Student Handbook 2017-18
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Student Handbook 2017-18 Disclaimer

While every effort has been made to ensure that the information contained in The Student Handbook is reliable and accurate at the time of publication, the University accepts no responsibility or liability for the accuracy or completeness of the information given in the Handbook. The University reserves the right to make changes to any part of the content of the Handbook, as it deems appropriate. It may do so at any time without notice.
The academic year is divided into two semesters, each of twenty weeks duration. The Fall semester starts in the first week of August and ends in the third week of December. The Spring semester starts in the first week of January and ends in the third week of May.

Note: Only teaching weeks have been shown numerically in the "Instructional Period". One week in the Spring semester will be reserved for a field trip.

The holiday list is subject to change, any modification in the date/duration of holiday(s) will be communicated to students by the Student Affairs Office.
<table>
<thead>
<tr>
<th>Instructional Period</th>
<th>From</th>
<th>To</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation week</td>
<td>Mon, 31 July 2017</td>
<td>Fri, 04 Aug 2017</td>
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<tr>
<td>Week 1</td>
<td>Mon, 07 Aug 2017</td>
<td>Fri, 11 Aug 2017</td>
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<tr>
<td>Week 2</td>
<td>Mon, 14 Aug 2017</td>
<td>Fri, 18 Aug 2017</td>
<td></td>
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<tr>
<td>Week 3</td>
<td>Mon, 21 Aug 2017</td>
<td>Fri, 25 Aug 2017</td>
<td>06 Weeks</td>
</tr>
<tr>
<td>Week 4</td>
<td>Mon, 28 Aug 2017</td>
<td>Fri, 01 Sept 2017</td>
<td></td>
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<tr>
<td>Week 5</td>
<td>Mon, 04 Sept 2017</td>
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<tr>
<td>Week 6</td>
<td>Mon, 11 Sept 2017</td>
<td>Fri, 15 Sept 2017</td>
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<tr>
<td>Mid-Sem Break</td>
<td>Mon, 18 Sept 2017</td>
<td>Fri, 22 Sept 2017</td>
<td>01 Week</td>
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<td>Week 7</td>
<td>Mon, 25 Sept 2017</td>
<td>Fri, 29 Sept 2017</td>
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</tr>
<tr>
<td>Week 8</td>
<td>Mon, 02 Oct 2017</td>
<td>Fri, 06 Oct 2017</td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td>Mon, 09 Oct 2017</td>
<td>Fri, 13 Oct 2017</td>
<td></td>
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<tr>
<td>Week 10</td>
<td>Mon, 16 Oct 2017</td>
<td>Fri, 20 Oct 2017</td>
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<tr>
<td>Week 11</td>
<td>Mon, 23 Oct 2017</td>
<td>Fri, 27 Oct 2017</td>
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<td>Week 12</td>
<td>Mon, 30 Oct 2017</td>
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<tr>
<td>Week 13</td>
<td>Mon, 06 Nov 2017</td>
<td>Fri, 10 Nov 2017</td>
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<td>Week 14</td>
<td>Mon, 13 Nov 2017</td>
<td>Fri, 17 Nov 2017</td>
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<tr>
<td>Reading Week</td>
<td>Mon, 20 Nov 2017</td>
<td>Mon, 24 Nov 2017</td>
<td>1 Week</td>
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<tr>
<td>Examination</td>
<td>Mon, 27 Nov 2017</td>
<td>Fri, 08 Dec 2017</td>
<td>2 Weeks</td>
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<tr>
<td>Evaluation Week</td>
<td>Mon, 11 Dec 2017</td>
<td>Fri, 15 Dec 2017</td>
<td>1 Week</td>
</tr>
<tr>
<td>Winter Vacation</td>
<td>Mon, 18 Dec 2017</td>
<td>Fri, 29 Dec 2017</td>
<td>2 Weeks</td>
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**Holidays**

- **Independence Day:** 15 Aug 2017 (Tue)
- **Id-Ul-Zoha (Bakrid):** 02 Sept 2017 (Sat)
- **Mahanavami:** 29 Sept 2017 (Fri)
- **Dussehra:** 30 Sept 2017 (Sat)
- **Muharram:** 01 Oct 2017 (Sun)
- **Gandhi Jayanti:** 02 Oct 2017 (Mon)
- **Deewali:** 19 Oct 2017 (Thurs)
- **Chhath Pooja:** 26 Oct 2017 (Thu)
- **Gurunananak’s Birthday:** 04 Nov 2017 (Sat)
- **Milan-Un-Nabi:** 02 Dec 2017 (Sat)
- **Christmas Day:** 25 Dec 2017 (Mon)
## SEMESTER – II & IV

### Mon, 01 Jan 2018 – Fri, 18 May 2018

<table>
<thead>
<tr>
<th>Instructional Period</th>
<th>From</th>
<th>To</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Week 01</td>
<td>Mon, 01 Jan 2018</td>
<td>Fri, 05 Jan 2018</td>
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<tr>
<td>Week 02</td>
<td>Mon, 08 Jan 2018</td>
<td>Fri, 12 Jan 2018</td>
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<tr>
<td>Week 03</td>
<td>Mon, 15 Jan 2018</td>
<td>Fri, 19 Jan 2018</td>
<td></td>
</tr>
<tr>
<td>Week 04</td>
<td>Mon, 22 Jan 2018</td>
<td>Fri, 26 Jan 2018</td>
<td></td>
</tr>
<tr>
<td>Week 05</td>
<td>Mon, 29 Jan 2018</td>
<td>Fri, 02 Feb 2018</td>
<td></td>
</tr>
<tr>
<td>Week 06</td>
<td>Mon, 05 Feb, 2018</td>
<td>Fri, 09 Feb 2018</td>
<td></td>
</tr>
<tr>
<td>Week 07</td>
<td>Mon, 12 Feb 2018</td>
<td>Fri, 16 Feb 2018</td>
<td></td>
</tr>
<tr>
<td>Mid Sem Break</td>
<td>Mon, 19 Feb 2018</td>
<td>Fri, 23 Feb 2018</td>
<td>01 Week</td>
</tr>
<tr>
<td>Week 08</td>
<td>Mon, 26 Feb 2018</td>
<td>Fri, 02 March 2018</td>
<td>20 Weeks</td>
</tr>
<tr>
<td>Week 09</td>
<td>Mon, 05 March 2018</td>
<td>Fri, 09 March 2018</td>
<td></td>
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<tr>
<td>Week 10</td>
<td>Mon, 12 March 2018</td>
<td>Fri, 16 March 2018</td>
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<td>Week 11</td>
<td>Mon, 19 March 2018</td>
<td>Fri, 23 March 2018</td>
<td>08 Weeks</td>
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<td>Week 12</td>
<td>Mon, 26 March 2018</td>
<td>Fri, 30 March 2018</td>
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<tr>
<td>Week 13</td>
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<td>Fri, 06 April 2018</td>
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<td>Week 14</td>
<td>Mon, 09 April 2018</td>
<td>Fri, 13 April 2018</td>
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<td>Week 15</td>
<td>Mon, 16 April, 2018</td>
<td>Fri, 20 April 2018</td>
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<td>Fri, 11 May 2018</td>
<td>02 Weeks</td>
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<td>01 Week</td>
</tr>
<tr>
<td>Summer Vacation</td>
<td>Mon, 21 May 2018</td>
<td>Fri, 27 July 2018</td>
<td>10 Weeks</td>
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### Holidays

- **Republic Day:** 26 Jan 2018 (Fri)
- **Holi:** 02 March 2018 (Fri)
- **Mahavir Jayanti:** 29 March 2018 (Thu)
- **Good Friday:** 30 March 2018 (Fri)
- **Buddha Purnima:** 29 May 2018 (Tue)

°Subject to change on University notification
A warm welcome to our students, scholars, academic Heads, Faculty and the staff to the new academic year at this historically illustrious university. As we stand on the threshold of a new beginning, myriad opportunities await us to quench the thirst of knowledge, to recreate ourselves and to build a new world order through the knowledge route. Let us embark on this unique journey at this avant-garde university, where Scholars from across Asia and beyond came to ancient Nalanda in quest of prolific Indian Knowledge. Gurus such as Aryabhatta, a renowned scholar of Mathematics and astronomy and Chankya, the great economist, philosopher and thinker who taught Arthashastra are part of this great ancient land of learning. To be at this seat of learning is indeed providential beginning by itself. A university’s primary objective is to infuse innovative dimensions to our personality, and this is simply done by keeping our minds open to new-noble ideas, Bernard Shaw had once poignantly maintained that “life isn’t about finding yourself, life is about creating yourself” let us embark on this creative voyage. This year will be special for all of us as we prepare to set out on a new journey of setting up benchmarks and achieving them.

Nalanda shall set high international standards in Human Values and ethics through our unique courses ranging from Astronomy and Vedic sciences to Governance and Dharma Shastra, to Buddhism to Yoga Sutra and Upanishads to natural sciences, to cater to the needs of this multipolar 21st century. It is our responsibility to create situations that enable us to get on an unparalleled experimental educational expedition that is intellectually invigorating and socially transformative.

Nalanda is inspired by the academic excellence and the global vision of its predecessor. As we create a new narrative of re-building the University, we must remember that we are blessed with the goodwill of our South-East Asian partners. The central idea of the University is articulated well by the logo of the University, as “The Nalanda Way” – man living in harmony with man, man living in harmony with nature, man living as part of nature. It also epitomises, to me the unique coming together of people from across geographies bound together by civilizational and culture linkages, towards creating new knowledge systems.

I expect our students, as part of the Nalanda family to conduct themselves as being worthy of the name and legacy of “Nalanda”. Our rules are simple, but will be a firm part of our value system. As Nalanda-‘ites’ we expect you to follow the path of diligence, dedication and self-discipline in your life. The diversity of age, race, religion, region, country and culture at Nalanda is unique and you will undoubtedly have a lot of opportunities to learn from this multicultural mode of life. We hope that your sojourn at Nalanda University proves to be a life enriching experience. I wish you the best for the times to come...

Prof. Sunaina Singh
Vice Chancellor, Nalanda University
Vice-President, ICCR
Located in Rajgir, a town in the northern Indian state of Bihar, Nalanda is a postgraduate, research intensive, international University supported by the participating countries of the East Asia Summit. The University is inspired by the academic excellence and global vision of ancient Nalanda, which was the oldest known centre of organized higher education in the world. Like its historic predecessor, Nalanda University aspires to meet and set global standards of academic excellence and research, and enable capacity building in all areas of higher learning.

The Government of India shared the proposal for the revival of the ancient Nalanda University with the leaders of the East Asia Summit (EAS) in January, 2007. The Member States welcomed the regional initiative and Intergovernmental Memorandums of Understanding to that effect were signed by 17 countries. The University came into being on November 25, 2010 by a special Act of the Indian Parliament and has been designated as an “institution of national importance”. It is administered by the Ministry of External Affairs, Government of India and has the Hon’ble President of India, Shri Ram Nath Kovind as its Visitor. Dr Vijay Bhatkar (Chancellor) and Prof Sunaina Singh (Vice-Chancellor) along with the other members of the Governing Board are responsible for all the policies and directions to the University, and management of its affairs.

Nalanda University enrolled its first batch of students in the fall of 2014 in two schools, “The School of Ecology and Environment Studies” and “The School of Historical Studies”. The University has inaugurated “The School of Buddhist studies, Philosophy and Comparative Religions” in 2016-17. The University endeavours to harness the best talents for the creation and dissemination of knowledge and aims to be an eminent global institution for higher education.
Getting Started

Enrollment and Registration

The enrollment and registration procedure at Nalanda University consists of filling the Residence Hall Application and Agreement, Student Registration Form and the submission of copies of prescribed documents. Upon completion of the aforementioned, each student will be issued a unique Student Identification Number. This Student Identification Number will be used for all administrative and financial purposes. The format of the Student Identification Number is given below:

Orientation

The first week of the academic year is scheduled as the Orientation Week. During this time the University welcomes the new students and common information sessions are held in order to acclimatize the new students to the new environment by introducing them to the various aspects of campus life and the surrounding areas.

This is an event where students get a chance to make themselves ready to socially integrate into the culture prevalent at the University.

Orientation program begins before classes start; therefore students need to be registered to the courses for the programme of study, in order to prepare them for attending the classes.
Post-Registration

Student Identification Card
The University provides all students with a Student Identification Card. The card enables students to access the University library and other facilities such as the University shuttle services, Dining Services etc.

If your card is lost, stolen or damaged, inform the Student Affairs office immediately. They will be able to put forth a request for replacement. If it has been lost or stolen, reporting this loss quickly will prevent unauthorised use of your University Card for which you may be held responsible.

If a lost or stolen card is recovered after a replacement has been requested, it cannot be used and must be returned back to the Student Affairs Office.

The card cannot be used after the end of its validity date, as mentioned on it. However, if the student is debarred from the University on account of any reason viz. cancellation of admission, withdrawal from the programme or non-deposition of University fees etc., the validity may end instantaneously.

A duplicate card may be issued by filling up an application form for the purpose and submitting it, along with a fees of INR 250 towards replacement charge, to the Student Affairs Office.

Nalanda University Email Account
Email is Nalanda University's medium for all official communication with the students. The University expects all students to read official emails on a timely basis. All students will be given a Nalanda University email account upon arrival on campus. This account must be activated and passwords must be reset immediately. Students are required to use this account for all official University related correspondence. All official notices and other correspondence from the University Office will be sent to this email account and all communication from students to University administration should be conducted through the same.

It is the responsibility of the students to regularly check their email account. Students must be aware that the University will send e-bills for fees and any other charges to their University email account and failure to view a billing statement or inability to access the email account will not exempt them from late fees penalties.

In following the email route for all communications and billing, the University is showing its commitment towards a sustainable environment. Besides reducing paper consumption, e-billing and e-notices ensure that all students have 24X7 access to important notices.

Change in Address
It is mandatory for students to inform the Student Affairs Office in case of any changes in their home addresses as well as the other personal and contact details. The student has to
Health Insurance

All students of the University are covered under Group Medical Coverage (GMC) and Group Personal Accident (GPA) Policy. The terms of Policy are listed below:

1) Sum Insured: INR 100,000 per student
2) Corporate buffer of 500,000 is additionally provided.
3) Pre-existing disease is covered from the first day.
4) 1st year/2nd year exclusions are waived off from the first day.
5) Room rent entitlement is single AC Room & there is no limit on ICU Rent.
6) 30 days - Pre Hospitalization & 60 days - Post-hospitalization expenses are covered.
7) Day care procedures are covered. These are the procedures which can be done in less than 24 hours period like (cataract, chemotherapy, radiotherapy, dialysis, kidney stone removal, coronary angiography etc.)
8) OPD expenses are covered up to 15,000 per student per year. OPD expenses covers everything except cosmetic treatment.
9) OPD is not covered for over the counter Medicines which means prescription from the treating doctor is necessary.
10) Ambulance Charges covered up to INR 1000 per incidence (only in case emergency hospitalization)

Terms of GPA

1) Death plus Disability is covered under GPA.
2) Sum Insured: INR 300,000 Fixed
3) Permanent Total Disability & Permanent Partial Disability are covered up to 100% of some insured.
4) Temporary Total Disability (Weekly Benefit) is covered up to INR 20,000 or 1% of sum insured per week whichever is lower, for a maximum of 104 weeks.
5) Cost of external Devices (Wheelchair, clutches etc.) is covered up to 10,000.
6) Medical Expenses arising due to accident are covered on fixed basis on OPD/IPD basis for sum up to 25,000
7) Loss of belonging, in case of accident, is covered up to 25,000
8) Accidents due to Adventure sports are included, cost of cloths covered, cost of external devices covered.

The policy is valid for hospitalization and treatment in empaneled Hospital across India. The treatment may be covered as part of the Medical insurance Policy, but the medicines prescribed during the treatment have to be procured by the students themselves (if it is not part of pre-hospitalization and post-hospitalization prescription).

fill “Biographical Information Change Form” and submit it to the office of Students Affairs.
All members of the Nalanda community benefit from the name and reputation of the University and are responsible for maintaining it. Students are crucial to the above endeavor as they play an instrumental role in defining the character of the University. They are therefore expected to conduct themselves in a way that is respectable and dignified. While the University encourages questioning and expression of differing perspectives, it expects its students to owe others the same courtesy. Students may express their opinions as well as problems in a peaceful manner without demeaning the dignity of others.

All members of the Nalanda community must work towards maintaining a harmonious and amicable atmosphere. It is only through the cooperation of everyone that we can build a community based on mutual respect and concern for each other.

1. In the interest of protecting the academic interests and harmony within the premises of the University, the students are expected to not gather or involve themselves in activities against the University or any individual associated with the University. In case an organized gathering is needed to be held to exhibit disapproval of any kind, the University must be notified at least 6 days in advance.

2. University resources are reserved for the benefit of the community and business purposes of the University. Practices such as using the university resources viz. University vehicles, telephone, computer or photocopier systems etc., for personal gains or for personal use is prohibited, and questionable by the University.

3. Nalanda University welcomes teachers and students from all parts of the world, and does not discriminate between any of the members on the basis of race, religion, color, national origin, medical condition, marital status, sex, gender, sexual orientation or any other characteristic. Harassment or ragging in the form of jokes, slurs, and oral, written or digitally-generated offensive material on the basis of any of the above mentioned characteristics is a form of discrimination and is prohibited by the University Code of Conduct.

   a) Any student, if subjected to any form of discrimination by another member of the community, must report immediately to the University Administration/Student Affairs office.

   b) Any person witnessing an incident of discrimination is also expected to report to the authorities immediately. Failing
to do so is a serious offence and will be dealt with at par with perpetrators of the offense.

c) In case of a failure to identify the perpetrators of discrimination, all the suspects/ group of students involved will be punished, if found guilty after inquiry.

4. Reports of harassment, ragging or discriminatory actions of any kind must be reported to the concerned committees orally or in written. Supervisors are also expected to report any complaints of discrimination, or harassment which is brought to their attention or of which they are aware. Remedial actions may include direct communication with the parties, third party intervention by the members of the concerned committee, or an investigation.

The University is committed to a fair investigation and remediation to the victims of any of these actions, with the help of a fair and impartial team of members. If the claim of misconduct is found true, appropriate disciplinary and remedial actions will be taken. Cases of false reporting with dishonest intentions or of slander against an individual are discouraged, and might fetch disciplinary actions against the complainant. All the parties are expected to truthfully participate and cooperate in the process of investigation and failure to do so can be grounds for disciplinary action.
University Policies

Attendance Policy

The Master's Programmes currently run by the University are residential and full-time. Hence enrolled students have to be present on campus for the entire duration of the programme unless they have written permission from the Dean of the concerned School (in case of field work, site visits or unavoidable circumstances). However, the period of leave will be treated as “absence” when calculating the attendance for a course.

The attendance requirement for all courses will be decided by the course instructor. However, each candidate must have at least 75% attendance to be able to appear for the end term examinations. Students who do not have the minimum required attendance will be debarred from appearing in the end term examination, may be asked to repeat the course or drop a grade, whichever is deemed fit by the Board of Studies.

Leave of Absence

Students can apply for a leave of absence through a written application to the Dean of the concerned School, who can grant leave in special circumstances, a copy of such approval must be submitted to the Student Affairs Office and Academic Office. These circumstances would include those that are beyond their control, such as meeting with an accident, becoming a victim of crime, acute illness or serious on-going medical condition, on-going life threatening illness of a close family member or partner, bereavement of a close family member or partner, acute or on-going serious personal or emotional circumstances, or domestic upheaval like fire, burglary or eviction etc.

However, in the case of any leave of absence initiated by the student, the charges for the Residence Hall will remain non-refundable (refer to Residence Hall Handbook for policy on refund of charges).

Disciplinary Measures

The University expects its students to uphold a certain code of conduct and maintain decorum in the campus and Residence Hall during the period of their stay at Nalanda. The following actions constitute a violation of the code of conduct:

1) Academic dishonesty of any kind, be it plagiarism or helping someone else in performing an act of dishonesty.

2) Furnishing false information for any official purpose.

3) Disorderly conduct including use of abusive language, indulgence in vandalism, disruption of classes etc.
4) Alcohol or drug related misconduct- As per The Bihar Excise (Amendment) Act, 2016, enforced by the Government of Bihar, the consumption of Liquor within the state, is a crime punishable under provisions of the Indian Penal Code. Possession or distribution of drugs or other controlled substances is prohibited.

5) Theft, damage or disregard of University property

6) Possession of weapons of any kind

7) Failure to comply with the University’s IT (Information and Technology) Policy

8) Failure to maintain required attendance in a course and/or failure to take prior permission for leave of absence

9) Gambling

10) Failure to abide by the University rules and regulations at all times.

A student who fails to adhere to any of the above mentioned disciplinary requirements will be subject to disciplinary action. In such cases, depending on the severity of the issue the University's Disciplinary Committee may recommend to debar the student from accessing any University services, prevent participation in research related activities for a specific period of time or expel and remove the student's name from University's rolls.

Media Policy

1. Press Policy

All the members of the NU community are committed to strive towards the vision of university and lead it to the highest standards of academic excellence. Keeping in mind the academic and vocational welfare of the students, the University has a strict media policy. Students are expected to refrain from engaging with media personnel through any
medium of communication, without keeping the University in the loop. The concerned university officials must first be informed about any activity that will require student engagement with the media, and can be carried out only with an approval from the authorized official. The University has an identified official/team that manages all correspondences with the press (both electronic and print media). This person/team is also responsible for ensuring that any event or news relevant to the University and its students gets adequate media recognition.

2. Social Media Policy:

The University acknowledges that social media can be used for sharing news and information, and keeping the NU community up to date with the recent important happenings in the society.

This policy guides the students for using social media appropriately while they live in the campus as students enrolled at the University are directly or indirectly representing the University in their digital space.

All the communication posted on social media must be respectful at all times and should be in coherence with this policy of the University. Using social media in a way, so as to infringe on the rights and personal space of other fellow students, staff or faculty must be avoided at all times. Any such comment, which targets a member of the NU community by being judgmental to her or him is highly deplorable. Such actions will be dealt with sternly.

A student must take care while communicating on social media, particularly when others are able to identify her or him as a student of Nalanda University. These communications at no point of time should seem to be besmirching the name of the University.

Certain actions on social media platform will always be unacceptable to the University and thus shall never be posted. These are:

- posting confidential information (which may include personal information about any member of NU community, any research related matter till it does not come in public domain, any such document which is yet to be ratified or approved);
- posting details of complaints or legal proceedings/potential legal proceedings involving the University;
- posting comments using a fake account or using name of another person without her or his consent;
- posting material that is threatening,
harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual or entity;

• posting any other matter that may constitute a criminal offence;

• posting anything which may bring disrepute to the University or compromise the safety or assuage reputation of the members of NU community.

Any dissatisfaction or concerns towards the functioning of the University shall be raised through the set mechanism, using the proper channel. These concerns shall in no case be shared on social media.

Any material viz. images, photographs, text and videos owned by third party shall not be shared on a platform of social media without obtaining permission from the person concerned (third party). Even if permission is obtained, such material should always be tagged with credit.

All students must

• Ensure that any use of social media is carried out in line with this and other relevant policies;

• Inform the relevant staff member(s) when an institutional account is to be used;

• Seek relevant authorization for official posts prior to publication;

• Regularly monitor, update and manage content she or he has posted;

• Add an appropriate disclaimer to personal accounts when the University is named.

• Report any potentially defaming incidents or concerns, which puts the University in bad light.

The University reserves the right to monitor and intercept suspicious activities on social media, within the boundaries of local law and in a way the university deems fit, without informing the students, using its IT and communications systems, so as to verify whether the action are in adherence to the policies detailed in this document.

Consequences of a breach of this policy

The University will review the circumstances under which breach of this policy is reported and decide on an appropriate action, according to the mala fide intention inherent in the case. The University may constitute an appropriate committee for the said review. The committee may further decide on penalizing the defaulting student with disciplinary action, to the extent of cancelling the admission of the defaulter.
Course Requirements

For each programme or degree, a list of approved courses that meet University and School requirements will be specified. All students must enroll in a specified number of courses during all semesters in a programme except when granted leave of absence by the Dean of the School. Minimum academic requirements like, lower limit of credits necessary for registration to any course in each semester and grade point average for each course of study will be specified for each programme at the start of the semester and at the time of registration.

Faculty Advisor

A Faculty Advisor will be assigned for each student to guide and help him/her choose the right course. These Advisors will help students assess their interests and abilities, the number of credits required and past performance to ensure that they pick the right course.

Faculty Consultation Hour

The University also provides on-campus guidance to its students for any academic help. They can consult concerned teachers during the faculty consultation hours without taking a prior appointment. They may, however, be required to take prior appointments if they want consultation at other times. Students are advised to check with their course instructors for each course whether attendance at the consultation hour is mandatory or voluntary.

Registering for Courses

To attend any course, students must register for courses of their choice that are offered in their programme of study at the beginning of the semester. Students are responsible for ensuring that they have registered for the required number of courses so as to meet the minimum requirement of credits prescribed for their programme.

In-absentia registration can be allowed only with the permission of the Dean of the concerned School in exceptional cases.

Late registration can be allowed only with the permission of the Dean of the School until after two weeks of the commencement of the classes of the concerned course. However, late fees will be charged and the registration will be accepted only on the payment of the fees.

Any change (addition/deletion/audit and withdrawal) in the registration of a course will only be allowed with the written permission of the Dean of the concerned School.
Students cannot register for a course on any particular topic if they haven’t cleared a foundation course prescribed as a pre-requisite for that topic.

**Auditing a Course**

Students may opt for more elective courses than the minimum number prescribed in the programme, provided that, it does not adversely affect their academic performance in the degree programme for which they are registered. The credits that they obtain in these additional or audit courses will not be included in the calculation of Semester Grade Point Average or Cumulative Grade Point Average.

**Adding or Deleting a Course**

Students may add or delete a course during the first week of the semester by obtaining a written permission from the Dean of the respective School.

**Changing a Credit Course to an Audit Course**

Students can change a credit course to an audit course within three weeks after the commencement of a semester by obtaining a written permission from the Dean of the respective School.

**Withdrawing from a Course**

Students can opt to withdraw from a course within three weeks after the commencement of a semester by submitting a written application to the Dean.

**Credit Requirements**

Each course in a semester is assigned a certain number of credits depending on the number of lectures, tutorials and laboratory contact hours. The University offers mandatory (Core) and optional (Elective) courses which carry three
1) **Plagiarism**
- Use of published or unpublished data/ideas/ verbatim statements of another individual without giving him/her credit
- Not adhering to prescribed guidelines for citation while citing sources
- Not seeking permission for the use of another individual's work in cases where it is needed

2) **Fabrication**
- claiming somebody else's work as your own
- inventing false data to support your research
- paraphrasing work from another source without giving it credit
- incorporation of works such as drawings/paintings/ scriptures without prior permission (wherever necessary) or giving credits
- not giving appropriate credit to another individual who has partnered in the research or contributed to the work in any way

3) **Cheating/Use of unfair means**
- using unfair means during examinations

Credits each. Some courses may be awarded two or four credits depending on the contact hours per week per course. The internship, project and dissertation credits are decided by the Board of Studies of the concerned School.

A course which has three contact hours per week is ideally awarded three credits. However, the Board of Studies of a School can allot less or more credits to a particular course.

It is expected that students will try to acquire 12 credits in each semester. The concerned School's Dean may allow a student to take additional credits if the student is required to repeat a course. Students have to acquire minimum 48 credits to obtain a degree.

**Academic Integrity**

The University believes in academic integrity. The work and research that each student produces is his/her responsibility. The University expects its students to perform on the basis of their individual effort and hard work. Incorporation of unfair means in academic work will not be tolerated and strict action will be taken against students who indulge in the same.

Violations of the University's Academic Integrity include:
or any other student evaluation process such as copying from another student's answer book, textbooks, notes etc.
- accessing question papers or leaking them through bribing or stealing

The instances that will be considered as acts that violate the University’s Academic Integrity are not limited to the above points. The Board of Studies/authorities may exercise their judgment in identifying such cases. All students are requested to consult their professors if they require further clarification or have any doubts about the definition of plagiarism and its consequences. Students who are found to be dishonestly producing their research work will be expelled from the University or will be subjected to any other action deemed fit by the Board of Studies.

Removal of Name from a Programme

The name of a student will automatically be removed from a programme if:

1) The candidate is found to have registered for any other full-time programme at Nalanda University or any other university.

2) The student has exhausted the maximum number of years for the Master’s programme without fulfilling the minimum essential requirements for the degree.

The Academic Council may, however, in some exceptional circumstances (circumstances beyond control - meeting with an accident, becoming a victim of crime, acute illness or serious on-going medical condition, on-going life threatening illness of a close family member or partner, bereavement of a close family member or partner, acute or on-going serious personal or emotional circumstances, or domestic upheaval like fire, burglary eviction etc. at the time of the assessment) and on the recommendation of the Board of Studies of a School, as well as on the merits of each individual case, consider relaxation of any of the provisions for reasons which shall be recorded in writing.
Examination Policies

Examinations will be conducted under the direction of the Deans of the Schools. The schedule of mid-semester and end-semester exams will be announced by the University’s Academic Office at the beginning of each semester.

Eligibility for Appearing for Exams

A student will be eligible to appear in the Semester Examination, only if he/she has attended a minimum of 75% of the total classes held during the semester.

No student will be permitted to submit the required written papers, dissertations, projects etc. or sit for final semester evaluations unless he/she has furnished a Clearance Certificate from the University along with receipts for all dues including examination fees, if any.

Examination Questions

The question papers for mid-semester and end-semester examinations, quizzes and practical examinations for the evaluation of students enrolled for various credit courses will be prepared by the faculty, teaching the respective courses from within the syllabus prescribed as part of the course outline, in the beginning of each semester. However, questions may also be asked from any topic taught in the class that may not have been specifically stated or directly mentioned in the course curriculum.

Assessment and Evaluation

All assessments and examinations for various academic programmes at the University, except for the evaluation of PhD thesis, will be conducted internally. However, in some cases there may be external evaluation upon recommendation of the Board of Studies, and with the agreement of faculty members.

The faculty member who prepares the question paper will be responsible for evaluation and grading. However, the Dean may also request other members of the faculty with relevant expertise to evaluate the answer sheets or conduct oral examinations if the need arises.

The Dean of the concerned School may appoint a committee of faculty members to scrutinize the grades before the final grades are announced by the Academic Office.

The marks/grades for each course at the end of
each semester shall be forwarded through the Dean's office to the Academic office for compilation.

The University will retain the graded answer sheets of students in safe custody for at least three years, in case there is a request for re-evaluation from any student.

**Review of Result**

If a student is not satisfied with the examination result, he/she may request for a review through the Academic Office.

While reviewing the results, the Academic Office will verify whether the examination script has been marked completely and all marks have been correctly transmitted to the Board of Examination. It will not involve marking an examination script for the second time.

The University may review the answer scripts of semester-end examination but not other continuous assessment parameters.

The application form for review, along with the prescribed fees of ₹500, for a particular course, must be forwarded to Academic Office within two weeks of declaration of result.

**Modification of Results**

If the result of the examination is found to be erroneous, the Board of Examiners shall have power to get such result rectified with the necessary approval of Vice Chancellor provided, the errors are reported or detected within six months from the date of declaration of results and if any error is detected thereafter, the same shall be placed before the Board of Examinations for rectification.

For this purpose, the following errors will be taken into consideration:

1) Error in computer or data entry, printing or programming and the like.

2) Clerical error in totaling or entering of marks in file

3) Error due to negligence or omission of examiner or any other person connected with evaluation, moderation and result preparation

If the result of Examination has been published and subsequently, it is found that the result has been obtained by fraudulent means or malpractices exercised by a particular examinee, the Board of Examination can revise the result at any time.
**Moderation**

The University will ensure effective and consistent moderation processes in all courses to ensure consistency and fairness of the marking and grading process.

The moderation of assessment instruments (course work briefs and examination questions) will ensure that their form and content are correct in terms of standards, assessment of learning outcomes, syllabus coverage, level of challenge, and fairness.

The moderation of student work (course work and examination scripts) will ensure the use of agreed marking criteria, comparability and equity of standards, consistency and fairness of marking.

The Moderation System as decided and set forth by the Board of Studies will be applicable to all the Postgraduate End Semester Examinations as well as all other examinations conducted from time to time.

**Evaluation and Grading System**

Students are evaluated for each credit course during a semester according to the parameters set out by the course instructor. The distribution of weightage of each parameter will be indicated in the course outline and students will be informed about the evaluation procedure at the commencement of the course. Each School may also internally set the procedure for students who require earning additional credits after having failed in either a core or an elective course.

While converting marks into their corresponding Grade Point, the marks will be rounded off to the nearest integer.

**Guidelines for Final Grading**

After compiling the marks for all the evaluations (written, oral, quizzes, written papers, examinations, dissertations, projects or take home examinations) the final grades will be awarded as per the following guidelines on page 23:-
## Guidelines for Final Grading

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point</th>
<th>Performance</th>
<th>Slab (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>10</td>
<td>Distinction</td>
<td>90-100</td>
</tr>
<tr>
<td>A</td>
<td>9</td>
<td>Outstanding</td>
<td>85-89</td>
</tr>
<tr>
<td>A-</td>
<td>8</td>
<td>Excellent</td>
<td>80-84</td>
</tr>
<tr>
<td>B+</td>
<td>7</td>
<td>Very Good</td>
<td>75-79</td>
</tr>
<tr>
<td>B</td>
<td>6</td>
<td>Commendable</td>
<td>70-74</td>
</tr>
<tr>
<td>B-</td>
<td>5</td>
<td>Good</td>
<td>65-69</td>
</tr>
<tr>
<td>C+</td>
<td>4</td>
<td>High Average</td>
<td>60-64</td>
</tr>
<tr>
<td>C</td>
<td>3</td>
<td>Mediocre</td>
<td>55-59</td>
</tr>
<tr>
<td>C-</td>
<td>2</td>
<td>Low Average</td>
<td>50-54</td>
</tr>
<tr>
<td>D</td>
<td>1</td>
<td>Marginal Pass</td>
<td>40-49</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Fail</td>
<td>&lt;40</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NC(SR)</td>
<td>0</td>
<td>Audit Course</td>
<td>Satisfactorily Reported</td>
</tr>
<tr>
<td>NC (NR)</td>
<td>0</td>
<td>Audit Course</td>
<td>Not Reported</td>
</tr>
</tbody>
</table>

(NC: Non Credit)
The Final CGPA (FGPA) obtained by a student is equated as per the following performances:

<table>
<thead>
<tr>
<th>CGPA</th>
<th>Grade</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.0-10</td>
<td>A+</td>
<td>Distinction</td>
</tr>
<tr>
<td>8.5-8.9</td>
<td>A</td>
<td>Outstanding</td>
</tr>
<tr>
<td>8.0-8.4</td>
<td>A-</td>
<td>Excellent</td>
</tr>
<tr>
<td>7.5-7.9</td>
<td>B+</td>
<td>Very Good</td>
</tr>
<tr>
<td>7.0-7.4</td>
<td>B</td>
<td>Commendable</td>
</tr>
<tr>
<td>6.5-6.9</td>
<td>B-</td>
<td>Good</td>
</tr>
<tr>
<td>6.0-6.4</td>
<td>C+</td>
<td>High Average</td>
</tr>
<tr>
<td>5.5-5.9</td>
<td>C</td>
<td>Mediocre</td>
</tr>
<tr>
<td>5.0-5.4</td>
<td>C-</td>
<td>Low Average</td>
</tr>
<tr>
<td>4.0-4.9</td>
<td>D</td>
<td>Marginal Pass</td>
</tr>
<tr>
<td>&lt;4.0</td>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

The minimum CGPA required for the awarding of Master’s Degree is fixed at 4.0.

**Passing Grade**

The minimum passing grade is 'D'. The credits that will be considered for final evaluation will be the ones in which the student has obtained a 'D' or higher grade.

**Failing Grade**

Students who do not earn any credit in a particular course are awarded an 'F' grade and have to repeat the course until a passing grade is obtained.

**The I Grade**

An 'I' grade will be awarded to students who do not fulfil all the requirements for a particular course on account of circumstances which are beyond their control, such as, meeting with an accident, becoming a victim of crime, acute
illness or serious ongoing medical condition, ongoing life threatening illness of a close family member or partner, bereavement of a close family member or partner, acute or ongoing serious personal or emotional circumstances, or domestic upheaval at the time of the assessment (e.g. fire, burglary, eviction), etc.

The 'I' grade will be converted into a proper grade after evaluation. The period of conversion of 'I' grade will only be extended to the first week of the next semester, with the approval of the Dean of the concerned School. The final grade will be sent to the Academic Office within two weeks from the date on which all the major tests are over.

**SR and NR Grades**

Non-credit of Satisfactorily Reported or Not Reported grades will be awarded in an audit course. The students who do not earn credits in audit courses will be awarded a Satisfactorily Reported or Not Reported grade as the case may be. These grades will not be considered in the calculation of Semester Grade Point Average (SGPA) or Cumulative Grade Point Average (CGPA).

**SGPA, CGPA and FGPA**

The performance of a student is represented by Semester Grade Point Average (SGPA), Cumulative Grade Points Average (CGPA) and Final Grade Point Average (FGPA). CGPA is calculated as the grade point average for all the completed semesters.

**Calculating SGPA**

The Semester Grade Point Average (SGPA) is calculated for each semester on the basis of grades obtained in that semester and the SGPA for the 'jth' semester is calculated as follows:

\[
SGPA_j = \frac{\sum_{i=1}^{n} m_i c_i}{\sum_{i=1}^{n} c_i}
\]

Where 'n' is the number of courses in the 'jth' semester, 'm_i' denotes the numerical value of the grade obtained in the 'ith' course of the semester, 'c_i' denotes the number of credit for the 'ith' course of the semester.

Here's an example to understand this better:

If the numerical grade and credit of a student in the 2\textsuperscript{nd} semester is as given in the table in next page:
Then CGPA for 4 semesters is calculated as:
\[
CGPA = \frac{6.33 \times 15 + 6 \times 16 + 8.2 \times 18 + 7.66 \times 16}{15+16+18+16} = \frac{101.28 + 96 + 147.6 + 122.56}{65} = 7.19
\]

**Calculating CGPA**

Cumulative Grade Point Average (CGPA) for 'k' semesters is given as:

\[
CGPA_k = \frac{\sum_{j=1}^{k} SGPA_j \cdot c_j}{\sum_{j=1}^{k} c_j}
\]

Where, 'c' is the total number of credits in the 'jth' Semester.

Here's an example to understand this better:

If the SGPA's obtained by a student in four semesters along with total credit in each semester is as given in the table below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Course1</th>
<th>Course2</th>
<th>Course3</th>
<th>Course4</th>
<th>Course5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Numerical Grade</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>8</td>
<td>6</td>
</tr>
</tbody>
</table>

Then SGPA for the 2nd Semester is calculated as:

\[
SGPA_2 = \frac{3 \times 7 + 3 \times 6 + 4 \times 5 + 3 \times 8 + 2 \times 6}{3+3+4+3+2} = 95 / 15 = 6.33
\]

Then CGPA for 4 semesters is calculated as

\[
CGPA_4 = \frac{(6.33 \times 15) + (6 \times 16) + (8.2 \times 18) + (7.66 \times 16)}{15+16+18+16}
\]

\[
= 101.28 + 96 + 147.6 + 122.56 / 65 = 7.19
\]

**Repeating a Course**

The criteria for repeating the course is set out by the concerned School, keeping in view the parameters involved in evaluating a student's performance in the particular course.

Students are permitted to reappear for the examination in a failed course twice.

A student will be declared as failed if he or she
does not obtain the minimum number of credits in all the courses within a period of four years from the semester of admission.

For a student repeating a course only the result of the end semester examination will be considered, the result of other tests and assessments that are a part of the continuous semester evaluation process will not be taken into account when a student is repeating a course.

**Improving a grade**

If the Board of Studies of the School permits, any student who secures a grade higher than ‘F’ in a particular course, she or he may be allowed to improve her or his grade.

However grade improvement is applicable only for the end-semester examinations. Improving a grade is not possible for assessments and other tests that are a part of the continuous evaluation process.

For grade improvement, only the latter performance of the student is taken into consideration for SGPA or CGPA calculation. Students can apply for grade improvement only if the course in consideration is being offered in the current academic year.

Students who wish to reappear in any examination in order to improve their grade in a course will have to apply to the Dean of the School through the Application Form prescribed for the purpose and will be required to pay a fee of ₹1000 per course.

**Minimum grade requirement**

A student will not be permitted to register for a new semester if he/she has not passed at least 50 per cent of the courses he/she registered for in the previous semester.

A student who has not passed all individual courses in all the semesters and has not secured a minimum Final Grade Point Average of 4.0 will not be awarded the Master’s degree.
**Ragging**

The University is committed to the prevention and prohibition of the menace of ragging. In addition to adopting various anti-ragging policies and regulations, the University also has an Anti-Ragging Committee. Students subject to any form of hazing should complain to the Anti-Ragging Committee immediately. The Committee will investigate the matter and take necessary action against the miscreants. The members of the Anti-Ragging Committee are:

**Presiding Officer:** Mr. CA K. Chandramoorthi (Officiating Registrar cum Finance Officer)
Email: kchandramoorthi@nalandauniv.edu.in
Contact: +91-7033581851

**Member Secretary:** Mr. Saurabh Choudhary (Manager, Admissions)
Email: schoudhary@nalandauniv.edu.in
Contact: +91-7250891319

**Member:** Dr Kashshaf Ghani (Assistant Professor, SHS)
Email: kghani@nalandauniv.edu.in
Contact: +91-7033698504

**Member:** Dr Aviram Sharma (Assistant Professor, SEES)
Email: aviram@nalandauniv.edu.in
Contact: +91-7761882549

**Member:** One male Student representative (to be nominated)

**Member:** One female Student representative (to be nominated)

**Sexual Harassment**

The University is committed to promoting an environment that encourages equality of opportunity and will not tolerate any form of sexual harassment. It will take all necessary steps to ensure that students, faculty and staff are not subjected to any form of harassment. Where sexual harassment has occurred, the University will act to stop the harassment, prevent its recurrence, and take other appropriate actions against those responsible.

For all complaints related to sexual harassment, an Internal Complaints Committee (ICC) has been formed under Sexual Harassment of women at work place (Prevention, Prohibition and Redressal Act, 2013). The Committee follows the Vishakha guidelines against Sexual Harassment in Workplace, as laid down by the Supreme Court of India. A person subject to molestation or any other form of sexual misconduct should file a complaint with ICC as soon as possible. The Committee will investigate the complaint and take necessary action. The members of the Internal Complaints Committee are:

**Presiding Officer:** Dr Garima Kaushik (Assistant Professor, SBS)
Email: gkaushik@nalandauniv.edu.in
Contact: +91 7260811529

**Member Secretary:** Ms. Swati Krishna (Junior Engineer, Electrical)
Email: skrishna@nalandauniv.edu.in
Contact: +91-9102011241

**Member:** Dr. Pushpa Kumar Laxmanan (Associate Professor, SEES)
Email: plakshmanan@nalandauniv.edu.in
Contact: +91 7091594737

**Member:** Mr. Abhinav Shrivastava (Advocate, Patna High Court)
Email: ashrivastava.pc@gmail.com
Contact: +91- 9939273862, +91-9234875442

*Note:* The composition of ICC may change and that will be informed to everybody through a public notice.

**Disciplinary Issues**

Any student found to be indulging in undesirable
and offensive activities such as ragging, physical assault, damage to property etc. should be reported to the Disciplinary Committee. The Committee will look into the complaint and holds the power to take severe disciplinary action against the offending student. Members of the disciplinary committee are:

**Presiding Officer:** Dr. Somnath Bandopdhyay, (Associate Professor, SEES)
Email: sbandyopadhyay@nalandauniv.edu.in
Contact: +91 7033698502

**Member Secretary:** Dr. Alice Collett (Associate Professor, SBS)
Email: a.collett@nalandauniv.edu.in
Contact: +91 7091496179

**Member:** Dr. Murari Kumar Jha (Assistant Professor, SHS)
Email: mkjha@nalandauniv.edu.in
Contact: +91 7033698511

**Residence Hall**
The rooms at the Residence Halls are comfortably-furnished and make for a good home away from home. Girls and boys are housed in separate blocks and each block has a fixed capacity. All issues relevant to the Residence Halls should be brought to the notice of the Residence Hall Committee through the respective Residence Hall Managers. Students may forward their grievances about the issues related to all facilities provided in the Residence Hall to this Committee. Please refer to Residence Hall Handbook for all the rules and regulations related to Residence and Dining hall.

**Appeals Committee:**
The University has a functional Appeals Committee, which may be reached in case of dissatisfaction on the verdict or decision of one of the committees mentioned above. A case may be filed to Appeals committee only after the approval of Vice Chancellor of the University. The University Appeals committee has the following members:

As an interim arrangement, currently the Disciplinary Committee is functioning as Appeals Committee.

**Grievance Redressal**
If any grievance does not fall within the ambit of the aforementioned authorities then a student may:

- For grievances related to administration, file a complaint with the Student Affairs Office. The appellate authority for administration related complaints is the Registrar.
- For complaints related to academics, file a complaint with the Dean of the concerned School/Academic Office. The appellate authority for complaints related to academics is the Vice-Chancellor.

The University expects the students to resolve minor disputes and disagreements through interpersonal communication. Please note that while filing a complaint it is imperative that the students follow the prescribed channels for grievance redressal. Only under extraordinary circumstances can a student bypass the above channels, in case a student does so, he/she must be able to produce a satisfactory explanation for his/her action. Failing which the student will be liable for disciplinary action. Students are requested to be considerate to others while filing a complaint, for this reason they should attempt to contact University officials during working hours only, unless extraordinary circumstances require immediate intervention.
Payment of fees to the University can be done through cheque or bank drafts. Alternatively, students can also pay online through net banking or through Point of Sale (PoS) machines installed at various locations of the University.

The fees for the fall semester has to be paid by July 15. In case of a default in payment, the student will not be allotted room in the Residence Hall. The fees for the spring semester along with all the dues must be cleared by the student by January 01. All outstanding balances after this date will be subject to a late fee of ₹50 per day for the first 30 days and ₹100 per day for the next 30 days. If the student is not able to pay the fees even after the initial sixty days, the defaulting student will be debarred from attending the classes and appearing in the semester examination.

**Tuition and other Fees**

<table>
<thead>
<tr>
<th>Fees Details</th>
<th>INR</th>
<th>USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fees</td>
<td>28,000 per semester</td>
<td>470 per Semester</td>
</tr>
<tr>
<td>Admission Fees (to be paid at the time of confirming the admission)</td>
<td>6,000 (onetime)</td>
<td>100 (onetime)</td>
</tr>
<tr>
<td>Security Deposit (Refundable)</td>
<td>6,000 (onetime)</td>
<td>100 (onetime)</td>
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</table>

**Boarding and Lodging**

<table>
<thead>
<tr>
<th>Category</th>
<th>Per Semester (INR)</th>
<th>Per Semester (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Residence Charges</td>
<td>Meal Charges</td>
</tr>
<tr>
<td>Air Conditioned (Single)</td>
<td>30,000</td>
<td>18,000</td>
</tr>
<tr>
<td>Air Conditioned (Twin Sharing)</td>
<td>22,500</td>
<td></td>
</tr>
<tr>
<td>Air Conditioned Economy (Single)</td>
<td>25,000</td>
<td></td>
</tr>
<tr>
<td>Non AC (Single)</td>
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<td></td>
</tr>
<tr>
<td>Non AC (Twin Sharing)</td>
<td>12,500</td>
<td></td>
</tr>
<tr>
<td>Non AC Economy (Single)</td>
<td>16,000</td>
<td></td>
</tr>
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</table>
Rooms are limited and will be allotted on first-come, first-served basis. There is no guarantee that a student will always get a room of his/her choice.

**Note:** Meal charges may change from time to time.

**Financial Aid**

The University awards Scholarships to outstanding students in need of financial aid every year. This could be in the form of part or full waiver of tuition fees and other fees. The extent of fees waiver depends on the merit and need of students. The applications for scholarships can be entertained only at the time of admissions and on the submission of supporting documents like Income tax returns, bank statements etc.

Students who qualify for financial aid may also receive it through the University's Work study Programme. The Work study Programme is primarily offered to underwrite the financial obligations of a student towards the University.

However, admitted students who have been financially aided by the University must note that the Scholarship/Fellowship/Work-study is granted for the first academic year only. The continuation of financial aid in subsequent years will depend on the academic performance of the student and conduct of the student with regard to attendance and discipline. The student must secure a CGPA not less than 7.0 in the first year to continue availing the Financial Aid in the subsequent years. Poor academic performance may result in downgradation or suspension of the Financial Aid. Lack of required attendance, any acts of indiscipline or misconduct could also result in suspension of the Aid.

For more information, visit the Scholarship and Financial Aid page on the University website.
Structure of the Master's Programme

All Master's Students are required to obtain at least 48 credits spread over 4 semesters, with a summer internship during the vacation between the first and second year. The curriculum comprises an amalgamation of core and elective courses.

While the details may vary with each school, the general structure of the Master's degree may consist of compulsory interdisciplinary courses in the first two semesters which provide a wide range of knowledge covering core concepts. There may be elective courses alongside the core courses. The focus in the last two semesters is on individual dissertation (in fourth semester), complemented with a few electives in the third semester. The third and fourth semesters focus on the depth of knowledge and ability to conduct independent research.

Internships and Field Trips

All the Schools of the University periodically organise field trips and provide internship opportunities for students to aid experiential learning apart from everyday classroom lectures. These internships give students the required work experience which helps improve their career prospects. Likewise, given the historical and ecological richness of the location of the University, the field trips provide students opportunities for exploration, cultural exchange and enhanced on-ground understanding. The field trips are done under the supervision of either the University faculty or distinguished visiting professors.
Graduate Studies at Nalanda University

Students from the class of 2018 in field trip at Ghora Katora
Interim Campus and Facilities

Until the University constructs its main campus, we function from an alternate campus in Rajgir, which has been made available to the University by the Bihar State Government to facilitate in commencing the operations immediately. This 4.5 acres interim campus is surrounded by lush greenery, it includes a large building in the front which serves as an academic hub and houses all the offices of Faculty, Dean, Registrar, Vice-Chancellor, classrooms and the library. The cafeteria, SEES laboratory and all the administrative offices including the office of finance, student Affairs and Academics are also located within the interim campus. The University presently has 5 Residence Halls; Tathagat, Ajatshatru, Maitreya, Ananda, Nagarjuna. All the Residence Halls are located within a radius of 4 km from the interim campus.

As the campus also has faculty housing, the students are expected to respect the privacy of the residential quarters and not access the housing zone.

Access to Campus

The Campus is open from 8:00 am to 9:30 pm, 7 days a week. Individuals (other than NU community members) who wish to enter the University campus should have a valid identity proof and a legitimate purpose for their visit, or be an invited guest of a student, staff, faculty or University.

The entrance of the interim campus will remain closed from 9:30 pm until 8:00 am the following morning for visitors. However, faculty, staff and students with valid IDs will be permitted to enter the campus.

Transportation

Shuttle services may be availed by the students for plying between the Campus and different Residence Halls. The community members can avail these services daily between 8:40 am to 9:15 pm.

These services are also available for the whole community for travelling to Patna on the first Saturday of each month and to Gaya on the third Saturday of each month. However, the students willing to avail this service must register with the Transport Coordinator by 6:00 PM on the day prior to the travel.

Moving Around Rajgir

The University encourages students to bring (or buy locally) bicycles for use within the University Campus and in Rajgir. However, each student is responsible for the safekeeping of his/her bicycle. The University is not liable for the loss of or for any damage to a student’s bicycle. Students can also use other available modes of transport like taxis and tongas to explore Rajgir.

The University Library

The fully air-conditioned Nalanda University Library is open from 9:00 am to 9:00 pm (Monday to Sunday). It is equipped with Wi-Fi and is also fully automated with KOHA ILM software. Though at a nascent stage, it is
evolving at a great pace and is envisioned as the hub of student activity in future.


Library has subscribed/purchased following online databases:

- South Asian Archive – an online database to access millions of pages of rare primary and secondary sources from across the social sciences and humanities.
- Bibliography of Asian Studies (BAS): BAS is the major multi-disciplinary index for the study of East, Southeast, and South Asia.
- ProQuest Dissertation and Thesis (PQDT): PQDT provides access to full text of over 2.5 million Ph.D. and Masters theses and dissertations from a range of the world's premier universities, as well as over 3.7 million abstracts.
- Ebrary Academic complete: This database is a collection of scholarly e-books from leading publishers and having more than 134,000 titles.
- ProQuest Historical Newspapers: This database has full access to historical newspapers of Times of India from 1838-2007.

NU Library is the member of DELNET (Developing Library Network) and Centre for Research Libraries (CRL), Chicago for the benefit of users to access the resources through Inter-Library Loan facility. NU Library has been equipped with modern high-ended technologies and infrastructures, thereby making it a unique library.

To archive scholarly output created within the Nalanda community, NU library has implemented open source digital library software i.e. DSpace. Digitizing of "Faculty Publications", "Course Materials" and "Projects, Thesis, articles and case studies authored by students/faculty" has been implemented and users are able to access the full-text materials of the same. The archiving of the following contents through DSpace is in the pipeline:

- Lectures delivered by distinguished visitors and speakers at Nalanda University
- News items related to Nalanda University
- Following services have been rendered to the users of the library resources:
  - Web-based OPAC (Online Public Access Catalogue)
  - Discovery Service: Library has subscribed Summon Discovery service, an online search tool that provides the unified index of library e-resources using a single search box.
  - Remote log-in / Single Sign-on: Library has implemented remote access to e-resources through EZproxy. Users are able to access
and download the full-text e-resources (such as e-journals, e-books, and all other e-contents) outside the campus.

- **Research Support:**
  - **Anti-Plagiarism Tool (Turnitin):** Plagiarism prevention system allows quick and effective checks to all research work in a fraction of the time necessary to scan a few suspects' papers using a search engine.
  - **RefWork:** Library has RefWork tool, a reference management service. It supports the needs of students, faculty and enables them more efficient and reliable process for producing research papers.
  - **Grammarly:** The library license version of the "Grammarly", an online proofreading tool, checks text for grammar, punctuation, and style, and features a contextual spelling checker.
- **Current Awareness Services (CAS)**
- **Reference and Information Services**
- **Information Literacy**
- **Orientation programme for users**
- **Inter-Library Loan (ILL)**
- **Reprography Service**

All visitors to the Nalanda University Library must comply with the rules and regulations of the University Library as specified in the Library Rule Book.

**Cafeteria**

Students can grab a quick bite between classes at the University cafeteria situated in the Interim Campus. The cafeteria is open on weekdays between 9:00 am to 6:00 pm and provides healthy and sumptuous food.

**Laboratory**

The University has a well-equipped laboratory for students of the School of Ecology and Environment Studies. This facility helps students perform their research work with ease and practice what they learn in classroom.

**Writing Centre**

The Writing Centre will provide students with assistance in presenting their ideas, work and research effectively. Students can request support from trained writing professional(s)/faculty, who will assist them in producing academically correct written work. The professional(s)/faculty will also help the students develop and enhance their writing skills, which will prove to be a key asset for their career. All services at the University's Writing Centre will be free of cost.

**Computer Lab**

The University Campus has a common Computer Lab in Tathagat Residence Hall, equipped with latest personal computers (PC) and high speed internet. Students can make use of these PCs to access online journals/databases in order to pursue academic research, complete assignments and projects. The Computer Lab is open during University working hours. Printing and copying facilities are available at nominal charges.

**Residence Halls**

Presently the University has leased five Residence
Halls: Tathagat, Ajatshatru, Maitreyi, Ananda and Nagarjuna. The facilities at the Residence Halls and the rules and regulations are specified in the Residence Hall Handbook.

**Medical Facilities**

The University takes measures to keep its students safe and makes available the best medical assistance possible. While the University has a well-stocked and equipped medical room, students also have the option of seeing a visiting doctor at the Campus for their medical needs. The University doctor visits the Residence Halls every Tuesday from 5:00 pm to 7:00 pm. The University is in the process of setting up a Health Center on campus.

**General Physician:**
Dr. Dharmender Singh, Contact: +91 9431253583

**Rajgir Doctors for emergency calls:**
Dr. Umesh Chandra (Sub Divisional Hospital)
Contact: +91 9973466781, +91 9470003525, 06112-255327
Dr R C Prasad-Veerayantan,
Contact: +91 9835225550

**Special Medical Requirements**

Students with special medical needs must inform, the In-charge/caretaker of their respective Residence Halls, of any condition that requires the University's immediate intervention. Moreover, students who are on regular medication for any condition are advised to carry the doctor's prescription of their medication and also carry a supply of the same.

**Sports and Games**

The University offers facilities for sports and games like badminton, cricket, table-tennis, carom, volley ball etc. in the Residence Halls.

**Campus Dining Facilities**

The dining areas in the Residence Halls ensure balanced meals for students, keeping in mind their varied cultural backgrounds and food habits. For more details about the related rules and regulations, kindly refer to the Residence Hall Handbook.

**Study Areas**

Each Residence Hall has a designated Study Area which is open 24 hours a day, seven days a week. The Study Areas may be furnished with computer stations, internet facility and provide to students, a quiet and peaceful environment, for study or research.

**International Convention Centre**

In addition to the University's own facilities, the University also uses the International Convention Centre – an impressive facility with auditoria of various sizes, seminar rooms, an art gallery, film theatre and a cafeteria. The Convention Centre is adjacent to the Tathagat Residence Hall.
The University is committed to providing a campus environment that is conducive to the pursuit of each student’s academic goals. Your co-operation will ensure that the campus remains safe. If you have any further questions regarding safety, please contact the Student Affairs Office/Reception.

Safety Rules and Regulations

1) In case of sickness or injury, no matter how minor, report at once to the Residence Hall Manager/Student Affairs Office/Reception. In no case should any one treat their own or someone else’s injuries.

2) In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in the loss of consciousness, or a severe head injury, the affected person must not be moved until medical attention has been given by authorized personnel.

3) Observe “No Smoking” regulations.

4) Do not block access to fire extinguishers.

5) Do not tamper with electrical controls or switches.

6) Do not engage in practices that are inconsistent with common safety rules.

7) Report any safety concerns to the Student Affairs Office/Reception immediately.

8) If you hear the fire alarm, evacuate the building immediately but cautiously.

Safety Checklist

It is the responsibility of every member of the Nalanda community to be on the lookout for possible hazards. If you spot any hazardous situation, report it to the Residence Hall Manager/Student Affairs Office/Reception immediately.

Following is an indicative list of the hazards that should be reported:

1) Slippery floors and walkways

2) Missing (or inoperative) entrance and exit signs and lighting

3) Poorly lighted stairs

4) Loose handrails or guard rails

5) Open, lose or broken windows

6) Dangerously piled supplies or equipment

7) Unlocked doors and gates

8) Electrical equipment left operating

9) Open doors on electrical panels

10) Leaks of steam, water, oil, other liquids
Students are encouraged to participate in Student Societies and Clubs, during the course of their study at Nalanda. Being a part of these groups and societies gives them an opportunity to develop their communication, organisational and social skills. The clubs are managed by students and the University provides support and facilities.

**Sports Club**

The University provides facilities for a large number of sports for students, faculty and staff. All sports events in the University are organised by the Sports Club. Sports enthusiasts are welcome to be a part of the club and participate in events recreationally or competitively.

**Cultural and Arts Society**

The Cultural and Arts Society (CAAS) organises cultural events and festivals on campus. The Dance, Music (Dhvani), Dramatics and Photography Clubs are a part of this society.

**Literary Society**

The purpose of this society is to promote literary talent and create a community where people feel free to express themselves through the written word. Member students of this society try to promote a culture of meaningful dialogue and creative writing in the community.

**Awareness Society**

**a. Environment Club**

The Club is involved in a range of programmes aimed at promoting environmentally conscious behavior through hands-on "green" activities. Members of the Club contribute by providing creative ideas on how to initiate and organise programmes in line with the Club's objectives.

**b. Social Club**

The Social Club works toward promoting awareness about various societal issues. It hosts on-campus activities, during which prevailing social issues are examined through interactive events, discussions, seminars and talks. The club also designs off-campus activities where volunteers get a chance to visit social organizations and aid events that make a difference.

**Career Resource Cell**

The Career Resource Cell (CRC) is run by a team of students in coordination with the staff and faculty. It is involved in building connections with various organisations and companies that may offer employment and research opportunities to students. The Cell handles all aspects of such collaborations, from contacting companies to managing logistics and assisting the organisation's representatives.
About Rajgir

Rajgir, in Bihar, is an ancient town with a population of about 35,000 people. This historical town (known as Rājagriha in ancient times) was the first capital of the Kingdom of Magadha, a state that eventually evolved into the Mauryan Empire. Its date of origin is unknown, although ceramics dating about 1000 BC have been found in the excavations in and around the city.

Apart from being a historically rich town, Rajgir is also an important pilgrimage destination for Jains and Buddhists. Gautama Buddha gave sermons in Rajgir and preached his most profound 'Lotus Sutra' here on the Griddhkuta Peak. Lord Mahavira, twenty-fourth and last Tirthankara of Jainism is said to have attained Mahaparinirvan in a town called Pawapuri which is about 38 kilometres from Rajgir.

Tourists also throng this town for the hot springs called Brahmakund and Makdumkund, which are said to contain medicinal properties that cure skin diseases.

Rajgir is known for organising various fairs throughout the year and attracts many visitors during its annual festival Rajgir Mahotsav organised by the district administration and the tourism department in the months of December and January. Rajgir thus remains an important historical, cultural and religious town which attracts tourists from within the country and abroad.

Vegetation

The site falls in the zone of tropical deciduous vegetation and the surrounding areas have protected forests on the Rajgir Hills. The Pant Wildlife Sanctuary, which spreads over 35 sq. km, is located close to the site. While there are wastelands close to the foot of the Rajgir Hills, the land here is arable and suitable for cultivation.

Temperature

Rajgir experiences Tropical Monsoon Climate with three distinct seasons – winter, summer and rainy. The mean maximum daily
temperature even in the coldest month (January) does not fall below 21°C except on higher hills. Hot season in this region covers the period from April to June, May being the hottest month.

The maximum and minimum summer temperatures are 40°C and 20°C, respectively, whereas maximum and minimum winter temperatures are 18°C and 8°C, respectively. Rajgir receives an annual rainfall between 1000 – 2000 mm.

**How to reach Rajgir**

**Air:** The nearest airport is at Patna (115 kms). Many Indian carriers connect Patna to Kolkata, Mumbai, Delhi, Ranchi and Lucknow. Generally between October and May, flights operate from Gaya International Airport to Thailand, Yangon, Paro and Colombo. Domestic flights also operate during this period between Gaya and Delhi, Varanasi and Kolkata.

**Rail:** Rajgir has a railhead but the nearest major stations are Patna (110 kms) and Gaya (78 kms). Follow the link given below to book a train ticket:

https://www.irctc.co.in/eticketing/loginHome.jsf

https://www.irctc.co.in/eticketing/loginHome.jsf

**Road:** Rajgir is connected by road to Nalanda (12 kms), Bihar Sharif (25 kms), Patna (110 kms), Gaya (78 kms) and Pawapuri (38 kms) etc.

**Bus:** Regular buses are available from all the above mentioned towns to Rajgir.

**Local Transport:** Taxis, buses and tongas.
## Emergency Contact Numbers

### EMERGENCY CONTACT NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>100</td>
</tr>
<tr>
<td>Ambulance</td>
<td>1099</td>
</tr>
<tr>
<td>Fire</td>
<td>101</td>
</tr>
</tbody>
</table>

### Nalanda University

**Mr. Sagar (Administrative Officer I)**  
Contact: +917544010465

### Doctors

**Dr. Dharmender Singh (General Physician)**  
Contact: +91 9431253583

**Dr. Umesh Chandra (Sub Divisional Hospital)**  
Contact: +91 9973466781, 06112-255327

### Facilities

**Mr. Ravi Ranjan Kumar**  
Email: rranjan@nalandauniv.edu.in  
Contact: 06112 - 295231/+917544010462,

**Mr. Anil Kumar M.V.**  
Email: akumar@nalandauniv.edu.in  
Contact: 06112 - 255330/ +91 9939504874

### Residence Halls

**Dr. Ravi Kumar Singh**  
Email: rksingh@nalandauniv.edu.in  
Contact: +917544010466

**Mr. Prasoon**  
Email: prasoon@nalandauniv.edu.in  
Contact: +918002349837

**Electrician on call**  
**Mr. Birbal Mahto**  
Contact: +917091594736

**Plumber on call**  
**Mr. Niranjan Kumar**  
Contact: +917033291553/ +919835405462
Graduate Student Responsibilities

All graduate students enrolled in Nalanda University are understood to have accepted the responsibility of adhering to all the policies and procedures that govern their education and stay at the University.

The Student Handbook sets out the minimum requirements of the Graduate Programmes at Nalanda University and lists the procedures that must be followed. All students are required to follow the guidelines laid down by the University and must abide by the established standards of conduct. This will ensure that the students, faculty and administration work together to create a community that is founded upon mutual respect for all the members, honesty in all endeavours and responsible conduct at all times.
I have read and understood the information given in the Student Handbook. I hereby agree to abide by the stipulated Rules and Regulations that govern the University. As a part of the student community at Nalanda, I undertake that, if at any stage, an instance of violation of the established standard of conduct is found (to the satisfaction of the sanctioning authority), I shall be liable for disciplinary action.

NAME: ______________________________________

PROGRAMME: __________________________________

SIGNATURE: __________________________________

DATE: ______________________________________