

Nālandā
UNIVERSITY

Student *Handbook* **2019-20**



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Student Handbook 2019-20 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.



Academic Calendar

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 earmarked as field immersion week.

The holiday list will be notified after the due approval of competent authority.

ACADEMIC CALENDAR FOR SEMESTER - I & III

(August - December, 2019)

Instructional Period	From	To	Duration
Week 01 - Week 07	05 August 2019	20 September 2019	7 Weeks
Mid Semester Preparatory Week	23 September 2019	27 September 2019	1 Week
Mid Semester Examinations	30 September 2019	04 October 2019	1 Week
Week 08 - Week 14	07 October 2019	24 November 2019	7 Weeks
Reading Week	25 November 2019	29 November 2019	1 Week
End Semester Examinations	02 December 2019	13 December 2019	2 Weeks
Evaluation Week	16 December 2019	20 December 2019	1 Week
Winter Vacation	23 December 2019	03 January 2020	2 Weeks

Holidays

Id-UI-Zuha (Bakrid)

12 Aug 2019 (Mon)

Independence Day

15 Aug 2019 (Thu)

Ganesh Chaturthi

2 Sept 2019 (Mon)

Muharram

10 Sept 2019 (Tue)

Mahatma Gandhi's Birthday

2 Oct 2019 (Wed)

Dussehra

8 Oct 2019 (Tue)

Diwali (Deepavali)

27 Oct 2019 (Sun)

Milad-ul-Nabi or Id-e-Milad

10 Nov 2019 (Sun)

Guru Nanak's Birthday

12 Nov 2019 (Tue)

Christmas Day

25 Dec 2019 (Wed)

ACADEMIC CALENDAR FOR SEMESTER - II & IV

(January - May, 2020)

Instructional Period	From	To	Duration
Week 01 - Week 07	06 January 2020	21 February 2020	7 Weeks
Mid Semester Preparatory Week	24 February 2020	28 February 2020	1 Week
Mid Semester Examinations	02 March 2020	06 March 2020	1 Week
Week 08 - Week 14	09 March 2020	24 April 2020	7 Weeks
Reading Week	27 April 2020	01 May 2020	1 Week
End Semester Examinations	04 May 2020	15 May 2020	2 Weeks
Evaluation Week	18 May 2020	22 May 2020	1 Week
Summer Vacation	25 May 2020	31 July 2020	10 Weeks
* Subject to Change as per University Circular ** University Discretionary Holidays			

Holidays

Republic Day

26 Jan 2020 (Sun)

Maha Shivratri

21 Feb 2020 (Fri)

Holi

10 Mar 2020 (Tue)

Mahavir Jayanti

06 Apr 2020 (Mon)

Good Friday

10 Apr 2020 (Fri)

Buddha Purnima

07 May 2020 (Thur)

Idu 'I' Fitr

25 May 2020 (Mon)

Id-ul-Zuha (Bakarid)

10 Aug 2020 (Sat)

Muharram

30 Aug 2020 (Sun)

Mahatma Gandhi

Birthday

02 Oct 2020 (Fri)

Dussehra

25 Oct 2020 (Sun)

Milad-ul-Nabi or

Id-e-Milad

30 Oct 2020 (Fri)

Diwali (Deepavali)

14 Nov. 2020 (Sat)

Guru Nanak's Birthday

30 Nov 2020 (Mon)

Christmas Day

25 Dec 2020 (Fri)

Vice Chancellor's Message



Aspirational young scholars dream of a journey that leads to a successful future. It is symbolic that you embark on that expedition in this land of Knowledge. This is the Nalanda where in scholars from across the globe came in quest of knowledge centuries ago. You are now the inheritors of such unsurpassable knowledge system that was the envy of many foreign scholars and statesmen: "You Indians are fortunate to inherit such knowledge. I envy you. While Greece is the country of my birth, India is the country of my soul" (Queen Fredricka). I welcome you to this iconic institution of learning in the land of spirituality and knowledge that uniquely played host to the enlightened souls like Gautama the Buddha and Mahavira Jain. Gurus such as Aryabhatta, a celebrated scholar of Mathematics and Astronomy, and Chanakya, the great economist, philosopher and political thinker, had been a part of this ancient land of transcendental Indian wisdom. To be at this seat of learning is indeed providential beginning by itself.

The re-establishment of Nalanda University in its new avatar is an effort to reinvent and recapture the ancient Indian wisdom and its ethos and position it within the framework of the emerging new knowledge paradigms in the contemporary global ethos. The University therefore works in a new climate of niche subjects with the unique objective of contributing to the promotion of universal peace and global harmony by creating future thought leaders of the world. Towards this noble endeavour we are supported by the 20 participating countries of the East Asia Summit. I hope you realize and celebrate on being part of this avant-garde knowledge route.

One other objective of the University is well articulated by the logo of the University, as "The Nalanda Way" – man living in harmony with man, man living in

harmony with nature, and man living as a part of nature. It epitomizes, to me, the unique coming together of people from across geographies, bound together by civilizational and cultural linkages, towards creating new knowledge repository for the world.

A University's primary telos is to infuse innovative dimensions in your personality, to teach to be inventive, original and humble. "We shall not cease from exploration" (T.S Eliot) I hope we help you embark on this creative voyage with renewed imagination and vigor. This year will be special for all of us as we prepare to begin on a new journey of setting up benchmarks and achieving them. We have an academic framework which is more research oriented along with the Cafeteria Model that will give you an opportunity to pick and choose subjects of your interest from an interdisciplinary platter.

I assuredly imagine that you, as part of the Nalanda family, conduct yourselves in compliance with the worthy name and heritage of "Nalanda". Our rules are simple but a firm part of our value system. 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 interactive mode of life. I hope your sojourn at Nalanda University, now a new home, proves to be a life enriching and transforming experience. Do not hesitate to approach us if you do require any help. I wish you all the best for a very fulfilling and fruitful academic year ahead.

Jai Hind.

Prof. Sunaina Singh

Vice Chancellor, *Nalanda University*

Introduction



Hon'ble President of India, and visitor of Nalanda University, Shri Ram Nath Kovind inaugurating Dharma -Dhamma Conference at Nalanda University

About Nalanda University

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.

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. 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. This academic year, the School of Languages & Literature/ Humanities is being introduced. 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.



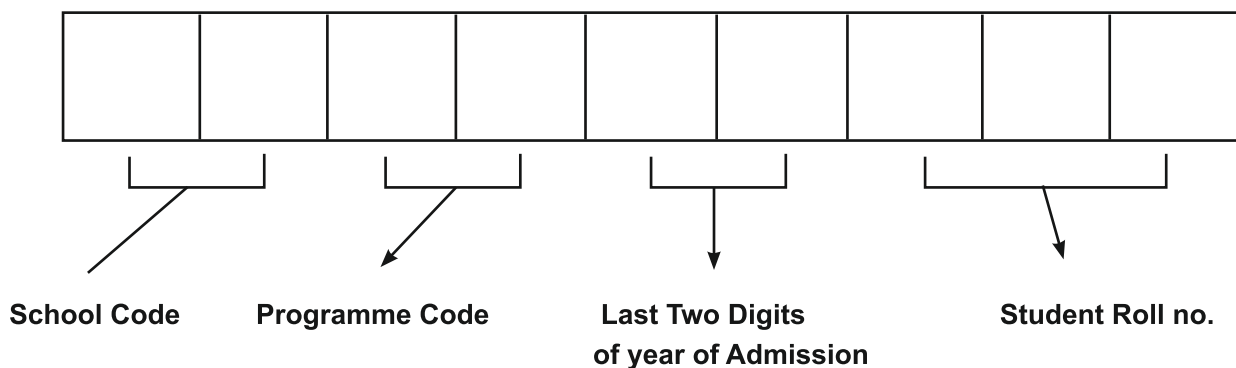
Orientation

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.



Student Identification Number Format

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 fill "Biographical Information Change Form" and submit it to the office of Students Affairs.



Nalanda Code of Conduct



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.

Nalanda Code of Conduct

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 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.



Vice Chancellor, Prof. Sunaina Singh being greeted by the students

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

Nalanda Code of Conduct

- 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 actions 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.

Doctoral/Graduate Programme/Studies at Nalanda University

Doctor of Philosophy (2019)

(A Global Ph.D. Programme)

- Nalanda University offers 4 year doctoral program for national and international students at two levels : Regular and Part-Time.
- For Regular Ph.D. students, it is a fully residential program. For part-time Ph.D. program, as per contact programs/workshops as scheduled by Schools.

Credit Requirements for Four Years Ph.D. Programme

For successful completion of Nalanda Ph.D. degree, a student needs to accumulate total of 130 Credits as per the details below:

Course Work : 32 credits (First Semester)

Thesis : 60 Credits

Publication and presentation in International Conferences/Forums : 10 Credits

Pre-submission Seminar Presentation : 08 Credits

Viva Voce : 20 Credits

Total : 130 Credits

- The Students may accumulate additional credits. The Transcript will reflect the add-on a credits.
- No additional time/semester will be given for submission of thesis (the total duration of the programme is of 8 semesters and minimum time for submission is after completion of 4th semester)

Structure of the Master's Programme

1. The Masters' programmes (M.Sc./M.A.) shall strengthen every aspect of teaching learning process to cope with the requirement of national and international community at large.
2. The University shall offer Two-year Masters Programs through its different schools of Studies of the University. These programs seek to build broad-based, interdisciplinary knowledge and research skills necessary for problem-solving.
3. The University shall offer Foundation and Core courses in the Previous year (1st year) by recognizing specific areas of concentration for individual students obtained through Advanced and Specialized courses in the Final year (2nd year).
4. The syllabus for the programmes shall be prepared by the Board of School of Studies.
5. The University shall revise and introduce new PG programmes from time to time.

Curriculum

The Curriculum:

For the award of Master's degree at Nalanda, a student needs to obtain 64 credits, 32 in the Previous (1st year) and 32 in the Final (2nd year). An academic year will have two academic semesters (Fall and Spring) of at least 18 weeks each, with 14 weeks of classroom engagement. Masters' students will be required to take 16 credits in each semester, in addition to a non-credit, 8-10 week internship during the summer break between the two years.

Three semesters will each have five courses (3 credits each) and a seminar (1 credit). The fourth semester will have a dissertation (9 credits), two courses (3 credits each) and a seminar (1 credit) on the dissertation.

Previous Year

Semester-I (Foundation Courses) : 16 credits

- 4 core courses (3 credits each)
- 1 elective course (3 credits)
- 1 seminar course (1 credit)

Semester-II (Bridge Courses) : 16 credits

- 3 core courses (3 credits each)
- 1 elective course (3 credits each)
- 1 seminar course (1 credit)

Final Year

Semester-III (Advanced Courses) : 16 credits

- 2 core courses (3 credits each)
- 3 elective courses (3 credits each)
- 1 seminar course (1 credit)

Semester-IV (Specialized Courses) : 16 credits

- 1 core course (3 credits)
- 1 elective course (3 credits)
- 1 seminar course (1 credit)
- Dissertation (9 credits)

Cafeteria Model:

In addition to core courses, there can be courses under cafeteria model.

- a specialized course offered by a visiting faculty/scholar;
- an elective course offered by a resident faculty member;
- a practical course offered by a faculty member;
- a language course or any other course from another school, with the Dean's concurrence.

This cafeteria approach will provide customized options to students in their areas of interest.

Seminars are mandatory for all, involving not only presentation of papers but also review and critical appreciation of other presenters. At least one publication is expected from every student through the compulsory seminars.

The dissertation is a basic training in independent research and, therefore, an important component of the curriculum. The aim of the dissertation is to train the students as a serious researcher and the research translating into publication.

Evaluation Pattern:

At least 50% of the student evaluation in each course will be based on a formal end-semester examination which will primarily be a sit-in written test, with or without a viva-voce component (with or without an external evaluator).

The scheme for the other 50% evaluation which includes 20% evaluation through a formal mid-term written test and 20% through an assignment/project and 10% through continuous assessment.

Scheme of Evaluation	Weightages
Mid Semester Written Examination	20%
Project / Assignment	20%
Continuous Assessment	10%
End Semester Written Examination	50%
TOTAL	100%

A new grading system is being proposed to eliminate individual biases, if any, and also to bring in a competitive edge. Students below a certain grade will have the opportunity to improve their scores. Students who fail to make the grade in a course will have one time opportunity to clear the exam.

The students who excel will be entitled to scholarship as per Rules.

As per the expansion of academic profile through different programs/courses, relevant additions will be made.

Internships and Field Immersions

All the Schools of the University periodically organize 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.

Academic Courses

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,

Academic Courses



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 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 16 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 64 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:

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 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



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 Grades will be submitted to the Results Committee for recommendation to the Competent Authority for approval. After approval, students may be issued Semester Grade Cards.

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 Rs 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.

Grading Format

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:-

Examination

Grading Format

Letter Grade	Grade Point	Performance	Slab (%)
A+	10	Distinction	90-100
A	9	Outstanding	85-89
A-	8	Excellent	80-84
B+	7	Very Good	75-79
B	6	Commendable	70-74
B-	5	Good	65-69
C+	4	High Average	60-64
C	3	Mediocre	55-59
C-	2	Low Average	50-54
D	1	Marginal Pass	41-49
F	0	Fail	<40
I	Incomplete		
NC(SR)	0	Audit Course	Satisfactorily Reported
NC (NR)	0	Audit Course	Not Reported

(NC: Non Credit)

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

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

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

Examination

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).¹

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:

$$SGPA_j = \sum_{i=1}^n m_i c_i / \sum_{i=1}^n c_i$$

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 2nd semester is as given in the table:

If the numerical grade and credit of a student in the 2nd semester is as given in the table in next page:

Then SGPA for the 2nd Semester is calculated as:

$$SGPA_2 = 3 \times 7 + 3 \times 6 + 4 \times 5 + 3 \times 8 + 2 \times 6 / 3 + 3 + 4 + 3 + 2 = 95 / 15 = 6.33$$

Calculating CGPA

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

$$CJPA_j = \sum_{j=1}^k SGPA_j * c_j / \sum_{j=1}^k c_j$$

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

Here's an example to understand this better:

If the SGPAs obtained by a student in four semesters

Course	Course1	Course2	Course3	Course4	Course5
Credit	3	3	4	3	2
Numerical Grade	7	6	5	8	6

along with total credit in each semester is as given in the table below:

Then CGPA for 4 semesters is calculated as

$$\text{CGPA} = \frac{(6.33 \times 15) + (6 \times 16) + (8.2 \times 18) + (7.66 \times 16)}{15 + 16 + 18 + 16}$$

$$= \frac{101.28 + 96 + 147.6 + 122.56}{65} = 7.19$$

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 the other tests and assessments that are a part of the continuous semester evaluation process will 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 INR 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.

Calculating CGPA

Semester	First	Second	Third	Fourth
SGPA	6.33	6.00	8.2	7.66
Total Credit	15	16	18	16

Fees and Scholarship

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 20. For Housing the last date is July 25th. In case of

a default in payment, the student will not be allotted room in the Residence Hall. All outstanding balances after this date will be subject to a late fee of Rs.100 per day. If the student is not able to pay the fees for more than sixty days, the defaulting student will be debarred from attending the classes and appearing in the semester examination.

Master's Programme

Details of Charges	INR				USD			
	Year - I		Year - II		Year - I		Year - II	
	Sem I	Sem II	Sem III	Sem IV	Sem I	Sem II	Sem III	Sem IV
Application Fee	500				8			
Admission Fee (One Time)	6,000				93			
Tution Fee	28,000	28,000	28,000	28,000	431	431	431	431
Misc Fee	2,500	2,500	2,500	2,500	39	39	39	39
Security Deposit (One Time-Refundable)	6,000				93			
Total	43000	30,500	30,500	30,500	664	470	470	470
Year Wise Total	73,500		61,000		1,134		940	

Ph.D Programme

Details of Charges	INR		USD	
	Year – I		Year - I	
	Sem I	Sem II	Sem I	Sem II
Application Fee	500		8	
Admission Fee (One Time)	6,000		93	
Tution Fee	40,000	40,000	615	615
Misc Fee	2,500	2,500	39	39
Security Deposit (One Time-Refundable)/	6,000		93	
Total	55,000	42,500	848	654
Grand Total	97,500		1,502	

Residence & Meal Charges

Residence Details	Per Semester (INR)		Per Semester (USD)	
	Residence Charges	Meal Plan	Residence Charges	Meal Plan
Air Conditioned (Single)	25,000	22,420	385	345
Air Conditioned (Twin Sharing)	22,500		347	
Non AC (Single)	16,000		247	
Non AC (Twin Sharing)	12,500		193	

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 provides two types of financial support to the students, which includes Merit Scholarship and Means-cum-Merit Scholarship. A limited number of students admitted across all programs will be considered for financial support. Financial support will only cover the tuition fee and a student is provided only one scholarship at a time. Merit scholarships will be given to the class toppers. Toppers securing 7.5 grade point and above will be eligible for the Merit scholarship. Only one topper per School will get the Merit scholarship. Students securing highest grade point (SGPA) in a semester will be awarded scholarship in the subsequent semester. Means-cum-Merit Scholarships are given

to Economically Challenged students whose family annual income less than INR 3 lakh/equivalent in US Dollars are eligible to apply for financial support. This Scholarship will cover all four semesters of the program subject to maintaining a grade point average of 6.5 and above.

The above scholarships are given based on the availability. The University also provides Work-cum-Study program, students can be engaged for work study in the University projects like University library, hostel management, laboratory work, and net zero project. Under this program, students will be required to work for 10 hours every week, totaling no more than 40 hours every month. They will be remunerated at the rate of INR 200 per hour, totaling not more than INR 8000 per month. Program will be withdrawn if the final grades in the concerned semesters fall below grade point average of 7.0.

For more information, visit the Scholarship and Financial Aid page on the University website

Grievance Redressal

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 Student Affair / Anti-Ragging Committee immediately. The Committee will investigate the matter and take necessary action against the miscreants. The composition of Anti-Ragging Committee is intimated to everybody through of a public notice.

Internal Complaints Committee (ICC)

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 composition of the ICC is intimated to everybody through of 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.

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.

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.

Facilities

Until the University constructs the 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 serve 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 and Ananda. 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 weeks. 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.

Transport

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 the service must register with the Transport Coordinator by 6.00 pm on the day prior to the travel.

THE UNIVERSITY LIBRARY

The fully air-conditioned Nalanda University Library is open from 8.30 AM to 8.30 PM, seven days a week except five public holidays such as Republic Day, Independence Day, Gandhi Jayanti, Holi and Diwali. It is equipped with Wi-Fi. The library is fully automated with KOHA, Integrated Library Management 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 Collections

NU has a well-stocked library consisting of:

- **Print Books:** More than 12000 Plus
- **Electronic books :** 1891 e-books from different publishers like Oxford University Press, Elsevier, Taylor & Francis, Wiley, Brill, etc.
- 1.5 Lakh electronic books from ParoQuest E-book Central
- 34 Lakh e-books from World E-book Library.
- **Electronic journals :** Above 4200 e-journals from different publishers & aggregator databases such as JSTOR, Nature, Oxford University Press, Sage, Brill, Project Muse, JWA Publishing, Springer etc.
- Educational CD/DVDs : 530
- Databases : 07
- NU Student Dissertations : 107
- Course Material : 576
- Magazines : 19

Library has procured the following online databases:

- South Asia Archive: An online data base to access millions of pages of rare primary and secondary sources from across the social sciences and humanities.

URL : (<http://www.southasiaarchive.com/>)

- ProQuest Dissertation and Thesis (PQDT) - PQDT provides access to full text of over 2.5 million Ph.D. and Masters thesis and dissertations from a range of the world's premier universities, as well as over 3.7 million abstracts.

(<http://search.proquest.com/pqdtglobal/dissertations/fromDatabasesLayer?accountid=187914>)

- ProQuest E-Book Central - This database is a collection of scholarly e-books from leading publishers and having more than 1.5 Lakh titles on various subjects.

URL(<http://ebookcentral.proquest.com/lib/nalandaniv/home.action>)

- ProQuest Historical Newspapers - This database has full access to newspapers like Times of India from 1838-2007. URL

(<https://search.proquest.com/hnptimesofindia>)

- Westlaw India - An online legal research database combining Indian and international law.

URL:(<https://login.westlawindia.com/maf/wlin/app/to/cectory?stnew=true&sttype=stdtemplate&sp=lnnalunip-1>)

- Indiatat.com : A database for socio-economic statistical information.

URL : (<https://www.indiatat.com/>)

- Indian Meteorological Department Data : Provides meteorological statistics required for agriculture, water resource management, industries, oil exploration and other nation building activities.

- International Energy Agency : Library has subscribed World Energy statistics and Balances of 2019 data from International Energy Agency.



Facilities

Membership

Library has taken membership of the following library networks:-

- Core member of eSS (E-ShodhSindhu), INFLIBNET
- DELNET (Developing Library Network) for ILL (<http://164.100.247.30/>).

Library Automation

To automate the sub-systems of a library system, Library has implemented open source library automation software i.e. KOHA. The users access the Online Public Access Catalogue through KOHA.

URL : <http://112.133.254.253:8083>)

Digital Institutional Repository

To archive intellectual scholarly output created at Nalanda University, library has implemented open source digital library software i.e. Dspace. At present course material, faculty publication and student dissertation have been added to the Dspace institutional repository. URL : [http://dspace:8080/jspui/\(Internet\)](http://dspace:8080/jspui/(Internet))

Discovery Service

Library has subscribed Summon Discovery service, an online search tool that provides unified index of library e-resources using single such box.

URL: <http://nalandauniv.summon.serialssolutions.com>.

Remote Log-in

Library has implemented remote access to e-resources through RemoteXS. 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. URL : <http://nulibrary.remotexs.in>

Research Support

- Anti-Plagiarism Tool: Library has implemented anti-plagiarism tool i.e. Turnitin to check the originality of research work. URL: <http://turnitin.com/>
- RefWork: Library has Refwork tool, areference management srevice. It supports the needs of students, faculty and enables them more efficient and reliable process for producing research papers. URL: <https://refworks.proquest.com/signup/nalanda-university/>. Access Code: 2u7s-q9v3

- Grammarly: Library has license version of the "Grammarly", an online proofreading tool, checks text for grammar, punctuation and style, and features a contextual spelling checker. URL: <http://www.grammarly.com/edu>

Borrowing Facilities

The borrowing facility provided to the Library users as per given below:

Member	Privileges	Days
PG Students	5 Books	15

The borrower shall be responsible for any loss/ damages /disfigures caused to the NUL material borrowed. In case book is lost/damaged/disfigured, the user must report to the University Librarian in writing forthwith. The borrower will be required to replace the same or the latest edition of the document along with INR 100/- penalty or pay double the price of such document besides overdue charges. However, penalty on out-of-print book shall be triple the cost of book. If the document forms a part of series, the borrower will be charged for the replacement of the entire set. The price of the lost document once take, will not be refunded at any cost.

Care of Documents

When the book (s) is returned to the NUL, the borrower should make sure that his/her responsibility is duly discharged and the document is cancelled from his/her name. The borrower should also ensure that an issue/return the documents, a system generated email is received by them. Before leaving the Issue Counter, users should satisfy themselves as to whether the item loaned to them is in good condition. If not, they should immediately bring the matter to the knowledge of the NUL staff at the Issue Counter. Otherwise, he she will be held liable for the damages, noticed at the time of return. The NUL documents are very costly. They are for the benefit for both the present and the future users. Therefore, writing and marking and tracing in the documents is misconduct and it would be dealt accordingly as per loss of documents.

Services

The following services are rendered to the users:

- Current Awareness services
- Research and information services
- Information Literacy
- Orientation Programme for users
- Inter Library Loan (ILL)
- Reprography services

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.

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 and Ananda. The facilities at the Residence Halls and the rules and regulations are specified in the Residence Hall Handbook.

Medical Facilities

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

Campus Safety and Security Guidelines

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

FRRO Guidelines For International STUDENTS

1. Reporting to the FRRO:

All the Foreign Nationals (Students/Faculty/ Relatives and members of the Family of the Faculty) who have joined Nalanda University needs to report to the FRRO within 14 days of their arrival at Nalanda University and get themselves registered with the FRRO.

However, the Nationals of Pakistan needs to report about their reporting within 24 Hours of their arrival at the University.

Nationals of Nepal and Bhutan are exempt from the FRRO formalities, but their list may be shared with the FRRO.

2. Fine/Penalty in case of non-reporting/ late reporting:

In case of late or non-reporting to FRRO; the Foreign Nationals will be charged with fine as mentioned below:

Particulars	Amount of Fine
Beyond 14 days to 90 days	Rs. 1,950
Beyond 90 days to two years	Rs. 8,450

3. Residential Permit (R P)

A residential permit is a document allowing a foreign national to reside in a country for a fixed or indefinite length of time. These may be permits for temporary residency, or permanent residency. The Residential Permit is issued to the Foreign National who have been registered with the local FRRO. The RP is generally issued for a period of one year from the date of registration with the local FRRO.

1. Application for Residential Permit (R P):

The application for the RP to be made at the

time of first reporting.

2. Retention of the Residential Permit (R P):

The RP is solely the property of the Foreign National who is registered with the FRRO. As the R P needs to be renewed within time, so a copy of the R P should be with the University so that the Foreign Student may be intimated in time regarding the renewal of the R P. The student has to collect the R P after its generation from the FRRO Office

3. Renewal of the Residential Permit (RP):

The application for the renewal of the R P has to be made one month prior to the expiry of the R P. For late application of R P renewal, the late fine is of \$30 for three months and beyond three months, and amount of INR 8,450/-.

4. C form and S Form Entries

C Form

Any Hotel/ Guest House/ Dharmashala/Individual House/ University/ Hospital/ Institute/ Others etc. who provide accommodation to foreigners must submit the details of the residing foreigner in Form C to the Registration authorities within 24 hours of the arrival of the foreigner at their premises. This will help the registration authorities in locating and tracking the foreigners. This document provides the functionality of registration process of Hotel/ Guest House/ Dharmashala/Individual House / University/ Hospital/ Institute/ Others etc. owners for Form-C

At the time of the registration of the foreign national (student) at the University we need to fill the C Form in online mode before applying for the Residential Permit.

FRRO Guidelines For International STUDENTS

S Form

FSIS (Foreign Students Information System) is used to capture information about foreign nationals admitted in Indian educational institutions. It is mandatory for all educational institutions in India admitting foreign students for various courses to register themselves first. After their user-id approved by the competent authority i.e. FRRO/FRO concerned, the said institution will be able to fill the details of foreign students in FSIS.

At the time of the registration of the foreign national (student) at the University we need to fill the S Form in online mode before applying for the Residential Permit.

5. Exit permission:

In case, a foreigner is intending to go outside the country or outside Bihar, they need to fill an online exit permission form with a grace of three days from the date of actual departure from the University so that in case of any change in the travel date, they may take departure without any problem.

6. VISA Renewal

The application for the extension of the VISA should be made at least 60 days prior to the expiry of the VISA.

The charge of VISA Extension is US\$ 80. This amount has to be deposited in the form of Bank Draft favoring Controller of Accounts, Ministry of Home Affairs payable at Delhi.

In case of late application of VISA, a late fine is of \$ 30 for three months and beyond three months, and amount of INR 8,450/-.

7. Separate Residence Hall for Foreign Nationals

At present, there are a total of 04 Residence Halls of the University that are spread all around Rajgir. The Foreign Nationals who are admitted to the University reside in almost all the Residence Halls. It is very difficult to monitor the movement of these foreign students in this situation. Therefore it is proposed that there should be a separate Residence Hall for foreign nationals and their attendance may be taken on daily basis once in the Morning and once at night so that there movement may be better monitored also a permanent resident warden may be appointed at the Residence Hall for the Foreign Students.

8. Reporting of departure after completion of the course

When a foreign student completes the course at Nalanda, the exit entries may be made on C Form and S Form also.

During the course, if a student goes out of the Country or out of Bihar, the exit entry should be made in the C Form and when he/she comes back again the arrival entry has to be made on the C Form.

The reporting for departure may be made 5-6 days prior to the actual departure.

Student Clubs and Societies

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 Centre

The Cultural Centre 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 kilometers 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 km). Many Indian carriers connect Patna to Kolkata, Mumbai, Delhi, Ranchi and



About Rajgir



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 km) and Gaya (78 km). 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 km), Bihar Sharif (25 km), Patna (110

km), Gaya (78 km) and Pawapuri (38 km) etc .

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

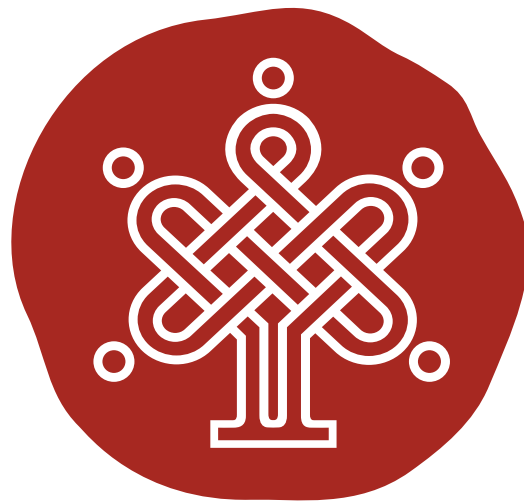
Local Transport: Taxis, buses and tongas.

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.





Nālandā
UNIVERSITY



UNDERTAKING BY THE STUDENT

Academic Year: 2018-20

I have read and understood the information given in the Student Handbook. I hereby undertake that if at any stage I'm found to violate the rules and regulations of the University or not adhering to conduct norms, I shall be liable to disciplinary action or appropriate penal measures as stipulated by the University. I also pledge utmost respect to the University and to its academic culture.

NAME: _____

PROGRAMME: _____

SIGNATURE: _____

DATE: _____

Notes

[illegible]

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