computer network; steal e-mail IDs and passwords of any person,

- impersonation, sending defamatory, objectionable and obscene messages, mails etc., and any other act which is punishable under Information Technology Act, 2000 as amended from time to time and for the time being in force.
- xviii. Ragging in any form: Anyone indulging in ragging is liable to disciplinary action including expulsion from the University in accordance with UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions. Please refer to the link for the detailed guidelines: https://antiragging.in/assets/pdf/information/english/SUMMARY_OF_UGC_REGULATIONS.pdf.
 - xix. The University has constituted Anti Ragging Committee and Anti Ragging Squad for the prevention of Ragging in the University. The details of the committee and members can be viewed at www.iusikkim.edu.in
 - xx. Sexual Harassment: Sexual harassment in any form will be liable for action under University Grants Commission (Prevention and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 and also liable to criminal prosecution under the relevant laws. Please refer to the link for the detailed guidelines: https://www.ugc.gov.in/pdfnews/7203627_UGC_regulations-harassment.pdf
 - xxi. The University has a fully functional Committee of Prevention of Sexual Harassment. The names and contact details of the respective members are properly displayed within the University premises. Details of the same can be viewed at: www.iusikkim.edu.in
 - xxii. Discrimination on the basis of race, sex, sexual orientation, gender identity/expression, religion, caste, age, color, creed, nationality or ethnic origin, physical, mental or sensory disability and marital status is prohibited. Please refer to www.iusikkim.edu.in for further details.
 - xxiii. An assault upon, or intimidation of, or insulting behavior towards a teacher, officer, employee or student or any other person.
 - xxiv. Causing or colluding in the unauthorized entry/trespass of any person into the campus or in the unauthorized occupation/trespass of any portion of the University premises, including hostels or residence, by any person.
 - xxv. Getting enrolled in more than one course of study simultaneously in violation of the University rules.
 - xxvi. Committing forgery, tampering with or misuse of the University documents or records, identification cards etc.
 - xxvii. Furnishing false certificate or false information to any office under the control and jurisdiction of the University.
 - xxviii. Procurement, possession, distribution and / or consumption of tobacco, cigarettes and alcohol in any form on the Campus or entering the campus in an inebriated condition shall constitute a serious misconduct. Anyone caught smoking will be fined Rs 500/-.
 - xxix. Procurement, possession, distribution or use of narcotic drugs within the Campus shall constitute a very serious misconduct.
 - xxx. Indulging in acts of gambling or carrying beverages other than in sealed condition into the University premises.
 - xxxi. Possessing or using any weapons of offence, such as knives, Lathis, iron chains, iron rods, sticks, explosives and firearms on the University premises.
 - xxxii. Arousing communal, caste or regional feelings or creating disharmony among students.
 - xxxiii. Not disclosing one's identity when asked to do so by an employee or officer of the University who is authorized to ask for identity.
 - xxxiv. Tearing of pages, defacing, burning or destroying of books of any library or seminar.
 - xxxv. Any act of moral turpitude.

- xxxvi. Any offence under law.
- xxxvii. Improper behaviour while on tour or excursion.
- xxxviii. Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings, and
- xxxix. Violation of Research Integrity: Distorting research procedures by fabrication of data, generating and reporting fraudulent data or distortion of the research process in any other ways.
- xl. Any other act which may be considered by the Vice Chancellor, or any other officer delegated on this behalf by the University to be an act of violation of discipline.

PART II - Officers authorized to take disciplinary action

- i. Without prejudice to the powers of the Vice-Chancellor as specified under the University Rules, the Registrar/ Director of all Faculties of the concerned Faculty/Administration is authorized to take disciplinary action in all academic matters and Registrar – Administration is authorized to take disciplinary action in all non-academic matters by way of imposing penalties, based upon the findings of the Disciplinary Committee on the act of misconduct / indiscipline.
- ii. Penalties for the offences relating to examinations shall be dealt with by the relevant bodies.

PART III - Penalties

Nature of Penalties - The following penalties may, for act of indiscipline or misconduct may be imposed on a student, namely:

- i. Written warning and information to the parents/guardian.
- ii. Fine of Rs.500/- which may extend up to Rs.10,000/-.
- iii. Suspension from the Class/Department/College/Hostel/Mess/Library/Lab or from availing of any other Facility.
- iv. Suspension or cancellation of scholarships, fellowship or any financial assistance from any source or recommendation.
- v. Recovery of financial loss/damage/destruction caused to University Property.
- vi. Disqualification from placement process, or from holding any representative position in the Class/College/Hostel/Mess/Sports/Clubs and in similar other bodies.
- vii. Expulsion from the Department/ Faculty/ Hostel/ Mess/ Library/ Club for a specified period.
- viii. In case of malpractice and use of unfair means in examination; Cancellation of Student Registration for the examination immediately. Re-registration for supplementary exam.
- ix. Permanent Expulsion from the University for Very Serious Misconduct.
- x. Disqualification from further studies, or prohibition of further admission or re-admission.
- xi. In addition to the above penalties, the discipline authority may direct the student to undergo compulsory counseling sessions by the University psychologist/ psychiatrist.
- xii. A student shall be liable for expulsion forthwith from the University on being found involved in or committing any offence cognizable and punishable under the Narcotic Drugs and Psychotropic Substances Act, 1985.
- xiii. All serious cases of indiscipline / misconduct shall be intimated to the parents/guardian of the concerned students by email / letter by the Administration / at the earliest.
- xiv. Not with standing anything in the rules, the Registrar/Director/Dean of the concerned Faculty/Administration may impose any one or more of the penalties taking into account the gravity of the misconduct along with facts and circumstances of a case.

Part IV: Constitution of Disciplinary Committee and Procedure for Disciplinary Action

- i. A University Disciplinary Committee constituted by the Vice Chancellor for the purpose of inquiring and investigating into complaints of misconduct shall take charge of the investigation.

The Disciplinary Committee will inquire/investigate into the complaint and submit a report not later than 15 working days of its constitution along with its findings, whether the concerned found guilty or not, to the Registrar/Dean to which the student belongs.

- ii. The said Registrar/Director/Dean of the Faculty/Administration based on the report of the Disciplinary Committee, may take appropriate decision on penalty and communicate the same within a period of seven working days of the receipt of the aforesaid report to the Office of Vice Chancellor.
- iii. An appeal shall lie against the orders of the authorities mentioned in these Rules to the Vice-Chancellor, whose decision shall be final. The Appeal shall be preferred/submitted within 10 days from the date of Order passed by the concerned authority.
- iv. Caste-Based Discrimination Committee: All students shall abstain from any act of discrimination against SC/ST/OBC on grounds of their social origin. If any such incident comes to the notice of the Committee, strict action will be taken against the erring students/staffs promptly.

Any other violation, not included in the above list, may also invite disciplinary action. In all such cases, the University, at its sole discretion, shall determine the punishment commensurate with the actual violation and may even include discontinuation of the student from the program.

3.3 Library

Every student will be issued one Bar Code based library card / ID Card. Each card will entitle the student to borrow three circulation books from the University library for a period not exceeding 15 days. The circulation books can be reissued from the library for another period of 15 days. If the circulation book(s) is not reissued or returned within the stipulated period or due date, the student is liable to pay fine pertaining to Rs. 5/- per day.

Eating and drinking in the library is not allowed. Mutilating and defacing library books, journals and other material by highlighting, underlining, writing, removing pages, or causing any other damage may result in disciplinary action. The students can access University Library from Monday to Saturday (9 am to 5 pm)

Note: i) The Library can recall any book at any time and the student is liable to return the same.

ii) The Bar Code based ID / Library Card will only be issued after the generation of Enrollment Numbers post admission.

iii) In the event that the library card is damaged / lost, the student needs to pay Rs. 100 to get it re-issued.

3.4 Use of Internet

The Internet facility is to be used by students judiciously and purely for academic interests. Students are advised not to misuse this facility.

3.5 Photo Identity Card

All the students who are enrolled will be given a Photo Identity Card that contains the name of the student and the Enrolment Number with a validity period of the duration of their respective programs. Students are required to produce their Identity Card for identification purposes and they should carry the ID card every day to the University. Those students who have lost their Identity Card are advised to report the same immediately to the Registrar's office and obtain a new Identity Card at a nominal fee of Rs.100/-. The Photo Identity Card will also act a Library Card.

3.6 Bonafide/Character/Provisional Certificate or Grade Sheet

Students who request bonafide/character/provisional certificate or grade sheet will have to apply for the same and submit it to the Examination Department.

3.7 Cyber Crime

The university authority will take appropriate action against student(s) committing any cyber-crime as per existing law of the land.

3.8 Academic Bank of Credit

The Ministry of Education, UGC and other Regulatory Bodies have highly emphasized on the Academic Bank of Credits as a transformative step towards flexibility, mobility, and efficiency in the education sector. National Academic Depository is again a crucial part as it acts as a Depository for all the Academic Awards and a major platform for Academic Award Digitization.

Academic Bank of Credits (ABC) is a virtual/digital storehouse that contains the information of the credits earned by individual students throughout their learning journey. It will enable students to open their accounts and give multiple options for entering and leaving colleges or universities.

Every student in India is required to register for APAAR/ABC ID - a unique 12-digit code to digitally store, manage, and access all their academic credits, including degrees, diplomas, certificates, training details, and co-curricular accomplishments.

3.9 Hostel Rules and Regulations:

The University provides both Boys' and Girls' Hostel facilities (fully furnished) for the students in Double and Triple Sharing on First come first served basis. For detailed rules & regulations, please visit: www.iusikkim.edu.in

3.10 Student Grievance Cell:

The University has a fully functional Student Grievance Cell. The cell is dedicated towards addressing the issues of student grievances in a timely and justified manner. Grievances can be shared to: sgc@iusikkim.edu.in

As per the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 in the Official Gazette on 11 April 2023 (available on UGC website), the University has appointed an Ombudsman for the Grievance Cell. Students are requested to kindly visit: www.iusikkim.edu.in to know about the Ombudsman.

3.11 Submission of Application

The students are strictly advised to submit any kind of application through email only. No offices of the University shall accept physical, handwritten application.

THE UNIVERSITY ABIDES BY THE RULES AND REGULATIONS FRAMED BY THE UNIVERSITY GRANTS COMMISSION (UGC) FROM TIME TO TIME OR ANY OTHER RELEVANT STATUTORY BODIES.

Chapter IV
FINANCIAL REGULATIONS

4.1 Payment of Fees

The University expects prompt payment of fees and other charges. If payment is not made on time, the University may impose penalties which may, *inter-alia*, include not permitting registration into the succeeding semester, not allowing writing of exams, withholding grade sheets, transcripts, imposing fine, etc. The individual components of the fees payable for the program are given below:

4.2 Admission Fee

Admission fee as prescribed in the prospectus are to be paid by all the selected candidates immediately after the admission decision is announced. The admission fee is to be paid online via the University Website. Refund of Admission Fee is guided by the norms laid down by the UGC.

4.3 Program Fee

Program fee includes Tuition fee, Caution Deposit (Refundable {One Time}), Exam Fee (Each Semester as applicable) but excludes the cost of courseware (if any).

4.4 Payment Method

Students need to pay the program fee at the beginning of each semester and as per the dates specified the by the University from time to time through the University Website, at the time of registration for each semester.

4.5 Late Payment of Fee/Fines

All students are expected to pay the fees as per the pre-announced schedule. Students who fail to do so have to seek written permission for late payment, specifying the date on which they propose to make the payments. Students will be charged a late payment fee of Rs.25 per day as per the dates specified in the Notice.

4.6 Waiver of Tuition Fee

In the unfortunate event of death of a specified parent who is funding the education of a student at the University, the balance of tuition fee payable by such student will be waived off. An application for tuition fee waiver along with the death certificate of the concerned parent is to be submitted to the Office of the Registrar.

4.7 Refund of Tuition Fee

In the unfortunate event of death of a student during the course of study at the University, the tuition fee paid for the prevailing semester will be refunded by the University to the specified parent. An application for refund of tuition fee along with the death certificate of the concerned student is to be submitted to the Office of the Registrar. This refund will not include the Admission Fee, Exam Fee etc.

4.8 Supplementary Exam Fee

Students applying for the supplementary examinations will have to remit the fee at the time of applying for supplementary exams according to the proforma provided by the Examination Department. The fee for supplementary exam of **Rs.1000/- per course against report/grade 'NC/D/E' and Rs.3000/- against report 'RC' is payable through University website only.**

4.9 Procedure & Fees for applying Duplicate Degree/Transcript/Migration or Grade Sheets

Any student who has lost/misplaced their Degree/Transcript/Migration or Grade Sheets and wishes to apply for the said duplicate certificates need to send an email to the Examination Department enclosing the following documents:

1. An Application (Handwritten)
2. A copy of FIR
3. Any self-attested Identity Certificate as a proof

The Examination Department shall be verifying the email & enclosure and after due verification only the student should pay the requisite fees which are as follows:

Sl. No	Description	Fee (In. Rs.)
1	Degree Certificate	3,000
2	Transcript	1,000
3	Migration Certificate	1,000
4	Grade Sheet per semester	500

The student needs to pay the requisite fees through the University website only.

The Examination Department shall initiate the process and issue the duplicate certificates. The minimum time duration for the process will take at least 2 months.

4.10 No Dues Certificate

Submission of the Library Card and Identity Card are also required for obtaining a “No Dues Certificate”, when:

- i. The student requests issue of final degree.
- ii. The student withdraws from a semester.
- iii. The student withdraws from the program.
- iv. Provisional admission is cancelled.
- v. The student's name is struck off the rolls.
- vi. The student is asked to surrender the cards by a competent authority.

4.11 Cancellation of Provisional Admission

Those students who have been provisionally admitted to the Program (The Class of 2020) are required to submit proof of Class XII/Graduation, transfer or migration certificate, aadhar card to the Admission office as per the deadline given, failing which their admission to the Program would stand cancelled with immediate effect. The Registrar or Dean shall verify the Original documents with the photocopies submitted to the university and attest them with their full signature and stamp. However, all the students are mandatorily required to submit the original copy of transcript/migration certificate to the University.

4.12 Refund of Caution Deposit

At the end of their respective programs, the University will refund the students their Caution Deposit through Account Payee Cheque or Direct deposit in the student's bank account only after deducting any dues or claim to be recovered from the student which will depend on the discretion of the Accounts Officer and on approval of the Registrar. A student need to fill and submit the form to the Accounts Officer.

Circumstance where students wish to withdraw from the program within the duration of the program, he/she needs to fill the Withdrawal Form, however the refund shall be processed in the above stated manner and condition.

Chapter V

COURSE STRUCTURE OF THE PROGRAM

5.1 The Academic Year

An academic year is divided into two semesters. Each semester is approximately 16-weeks duration. There are 2/4/6/8/10 semesters during the 1/2/3/4/5 years of UG & PG programs.

The semester-wise program consists of a prescribed set of courses and each course offered during the Semester is generally allotted 45 sessions (for a 3 Credits Course) and 60 sessions (for a 4 Credit Course) of 1 hour duration each. The number of hours of work to be put in by the student for a particular course is guided by the number of Credits allotted for that course.

A credit is a convenient unit of the total estimated time required to be put in by a student including classroom sessions for that course during the week. One credit generally involves 15 sessions of one hour duration of classroom instructions per Semester. The total hours of work required for each credit is approximately estimated at about 4 hours a week.

Total number of courses may vary and new courses, if any, may be introduced as prescribed by the University and will be communicated separately prior to commencement of the semester.

5.1.1 Core Courses

Students need to study core courses in all the functional areas in all the years of program.

5.1.2 Electives

UG & PG Students are given an option to choose elective courses as per the course structure. An elective course will be offered by the University only if the elective course is opted for by a specified number of students. Electives are selected when offered.

Choice of elective courses once made will not generally be considered for modification except under special circumstances with the prior approval of the Registrar through Dean Office. The list of elective courses on offer in each semester and the guidelines for choosing the electives will be circulated through an Office Circular at appropriate intervals.

5.2 Supplementary Readings

In addition to the course material supplied by the Institute, the students are advised to read newspapers and online resources relevant to their respective domains. The University library is equipped with several publications oriented towards supplementing the standard courseware. The students should take advantage of such facilities to learn and upgrade their knowledge.

5.3 Orientation and Onboarding

During the start of the Academic Year, orientation sessions will be conducted by the faculties and University Authorities where the students will be introduced to the faculties, important bodies of the University, the program, a glimpse into the syllabus and so on and so forth. It is highly recommended that the students should not miss orientation sessions. In addition, the students will also be provided with the detailed course structure of every paper he / she is supposed to study in the upcoming semester.

Chapter VI

PLACEMENT / INTERNSHIPS / SIP / LIP

1. Purpose

The purpose of this document is to establish the terms and conditions under which students of The ICFAI University, Sikkim (hereinafter referred to as "the University") may participate in the placement process facilitated by the University's Placement Cell.

2. Eligibility

2.1 Academic Performance:

- Students must meet the minimum academic criteria set by the University, which typically includes a minimum cumulative grade point average (CGPA) or percentage as determined by the respective department.
- Students with any backlogs or pending re-evaluations will not be eligible to participate in the placement process.

2.2 Attendance:

- Students must have a minimum attendance record as per the University's attendance policy to be eligible for placements.

2.3 Behavior and Conduct:

- Students must maintain a satisfactory record of conduct throughout their academic tenure. Any record of disciplinary action may lead to disqualification from the placement process.

3. Registration for Placement

3.1 Placement Registration:

- Students must register with the Placement Cell by completing the placement registration form within the stipulated time frame.
- Students are required to provide accurate and truthful information in the registration form. Any discrepancies found may lead to disqualification.

3.2 Resume Submission:

- Students must submit an updated resume in the prescribed format provided by the Placement Cell. The resume should be factually correct, and any misleading information may result in disqualification.

4. Pre-Placement Activities

4.1 Pre-Placement Training:

- The University may conduct pre-placement training sessions, including workshops, mock interviews, group discussions, and other relevant activities. Attendance at these sessions may be mandatory for students participating in placements.

4.2 Placement Policy Briefing:

- The Placement Cell will conduct briefings on placement policies and processes. Students must attend these sessions to familiarize themselves with the rules and guidelines.

5. Placement Process

5.1 Company Registration:

- Students will be required to apply for placement opportunities with companies of their interest through the Placement Cell. Students should only apply to companies where they are genuinely interested in pursuing a career.

5.2 Selection Process:

- The selection process may include written tests, group discussions, interviews, and other methods as deemed necessary by the recruiting company. Students must adhere to the schedule and guidelines provided.

5.3 Offer Acceptance:

- Once a student receives an offer letter from a company, they must accept or decline the offer within the specified time frame.
- A student who accepts an offer will be considered placed and will not be eligible to participate in further placement processes unless explicitly allowed by the Placement Cell.

5.4 Joining Formalities:

- Students must complete all joining formalities as required by the recruiting company, including submitting necessary documents and certificates within the stipulated deadlines.

6. Withdrawal and Deferment

6.1 Voluntary Withdrawal:

- Students may voluntarily withdraw from the placement process by submitting a written request to the Placement Cell. Once withdrawn, the student will not be allowed to re-enter the placement process for that academic year.

6.2 Deferment:

- In exceptional cases, students may request deferment from the placement process due to valid reasons such as health issues or personal emergencies. The decision to allow deferment lies with the Placement Cell and will be made on a case-by-case basis.

7. Code of Conduct

7.1 Professionalism:

- Students must maintain a high level of professionalism throughout the placement process. This includes punctuality, appropriate dress code, and respectful behavior during interactions with recruiters and Placement Cell staff.

7.2 Confidentiality:

- Students must maintain the confidentiality of information provided by recruiters during the placement process. Any breach of confidentiality may result in disqualification from the process.

7.3 Communication:

- All communication with recruiters must be routed through the Placement Cell unless otherwise permitted. Direct communication with recruiters without prior approval from the Placement Cell is prohibited.

8. Disciplinary Actions

8.1 Non-Compliance:

- Any non-compliance with the terms and conditions of the placement process may result in disciplinary action, including suspension from the placement process, academic penalties, or other measures as deemed appropriate by the University.

8.2 Misrepresentation:

- Any form of misrepresentation or false information provided by the student during the placement process will lead to immediate disqualification and may result in further disciplinary action as per the University policies.

9. Post-Placement

9.1 Feedback and Reporting:

- Students who have secured placements are required to provide feedback to the Placement Cell regarding their placement experience. This feedback may be used to improve the placement process for future batches.

9.2 Commitment to Join:

- Students are expected to honor their commitment to join the company they have accepted an offer from. Any failure to do so without a valid reason may result in sanctions from the University.

10. Amendments and Modifications

- The University reserves the right to amend or modify these terms and conditions at any time. Students will be informed of any changes through official communication channels.

11. Grievances

- Any grievances related to the placement process must be reported to the Placement Cell in writing. The Placement Cell will address the grievances in accordance with the University's grievance redressal policy.

12. Internship

Internships are an integral part of professional education and present budding professionals, with much-needed exposure to the real-world practice of concepts. The students enrolled in various programs in the institute are expected to undergo industrial/corporate internships as a part of their programs as per academic course guidelines. The internship program offers students the opportunity to gain direct practical experience and have the opportunity to use the skills and knowledge gained in their year from the institution and helps them see how they are applied to real-world problems. The internship offers them useful insights for their final year and prepares them for the job markets once their course has finished. During the student's internship tenure, the company, or the organization they are interning for might absorb them as full-time employees. Thus, this is an incentive for the students to perform well during the internship as it helps the students, to unwelcome stress in finding a job when the University course ends.

Objectives

- The Internship helps the students to explore career alternatives prior to graduation.
- It assists the student's development of employers-valued skills such as teamwork, communication, and attention to detail.
- Internship exposes the students to professional role models or mentors who will provide the students with support in the early stages of the internship.
- Internship provides students a platform to work and develop a network that will be useful to further their career prospects.

Industry Interaction

The University consciously encourages industry interaction with a wide cross-section of professionals in the industry. Summer projects, Internships, industry interaction programs, seminars, etc., organized in association with the industry offer students an opportunity to exhibit their organizational and communication skills, analytical abilities, and awareness of contemporary issues to leading recruiters.

Note:

a) All students need to find Internships on their own. It may be noted that assistance can be sought from the Placement Cell in exceptional cases.

b) The Internship program is followed and undertaken as per the respective program curriculum.

c) Once placed / joined for an internship, a student is not allowed to change the organisation.

Chapter VII

ACADEMIC CALENDAR FOR THE ACADEMIC YEAR 2024-25

DATE	ACTIVITY
Aug 1'2024 - Aug 23'2024	Odd Semester Registration & Payment of Semester Fees
Aug 24' 2024 - Sep 8' 2024	Late Registration with prior approval
Sep 9' 2024 – Sep 20' 2024	Orientation/Preparatory Classes for all the batches
Sep 23' 2024	Commencement of Regular classes
Oct 2' 2024	Holiday – Gandhi Jayanti
Oct 11' 2024 – Oct 15' 2024	Holiday – Durga Puja (Dasain)
Nov 1' 2024	Holiday – Laxmi Puja (Deepawali)
Nov 6' 2024 – Nov 12' 2024	Internal Evaluation – I
Dec 9' 2024 – Dec 13' 2024	Internal Evaluation – II
Dec 23' 2024 – Jan 3' 2025	Holiday – Winter Break
Jan 13' 2025 – Jan 23' 2025	Remedial Classes
Jan 24' 2025	Last Working Day for the ODD Semester
Jan 27' 2025 – Feb 14' 2025	End Term Examination for ODD Semester
Feb 17' 2025 – Feb 28' 2025	Even Semester Registration & Payment of Semester Fees
Feb 24' 2025	Result Publication for ODD Semester
Mar 3' 2025	Commencement of the Even Semester
Mar 14' 2025	Holiday – Holi Festival
Mar 27' 2025 – Mar 29' 2025	ABLAZE - Annual Fest
Mar 31' 2025	Holiday - Id Ul Fitr
Apr 7' 2025 – Apr 11' 2025	Internal Evaluation – I
Apr 18' 2025	Holiday – Good Friday
Apr 25' 2025 – Apr 26' 2025	Annual Sports Day
May 12' 2025 – May 16' 2025	Internal Evaluation – II
June 2' 2025- June 12' 2025	Remedial Classes
June 9' 2025 – June 13' 2025	Evaluation of Dissertation/Projects/Thesis
June 13' 2025	Last Working Day for the Even Semester
June 16' 2025 – July 4' 2025	End Term Examination
July 7' 2025 – July 11' 2025	Registration & Finalization of SIP/LIP/Internship
July 11' 2025	Result Publication for Even Semester
July 14' 2025	Commencement of LIP/SIP/Internship
Aug 31' 2025	Submission of Presentation & Report of SIP/LIP//Internship
Aug 31' 2025	End of the EVEN Semester

- *It is mandatory for all the batches to attend the Orientation/Preparatory Classes.*
- *Please note that the dates are subject to change with prior notice.*

University Officials Email ID

Sl. No.	University Officials	E-mail Address
1	Vice Chancellor	vc@iusikkim.edu.in
2	Registrar	registrar@iusikkim.edu.in
3	Deputy Registrar	sandhyapant@iusikkim.edu.in
4	Dean (Academics)	khinarimal@iusikkim.edu.in
5	Senior Administrative Officer	benu@iusikkim.edu.in
6	Accounts Officer	accounts@iusikkim.edu.in
7	Asst. Librarian	library@iusikkim.edu.in
8	Placement Officer	placement@iusikkim.edu.in
9	Public Relations Officer	pro@iusikkim.edu.in
10	Admissions Officer	admissions@iusikkim.edu.in
11	Sr. System Administrator	uttam143@iusikkim.edu.in
12	Students Grievance Cell	sgc@iusikkim.edu.in

THE END

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