

## Table of Contents

Welcome to D-School Of Business.....	7
1. About D-School Of Business.....	8
1.1 Our Mission.....	8
1.2 Our Vision.....	8
1.3 Our Quality Policy .....	8
2. About Student Handbook .....	9
3. Our Presence.....	10
4. General Advice & Information .....	10
5. The New Academic Year - Your Journey Begins.....	11
5.1 Academic Calendar .....	11
5.2 Your Orientation .....	11
5.3 Your Registration .....	11
5.3.1 Registration - .....	11
5.3.2 Identity Card - .....	11
5.4 Students' Portal.....	12
5.5 Student Official E-Mail ID & Usage Policy .....	12
5.6 Course Section Allotment .....	13
5.7 Query Resolution & Assistance .....	13
6. Student Leadership .....	13
6.1 Students Cultural Committee – “Plan Clan” .....	13
7. Academic Policies.....	14
7.1 Academic Offerings.....	14
7.2 Program Accreditation.....	14
7.2.1 Undergraduate Programs: .....	14
7.2.2 Post Graduate Programs:.....	15
8. Academic Structure.....	15
8.1 Course Structure .....	15
8.2 Course Documents -.....	15
8.3 Credits and Credit Accumulation .....	16
8.4 Assessment and Evaluation Policies .....	16
8.4.1 Submission of Assessments .....	16
8.4.2 Non-Submission .....	17
8.5 Exceptional Circumstance (Deferral) .....	17
8.6 Student with late Admissions-Time extension .....	17

8.7 Evaluation .....	18
8.7.1 Assessment Process .....	18
8.7.2 Academic Assessment & Feedback.....	18
8.7.3 Marking of Assessments .....	18
8.8 Grading Matrix and Description.....	19
8.9 Marks Consideration for International Credit Exchange .....	21
8.9.1 Shortfall in weeks / credits of study for international exchange.....	21
8.9.2 Student failing the international credit exchange module.....	22
8.10 Exemption from Internship.....	22
8.10.1 Shortfall in weeks for internship.....	22
8.11 Students with disabilities .....	23
8.12 Progression .....	23
8.12.1 Criteria for Progression .....	23
8.12.2 Module Failure .....	23
8.12.3 Maximum Attempts .....	23
8.12.4 Failure in third attempt.....	23
8.12.5 Changes to the Assessment Regulations .....	23
8.13 Academic Independence and Responsibility .....	24
8.13.1 Academic Honesty & Integrity Policy.....	24
8.14 Deregistration .....	25
8.15 Student Debarment .....	26
8.16 Publication of Result .....	26
8.16.1 Publication of Marks-Time Period .....	26
8.16.2 Issue of Mark statement .....	26
8.16.3 Request for Name Change .....	27
8.17 Rescinding Award.....	27
9. Feedback .....	27
9.1 Feedback to students on assessments.....	27
9.2 Purpose .....	27
10. Digital Learning .....	27
10.1 Logging into the Blackboard .....	28
10.2 Navigating Blackboard .....	28
10.3 Accessing a Module on Blackboard .....	28
10.4 Logging Out .....	28
11. Appeals.....	29
11.1 Ground for appeals .....	29

11.1.1 Appeal for Re-evaluation of Marks and Final Award .....	29
11.1.2 Appeal against Non-Progression.....	30
11.1.3 Appeal under Academic Misconduct (Plagiarism / use of unfair means / infringement of copyrights / other cases of academic dishonesty).....	30
11.1.4 Appeal against Debarment .....	30
11.1.5 Academic Appeal related to Teaching Learning & Assessment.....	31
11.2 Concerns and complaints.....	31
12. Course Transfer.....	32
13. Student Attendance Policy.....	32
13.1 Minimum Attendance Requirement.....	33
13.2 Attendance Rule.....	33
13.3 Prolonged Absence without Prior Permission .....	33
14. Industrial Visits/Field Trips/Site .....	34
14.1 Type & Criteria of Trips: .....	34
14.2 Funding for Students & Mode of Travel: .....	34
14.3 General Conditions (applicable for all Trip categories).....	35
15. Financial Aspects.....	36
15.1 Payment of fees & refund .....	36
15.1.1 Payment of Fees by Existing Students .....	36
15.1.2 Payment of Fees by Newly Enrolled Students .....	36
15.1.3 Fee Deadlines.....	36
15.2 Reassessment Fee.....	36
15.3 Payment Process & Modes .....	36
16. Scholarship.....	37
16.1 General Rules for Scholarship (all categories) .....	37
16.2 Who's Next Scholarship (For new Students) .....	<b>Error! Bookmark not defined.</b>
17. International Experience.....	38
18. International Students .....	39
18.1 Definition of International Category.....	39
18.2 Visa.....	39
18.3 FRRO Registration .....	39
18.4 Important Guidelines .....	39
18.5 Exceptions .....	39
18.6 General Rules .....	40
18.7 Fee Structure.....	40
19. Student Support Service .....	41
20. Student's Support Services & Facilities.....	42

20.1 Accommodation facility .....	42
20.1.1 Admission Process for Hostel accommodation .....	43
20.1.2 Hostel Accommodation .....	43
20.1.3 Hostel facilities .....	44
20.2 Counselling Facilities .....	44
20.3 IT Policy & Wi-Fi services .....	44
20.4 Recreation spaces .....	45
20.5 Shop facility .....	45
20.6 Canteen .....	46
20.7 Library & Resource Centre .....	46
20.7.1 Return of Books .....	47
20.7.2 Misuse of Resource Centre .....	47
20.8 Health & Safety .....	47
20.8.1 Medical emergency .....	47
20.8.2 First aid kits .....	48
20.8.3 Medical Help & Certification .....	48
20.9 Incident/Accident Reporting .....	49
20.10 Fire Safety .....	49
20.11 Studio Facilities .....	49
20.12 Extra Hours & Working Time .....	50
20.13 Telephone / Mobile Phone .....	50
20.14 Contact details of Campus Administration .....	50
20.15 Parking and Transportation .....	51
20.15.1 Parking of Vehicles by Students .....	51
20.15.2 Transportation Services .....	51
<b>21. Industry Linkages and Internship .....</b>	<b>52</b>
21.1 Industry linkages .....	52
21.2 Internship .....	52
<b>22. Placement Policy .....</b>	<b>53</b>
22.1 Placement Guidelines .....	53
<b>23. Student Responsibility .....</b>	<b>54</b>
23.1 Code of Conduct and Academy's Expectations of Students' Behaviour .....	54
23.1.1 General behaviour and appearance .....	54
23.2 Code of Conduct for Virtual Learning .....	55
23.3 Encouragement of Positive Attitude .....	56
23.4 Responsibility for personal belongings .....	57

23.5 Discipline .....	57
23.6 Misconduct.....	57
23.7 Disciplinary Action .....	58
24. Prohibited and Restricted Conduct.....	58
24.1 Drug, Alcohol or Other Intoxication Related Policy .....	58
24.2 Ragging.....	58
24.3 Sexual Harassment.....	60
24.3.1 Redressal of Complaints.....	60
24.4 Discrimination and Harassment.....	61
24.4.1 Equal Opportunity.....	61
24.4.2 Anti-harassment policy .....	61
24.5 Safe Campus Policy .....	61
25. General Rules & Regulations.....	62
25.1 Intellectual Property .....	62
25.2 Social Media Usage .....	62
25.2.1 D-School Of Business’s Social Media Platforms.....	62
25.2.2 Disclaimers & Posting Guidelines.....	62
25.3 Indemnity Clause .....	63
25.4 Undertaking by Newly Enrolled Students .....	63
25.5 Animals on Campus.....	63
25.6 Appropriate Attire.....	63
25.7 Children on Campus.....	63
25.8 Clearance Certificate.....	63
25.9 Withdrawal of Admission.....	64
25.10 Security Deposit & Refund Policy.....	64
26. Student Participation and Feedback.....	66
27. Note to Parents / Guardians .....	67
28. Disclaimer.....	67
29. List of Annexures.....	68
Annexure 1 – Indemnity Bond .....	68
Annexure 2 –Undertaking.....	69
Annexure 3 – Undertaking for Student Trip .....	70
UNDERTAKING (for local travel).....	70
Undertaking for International Travel.....	72
Annexure 4 - Undertaking for refund of Fee. ....	73
Annexure 5 - Application for Appeal.....	75



## Welcome to D-School Of Business

Dear Student,

We take great pleasure in welcoming you to D-School Of Business and congratulate you on your decision to join one of India's Premier Academy. We are quite eager to set you on an exciting and rewarding educational journey and experience. During your study at D-School Of Business, you will discover that you have entered a lively, challenging, diverse, and warm community of people who believe in you and your career growth. We at D-School Of Business are here to support you at every step of the way in your academic journey and career development. I assure you that the intellectual journey you are about to embark on is going to be fun & challenging.

Starting with your college life is a transforming period in your life. You are starting a journey which will lead you down the path to becoming thoughtful, well-informed, and conscious human being who live lives of purpose and passion and practice the enduring values of D-School Of Business — innovation & creativity.

We welcome you wholeheartedly, to engage in an exciting and rewarding curriculum, that will make you build upon your chosen aptitude and capabilities. We offer you opportunities to develop and further your talents, whilst expecting you to take responsibility for your own studies and performance. This shall lead you to becoming not only a responsible Learner but also a great professional in your future endeavors. With every passing day at DSOB, you will witness your talent grow, your mind enriched, and your creative spirit rise to unimaginable territories. At the core of all this learning lies the purpose of empowering you with 'Problem-solving' mindset so as a professional you could bring best solutions for industries and societies.

The Academy is pleased to receive every continuing student. The campuses are geared to support the learning with the world-class resources made available to you at campus and beyond campus. Your time here should comprise of tremendous growth, exploration, and learning.

The handbook has been meticulously curated for DSOB students to introduce them to various components of Academic as well as Non-academic journey at DSOB. Even if you are an existing student or have studied with us earlier, please read this handbook as it contains new /amended information.

I truly believe our success lies with the students' success and with this note I wish you all the best for an exciting new Academic year. I look forward to interacting with you on campus and am truly curious to see what we can accomplish together.

Aditi Srivastava  
President,  
D-School Of Business.

## 1. About D-School Of Business

With over two decades of creative empowerment since its inception in 1993, D-School Of Business has evolved into a globally renowned institution of higher learning with a focus on Internationalism; Entrepreneurship and Employability; catering to the needs of the design, fashion, business, and media. We have metamorphosed into an industry leader that develops courses with a pulse on the needs of the entire spectrum of the industry. The academy ensures that the industries it caters are equipped with people who have the required skill set to spearhead growth, innovation, and social development. We are a pioneer in the Indian market, combining hybrid blended learning and real time lectures in a structured manner, thus making learning more effective and engaging.

### 1.1 Our Mission

To be amongst the leading global institutes in design, fashion, media and business through continuous innovation, global standards of excellence and a continuous thrust on the joy of creative discovery for students, employees, and industry partners.

We accomplish this mission by

- Creating a joyful and challenging learning process
- Encouraging continual self-reflection
- Providing opportunities to succeed
- Embracing global mindedness
- Forging meaningful relationships and building character through service to others
- Empowering individuals to seek their own creative journeys.

### 1.2 Our Vision

The Core purpose of Creative Arts Education Society is to provide education and service for the development of society. The Academy is committed to Excellence, Innovation, and Customer Satisfaction and Development through self and shared efforts.

We strive for providing a superior education and for taking a leading role in promoting positive educational change, providing differentiated instruction for students, integrating technology in the classroom, promoting independent schools as public resources, and embracing diversity of race, religion, class and learning styles among the constituents of our educational community.

Recognized for our exceptional campuses pan India, we offer a well-balanced blend of academics and professional ethics in a design education setting. Each campus of the Academy is located in the heart of its respective city and is committed to contributing to the needs of its diverse community while preserving its unique heritage. We will offer you opportunities to explore, participate, and contribute to its growth and development, thus enriching your own life experience.

### 1.3 Our Quality Policy

D-School Of Business is committed to deliver world class and industry relevant courses and services in the field of Design, Fashion, Media & Business. We shall achieve this by:



- Striving for excellence and innovation in all our activities
- Complying with applicable requirements
- Maintaining and continually improving our processes and QMS
- Exceeding or meeting our stakeholder's expectations

## 2. About Student Handbook

The Student Handbook is designed to serve as a valuable resource as you progress through your academic program. The Student Handbook makes it easy to know where to go for resources and information and includes policies and procedures that are important for you to read and understand. It provides an official guide to the rules and regulations, for students at D-School Of Business. Every year the Student's Handbook will be revised with necessary updates and shall be applicable for that particular Academic Year.

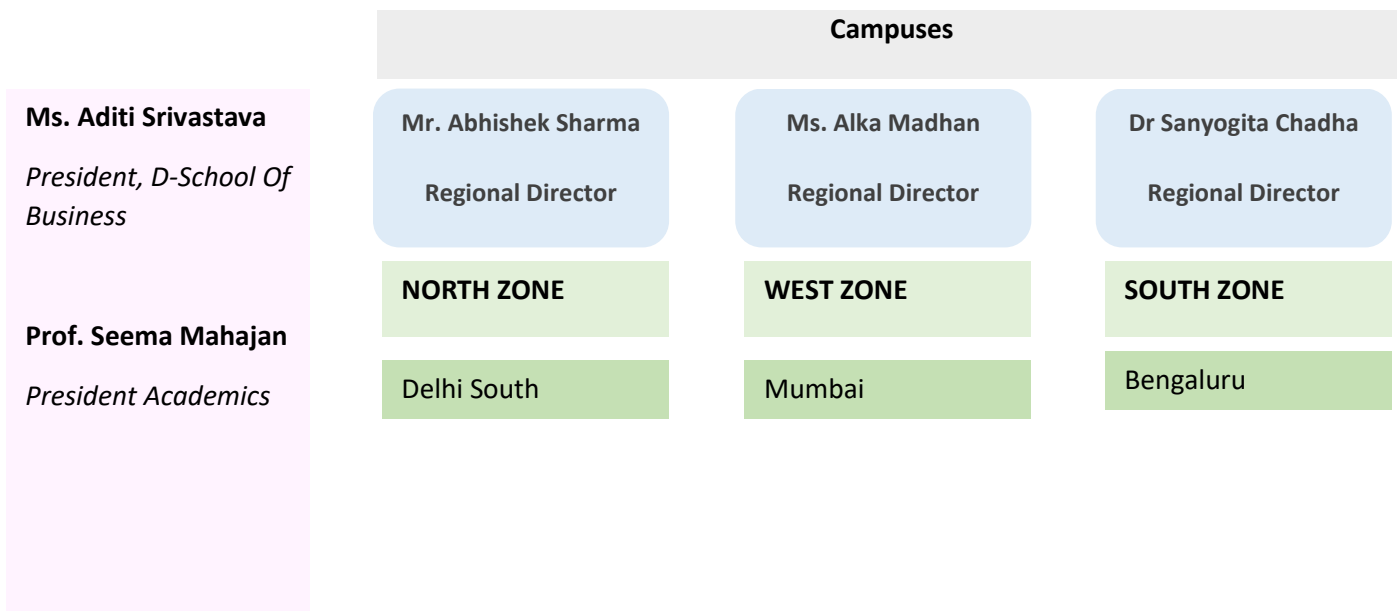
Each student is responsible for reading and understanding the information in this guide.

Although every effort is made to ensure the information in this guide is accurate at the date of publication, please be aware that this guide will be updated as and when required. D-School Of Business reserves the right to change /amend and update its rules and regulations, procedures, and academic policies as needed. Notice is not required for a new policy to take effect; however, the Academy will make reasonable attempts to notify students promptly of any policy changes through Website or e-mail postings / mail distributions or other methods deemed appropriate by the Academy Management.

Any policy updates will become effective immediately for all enrolled program students, until as specified.

Students can always access an updated version of the Student Handbook through the "download" section of **Life@DSOB** on the D-School Of Business website. If you have any questions about the content discussed in this handbook you should contact. Your S3 representative, who would be able to guide you with the queries.

### 3. Our Presence



### 4. General Advice & Information

It is important that you are attentive to the information which is delivered by your Course Teams as we update the teaching timetables and plans throughout the academic year.

Most of your tutorials and project work will be based in the studios and labs; we encourage you to make these spaces your own. Interaction with fellow students in these work zones will provide you with invaluable inspiration, stimulation and support and contributes greatly to your creative development. There is much to be gained from the collective learning experience. Campus life reflects professional practice – enjoy it, use it, and learn from it.

You are strongly advised to put your name on all your work and belongings and store things in your allotted locker. Do not leave valuables lying around. You are responsible for your belongings.

The academy timings are from 8:30 AM to 6:00 PM. You may use the allotted spaces during your vacations and beyond the required hours, however, permission is required from your respective Departmental Lead or course team for the authorized and recommended usage beforehand.

*Institutional Covid safety norms to be always followed.*

## 5. The New Academic Year - Your Journey Begins

The academic calendar is divided into two semesters. The Academic year commences with an induction week for all new students.

The Timetable is shared on the D-School Of Business student's e-mail id at the beginning of each semester. Please note timetable events can be subject to change due to unavoidable circumstances. The changes, if any, will be notified to you in advance. Check your DSOB Student e-mail Id regularly for updates. Module Descriptors are also shared at the beginning of each semester which mention Learning Outcome, Course content, Assignment brief and Assessment dates / Submission dates.

The students are advised to plan their leave only after checking the Academic calendar. In case of any emergency, you should inform your Department Lead and **S3**.

### 5.1 Academic Calendar

The Academic Year is divided into two semesters and usually commences from:

- July every year (for Odd Semester)
- Jan every year (for Even Semester)

The Academic Calendar and Holiday calendar for AY 2022-23 will be updated and informed through official e-mail id.

### 5.2 Your Orientation

Your journey with us begins with dedicated orientation that last for 3-5 days in your first week at the campus of your study, this will introduce you to the campus facilities, resources, faculties, and curriculum and support services.

### 5.3 Your Registration

**5.3.1 Registration** - Upon registration in the course of your choice, you are provided with a Unique Roll Number of 10 digits. This will be your Academy ID for all official communication for the entire duration of your stay at D-School Of Business. With this ID you can log in to the student's portal and avail an array of services such as attendance check, class timetable, holiday list, marks statement, etc.

**5.3.2 Identity Card** - After registration, you will be issued a photo ID card which will be your key to accessing the Academy's facilities.

This ID cards

- will be handed over once you start classes in the campus.
- will allow you access to campus buildings and facilities where necessary.
- will be used for marking your attendance in all the planned sessions and activities.
- will act as Library card and will allow access to the Library and Resource Centre and enable you to borrow books and materials.

### Remember

- It is mandatory to always wear your ID card in campus.
- You are the only person authorized to use it. Under no circumstances are you to lend it to anyone else, for any purpose.
- If you lose your ID card or face any technical difficulty for your attendance not getting marked through it, report it to your Department Lead and **S3** as soon as possible. Loss of identity card should be reported in writing to the Campus Manager for issuance of a duplicate identity card.
- In case of loss of ID card, you will be charged Rs. 500 /- including taxes for a replacement.
- ID card is not transferable and must be surrendered at the time of leaving the Academy, either on completion of the course, or earlier.
- Students are required to show their Identity Card to D-School Of Business personnel on demand / as and when required.

## 5.4 Students' Portal

Our students' creative community extends into the virtual world through intranet and online portal <https://students.dschoolorbusiness.com/> to all the support services you need as a student in your academic journey. You will receive information and directions regarding the portal upon admission and are encouraged to explore the student portal as early as possible in order to access important information, connect to resources, and get acculturated to campus life.

## 5.5 Student Official E-Mail ID & Usage Policy

- The official e-mail id will be used to communicate with the Academy representatives e.g., faculty members, **S3**, Department Lead, academic administration, IT department etc.
- Official communications from the Academy are sent electronically to the student's official e-mail address. The Academy expects that students will read such official communications in a timely fashion.
- Any changes of rules and regulations at the Academy, which affects students, would be communicated through the Student's Notice Board at the respective campuses and/or electronically.
- Students are expected to check their official e-mail addresses on a frequent and consistent basis to remain informed of Academy's communications, as certain communications may be **time sensitive**. Students who fail to check their e-mail on a regular basis are fully responsible for any resulting consequences.
- Students, who choose to send and/or forward e-mails from their official e-mail account to their personal or any other e-mail address, are responsible for any such communications.
- The official e-mail account of students will be governed by the Academy's IT policy. Students are advised to use their official e-mail account in line with e-mail Usage Policy.

- Students are advised to comply with all relevant government / state laws / rules / regulations governing use of e-mail communication, including those governing security and ethical considerations.

## 5.6 Course Section Allotment

You are allocated into sections by the Academy at the beginning of the Academic Session. The academy does not normally allow section change as the sections are created by keeping in mind various parameters to create a diverse heterogeneous group so that each student can have maximum possible exposure to diversity in the classroom, AV rooms, Studio labs, Computer labs and Workshop areas.

## 5.7 Query Resolution & Assistance

At each campus, we have support systems available for resolving all your doubts and queries.

**Student Support Services (S3) representatives** -At each campus, we have Student Support Services (S3) representatives. They will be your single point of contact for resolving all your doubts and queries related to your academic delivery experience or any administrative issues. We encourage you to approach your **S3** representative for any support or concern. She/He will be available to support you in the best possible way and provide a solution to your query. The email id and mobile numbers are provided in section 19 of this Student Handbook.

*For all your academic queries, you shall connect to the **Department Lead** of your course.*

## 6. Student Leadership

Two students from each class / section will be designated as Class Representatives (CR) who will work as a link for all communication between students and the course administrators. The CRs are elected from amongst you and by you. The CRs are elected and serve for one semester. The role of the CRs is to represent the collective interests / problems of the class to the Department Lead, coordinate scheduling meeting. This role provides an excellent opportunity for you to develop leadership and management skills.

### 6.1 Students Cultural Committee – “Plan Clan”

Plan Clan is a student organizing team, which functions in the belief that “Learning is not just for the classroom”. That is why we stress the value and importance of extra/co-curricular activities.

Plan Clan provides a platform to interact with other students, thus leading to increased learning and enhanced development. It not only focuses on the individual student level but allows interaction at the level of the institution as well as the community. This rich mixture of different disciplines creates one of the most diverse, interesting, open, and experimental, self-explorative stay on the campus. Plan Clan provides opportunities to make life-long friends by encouraging interdisciplinary & fun-filled activities. The team comprises of students from all departments. Every year faculty team and the ex-office bearers select the new team to take over the responsibility. They are selected by the process of self-nomination followed by Personal Interview. The team organizes events for everybody at D-School Of Business not only to have fun but more importantly to collaborate, co-operate and be together. They organize events like street/stage plays, Sports day, Teacher’s Day, Diwali Mela, and are also involved in Community Service. This team is seen ushering at events like Portfolio, Convocation, get

together and conferences. There are many societies under Plan Clan each managed by a faculty member and headed by a student. Anybody can be a member of the society. These are-

- Dance
- Fashion
- Drama
- Music
- Sports
- Photography
- Others

These societies then represent D-School Of Business at various festivals and competitions. They also showcase their talent in front of their peers and the rest at many occasions.

## 7. Academic Policies

This section shall inform you about the guidelines related to the submission of your coursework, assessments, grading and awards.

### 7.1 Academic Offerings

Courses Offered:

- 3-Year UG Program.
- 2-Year PG Diploma
- 2-Year PGDM approved by AICTE

*The updated list of the courses campus wise is provided on the website [www.dschoolorbusiness.com](http://www.dschoolorbusiness.com) for reference.*

### 7.2 Program Accreditation

**7.2.1 Undergraduate Programs:** On successful completion of the program at D-School Of Business, you will receive a Professional Diploma\*. D-School Of Business facilitates enrolment of students for Indian and International Bachelor's degree from recognized institutions.

**(a) International Degree option:** You have an option to obtain an internationally recognized bachelor's degree by pursuing courses at our partner universities. D-School Of Business facilitates enrolment to these courses. This opportunity is only applicable for Undergraduate students and have cleared the Advanced Diploma of the Course.

**Entry & Eligibility requirements:** Students will have to meet the Entry requirements and Eligibility conditions of the partner University in addition to completing DSOB Advanced Diploma. The right of granting admission is reserved by the partner University.

The eligibility and entry requirements include "Successful D-School Of Business Advanced Diploma with good academic score + Portfolio/Interview as applicable + English Language requirements + required visa". Students will be required to fulfill the documentation requirements (academic, financial, personal etc.) as well. Partner University may ask for additional information or documentation in order to evaluate the application.

Currently, the Academy has following international partners:

- University of Derby, UK

- Manchester Metropolitan University, UK
- Torrens University, Australia
- University for the Creative Arts at UK
- Nottingham Trent University, UK

The Academy is exploring more such arrangements with many reputed Universities and information regarding any additional partnership will be extended to the students in due course. Students are advised to get in touch with International Relations Office for updated information.

**(b) Indian Bachelor's Degree** - All students at D-School Of Business Delhi West, Delhi South and Mumbai campuses are provided an opportunity to pursue Bachelor of Arts from Delhi and Mumbai University respectively and students at Jaipur campus are provided an opportunity to pursue Bachelor of Design (B. Des\*) from Rajasthan ILD Skills University. Students at Bengaluru campus would be provided an opportunity to pursue Bachelor of Arts from the Open University of Bengaluru.

\* Applied for 2021-2022 batch. D-School Of Business facilitates enrolment to these courses.

**7.2.2 Post Graduate Programs:** On successful completion of two-year PG program, you will be awarded a Post Graduate Professional Diploma from D-School Of Business. Updated list of PG Diploma program at each campus is available on the website [www.dschoolorbusiness.com](http://www.dschoolorbusiness.com).

*\*D-School Of Business is not a degree-granting institution and is not accredited by UGC, AICTE (excluding 2- year PGDM) or any other regulatory body.*

## 8. Academic Structure

All the courses are organized to follow similar modular scheme and shall be continuous over the period of chosen full time study. The 11-month diploma is divided into 2 semesters, each having 18 weeks of teaching, learning & assessments followed by examination boards.

**8.1 Course Structure** - All the courses are divided into several modules. A module is unit of the curriculum, described and assessed through Continuous Assessment System which is described under Assessment regulations. For a description of each module and its learning outcomes you will need to refer to your Module Descriptor.

**8.2 Course Documents** -The curriculum is divided into modules within each of its diplomas. These are described in the Course Documents where a clear framework of aims methods of teaching, learning and assessment is given.

Upon your admission into the course, you shall receive following course documents for your ready reckoning and information about the course.

**Module Descriptor** - This is a singular document, which you will receive at the start of every course of learning. The Module Descriptor provides a holistic view of the entire plan of the semester giving details of Learning outcomes, assignments, and dates of assessment. The descriptive outlines the scope of teaching; precise details of projects and assignments vary from year to year. Indicative reading lists are issued by the project tutors as appropriate.

It is your responsibility to ensure that you read it carefully and seek clarifications (if required) from your Department Lead.

### 8.3 Credits and Credit Accumulation

Each module is assigned a number of credit points. The credit points for all modules for your course are shown in the Module Descriptors. For progression to next Year, you should clear all 120 credit points. Each credit point is equivalent to 10 hours of study which can be Face to Face, Online or Independent study hours. During their course of study, they will have an opportunity to earn extra credits.

### 8.4 Assessment and Evaluation Policies

At the beginning of each semester in the academic year, you will receive an overview of the modules in the course. The Module Descriptor will provide you the details of Teaching, Learning & assessment plan. An assessment brief provided in the Module Descriptor will have details of assessable tasks and their schedules, learning outcomes expected and the evaluation guidelines.

The academy follows a fair and transparent assessment process based on equal opportunity for each student.

#### 8.4.1 Submission of Assessments

You are expected to make the submission as per date, time and venue communicated by the course team and as specified in Module Descriptors failing which it will be counted as non-submission unless it falls under exceptional circumstances.

#### **Remember**

- All submissions/tests/examinations will be accepted/held only in the assigned venue(s), and during the specified time(s).
- You should make the submission only to the respective Module Tutor(s) or Module Leader (or as designated by them).
- While submitting the work, you need to sign in the “Record of submission” mentioning the date and time of submission. Similarly, while retrieving your work back, you need to sign again on the same document.
- You must make the Digital/online submissions on the defined/prescribed medium on the specified date and time. The submissions on LMS will not get accepted after the scheduled date and time.
- For juries, you must be present at least 15 minutes before the allocated time of presentation with their complete presentation uploaded on the digital media being used or as otherwise prescribed.
- For written exam, you must be present in the examination room at least 15 minutes before the commencement of the exam.



### 8.4.2 Non-Submission

Any submission beyond the specified date and time will be treated as non-submission. In case you submit beyond the due date and time, it will be treated as second attempt and not the first attempt. (Refer to second attempt and third attempt rules)

### 8.5 Exceptional Circumstance (Deferral)

Exceptional circumstances are circumstances which act as a hindrance to your normal performance or obstruct you from meeting the submission deadlines. In general, exceptional circumstances will be of a medical or personal nature affecting you for any significant period of time and/or during the examination period and which can normally be corroborated by evidence.

Some examples of circumstances that might be upheld as exceptional are given below, together with examples of documentation to support submission by students.

Circumstance and supporting documentation:

	Document
Illness which prevented the student from attending/completing an assessment or affected his/her ability to perform in an assessment on time.	Letter/certificate from a registered medical practitioner, prescription of the registered medical practitioner during the illness period.
Personal/domestic problems which occurred in the period leading up to an examination /assessment deadline.	Letter from someone who has direct knowledge of the problems and/or has been involved in supporting the student (e.g., Parents, Relatives)
Bereavement	Supporting evidence of bereavement & note from parent/guardian, or doctor of its effect (as applicable)

**What doesn't count as exceptional circumstances:** long term issues, such as on-going health/personal/financial issues which affect a student's ability to study or ability to perform normally does not count as exceptional circumstance. If a student is affected in this way, he/she should discuss the situation with respective Department Lead or **S3** Representative.

**Notification of Exceptional Circumstances:** The student must inform in writing as per [Annexure 6](#) to the respective **S3** & Department lead.

### 8.6 Student with late Admissions-Time extension

For student taking admission late in the semester a 'time extension' may be granted. In all semesters, 'time extensions' will be authorized by the Department Lead in consultation with Associate Dean of Department and President Academics. The time extension for submission cannot exceed beyond 21 weeks of the existing semester\*. If the student is not able to make the submission by the extended date the rules of non-submission will apply.

Student taking late admission would be provided support and given orientation. Student will be mentored by respective Department Lead and shall be assigned remedial classes as and when required.

\*Any exceptions will have to be approved by President Academics.

## 8.7 Evaluation

### 8.7.1 Assessment Process

At D-School Of Business, process of work is considered equally important as the outcome. Hence, it is vital for student to simultaneously document their work as per the format given in the academic semester for all courses.

### 8.7.2 Academic Assessment & Feedback

Assessment for each module is completed during or at the end of the duration of the module as per the plan given in Module Descriptor.

Students from all cohorts will receive feedback in a prescribed format for each module. The feedback form will explain your strengths and weakness and the conformity of the marking with the declared assessment criteria and as per rubric.

*Formative feedback* is aimed at evaluating your ability to absorb and imbibe the learning in the form of knowledge, understanding and skills, during the progression of a module. You will have to keep a record of discussions with tutors and group members in a logbook. After each feedback, the logbook has to be signed by faculty.

*Summative feedback* is aimed at evaluating the achievement of learning outcomes. The details of the assessment will be outlined in the course documents provided to you.

### 8.7.3 Marking of Assessments

Each module of course of a semester is assessed separately. A module is summative assessed for deliverables as indicated in the Module descriptor.

The Module mark is the calculated weighted aggregate of the 'assessment elements' (prescribed summative assessments) of the module. All marking is given in whole numbers.

#### **Student enrolled in AY 2022-2023**

10-point grade system will be followed for marking. The passing Criteria UG diploma courses & PG Diploma courses

- Passing Criteria for UG -Individual Module Grade Point 4.0, Course Grade Point Average 5.0
- Passing Criteria for PG -Individual Module Grade Point 5.0, Course Grade Point Average 6.0

All marks /grades are PROVISIONAL, until endorsed and confirmed in the proceedings of the Examination Board. In the event that the Examination Board chooses to change the student's PROVISIONAL mark /grade, upward or downward, the prescribed changes will be implemented accordingly and recorded appropriately in the minutes of the Board meeting. The Board's decision will

be final and binding. Questioning the academic judgment of the Board is not considered as grounds for appeal.

## 8.8 Grading Matrix and Description

For students enrolled in & before AY 2020-2021 below grading matrix is used

Undergraduate courses		
Grade	Mark Range	Description
First Class with Merit	85-100	Exceptional knowledge and understanding of the area of study. The work is beyond the prescribed range, in both breadth and depth.
First Class	70-84	Outstanding/excellent knowledge of the area of study as the student is typically able to go beyond what has been taught
Upper Second Class	60 – 69	Very good knowledge and understanding of the area of study as the student is typically able to relate facts/concepts together with some ability to apply to known/taught contexts
Lower Second Class	50 – 59	Good knowledge and understanding of the area of study. Good demonstration of relevant knowledge and skills though may be limited in range; communication shows clarity, but structure may not always be coherent.
Third Class	40-49	Knowledge and understanding are sufficient to deal with terminology, basic facts and concepts but fails to make meaningful synthesis; It relies on set sources of information and arguments may be weak or poorly constructed. The work shows competence but with some weaknesses.
Fail	39 and less	Insufficient knowledge or understanding of the area of study; Facts being reproduced in a disjointed or decontextualized manner.

PG Diploma courses		
Grade	Mark Range	Description
High Distinction	85-100	Exceptional breadth and depth of knowledge and understanding evidenced by independent insight and critical awareness of the topic. A sustained academic approach to all aspects of the tasks is evidenced; academic work extends boundaries of the disciplines and is beyond expectation of the level.
Distinction	70-84	Excellent knowledge and understanding evidenced by some clear independent insight and critical awareness of the topic. A sustained academic approach to most aspects of the tasks is evidenced; one or more aspects of the academic work are beyond the prescribed range.
Commendation	60 – 69	Very good knowledge and understanding is evidenced as the student is typically able to independently relate taught facts/concepts together some of which are at the forefront of the discipline. An academically rigorous approach applied to some aspects of the tasks is evidenced, some beyond the prescribed range.

Pass	50 – 59	Good knowledge and understanding of the area of study balanced towards the descriptive rather than critical or analytical and mostly confined to concepts that are not at the forefront of the discipline; the approach applied to some aspects of the tasks may lack academic rigor.
Fail	49 and less	Knowledge and understanding are insufficient as the student only evidences an understanding of small subset of the taught concepts and techniques; fails to make sufficient links between known concepts and facts to adequately solve the brief/problem.

Student enrolled in & after AY 2021-2022, below grading matrix is used

UG Course		
Grade Letter	Grade Point	Description
O	10.0	Outstanding
A+	9.0	Excellent
A	8.0	Very Good
B+	7.0	Good
B	6.0	Above Average
C+	5.0	Average
C	4.0	Pass
F	0.0	Fail
E	2.0	At Advance Diploma or Professional Diploma stage, in case a student fails a module, but the Moderation Committee is confident that the course outcomes are satisfactorily achieved, committee may decide to compensate a module and give E grade. A maximum of 20 credits may be compensated. It is given only once during the tenure of study at the academy.
S		Satisfactory Completion (For credited or Non-credited Modules not contributing to CGPA)
U		Unsatisfactory (For credited or Non-credited Modules not contributing to CGPA)
AP		Audit Pass (Extra Credits)
AF		Audit Fail (Extra Credits)

PG Course		
Grade Letter	Grade Point	Description
O	10.0	Outstanding
A+	9.0	Excellent

A	8.0	Very Good
B+	7.0	Good
B	6.0	Average
C	5.0	Pass
F	0.0	Fail
E	2.0	At Professional Diploma stage, in case a student fails a module, but the Moderation Committee is confident that the course outcomes are satisfactorily achieved, committee may decide to compensate a module and give E grade. A maximum of 20 credits may be compensated. It is given only once during the tenure of study at the academy.
S		Satisfactory Completion (For credited or Non-credited Modules not contributing to CGPA)
U		Unsatisfactory (For credited or Non-credited Modules not contributing to CGPA)
AP		Audit Pass (Extra Credits)
AF		Audit Fail (Extra Credits)

- Grades O to F will contribute to CGPA

For Incomplete modules, for each subsequent attempt taken by the student to complete, the marks will be capped to one grade lower. Marks to be put in the middle of the grade band.

## 8.9 Marks Consideration for International Credit Exchange

- For International credit exchange, the marks given by the host institute are considered without moderation.
- In an instance where either the student is not satisfied, or the Department Lead has a concern with the marks given they can reach out to the International Relations Department.
- The International Relations Department can then take up the point with the host institute.
- The decision of the Host institute will be considered as final and will not be eligible for any appeal.

### 8.9.1 Shortfall in weeks / credits of study for international exchange

Where a student has not completed the minimum number of weeks / credits of international credit exchange due to the following conditions:

The number of weeks offered are less than prescribed in the course of study the student can undertake the same assignment /project in the domestic experience and work on it to cover up the shortfall of allotted time period.

The student is not able to complete the stipulated no. of weeks due to debarment/illness/unforeseen circumstances/disciplinary issues –

- Due to Debarment and Disciplinary issues – Considering that the student has displayed unprofessional attitude while undergoing the international exchange, the board may decide on the course of action which may Require a student to complete satisfactorily an alternative form of assessment which simulates some of the characteristics of the work that the student was supposed to do in the host institute. Such marks will not be counted in the international credit exchange module.
- Due to Illness / Unforeseen circumstances – In such circumstances, the student may be granted deferral and the Board may enact one of the following options:
  - Ask the student to rework and resubmit the work to the host institute (in case the host institute has the provision. This has to be done through international affairs department.
  - Require a student to complete satisfactorily an alternative form of assessment which simulates some of the characteristics of the work that the student was supposed to do based on the learning outcomes and give marks in the alternative module. Such marks will not be counted in the international credit exchange module.

### 8.9.2 Student failing the international credit exchange module.

In such circumstances, the student may be granted referral and the Board may enact one of the following options:

- Ask the student to rework and resubmit the work to the host institute (in case the host institute has the provision. This has to be done through International Affairs Department. The marks will be counted in the international credit exchange module and will be capped at passing marks as per second attempt.
- Require a student to complete satisfactorily an alternative form of assessment which simulates some of the characteristics of the work that the student was supposed to do, based on the learning outcomes, and give marks in the alternative module. Such marks will not be counted in the international credit exchange module. The marks will be considered as second attempt.

## 8.10 Exemption from Internship

Exemptions from part of an internship can be authorized by the Department Lead if the student completed supervised internship activities that can be certified as equivalent, in terms of duration and the learning outcomes, competencies or rationale to the normal internship experience.

### 8.10.1 Shortfall in weeks for internship

Where a student has not completed the minimum number of weeks of internship activity, the Board may enact one of the following options:

- Require the student to make good the shortfall by undertaking supervised internship activity during vacations or other appropriate times within their initial period of course.

- Exceptionally, where (a) above cannot be satisfied due to illness or some other valid cause, require a student to complete satisfactorily an alternative form of assessment approved by Associate Dean and President Academics.
- Recommend an internship completion certificate if there is a sufficiently minor shortfall in the number of weeks and following conditions have been satisfied:
  - Achieve the learning outcomes, workplace experience and competencies as required in the module specification/course specification.
  - Submit and pass the specified assessment requirements.

### 8.11 Students with disabilities

Reasonable adjustments to assessment arrangements will be made to ensure that students with disabilities are not substantially disadvantaged. The Department Lead will make the request and discuss with Associate Dean. Final approval will be made by President Academics. **S3** will provide counselling support and ensure that these adjustments are implemented. Any agreed adjustments will be notified to the Academic Governance.

### 8.12 Progression

At the completion of the year, your result is determined by weighted average of the Marks/Grades attained by you in all the Modules of that academic year.

#### 8.12.1 Criteria for Progression

Each year will carry a Year Aggregate Mark, which is calculated as the sum of the weighted module aggregate marks for all the modules that comprise that particular Year. This weighted module aggregate mark is directly proportional to the number of credits assigned to the module.

#### 8.12.2 Module Failure

Under circumstances, if you have not achieved the minimum module pass grade after undertaking the maximum number of attempts as applicable, you will be considered as having failed the module.

#### 8.12.3 Maximum Attempts

The maximum number of attempts (notwithstanding exceptional circumstances) normally allowed for you to pass a module will be three.

#### 8.12.4 Failure in third attempt

At the end of third attempt if any credits remain un-cleared, the student is declared a non-progression case and is deregistered from the course /program of study. All communication in this respect will be done by Central Registrar's Office.

Exceptionally, the student may appeal against non-progression to Central Academic Committee comprising of President Academics and three members of Academic Team.

#### 8.12.5 Changes to the Assessment Regulations

The D-School Of Business reserves the right to alter its courses without prior notice, and to modify from time to time its regulations for the admission and progression of students and for the conferment

of awards. Where these changes affect the title of an award or cause a student to be unable to complete the named award for which they are registered, they will be consulted, and the Board of Examiners (including External Examiners) informed. Where the named award cannot be offered or completed, D-School Of Business will describe the title and modular components of an alternative award which can be made available to the student.

The regulations will be reviewed and updated periodically in line with developments in D-School Of Business's policy and practice. There may be differences in regulations as they apply to different cohorts of students registered for the same award. Every effort will be made to inform students about proposed changes and, if educationally appropriate, introduce such changes for all cohorts of students.

A student cannot demand reassessment in a module that is no longer offered.

### 8.13 Academic Independence and Responsibility

At D-School Of Business, we expect each student to actively participate in and engage in their learning process. It is your responsibility to promote, protect and uphold the highest standards of academic integrity and honesty. You must apply appropriate citation methods, differentiating original work from quoted, incorporated, or emulated sources, specific to each discipline. You are responsible for keeping track of your progress in each module. It is essential to familiarize oneself with course requirements by reading course material and in-class instructions by the faculty member (oral/written) for assignments and course work.

#### 8.13.1 Academic Honesty & Integrity Policy

Students must not act in a manner, which constitutes academic dishonesty. Academic dishonesty is any act that allows a student to gain an unfair advantage over other students. This includes, but is not limited to, the use of unfair means, infringement of copyright/ IPR, copying, plagiarism, and unauthorized collaboration, alteration of records, use of restricted aids, and unauthorized use of proprietary material, bribery, and lying. The academic division in which a student is enrolled has the primary responsibility of adjudicating alleged infractions of the Academic Honesty and Integrity Policy.

Academic Misconduct is more commonly known as 'cheating'. This includes collusion, copying, syndication (the sharing of workload when not directed to do so) and duplication. It would also include a close paraphrase of their words, or a minimally adapted version of a computer program, a diagram, a graph, an illustration, etc. taken from a variety of sources without proper acknowledgement. These could be lectures, printed material, the Internet, or other electronic/AV sources. 'Presenting the work of other as one's own without proper, clear and unambiguous acknowledgement' is called plagiarism and is a serious academic offence.

#### **Conditions applicable for enforcement of Plagiarism:**

The inclusion in a student work of more than a single phrase from another person's work without the use of quotation marks and acknowledgement of the sources. The summarizing of another person's work by simply changing words or altering the order of presentation, without acknowledgements, in that case the similarity index between the two works should not be more than 15%. Copying the work of another candidate, without that student's knowledge or agreement in this case the party copying is guilty of plagiarism. In case of copying with the knowledge or agreement of another student, both the parties are guilty of plagiarism. In case student (s) is/are found in collusion as described above, the entire work submitted stands null and void.



Use of unfair means in examinations, seeking help or bringing in non-permissible material in an examination is also adopting unfair means.

'Self-plagiarism' which occurs where, for example, you submit work that you have presented for assessment on a previous occasion.

Collusion when a student or students collaborate with another student or students, as an individual or group to gain a mark or grade to which they are not entitled. Students who allow another student to copy their work are also committing collusion and both the copier and the provider of the work are liable to be penalized. Where it is proved, collusion will be subject to penalties similar to those for plagiarism.

**Fabrication or falsification of data** in instances where a major part of student's work involves laboratory or other forms of practical work, and they often find themselves undertaking such activity without close academic supervision. If you are in this situation, you are expected to behave in a responsible manner, as in other aspects of your academic life, and to show proper integrity in the reporting of results or other data. Hence you should ensure that you always document clearly and fully any research program or survey that you undertake, whether working by yourself or as part of a group. Results or data that you or your group submit must be capable of verification, so that those assessing the work can follow the processes by which you obtained them. Under no circumstances should you seek to present results or data that were not properly obtained and documented as part of your practical learning experience. Otherwise, you lay yourself open to the charge of fabrication or falsification of results. Where it is proved, falsification will be subject to penalties similar to those for plagiarism.

#### 8.13.1.1 Penalty for Academic irregularities and Forfeiture of Assessment

In the event that you are proven to have committed any Academic misconduct (plagiarism or indulged in use of unfair means, copying, falsification, using unfair means, and dishonesty), you will forfeit all assessment marking that you may have received provisionally in the module(s) in which plagiarism or cheating has been detected. Opportunity for reassessment will be subject to the decision of the Disciplinary Committee notified to examine the charge(s) that have been levelled against you.

#### 8.14 Deregistration

You might be struck off rolls and be deregistered under following conditions:

- Non-Submission of Fee
- Non-Progression
- Continuous Absence of 4 weeks (without information)
- Disciplinary Grounds
- Any Ragging or related activities

#### Consequences of Deregistration

- Forfeiture of ID card
- Access to classes online or F2F will revoked.

- Suspension or rustication from the Academy in case of Disciplinary Grounds or Any Ragging related activities
- Levy of fine.

### 8.15 Student Debarment

Students are liable to be debarred for various reason which is not accordance to the regulations of the Academy. E.g., Not paying fee on time, disciplinary action, not returning library books on time, indulging in direct or indirect ragging etc. The student can be suspended / expelled in case of any complaint arising due to the above said reasons.

### 8.16 Publication of Result

The marks would be published in the student portal after every semester in case you need a printed mark statement after a semester/year, you would need to put in a request with the Campus Manager for the same.

#### 8.16.1 Publication of Marks-Time Period

- For July-Dec Semester the first attempt marks will be published on the student portal by end of January.
- The second attempt marks for the July-Dec semester will be published within two weeks of the completion of the second attempt Board.
- The third attempt marks for the July-Dec semester will be published within two weeks of the completion of the third attempt Board.
- For Jan-May Semester the first attempt marks will be published on the student portal by end of June.
- The second attempt marks for the Jan-May semester will be published within two weeks of the completion of the second attempt Board.
- The students are intimated about the publication of results by the Central Registrar's Office.

#### 8.16.2 Issue of Mark statement

The Mark Statement will indicate your module-wise marking, its module credit value, your progression status at the stage when due, Semester/Year Aggregate Mark (as applicable to a course) and the Grade achieved. The Semester/Year Aggregate Mark and Grade are issued only to students who have clearly passed. The Semester/Year Aggregate Mark, mentioned in the Mark Sheet, is the cumulative sum of the module credit value of all modules of the pertinent Semester/Year.

The module Marks for each student, would be made available in the Student Portal (online) by the Central Registrar's Office. If a student needs a stamped copy of the mark sheet for submission purposes to an external agency, it will be issued by the Central Registrar's Office, on request only. The student portal is password protected to ensure it is available to the specific student only.

The final marks statement (hard copy) would be issued to the student during convocation. However, in case a student needs multiple copies of Marks statement the same can be obtained from Central Registrar's Office on request on payment of Rs 100/- per copy per year.

### 8.16.3 Request for Name Change

Student can request for name change in academic records on submission of following documents:

- Revised Government recognized ID proof.
- Gazette Publication /notification
- Class X Certificate
- Notarized Affidavit stating the new name.
- Newspaper Publication in 3 leading newspapers

### 8.17 Rescinding Award

If a forgery in the prior learning documents (on the basis of which admission was granted) or a case of academic irregularity on the basis of which the student had passed and had received the award, comes to the notice of the Academy then the Academy can take a legal course of action, cancel and recall the Award.

## 9. Feedback

### 9.1 Feedback to students on assessments

Students' learning is supported through regular monitoring and providing feedback. You will receive on-going comprehensive feedback.

### 9.2 Purpose

This has a dual benefit of enabling you to perceive the holistic dimension of the course and learning as you progress, but also allows faculty to understand the full scope of work and individual student development overall.

## 10. Digital Learning

At D-School Of Business, it is our continuous endeavor to implement new methods of engaging our learners. We blend different modalities to meet the needs of ever-changing dynamics of the millennials who prefer to learn and participate beyond traditional classroom settings. Our blended programs are a mix of online delivery, field work and classroom education in a structured manner, making learning more effective.

The online content and activities are delivered through 'Blackboard' - A Learning Management System (LMS) that enables students to access digital content anytime, anywhere, at their own convenience. It allows them to collaborate through discussion forums and wiki, submit assignments and tests and view faculty feedback. It helps the students to enhance their critical thinking skills by not limiting creativity to the boundaries of the classroom.

Online Open Learning platforms: We provided free access to following portals for the students to explore interdisciplinary subjects to enhance their subject expertise that provide universally validated certificates.

### 10.1 Logging into the Blackboard

Open the web browser on your laptop or desktop. Blackboard supports four primary browsers for Black board Learn: Internet Explorer, Safari, Firefox, and Chrome.

Log in credentials will be provided in the class

### 10.2 Navigating Blackboard

After successfully logging into the LMS, you see the My Institution page. This page allows access to the following sections:

My Modules – Displays the list of modules / courses in which you are enrolled as a student.

My Announcements – Displays the announcement sent by the Academy or your faculty.

My Tasks – Displays the list of your pending activities.

Search for Help – Allows you to seek help on various features of Blackboard LMS.

Student Resources – Contains a list of files that provide information related to your course or have additional material to improve your knowledge and skills.

### 10.3 Accessing a Module on Blackboard

You can access a module in the LMS by clicking the module link in My Modules section of My Institution page. The module home page displays the following sections:

Module Navigation Pane – Displays the list of topics, sub-topics, and activities for the module.

My Announcements – Displays the announcement sent by the Academy or your faculty.

My Calendar – Displays the activities scheduled for you in the module.

To Do – Displays the list of your pending and upcoming tasks.

### 10.4 Logging Out

You can logout of the Blackboard LMS anytime by clicking the logout button in the upper-right corner of the any page in the LMS.

Blackboard Learn facilitates learning beyond classroom and will provide you a leading edge in taking up industry challenges. We hope you will leverage on the advantages of this digital medium to enhance your knowledge and skills and prepare yourself for the professional world.

For support, please write to: [it.support@dschoolbusiness.com](mailto:it.support@dschoolbusiness.com)

*Disclaimer: All the content available online on Blackboard ultra is for the sole purpose of supporting the classroom teaching. The academy reserves the copyrights of all material, texts, designs, projects & case studies available for use on Blackboard.*

## 11. Appeals

You, as a student, can request and plea against a decision taken against you or if you are dissatisfied with academic delivery or resources. The Appeal process is applicable for any student enrolled on a program of study, or a student who has been debarred /deregistered and wants to re-admit in the Academy. The students can fill the form available in [Annexure -5](#) for appeal.

The students can appeal in the following situations

- Re-evaluation of marks
- Appeal against Non-progression
- Plagiarism
- De-registration due to Misconduct
- Academic appeal related to Teaching learning and Assessment

### 11.1 Ground for appeals

The process of appeal is based on the principle of fairness. An appeal is defined as a request for a review or revaluation of the decision or if you identify any gaps in the teaching learning and assessment process. You, as a student, have the right to appeal if there is evidence of one or more of the following:

- there has been a significant irregularity in the teaching, learning or assessment process.
- there is evidence of bias or a perception of bias in the decision-making process.
- If there is new evidence which can help in changing the decision taken earlier.

The following are not considered to be legitimate grounds for an appeal:

- complaints about the academic judgement of the Examination Board, including complaints about grades and classifications of awards.
- complaints about academic misconduct outcomes and penalties unless there is clear evidence that the defined procedures were not followed and/or the academic misconduct outcome was not appropriately considered by the Committee.
- information such as evidence of exceptional circumstances when there is no evidence to show why it could not have been presented at the correct time.

#### 11.1.1 Appeal for Re-evaluation of Marks and Final Award

If a student does not pass [all components] as per the PROVISIONAL Mark / Final Marks and are dissatisfied with the marking, the student is allowed an opportunity to represent in writing to DL marking a copy to S3 & Campus Manager within 2 days of declaration of results. Such an appeal must be based on new and relevant information for the Appeals Committee to review the tutor's decision.

The DL and Associate Dean form a neutral evaluation committee to re-evaluate the student's assignment. The Dean looks it the matter and works closely with the evaluation committee. The neutral expert committee then re-evaluates the work and gives marks and feedback to the

Department lead. It is to be noted that the committee's evaluation is final. The DL sends the marks against the earlier marks achieved by the student along with the feedback form to Central Registrar's office and CRO communicates the final decision to the student. The student could score higher than previous marks or could even get a lower mark. The marks given by the committee are upheld and the same is communicated to the student.

The closure should be done within 7 days from the date of receipt of re-evaluation appeal.

The Final Award ratified by the Examination Board cannot be considered for appeal.

#### 11.1.2 Appeal against Non-Progression

**When the student fails to meet the passing criteria, or the student is not allowed to progress to the next level and is sent a non-progression letter.**

The student can appeal within 48 hours of the receipt of the non-progression letter to the Campus Manager & DL. An appeals committee is formed comprising of Campus Manager, Department lead, Course team member, Academic Governance, **S3**.

Student and parent are invited to present their viewpoint and some new evidence against Non-Progression.

After the hearing the committee takes the decision. The decision of the committee is communicated by CRO to the student and parent through mail within 48 hours of the committee proceedings. The decision of the committee is final, and binding and no further appeal will be entertained with regard to non-progression of the student.

#### 11.1.3 Appeal under Academic Misconduct (Plagiarism / use of unfair means / infringement of copyrights / other cases of academic dishonesty)

If the tutor suspects that a student has cheated or plagiarized work, it will be treated very seriously and will be thoroughly investigated. D-School Of Business is well equipped with software to detect Plagiarism. If proved it can lead to either temporary suspension, where a student is asked to repeat the project involved, or if established at final degree assessment, the Appeal Committee may withhold the award of a degree.

#### **Action taken against student.**

All cases of plagiarism/dishonesty/use of unfair means in a semester will be issued show-cause notice for establishing the indiscipline and the pertinent action thereto as per Section 8.13.1 of this Student Handbook. The student has a right to appeal. Representation only in person is permitted.

Should the Appeals committee uphold the allegation of plagiarism/cheating/use of unfair means the student will be awarded "zero marks" in the pertinent component/element.

The Appeal's Committee may take appropriate decisions based on individual merit of the case. The decision of the Committee on all matters relating to results, non-progression, shortage of attendance, re-examination, terminations, etc., will be final and binding and no further appeal on this decision will be entertained.

#### 11.1.4 Appeal against Debarment

The circumstances which may lead to dismissal and/or debarment include:

- Supply, possession or use of illegal drugs and solvents.

- Theft, blackmail, violence, intimidation, racism, sexism, and persistent bullying.
- Offences of a sexual nature; including the supply and possession of pornography.
- Possession of a weapon.
- Vandalism, including graffiti.
- IT resources misconduct / misuse / unauthorized use or failure to comply with the Academy's Acceptable Use Policy.
- Persistent attitudes or behavior which are inconsistent with the Academy's rules and ethos.
- Other serious misconduct which brings the Academy into disrepute (single or repeated episodes) on or off the campus premises.

A complaint which could lead to your being dismissed will be investigated thoroughly and fairly. You will have an opportunity for the assistance of your parents and/or a tutor to state your side of the case and you also have the right to ask for the decision to be reviewed by the Appeals' Committee, the decision of which shall be final and binding and no further appeal on this decision will be entertained.

#### 11.1.5 Academic Appeal related to Teaching Learning & Assessment

The Academic appeal is a written communication/complaint from the students, concerning any issues related to Teaching, Learning and Assessment, brought to notice of the Faculty/ Department Lead/Dean, that requires the institution's attention and needs to be resolved urgently.

**The process-** The student/ group of students should write the formal appeal to Campus Manager, or in case school has received the complaint they should forward it to Campus Manager for further processing. Campus Manager will then schedule a meeting between student/group of students and a 'Special Committee' comprising of one representative from the campus -Regional Director, one from school (Dean, Associate Dean, person nominated by Dean), and a neutral representative from Academic Governance and **S3** to ensure students' concerns are heard without any bias and are given fair chance to present their case.

The role of Campus Manager is to schedule the meeting and circulate agenda and MOM to all concerned. The school representative in the committee is silent observer of the proceedings. The neutral body is present to witness the proceeding happens with unbiased approach.

The final decision of committee will be taken by the President-Academics or Chair of the committee and the decision will be communicated back to the students by Campus Manager through formal channel.

A complaint, which could lead to being a student dismissed, will be investigated thoroughly and fairly. The student will have an opportunity for the assistance of their parents and/or a tutor to state the side of the case. The student will also have the right to ask for the decision to be reviewed by the Appeals' Committee, the decision of which shall be final and binding and no further appeal on this decision will be entertained.

#### 11.2 Concerns and complaints

If you have a complaint to make about any aspect of the Academy or Campus, please use the guidelines as below.

- Your course /tutor/academics/assessment/ academic delivery – to be resolved by your Department Lead.
- Your Timetable- S3 representative.
- Your accommodation as applicable – S3 representative.
- Your concerns on Fee and financial issues- S3 representative.
- Your concern on extra-curricular, sport and social matters-S3 representative.

\*In case you want to escalate any unresolved concerns, please reach out to your Regional Director/ Campus Manager.

## 12. Course Transfer

The Institute usually does not encourage any course transfer considering the internationally curated and vetted course content for each individual course.

However, we also understand that you would do wonders in the domain where you engage whole heartedly.

Hence, each course transfer is scrutinized and allowed after due deliberations, only in special cases. Course transfers are governed by the Course Transfer policy as available in the Academic Processes and Compliance Manual.

As a student, you would need to submit your application for a course transfer with your student support service manager(S3).

### Remember

- Course transfers requests are only accepted for the first 4 weeks of the ODD semester i.e., the start of the Academic Year.
- Course transfers are not allowed in the middle of the semester.

## 13. Student Attendance Policy

You are required ideally to be present in the course with 100 percent attendance. Attendance will mean full presence in all scheduled contact hours between the tutors and the students and will consist of lectures/ tutorials/ seminars/ practical/ workshops/ mentoring sessions and any other contact between the tutor and the students. Attendance reflects your sincerity, diligence, and drive for learning. Your attendance in every session during contact teaching / lab sessions will be primarily recorded online through your Photo ID Cards only. However, faculty members might choose any other medium as available to them to mark the attendance.

For the classes conducted online the attendance will be captured through LMS, Blackboard. In case of bandwidth or network issues you should take the responsibility to inform **S3** or the tutor. The student should login only through their official email id for the attendance to be captured.



### 13.1 Minimum Attendance Requirement

A minimum of 75% attendance is required to be maintained by every student in each and every semester. The 25% relaxation in the attendance policy accommodates the following:

- Minor impediments / illness / indisposition
- Personal exigencies
- Short hospitalization
- Compassionate grounds (tragedy / accident in the family)

In case of the above illness / medical reasons, the original copies of the Doctor's prescription and Medical Fitness certificate clearly mentioning the duration of the treatment should be submitted to the S3 on the first day of joining the Academy after the absence.

In the event of a student being prevented from attending classes regularly owing to prolonged illness/hospitalization, temporary but serious disability, or any other genuine exigency of a protracted nature e.g., tragedy / accident in family, it should be communicated in writing with relevant proof to the S3 as soon as the event/exigency has occurred. The Academy will consider such circumstances sympathetically; however, no consideration will be given in the event that the communication has been made by the student/parent/guardian after the lapse of one working week / seven days since the onset of the exigency, or after issue of a notice of debarment. The Academy will not condone attendance defaults due to family function, family trips, etc.

### 13.2 Attendance Rule

Aggregate Attendance	Consequences of Shortfall in Attendance
75% and above	Expected attendance for best learning experience
50% to 75%	Counselling by Course Team and S3. Provision to make up for the lost learning.
Less than 50%	Student will not be allowed to progress to the next semester. The decision of the management is final and binding.

Note –

- If the student does not show improvement in engagement, he/she may not be allowed to participate in Overseas Exchange Program, Competitions and other extracurricular activities as decided by the Course Team.
- In case of discrepancy in attendance, should be informed to Campus Manager / S3 within 48 hours of receiving the attendance information.

### 13.3 Prolonged Absence without Prior Permission

In case you have not attended the classes continuously for four weeks for any unexplained reason, it will be presumed that you have left the course on your own and in such situation, your registration will be deemed as cancelled. The Academy is not obligated to inform you about such de-registrations. However, you can appeal for re-registration, subject to approval by a Special Committee. Re-

registration, once approved by the committee, will be done on the payment of re-registration fee of Rs. 25,000/- (plus applicable taxes) within 2 weeks of approval by the committee.

### Remember

- To notify the tutor / module leader / Department Lead of your absence is your personal responsibility. Never ask or rely on another student to do it for you.
- Contact your tutor / module leader / Department Lead/**S3** well before the commencement of the class to inform them of your absence and the reason for your absence, only in an emergency. Otherwise, the leave should be applied for well in advance. Be clear on which of your classes will be affected.
- Unauthorized absence and lateness are a disciplinary matter and shall be dealt accordingly.

## 14. Industrial Visits/Field Trips/Site

During the progress of each Academic Year, we would be organizing Educational / Field Trips/ Industry Visits to locations in and around the respective campuses, as well as out station trips.

Student Trips complement formal classroom interaction / learning and help students to develop a holistic understanding / appreciation of the Industry and the Economic Environment around us. Student Trips are an off-campus extension of classroom teaching and will be considered as part of Attendance Policy.

### 14.1 Type & Criteria of Trips:

Type	Definition
<b>Type A</b>	Day trips (within 200km of radius of campus city)
<b>Type B</b>	Overnight Stay (Domestic travel within the country)
<b>Type C</b>	International

### 14.2 Funding for Students & Mode of Travel:

Type	Local Travel	Boarding & Lodging	Refreshment	Air Travel / VISA / any other
Type A	50% PA & 50% to be collected by Department from the students and deposited in the accounts prior to the trip	NA	100% students	NA
Type B	100% students	100% students	100% students	NA

Type C	100% students	100% students	100% students	100% students
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### 14.3 General Conditions (applicable for all Trip categories)

Trips can only be approved if they are time tabled in advance.

Educational / Industrial / Field trip is mandatory for all students of the cohort.

All students, at the time of joining, are required to submit an undertaking duly signed by student and Parents /local guardians for participation in trips organized by the Academy.

School Dean / Associate Dean will appoint a minimum of One Trip Coordinator (Faculty Member) for every 20 students.

The course teams will ensure that a lady faculty / staff member is part of the trip if there is any girl student participating in the trip.

Trip Coordinators will ensure proper conduct and take responsibility during the Trip.

#### Regarding Type B Trips

School Dean / Associate Dean / Department Lead is required to submit proposed plan along with estimated expenditure, for approval of Regional Director minimum one month in advance.

Type B trips would be governed by the approved budget and cannot exceed the upper limit under any circumstances. The expenditure per student is also governed under the overall budget for the specific trip.

#### Regarding Type C Trips

School Dean / Associate Dean / Department Lead are required to submit proposed plan to the Campus Manager along with estimated expenditure. This needs to be approved by the Regional Director.

Parents will be invited to an open-house to apprise them of the responsibilities/expectations of both the stakeholders – parents and Institute.

Learning outcomes achieved / Submission of Trip Report is to be received from the coordinator immediately / within 7 days of the tour.

All students opting for any international travel which is planned or sponsored by the Academy or as part of the course, are required to submit an Undertaking for International Travel Submission of Undertaking is mandatory prior to the international travel. Any student proceeding on international travel without submitting the prescribed undertaking will be considered as Independent Travel and Academy will not take any liability whatsoever.

The Type C trips would be governed by the approved budget and cannot exceed the upper limit under any circumstances. The expenditure per student is also governed under the overall budget for the specific trip.

Any international travel of personal nature planned during the academic semester which is not related to curriculum requirement will not be approved by the Academy. Students should plan personal trips as per holiday list of the Academy. In case of any international travel within the semester, Academy will not be issuing any NOC for VISA purposes.

## 15. Financial Aspects

### 15.1 Payment of fees & refund

#### 15.1.1 Payment of Fees by Existing Students

All existing students are personally responsible to pay all fees, approved charges, and deposits as and when they fall due. In the case of industry sponsored candidates, they are deemed responsible for payment of fees on time.

#### 15.1.2 Payment of Fees by Newly Enrolled Students

All newly enrolled students are personally responsible to pay all fees, approved charges and deposits by the due date as given in the admission notice. Failure to do so will lead to forfeiture of the granted admission.

#### 15.1.3 Fee Deadlines

Usual last date of payment of semester fee-

Semester July – December : 5<sup>th</sup> July

Semester January – June : 5<sup>th</sup> December

Late payment will attract a late fee of Rs. 200/- per day (plus taxes as applicable). In the event that the payment of fees remains unfulfilled after four weeks past the notified last date. The Academy reserves the right to delete the student's name from the rolls. Re-admission of the student will be subject to the payment of Rs 25,000/- (plus taxes as applicable) as Re-registration Fee and payment of all outstanding dues.

*\*All the courses / program conducted at D-School Of Business come under the ambit of GST Regulation.*

*\*Any deviation in the last date of fee payment and mode of payment will be informed via official email id.*

### 15.2 Reassessment Fee

Reassessment will be administered only on formal intimation by the Department Lead concerned to the **S3** after completion of relevant Board and on production of the receipt issued by the Accounts Section as proof of payment of applicable reassessment fees.

For failure to Pass in the Final Dissertation Project / Final Portfolio / Final Project as declared by Examination Board due to non-submission, a student is required to fully re-do the same. The student will have to pay such charges for engagement of Mentors / Jury to be decided & communicated to the student(s).

### 15.3 Payment Process & Modes

The fees can be paid via the following modes:

- Via Demand Draft / Pay Order [Academy counter only]
- Via Debit Card / Credit Card [Academy counter only, as available]

- Via Debit / Credit Card / Net Banking through the SAP Portal. Please note that you would need the SAP ID to access the student's portal.
- Via NEFT / RTGS through Virtual Account [Bank counter / online transfer only]

**Please Note:**

- For Payment through DDs / Pay Order, please make the DD / Pay Order in favor of "Creative Arts Education Society" only. You may deposit the fees at the Accounts sections of your respective Campus personally or send by courier as per your convenience. The receipt will be generated by the accounts personnel and the same would be treated as the Proof-of-Payment.
- Please mention your Name, Roll Number and Mobile phone no. at the reverse side of the DD / pay order. Any DD / Pay order received without the mandatory details will not be processed.
- For Credit / Debit Card / Online payment, the payment acknowledgement will be treated as the Proof-of-Payment.

For payment in Virtual Account, the details are:

Account Name	Creative Arts Education Society
Account No	PEARL <SAP-ID>
Bank	Kotak Mahindra Bank
Branch	Nariman Point, Mumbai
IFSC	KKBK0000958

The account number provided is unique for each student and you are advised to keep the number confidential. When using this mode, you may transfer money via NEFT / RTGS from your bank branch/online bank portal, directly into the account number, as mentioned above. Cash / Cheque is not accepted in this mode.

## 16. Scholarship

### 16.1 General Rules for Scholarship

- A student will be eligible for award of only one type / scheme of Scholarship in a given Academic Year.
- The scholarship amount will be adjusted against student fees. No cash or separate cheques will be issued in Student's favor.
- In case of a joint winner / topper, the topper will be decided based on the exact TWM (Total Weighted Mark) including 2 decimal points (before rounding off).
- The Academy reserves the rights to edit /modify / change or update the contents of this policy at its sole discretion.
- The students will be covered under the latest revisions of the policies irrespective of their year of joining.

- For all scholarships, decision of the Scholarship committee will be final & binding.
- In case of withdrawal under scholarship category, scholarship granted shall get withdrawn & refund shall be granted as per the normal fee structure.

## 16.2 Who's Next Scholarship (for new students)

D-School Of Business every year under this scheme extends scholarship to most disruptive and creative minds from India. Who's Next Scholarship for the program is based on the performance in the Creative Aptitude and Personality Assessment while enrolling for a program during admission.

Continuity of the scholarship for subsequent years depends on you maintaining prescribed standards of achievement as stated

below:

- Awardee must have a minimum of 85% of attendance each semester;
- Awardee must obtain 70% marks overall without having any Referrals / Deferrals;  
and
- Awardee must not intermit or defer at any point during the studies at DSOB;
- No disciplinary proceedings against the awardee

## 17. International Experience

The International Student Exchange program at D-School Of Business is a gateway for students to experience the culture, heritage, knowledge, and dynamics of the world.

At the Academy, you will get an opportunity to have exposure to the best global practices through several international platforms such as students exchange program, summer program, faculty workshops and many more. With constant global exposure on offer, DSOB prepares students for both national and international markets.

D-School Of Business has established extensive international tie-ups with eminent institutions for student & faculty exchanges across the globe. Our vision embodies a commitment to global networking and collaborations setting up benchmarks at par with global standards.

Students get exposure to various international opportunities as under:

1. Overseas Credit Exchange program (as part of curriculum)
2. Semester Abroad Program (as part of OCE)
3. Module Abroad (as part of curriculum)
4. Global Summer Courses
5. International Workshops
6. International Competitions and Events

All students opting for any international travel which is planned or sponsored by the Academy or as part of the course, are required to submit an Undertaking for International Travel (refer [Annexure 3](#)). Submission of Undertaking is mandatory prior to the international travel. All the guidelines by government advisory should be followed.

Any student proceeding on international travel without submitting the prescribed undertaking will be considered as Independent Travel and Academy will not take any liability whatsoever.

For more information, please contact <https://www.dschoolorbusiness.com/international-transfer>

## 18. International Students

D-School Of Business has always been a preferred choice for international students. Students from countries across the globe have joined our Undergraduate & Post Graduate level courses each year.

To facilitate the smooth admissions process for foreign nationals, international admissions team provide extensive support and individual attention to each applicant.

Foreign nationals/ NRIs / other international students follow the guidelines below for better understanding of our admission norms and requirements.

### 18.1 Definition of International Category

Foreign Nationals [Foreign passport holder] or Person of Indian Origin (PIO) or Overseas Citizen of India (OCI)] will be considered under the international category. This is irrespective of the country from where they have studied and passed the qualifying examinations.

### 18.2 Visa

All the international students will require a Student Visa endorsed for 'Studies at D-School Of Business' only. No other endorsement is acceptable. The visa should be valid for the prescribed duration of the course.

### 18.3 FRRO Registration

D-School Of Business will facilitate the FRRO Registration of International Students only in case they are admitted as International Students and paying the applicable fee. Candidates admitted under International Category will be required to register with FRRO within 14 days of arrival in India.

### 18.4 Important Guidelines

- The admission of foreign national candidate is subject to fulfilling minimum eligibility requirement as prescribed for Indian candidate and subject to equivalence of qualification at par with Indian standard.
- In case at a late stage, it is found that the eligibility conditions are not fulfilled, the offer of admission is treated as cancelled ipso facto.
- Students admitted under international student category are not required to go through the usual admission formalities and procedures of appearing in an entrance examination. They are required to only appear for the personal interaction session.

### 18.5 Exceptions

- Indian candidates who are residing in a foreign country and holding a valid Indian Passport may be considered under the International Category, if interested.

- NRI Candidates holding a valid Indian Passport may also apply for admission under the Normal category, following the Normal category admission procedure accordingly.
- NRI Candidates opting to be considered under the International Category will be required to submit proof of their NRI Status.
- Candidates of Nepal may be considered under Normal category for admission. They will follow the Normal category admission procedure accordingly.

## 18.6 General Rules

Students admitted “International / Overseas students” are required to pay a higher tuition fee than the normal tuition fee for the course.

Only those Students who are admitted under the International Category and paying the international fees will be facilitated FRRO registration by the Academy.

The application fee (\$20) will be non-refundable in any case.

The Academy reserves the right to facilitate job placement for international / overseas students.

All International students are required to abide by the rules & regulations of Immigration.

International students are not allowed to take up any kind of employment (full time / part time / consultancy etc.).

Students joining the Academy under the International / Overseas category will not be converted to a normal category student.

## 18.7 Fee Structure

The fee structure for international admissions may be obtained on request from International Admissions Team/ Central Registrar’s Office.



## 19. Student Support Service

Student Support Service (**S3**) at D-School Of Business adopts a holistic approach towards student experience and proactively optimize the learning environment and quality of student life. Our focus is to engage students' potential in order to assist them in achieving their personal and academic goals, and to develop responsible and responsive citizens for the future.

The S3 team supports all students, in collaboration with concerned Campus staff on a variety of student-related issues in all the areas of behavioral, emotional, social, academic, and personal concerns. S3 offers an understanding, a feeling of being listened to, valued, and accepted in a non-judgmental way to all the students in a supportive and purposeful manner to contribute to Academy's vision and mission.

We also facilitate counselling for your emotional wellbeing through professional counselors. The details will be shared on your official mail.

	<b>S3 SPOC</b>	<b>Campus</b>	<b>Contact Number</b>	<b>Email id</b>
1	Sonika Arora	Delhi S	9311409321	<a href="mailto:sonika.arora@pearlacademy.com">sonika.arora@pearlacademy.com</a>
2	Shubika Sharma	Delhi S	8130665599	<a href="mailto:shubika.sharma@pearlacademy.com">shubika.sharma@pearlacademy.com</a>
3	Adwwait Harshe	Mumbai	8928024541	<a href="mailto:adwwait.harshe@pearlacademy.com">adwwait.harshe@pearlacademy.com</a>
4	Soniya Bhatia	Mumbai	9311409317	<a href="mailto:soniya.bhatia@pearlacademy.com">soniya.bhatia@pearlacademy.com</a>
5	Arlene Pereira	Bangalore	9311409319	<a href="mailto:arlene.pereira@pearlacademy.com">arlene.pereira@pearlacademy.com</a>

*\*Any change in the team will be notified on your official email id.*

## 20. Student's Support Services & Facilities

### 20.1 Accommodation facility

In order to facilitate the stay of outstation students, the academy offers limited hostel facilities "A home away from the home". To ensure that the student dwell in a healthy and safe environment.

For Delhi West & South, Mumbai and Bangalore D-School Of Business provides a comfortable accommodation for its students through a partnership with - Your Space. It's a second home which ensures that students live out their college lives in a healthy, safe, and conducive environment. The amenities provided are:

#### In-room Amenities

- One Bed per Student shall be offered.
- Fully furnished AC rooms with beds and mattress
- Individual lockable admirals for storage
- Geysers in washrooms
- Study tables
- Dressing Mirror
- Tube lights & LED
- Dust Bin in each room
- Washrooms with Sanitary fittings

#### Self Help Amenities

- Laundry: Fully automatic washing machines
- Ironing: Iron and ironing boards
- Water: RO facility to be provided
- Tea-coffee dispensing machine
- Medical facility available with first aid/ provided to sick Residents.
- Doctor on call number(s) to be shared with the students.
- Dining area

#### Security

- CCTV Cameras
- Automated lock will be Installed at the main entrance.
- Security Guard - One male security guard at main entrance and one female facility manager in the facility

Electricity - Residents to pay for their rooms' electricity charges. There will be prepaid meters installed for the same. Residents will be charged Rs 12/unit for electricity (plus convenience charges). Common area electricity will be borne by Your Space.

Wi-Fi - High speed internet to be provided in the facility.

Meal - Breakfast, evening snacks and Dinner to be served daily. Lunch served on weekends only.

House keeping

- Rooms
- Washrooms
- Common areas would be cleaned on a daily basis.
- Linen would be changed once a week.
- Regular pest-controlled services.

Entertainment

- Mini lounge area with sitting arrangement
- Common TV and DTH recharge
- Indoor games like carom board, chess, Jenga, etc.

*Disclaimer: The Company (Your Space) shall autonomously manage its hostel premises ("the Housing Facility") and students shall be required to pay charges for usage of said Premises directly to the Company. There will be a direct contractual relationship between the Company and the Student as a resident. Students and parents shall directly deal with the Company for any service issues, defects and/or any other matters or disputes arising out of or in connection with said Premises. DSOB is acting as a facilitator to enable students to obtain hostel accommodation. Each student/parent shall make his/her independent assessment with respect to said Premises and decide the terms on which it wishes to avail the hostel accommodation services, based on representations, warranties, covenants and undertakings provided by the Company. DSOB shall have no responsibility or liability whatsoever in respect of any claims, actions, demands or losses, direct or indirect, arising out of or in connection with the said premises or the contract between the Company and the students. For avoidance of any doubt, it is clarified that all mandatory compliances including in relation to fire, municipal corporation, maintenance, housekeeping, security, warden etc. shall be under the management and supervision of the Company and the Company shall be ultimately responsible for all legal and regulatory compliance. It will be the student's responsibility and obligation to follow any guidelines provided by the Company in relation to the said Premises.*

### 20.1.1 Admission Process for Hostel accommodation

The Academy operates hostel facility at Jaipur. The hostel accommodates only girl students on twin sharing basis; it has the capacity to accommodate a limited number of residents only.

### 20.1.2 Hostel Accommodation

The accommodation in the hostel may be granted on first come-first served basis according to deposition of hostel fees. Allotment of room will be done by drawing of lots. Any request for change may be considered on reasonable grounds and subject to the availability of accommodation or scope for mutual adjustment by the Hostel Warden after due permission from the Campus Manager / S3.

Following principles will be observed for hostel admission:

- Hostel accommodation will be available on academic year basis.
- All students will vacate their respective rooms by end of academic session before their summer vacations start which would generally mean by 31<sup>st</sup> May of each year.
- In case of any requirement for next academic year, desirous students will have to make fresh application.
- First preference will be accorded to newly admitted students of the new academic year residing outside city of campus.

- Other applicants will be treated against vacancies, if any, after first preference is completed.

### 20.1.3 Hostel facilities

An indicative list of facilities at a notified annual residential fee is as under:

- A bed with mattress, cupboard with lock and study table with chair on individual basis
- Fans, mirror, bathroom with hot-water, toilets on shared but adequately provided basis.
- Services of a full-time-resident lady warden, security guard, housekeeping /cleaning staff; common TV, water filter, dining room; pest-control treatment, fire safety provision system.

Additionally, there are chargeable services which include:

- Laundry and ironing (Washing Machines are provided)
- Transportation service

The applicable charges are notified along with the hostel rules in force, a copy of which will be given to you when you are admitted to the hostel.

In the event of a serious ailment requiring hospitalization, your parents/guardians will be informed immediately and advised to admit you to a hospital for attention. In case this is not feasible, or there is delay in arrangements to be made by them, and, if the emergent situation so requires in your own interest, the Academy will hospitalize you according to the advice of the attending doctors. The entire medical expenses incurred by the Academy under such circumstances shall be reimbursable (non-negotiable) by your parents/guardians, failing which it will be recovered from the security deposit.

As a hostel resident, you will be required to observe all the rules in force, cooperate in maintaining harmony, safety, and common well-being, behave in a disciplined manner, use all hostel property with due care and concern and pay all dues promptly. Failure to do so will make your residential entitlement liable to be cancelled without any refund of hostel fee and losses to hostel property, if any, will be redeemed from the security deposit you are required to make at the time of hostel admission.

## 20.2 Counselling Facilities

D-School Of Business believes in shaping its students and helping their professional growth. In the case of negative influences of peer pressure and issues faced i.e., anxiety, interpersonal relationships, academic stress, or any other emotional issues faced by the student, he/ she can avail the assistance of the S3. We also provide Online counselling facilities through professional counsellors. The details are shared with you on your official Email id.

## 20.3 IT Policy & Wi-Fi services

The Academy provides numerous working spaces with computer workstations available for usage of the students. These spaces or labs are open during normal College hours. You are encouraged to carry your personal laptop for use in college. The campus is wireless enabled and covered by a secure network. Internet-based facilities include the Intranet (for student use), a D-School Of Business e-mail account and access to an extensive on-line library. Post completion of course, e-mail ID shall be deleted automatically by Academy.

**Wi-Fi Facility:** Free Wi-Fi facility is available to all the students. For activation, students are required to fill a form (available with your **S3**). Wi-Fi shall be activated only on laptops (not on mobiles or any other device).

Students are requested to **submit the request for Wi-Fi activation** to their **S3** along with the MAC/Physical Address of their Laptops.

For any Wi-Fi related queries/issues, please contact your campus IT representative.

The process of obtaining MAC/Physical address of the laptop is as below:

*Go to START MENU → Go RUN → Type cmd → Type ipconfig/all → Note the MAC/Physical Address e.g.: 00-1A-4D-1B-36-B4.*

For all IT related matters, you may contact **S3** / IT team. In case of loss/theft of Laptop the student is required to lodge an FIR immediately and submit a request along with a copy of the FIR for de-activation of Wi-Fi to **S3** / IT team

## 20.4 Recreation spaces

All students are encouraged to use the recreation spaces available in all campuses during their spare hours. Students are responsible for the safekeeping of the instruments / games provided by the Academy. Students are also advised to use the exercising equipment at their own risk and after a fitness advice / certificate by a registered medical practitioner.

Policies and Procedures:

- The Recreation Spaces is for the use of D-School Of Business students and faculty / staff members only.
- Game-related equipment is available for check-out only through the authorized in-charge / staff member of the Recreation Room.
- Basic rules / regulations for each game / exercising equipment are displayed / available authorized in-charge / staff member of the Recreation Room.
- Food and beverages are prohibited except closed, plastic containers of water. Cans and glasses are not allowed in the Recreation Room.
- Profanity, abusive language, or flagrant behavior will not be tolerated. Persistent use of such behavior as deemed unacceptable by the Recreation Room in-charge / staff will result in disciplinary action.
- Damaged or defective equipment should be reported immediately to the authorized in-charge / staff member of the Recreation Room.
- Please do not remove any signage from damaged or out of order equipment.
- Users will be responsible for damaged or broken equipment.

## 20.5 Shop facility

You may require materials for certain modules. These are available at the Academy's shop on payment. Brown paper for pattern making is available free of cost. It should be used economically.

The other items required must be purchased in advance to facilitate class commencement without delay.

On an average, in design courses the monthly incidental expense amounts to, indicatively, Rs 5,000/- and in other courses, Rs. 4,000/-. In the final year of the UG courses and in the final semester of the PG courses, the incidental expenses go up owing to preparation of collections, documentations, etc.; your incidental expenses will rise in proportion to your plan of work. As far as documentation is concerned, the Academy has prescriptive guidelines which facilitate your expenses to be made within comfortable and reasonable limits without sacrificing the quality of presentation.

Other than materials, you will also have to spend on purchase of books. A list of suggested must-have books, which are life-time possessions in the discipline you aspire to qualify in, will be provided to you at the start of your course.

## 20.6 Canteen

The canteens in the Academy are equipped to provide all requirements of refreshments and lunch for the students.

Consumption of meals/snacks/beverages inside classrooms, Labs, Studios, and work areas is strictly prohibited. Water / Beverages are not permitted to be carried into Computer/CAD/Photography / Recreation Room or any other labs.

**Defaulters will be levied a fine of Rs. 500/- for the first offence and strict disciplinary action will be taken against habitual offenders.**

## 20.7 Library & Resource Centre

The Academy's Library & Resource Centre offers a range of material prominently applied in your discipline. The DSOB Library holds a comprehensive and up-to-date collection of knowledge resources - printed, multi-media and electronic resources including e-books; online access to National and International databases/websites relating to every aspect of the design and fashion industry. It is adequately resourced to supplement learning process at the Academy.

The library has most of the recommended texts available for loan or reference. The number of books and volume of other literature is increased periodically. In addition, the Academy has established linkages with several institutions to enable students to avail of their resources. Details are available with the Librarian.

- The Library at Delhi is open from 0800-1830 hours on weekdays.
- Library & Resource Centre functioning time at Jaipur center of the Academy is from 0900-1700 hours\* on weekdays.
- Library functioning time at Delhi south campus of the Academy is from 0900-1700 hours\* on weekdays.
- Library functioning time at Mumbai center of the Academy is from 0900-1700 hours\* on weekdays.
- Library functioning time at Bangalore center of the Academy is from 0900-1700 hours\* on weekdays.

- All facilities remain closed on Saturdays, Sundays & holidays (as per the holiday list of the Academy) [\* timings are extended on request]

### 20.7.1 Return of Books

It is important to ensure that the issued items are returned on or before the due date. An overdue charge @ Rs. 5 per day per book/periodical will be levied on any late return for the first 7 calendar days and @Rs 10 per day per book for each calendar day thereafter. Reminders will be sent to defaulting students through e-mails. If a student fails to return any issued item within the semester (as the case may be), the student will be charged the current cost of the issued item along with the overdue charges or asked to replace the same with the latest edition that is available in the market, along with the overdue charges. Till such time, the result / mark sheet of such a student will be withheld. Students can view their due books through E-mail/OPAC/library notice board.

### 20.7.2 Misuse of Resource Centre

Please note that any misuse of the Resource Centre and Library resources, such as causing damage, pilferage, etc., or noncompliance with Library/Resource Centre rules and regulations is a serious offence and entails strict disciplinary action.

## 20.8 Health & Safety

The health and safety of students are a priority at D-School Of Business. In the event of an emergency, students should immediately notify the Student Support Service (**S3**) or any appropriate staff member.

Each student is expected to submit the Emergency Contact and the Student's Health Information at the time of admission the Academy or at the start of the Academic Year or as soon as it appears, whichever is earlier, for us to keep a track of the student Health and Safety and also be equipped to deal with the student in case of medical emergencies.

Student responsibilities for health and safety are:

- make yourself aware of health and safety procedures and instructions.
- use facilities and resources in accordance with the safety instructions as indicated in the safety manual of the respective labs / spaces etc.
- make proper use of machines, labs, equipment, electronic devices etc.
- be familiar with reporting an emergency and in evacuation procedures.

### 20.8.1 Medical emergency

Any student suffering from any type of illness requiring emergency / periodic medication is required to declare / inform the same to the Campus Manager / **S3** along with relevant Medical Documentation from a Registered Medical Practitioner on occurrence / detection. Prescribed Medication / Medicines should be carried in person in Campus at all times. In case of any emergency during the working hours students must inform at the Reception Desk/ Campus Manager/ **S3** representative / Module Tutor / Department Lead/ Security Guard.

### 20.8.2 First aid kits

These are located in each campus of the Academy and are available to all students from the reception / security gate. Each Center is equipped with medical room under supervision of a trained nurse to provide the First Aid. To handle any emergency each center has a tie up with the nearby hospital.

### 20.8.3 Medical Help & Certification

You are required to submit a Fitness Certificate (from a registered medical practitioner) as proof of your physical fitness at the time of admission. By physical fitness is meant that you are healthy and fit to attend classes regularly, to withstand the rigors and strains of the daily routine and to discharge submissions and assignments as and when called for periodically by the course team.

- A medical fitness certificate is also required to be submitted on the day you rejoin the Academy after absence on medical grounds when the absence is in excess of two continuous working days.
- In case you happen to be falling ill frequently on any grounds you may be considered not fit for continuation in the Academy on grounds of continued ill health, even if you have submitted a medical certificate indicating you are physically fit.
- Please share if you have any medical history/issues. It will help us understand and extend assistance if required.
- We provide medical rooms with all general Allopathic medicines at our campus.
  - At Delhi West campus we have a Medical Room on 3<sup>rd</sup> floor of Rajouri Campus & in basement of A-21/13 building
  - At Delhi South campus, the Academy operates a medical room.
  - At Jaipur Campus, a Medical Room is available (GF -20)
  - At Mumbai campus, the Academy operates a medical room on the 5<sup>th</sup> floor.
  - At Bengaluru campus, the Academy operates a medical room.

All campuses of D-School Of Business have a fully functional medical room, headed by a certified professional nurse. All the student facing people are given First Responder training from time to time. The First Aid kits are available on all floors, all labs, reception and **S3**. All medical supplies are regularly appraised and updated. Well-equipped Isolation room with all essentials is in place keeping in mind the Covid protocol.

We also have ties up with nearby hospitals to handle medical emergency. In case of medical emergency, first aid is provided in the medical room and then student is rushed to hospital accompanied by medical attendant and **S3**. The parents and local guardian are immediately informed, and student is handed over to them as soon as they reach the hospital. In the event of a serious ailment requiring hospitalization, your parents/guardians will be informed immediately and advised to admit you to a hospital for attention. In case this is not feasible, or there is delay in arrangements to be made by them, and, if the emergent situation so requires in your own interest, the Academy will hospitalize you according to the advice of the attending doctors. The entire medical expenses incurred by the Academy under such circumstances shall be reimbursable (non-negotiable) by your parents/guardians, failing which it will be recovered from the security deposit.



## 20.9 Incident/Accident Reporting

In the event of any emergency or in case you find yourself in untoward incident /accident /circumstances / sudden illness within the campus, you must contact the **S3** or nearest Faculty / Staff / Department Lead / Guard in the immediate vicinity / building of the Academy and give the following information:

- Your problem: (e.g., Medical Emergency, Assault, Fire).
- Location of Emergency.
- Your name and contact number.

## 20.10 Fire Safety

The Academy has established fire safety mechanism in place (sprinkler system, fire extinguishers, and smoke detectors) to prevent fire. A designated fire safety officer carries out mock drills at regular intervals to make students aware of the operation of fire alarm switches, exit routes / do's & don'ts. Students are advised to attend the mock drills on communication received from Academy.

Follow the instructions given as under in the event of a fire:

- Operate the nearest Fire Alarm Switch.
- Fire Evacuation plan is put up in all floors in all building. Please follow the plan to evacuate the building at the earliest.
- Evacuate the building immediately by the closest exit / staircase on hearing Fire Alarm.
- Immediately inform the nearby staff / faculty / Authorities / **S3** / Campus Manager / Campus Administration.
- Once outside the building, move away from the building and keep a safe distance.
- DO NOT OBSTRUCT the easy access of fire fighters and fire trucks operating to control the fire.
- Students are cautioned not to re-enter the building until it has been declared safe by the Academy.
- NEVER attempt to tackle a fire yourself unless you have been trained in the use of fire extinguishers and feel confident that you can do so without endangering the safety of yourself and others.
- NEVER attempt to extinguish electrical fire with water.

## 20.11 Studio Facilities

The Academy has design studios to facilitate work related to pattern making, draping and grading; art rooms / drawing studios for drawing and illustration; seminar rooms for lectures and seminars; textile weaving, knitting, printing, fabric testing laboratories, Product Lab , Maker's Lab ; CAD / MAC Labs, with work stations having latest hardware and software; sewing workshops; computer rooms with terminals; photography laboratory, photography studio, dark room, MAC Lab, make-up studio;

resource center; library; and faculty/student contact rooms. All students are provided free internet connectivity in computer labs.

## 20.12 Extra Hours & Working Time

You may be required to put in extra work utilizing machines, computers, labs, studios, any other physical facilities to reinforce/ upgrade your skills. You will be permitted additional independent time in the facilities with the permission of the Department Lead or Course Team. You are advised to strictly adhere to the permitted timelines and not engage in extra work in the facilities during regular classes.

## 20.13 Telephone / Mobile Phone

- Your mobile phone is required to be always in the silent mode within the campus. In the event of your failure to do so and the consequent indication of the receipt of a call or SMS, or in the event of your making a call or sending an SMS while formal activity is in progress, your mobile-phone will be confiscated by the supervising faculty and handed over to the Campus Manager, who will keep the instrument in safe custody with a record of ownership and identification particulars and release it to you on payment of a fine of Rs 500/- per instrument in cash to the Accounts Section and on production of the receipt issued by Accounts Section.
- When speaking on the mobile phone inside authorized areas within the Academy's premises at the permissible time/place, you will be appreciated for doing so softly, without creating any disturbance or distraction to others around you.
- Any external telephone call addressed to you and received through the Academy's telephone lines during class hours will be communicated to you only in circumstances that are extraordinarily urgent in nature.
- You are not permitted to make or receive internal/external phone calls from faculty/ staff rooms. Any attempt to do so will amount to gross indiscipline.

## 20.14 Contact details of Campus Administration

You must make it a point to note the contact number(s) of the Campus Administration at your respective Centre, so that it is readily available to you whenever necessary.

	<b>Admin</b>
<b>Delhi South Campus</b>	
E-mail id	<a href="mailto:syed.hamraz@pearlacademy.com">syed.hamraz@pearlacademy.com</a>
Contact No.	011-46461952
<b>Mumbai Campus</b>	
E-mail id	<a href="mailto:gitesh.narvekar@pearlacademy.com">gitesh.narvekar@pearlacademy.com</a>
Contact No.	022-40585400
<b>Bangalore Campus</b>	
E-mail id	<a href="mailto:anitha.prabhu@pearlacademy.com">anitha.prabhu@pearlacademy.com</a>
Contact No.	7303637035

## 20.15 Parking and Transportation

### 20.15.1 Parking of Vehicles by Students

You have to park your vehicle at your own risk. The campus is not responsible for loss of property, theft, or damage to any vehicles. You are required to park in the campus designated parking area. Visitor parking will be strictly enforced and is intended to be used only by visitors and non-attending students.

- Students are prohibited from parking their vehicles in the parking spaces earmarked for the faculty/staff in front of Campus or inside the compound.
- Students coming to the Academy in their own cars are required to park their vehicles in the earmarked parking areas only / notified by the traffic police / Campus Administration.
- Students are responsible for any loss / damage in case Vehicles (unattended) parked outside the designated parking area is towed away to the nearest Police Station by the Traffic Police.
- Students are advised not to leave Laptops, iPod, Cell phone, Wallet, or any other expensive items / valuables in the car. The Parking is “at owner’s risk”.
- Students are required to pay the parking charges (if any) as levied by the local authorities.
- Students are required to strictly follow notified guidelines on car parking.

### 20.15.2 Transportation Services

The Academy reserves the right to decide on the transportation facility. In campuses, where the transportation facility is provided, it is majorly done for campuses providing residential facility. In campuses where the transport facility is provided, the policy, particularly, for that campus shall be applicable.

## 21. Industry Linkages and Internship

### 21.1 Industry linkages

The program offered by the Academy are very practical, industry oriented and market focused. Students will be required to connect with the industry, undertake real life projects and assignments, which can include a span of activities from research to design, implementation, installation, and audit. Students will be engaging themselves with the practical situations in the industries they are likely to work in so that they are better equipped to handle situations effectively.

The Academy also facilitates valuable contacts to students through visiting industry experts, by organizing field trips, and by providing reference letters. It is expected that students will make active efforts to make the most of these opportunities and develop their own industry contacts. It is compulsory for all students to attend field trips and industry talks, as it is a part of the curriculum and students will be marked for attendance.

The Academy has a Career Services team which spearheads the industry linkages. There will be prescribed timings during which students may interact with the relevant authorities for training and support to undertake their assignments in industry.

### 21.2 Internship

At some stage of every course, you are required to undertake an Industry Internship of duration 8 -10 weeks. The objective of the internship is for you to:

- Study and understand prevalent commercial and industrial practices, standards, and procedures.
- Reinforce your theoretical knowledge with practical and hands on experience.
- Develop and strengthen the ability to work as an effective and willing member of a team.
- Understand the pressures of the industry and sharpen problem - solving skills.

Besides, the experience gained through internship, it will help you to identify problem area(s) to be addressed in your final dissertation/project. This internship is supported by close co-ordination between the Academic Department & the interning organization to ensure an assignment fitting with your needs and to monitor your progress. The internship is an essential requirement for the successful completion of the Course.

The internship is evaluated based on the Learning Outcome and as per the brief provided in the Module Descriptor. A mentor will be provided by the Academy who will be in touch with the industry mentor.

In order to give you a positive internship experience your Academic Department requires your cooperation in processing your internship as follows:

- Your resume should be submitted to the Department two months prior to the commencement of the internship. It should be professionally presented, expanding on your skills, capabilities and not monotonous.

- To ensure uniformity, the Academy would like that your internship is arranged formally through your department, even if you possess industry contacts and the means to secure internship. In such a case, you may inform the department 2 months in advance of the commencement of the internship period to coordinate the internship process in your behalf.
- The location of internship arranged by the Academy may not coincide with your residential location. Once the internship is arranged officially by the Academy, you cannot decline the offer.
- For outstation internships, accommodation is your responsibility unless the company is specifically willing to provide the same to you. Transportation costs to and from the place of internship are also to be borne by you.
- You may or may not be paid a stipend for the internship period. This is entirely at the company's discretion. The Academy, however, does recommend to all interning companies a desirable amount that may be paid to you as stipend. This recommendation is uniform for all of the members of your cohort.
- You will be required to maintain a journal and file a weekly log/report of your internship experience with your department. This helps the Academy in monitoring your internship and ensuring that you have a positive learning experience. Failure to file a weekly report may nullify the internship.
- You are required to report for your internship on the stipulated date and time mentioned on your internship intimation letter.
- All rules of the organization where you are interning must be followed. You are expected to show highest level of professional ethics.
- As you are representing D-School Of Business as an intern, all rules of the academy (academic integrity, code of conduct etc.) have to be followed, otherwise you will be subject to consequences as mentioned in the Student Handbook.

## 22. Placement Policy

The Academy facilitates job placements through the Career Services team to all the desirous graduates on successful completion of the Course.

Companies from the industry are invited to participate in the on-campus/ off – campus at client site / placement week / placement season, which normally takes place during the last two semesters of your course of study.

Those companies which regularly come for placements and take interns from us are invited first for placements and subsequently companies that are occasional and new.

### 22.1 Placement Guidelines

The detailed placement guidelines and the procedure to apply for available job opportunities may be obtained from Career Services department / representatives available at your campus.

It may not be feasible for the Academy to place the student necessarily at a location of your choice. While the Academy tries its best to provide placements, it is not the responsibility of the Academy

alone, and, hence, the students are also expected to share responsibility for placements and contribute to its administration in various ways. You are expected to display the highest level of professional conduct at the workplace and contribute to the growth of the company and deliver as per your agreed work profile. You will not engage in any illegal, unethical, wrong activity/ conduct or any other activity that brings disrepute to the institution during your engagement / employment with the company that they have been placed in or chosen to work with as the Academy will do everything in its ability and power to safeguard its brand name, repute, and values. We encourage our students to be innovative, take ownership of their roles and contribute to the growth and success of the organizations and enterprises that they are placed in or have chosen to work with.

## 23. Student Responsibility

These rules apply to all students enrolled at the Academy on full or part-time courses and are applicable to the premises of the Academy. However, students are expected to conduct themselves with decorum, even when away from the Academy, to keep their personal and the Academy's reputation unsullied.

### 23.1 Code of Conduct and Academy's Expectations of Students' Behaviour

You will find D-School Of Business a stimulating and creative space. The structures are designed to create a relaxed and informal atmosphere. Because of this, students are required to accept considerable responsibility and exhibit a mature attitude. Respect, common sense, and honesty are key factors in making the best of your time here.

Whilst all students are treated as individuals and as adults, some fundamental rules and guidelines do apply. If you follow them, your life here will be easy and enjoyable!

We expect you to always attend all meetings and all academic sessions, to be on time and to arrive fully prepared. Complete and hand work by the due date and time and to the highest possible standards.

#### 23.1.1 General behaviour and appearance

- You may have a mobile phone however you are asked to switch it off during lecture sessions.
- You are expected to dress in an appropriately.
- The Academy will not be liable for any loss or damage to any items you wear or bring with you, whether arising through negligence or otherwise.
- Food or drink, other than bottled water, must not be taken into any lecture or seminar rooms, consultation rooms, media suites, computer labs, near any IT facilities or in the Learning spaces like library Centre and quiet study area.
- Skateboards and skates, etc., are not allowed anywhere on campus.
- In compliance with government regulations, D-School Of Business is a no-smoking campus.

The Academy expects all students to:

- Be well-behaved and observe all regulations and procedures laid down.

- Be regular and punctual in attendance at all schedules, including during the industry internship when student conduct reflects on the Academy's reputation. You are required to follow ethical practices, academic integrity, and rules of the organization / company.
- Notify the Academy of any change in the information supplied at enrolment.
- Make sure that conduct does not disturb or disrupt teaching, learning, study, research, or any administrative/ recreational activity being conducted at the Academy or organized outside the Academy.
- Be considerate to the needs of staff, fellow students, and visitors.
- Respect the property of the Academy and that of the other students.
- Students should not destroy, damage, or mishandle the property of the Academy.
- Be aware that refreshments, eating, and drinking is permitted only in canteens.
- Any kind of intoxicant is strictly banned, and evidence of use of the same under any circumstances will invite rustication from the rolls of the Academy at its own discretion.
- Be careful not to litter the classrooms and laboratories with scrap paper and cloth. Make use of the waste bins placed in each room. Any flagrant uncleanliness will invite strict and prompt disciplinary action. After each class put your wastepaper and cloth cuttings in the bins provided for this.
- Make sure that lights, fans, and air-conditioners are switched off before leaving the classroom. Steam irons in sewing lab/ studios / material lab / maker's lab are to be switched off after use. Please remember that the Academy's resources are your resources too, and any misuse of the same will only be against your interests in the long run.
- Be aware that, as part of the curriculum, students are required to undergo internship training with the industry; undertake craft documentation; conduct project research; conduct market study etc. It is mandatory for all students to travel for such activities, individually or in groups as per academic requirement.
- Conduct professionally inside and outside the Academy. For this purpose, the Academy facilitates the personal interaction of students with faculty/mentors. In case the faculty is not available Face-to Face, students are required to take prior appointment for meetings with the faculty concerned.

### 23.2 Code of Conduct for Virtual Learning

In the new teaching and learning scenario the college expects you to display utmost regard for the rules and regulations of the institution and maintain a high standard of online academic discipline. We are committed to our academic duty of providing high-quality education to students even if it is through a virtual platform. Therefore, we expect your complete cooperation to make this online teaching-learning process successful. As your classroom will be a virtual one, we expect the same standards of behavior as we do on campus. To help you understand the online etiquette that you are supposed to follow. Go through the guidelines given below before attending online classes and always keep them in mind.

- Attend every class as per the time mentioned in the timetable shared by you by the S3. You are supposed to join the online class 5 minutes before the scheduled time. A maximum grace period of 5 minutes is allowed after the class starts. Do not waste the teacher's time by attempting to enter the class after that.
- When the class is on, you are supposed to keep your video/camera on. The microphone should be kept muted so that there is no interference in the class proceedings. Use headphones to ensure that you can hear the teacher properly. Switch on your microphone when the teacher asks you to speak.
- Select a profile picture that is appropriate for attending an online class. A simple headshot is recommended. Refrain from switching on any virtual background.
- Dress appropriately and be properly groomed.
- The formal environment of the online class requires you to use appropriate language. Use complete sentences while communicating with the teacher through the chat box. Avoid using abbreviations & slang, etc. If any student is found using obscene, disrespectful, threatening language while communicating, strict disciplinary action will be taken by the college authority.
- Do not share the joining link of any online class with students at other colleges or friends. Misusing or distributing the study materials uploaded in Blackboard / OneDrive will be treated as academic misconduct. Copying information from online sources or other students for the assignments given in class is considered plagiarism and is strictly prohibited.
- Attendance is a crucial component of the online learning process. Follow the instructions given by the teacher so that your attendance is recorded properly. You are supposed to attend a class for the entire duration mentioned in the routine to get the attendance.

Visit the college website regularly to check the virtual notice board for updates. Join the WhatsApp groups created for all your Cohort according to the instructions provided by the respective departments. All important information, notifications, and announcements will be conveyed to you through these platforms. You are responsible for staying informed and tracking important updates from the academy and your teachers. You are not permitted to violate this code of conduct or cause disruption in the online class proceedings. Any inappropriate behavior will be reported to the disciplinary committee and strict action will be taken against the student/students involved as per the regulations of the committee.

### 23.3 Encouragement of Positive Attitude

You are encouraged to seek varied experiences extended to you in the course of your learning at the Academy, so that you are fully prepared as an aspiring professional for the industry. In this respect, the Academy discourages the influence of special preferences and options in external situations, contexts, settings, timings, scheduling, etc., in the matter of delivery of the commitments of the course.

You will find an open, positive attitude not only rewarding for yourself (particularly, in relation to industry visits, internship, educational tours, and craft documentation), but, in turn, you will also enable the Academy to extend its linkages to wider locales, which benefits you in return.



### 23.4 Responsibility for personal belongings

Students are required to take care of their belonging, e.g., mobile phones, Laptops, Cameras, and Handbags etc. The Academy will not be responsible in any manner for the loss of such items within its premises or outside.

### 23.5 Discipline

Disciplinary rules for the orderly conduct of students have been made to ensure that nothing distracts the students and the faculty from the primary aim: learning. These rules provide a guide to our expectations of student behavior that will necessitate disciplinary action.

### 23.6 Misconduct

The following are examples of misconduct that are liable to attract disciplinary action:

- Assault or threatening behavior.
- Malicious and willful damage to Academy's property or the property of any student, visitor or member of staff or stealing of the same.
- Any action likely to cause injury to any person in the Academy's premises.
- Conduct or action against the equal opportunity policy of the Academy to include sexual harassment, racism, religious intolerance, denying freedom of speech, etc.
- Abusive or unreasonable behavior likely to cause distress or fear in others.
- Failure to comply with Academy's rules or proper directions given by the staff.
- Ragging (viz., teasing, forcing to do an act of unwillingness, rudeness, mental/physical abuse, etc.) in any form is strictly prohibited. Strict disciplinary action as per latest Govt. Notification / Hon'ble Supreme Court ruling shall be initiated.
- Plagiarism and use of unfair means.
- Failing to maintain proper decorum and sanctity of the academic institution.
- Any public misbehavior that puts the Academy in bad light.
- Misbehavior / damage to property while in campus / off campus / field visits / international exchange / summer program etc.
- Continuous non-submission of assessments / submissions as per deadlines issued.
- Smoking and consumption or in possession of alcohol / psychotropic substances / any other intoxicants / drugs etc. is strictly prohibited in and around all Academy's campuses & all Hostel Campuses. Random checks may be carried out by the Hostel Warden or any other official without advance intimation.
- Students are not allowed to bring friends & relatives in the Academy / Academy's premises. To allow friends and relatives inside the premises, prior permission needs to be sought from the Campus Manager duly signed by the Department Lead. Non-adherence will be considered gross misconduct and strict disciplinary action will be taken against defaulters.

- Inappropriate behavior / PDA (public display of affection) within the vicinity of the academy including the premises of the academy.
- Using of somebody's ID card to mark a false attendance on behalf of the student.

*The above is only an indicative list.*

## 23.7 Disciplinary Action

In case informal disciplinary action fails to have effect or in cases of serious misconduct, the Academy may be compelled to take disciplinary action in any of the following ways:

- Terminate the student / struck off the rolls.
- Suspend the student for a specific period or specific time/ activity.
- Fine the student a sum not exceeding Rs. 1,000/- for each breach of discipline.
- Require the student to pay the cost of any damage to property.
- Require the student to pay the replacement cost of an article/equipment assigned to him and is reported stolen or missing.
- Recover from a group of students the cost of any damage to property or the cost of replacement of stolen or missing property, when the concerned group does not co-operate to disclose the name of the offending student(s) from among themselves.

## 24. Prohibited and Restricted Conduct

### 24.1 Drug, Alcohol or Other Intoxication Related Policy

D-School Of Business has a zero-tolerance policy towards drugs and alcohol consumption and completely forbids the use and/or supply of illegal substances. We have a duty to inform and educate all students concerning the consequences of the use of illegal substances and alcohol abuse. We acknowledge the importance of our guidance role concerning the welfare of students and will always endeavor to encourage those in need of help to come forward.

We will provide help to identify sources of appropriate personal support and increase understanding of related health and social issues.

**A student will be liable to instant dismissal if they are found in possession of drugs, or are supplying drugs, in the college premises or are in any way assisting, by act or omission, a misuse of drugs.**

### 24.2 Ragging

#### **D-SCHOOL OF BUSINESS HAS ZERO TOLERANCE TOWARDS ANY FORM OF RAGGING**

Ragging is prohibited under Indian Law. The UGC ACT, 1956 and Indian Penal Code prohibits ragging in all its forms and at all times. The objective of this Policy is to prohibit, prevent and eliminate the scourge of ragging on the Academy campus.

D-School Of Business follows a policy of Zero Tolerance on "Ragging" in any form and is committed towards the cause and maintains an anti-ragging campus. In case of any unlikely event of ragging in the campus or in the hostel, the Academy will act as per the guidelines given by the Honorable

Supreme Court. Students are advised to intimate the S3 immediately if an unfortunate event of a ragging takes place.

Ragging includes one or more of the following acts, but not limited to, with or without an intent to derive a sadistic pleasure or showing off power, authority, or superiority over fresher or any other student.

- Asking to do any act which has the effect of causing a sense of shame, torment, or embarrassment so as to adversely affect the physical health, mental health or self- confidence of an individual.
- Indulging in rowdy or in – disciplined activities which causes or is likely to cause annoyance, hardship, physical or psychological harm to raise fear or apprehension.
- Any act of financial extortion or forceful expenditure burden.
- Any act of physical abuse including all variants of it.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act or abuse by spoken words, e-mails, social media, public insults.

### **PROCESS OF REPORTING COMPLAINT**

An aggrieved person or any other person may report the complaint to any of the following directly or over the phone or in written form or through e-mail.

- Anti-Ragging Committee Members
- Campus Manager
- Campus **S3**
- Department Leads

### **PENAL CONSEQUENCES**

D-School Of Business is committed to providing Ragging free academic environment to every student. Any violation of Anti – Ragging Policy will lead to any one or combination of the following:

- Suspension from attending classes, debarring from appearing in tests and forbidding other academic & co curricular activities.
- Individual or Collective punishment or any form of financial penalty.
- Cancellation of admission.
- Suspension and Expulsion from the Academy.
- Lodging of FIR with the Police.

### **ANTI RAGGING COMMITTEE**

The Anti – Ragging Committee will largely be constituted of the following nominated members of the Management / Faculty:

1. Regional Director
2. Campus Manager
3. Central Registrar’s Office
4. Dean / Department Lead
5. Campus **S3**
6. Class Representative (Student in attendance)

## 24.3 Sexual Harassment

The Supreme Court of India states that Sexual Harassment “is a violation of the fundamental right to equality and the right to life and liberty. “D-School Of Business is committed to creating a healthy environment that enables study without fear of prejudice, gender bias and Sexual Harassment (as defined herein below). D-School Of Business also believes that all women working / studying at D-School Of Business have the right to be treated with dignity and respect. Sexual Harassment (as defined herein below) is a grave offence, punishable by law and a serious note of the same will be taken by the D-School Of Business Management. D-School Of Business Policy

- Promotes a healthy and congenial work environment.
- Emphasizes Zero- tolerance for sexual harassment or gender discrimination.
- Prescribes resolution and redressal in case of Sexual harassment complaints.

### ACTS OF SEXUAL HARASSMENT

This shall include but not be limited to:

- Unwelcome sexual advances, requests for sexual favours and other visual, verbal, or physical conduct of a sexual nature such as physical contact, any obscene gesture, songs, jokes, loaded comments, slander, lurid stares, stalking exhibition of pornography which affront the dignity of the aggrieved person.
- Unwelcome sexual advances when it is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions or evaluations or permission to participate in a university activity.
- Interferences with work or creating an intimidating or offensive or humiliating or hostile work or living environment on the basis of a person’s gender identity / sexual orientation.

#### 24.3.1 Redressal of Complaints

- Any individual who feels that he or she has been subjected to act of sexual harassment / assault should report the incident immediately. A committee - Internal Committee - has been constituted by the Management of D-School Of Business to consider and redress complaints of Sexual Harassment.
- A student can report a formal complaint of sexual harassment/assault to the **Deputy Director S3** or any member of **S3** team. All formal complaints of sexual harassment/assault will be investigated. The **S3** receiving the initial formal complaint will complete an Incident Report Form which will be forwarded to the Internal Committee for investigation. The person initiating the formal complaint will receive a response from the IC within 10 working days of the initial complaint. This written response would include an explanation of the investigation process and a reasonable time frame for the resolution of the complaint.

### PENAL CONSEQUENCES

The Complaints received will be dealt with promptly by the designated Committee on Sensitization of Gender, Prevention and Redressed of Sexual Harassment.

- Anyone violating this policy is subject to disciplinary actions. Special action taken in a particular case will depend on the nature and gravity of the conduct reported and established by the Committee.

## 24.4 Discrimination and Harassment

### 24.4.1 Equal Opportunity

The Academy is not only an equal opportunity institution but believes in positive affirmative action. There will never be any discrimination based on gender, race, caste, religion, disability, national or ethnic origin, age, class, marital status, or family responsibility. Rudeness, insolence, intolerance, abusive or aggressive behavior towards other students or members of staff will not be tolerated. In such circumstance we will implement the strictest penalties which may include dismissal. This policy applies in respect to admission, content of courses, assessment, awards, and student welfare.

### 24.4.2 Anti-harassment policy

D-School Of Business is committed to providing a caring, friendly, and safe environment for all students so that they can learn in a relaxed and secure atmosphere. It is the right of every member of our student and staff community to study or work without fear of harassment or victimization.

Harassment of any kind is unacceptable at the Academy. If it does occur, the student should be able to report immediately to Campus Manager/ **S3** / Faculty and be assured that incident will be dealt with promptly and effectively. Anyone who knows that harassment is happening is expected to immediately report the same.

## 24.5 Safe Campus Policy

The possession, maintenance, or use of firearms, weapons, or explosives of any nature or description (fireworks, any other device of explosive nature, bows and arrows, crossbows, sling shots, guns, ammunition, and knives other than those typically used in artwork), or any other weapon, is prohibited on campus. Violators will be subject to disciplinary action.

We are committed to a safe and secure campus. Crime prevention, risk identification, and problem solving are the responsibilities of every member of our campus community. Members of the community must assume responsibility for their own personal safety and the security of personal and campus property by taking simple, common-sense precautions, removing the potential for “crimes of opportunity.”

It is important to report any suspicious activity / person if found on campus. Please feel free to report to the faculty / **S3** or campus authorities. If students are a victim of, observe, or have knowledge of a crime or other emergency, they must immediately inform the Security.

## 25. General Rules & Regulations

### 25.1 Intellectual Property

Any Intellectual Property / Copyright / Design of any material / works produced by students in the form of assignments / submissions / projects or products of learning process under supervision / direction / guidance / mentoring by course tutors / team/ module / Department Leads as part of the prescribed curriculum will be solely and exclusively owned by Creative Arts Education Society for perpetuity.

Intellectual Property generated or used by students during their period of enrolment with D-School Of Business shall at all-time vest with D-School Of Business, unless the Intellectual Property is surrendered by Creative Arts Education Society.

Policy on Intellectual property will be applicable to students who enroll in any program of study at D-School Of Business, the associated IPR thereto shall be owned by the Creative Arts Education Society.

### 25.2 Social Media Usage

D-School Of Business encourages you to share your opinions and comment freely on the Academy's Social Media platforms.

#### 25.2.1 D-School Of Business's Social Media Platforms

D-School Of Business uses the following social media to support the Academy's mission, vision, goals, programs, and sanctioned efforts, including news, information, content, and directives:

- Facebook <https://www.facebook.com/DSchoolOfBusinessOfficial>
- LinkedIn <https://www.linkedin.com/company/d-school-of-business/>
- Twitter <https://twitter.com/DSOBofficial>
- Instagram [https://www.instagram.com/accounts/login/?next=/d\\_schoolofbusiness/](https://www.instagram.com/accounts/login/?next=/d_schoolofbusiness/)

#### 25.2.2 Disclaimers & Posting Guidelines

The use of social media by students is in their personal capacity, and not in any way that might harm D-School Of Business, its employees, students, associates etc. Students are personally responsible for uploading / posting / sharing of content and information on social media platforms.

However, your posts will be deleted if they are considered to be: –

- advertisements, spam, derogatory, discriminating, or vulgar.
- illegal, racist, bigoted, or demeaning to a particular group of individuals or in general.
- embarrassing to an individual or construed as placing an individual in a bad or false light.
- causing someone to believe that his/her name, image, likeness, or other identifying aspect of his/her identity is being used for commercial purposes without permission.

Failure to follow these guidelines is a violation of the Academy's policy and subject to discipline and/or removal of the user / member.

### 25.3 Indemnity Clause

At the time of admission, every student is required to sign and submit an Indemnity Bond on a Non-Judicial stamp paper, notarized as per [Annexure 1](#), counter-signed by parent/guardian to absolve the Academy for any responsibility in the case of death or grievous injury caused under any circumstances and at any time in the premises of the Academy or outside it in India or abroad in the act of fulfilling the curriculum of the Academy under official direction of the faculty of the Academy.

### 25.4 Undertaking by Newly Enrolled Students

All students are required to **sign an Undertaking** of having read and understood and abide by the student guidelines and policies regarding Refund, Discipline, minimum attendance rules, Assessment, Progression, Awards etc. as per [Annexure 2](#) and hand over to their respective **S3** within first 2 weeks of joining the course.

### 25.5 Animals on Campus

The Academy prohibits any animals on campus property, with the exception of approved service animals. In order to receive approval to bring a service animal on campus property, please contact the Campus Manager / Student Support Services.

### 25.6 Appropriate Attire

Appropriate student attire is extremely important in helping to maintain a campus climate which fosters academic excellence. Your attire should be comfortable and not disruptive or distracting to the learning environment. Any attire deemed as inappropriate and/or disruptive will result in a meeting with the Campus Manager. Student will then be asked to leave campus and only return when dressed in appropriate attire. Masks that cover your face are not allowed to be worn on campus unless an event specifically advertises this attire. Campus Administration reserves the right to stipulate appropriate attire.

### 25.7 Children on Campus

From time to time, children accompany parents to campus. If you have an appointment with staff when you are not attending class, you may bring your children as long as you are supervising them at all times. Please be mindful, however, that children are not permitted in the classrooms or labs at any time and are not permitted to use the library or computer resources.

### 25.8 Clearance Certificate

At the time of leaving the Academy, you will be required to obtain “clearance” from various sections of the Academy to acknowledge that you have no dues/obligations, etc. pending. In case there is any pending, clearance will be withheld until such time as you have discharged pending dues/obligations. Refund of Security deposit/caution money is subject to the clearance certificate as approved by all concerned sections, and where necessary, after due deductions of unmet /pending obligations (if any).

## 25.9 Withdrawal of Admission

A newly enrolled student is permitted to withdraw his/her enrolment; in the event of such cancellation, refund of fees paid/deposited will be as per the refund policy given below:

Following documents are required to be submitted for refund of Fees:

- Duly filled Withdrawal Form (Form-A).
- Original fee receipt.
- Copy of Admission Offer Letter.
- Undertaking on Rs. 100/- Non-Judicial stamp, notarized paper ([Annexure-4](#)) at the time of receiving the refund cheque.

## 25.10 Security Deposit & Refund Policy

All students are required to maintain a Security Deposit of a specified amount at the time of admission. The Security Deposit is retained by the Academy up to the exit of a student on conferment of Award. In the case of students whose enrolment has been cancelled or they have left the Academy prior to completion of studies, the Security Deposit will be refunded only at the time of the student's exit from the Academy.

Following documents are required for refund of Security Deposit:

- Duly filled online Security Refund Form (when the student is leaving during the course of study).
- ID Card (original)
- Cancelled cheque in the name of the student.

Please Note:

- Student is required to fill up the online form after completion which will be shared by the Central Registrar's Office after the Convocation/Exit
- In all cases, only the balance amount in the Security Deposit, after recoveries of liabilities (if any), will be refunded only after the Convocation/Exit (whichever is earlier).
- The processing of Security refund requests will be done after the convocation at the end of the Program.



## D School of Business

### REFUND OF FEES TO STUDENTS: GENERAL CATEGORY

S.no.	Description	Deductions	Refund Permissible
1.	Students admitted to a Program but informs D School of Business in writing about withdrawal / not joining the Program before the commencement of Program.	INR 50,000	After deductions as stated, the balance amount shall be refunded.
2.	Students joined the Program, attended classes up to 10 calendar days and informed D School of Business <b>in writing</b> about withdrawal / not continuing the Program. <b>OR</b> Students did not attend any classes but informed PA in writing about withdrawal / not continuing within 10 calendar days.	<ul style="list-style-type: none"> <li>• Registration &amp; Admission Fee (100 %)</li> <li>• Learning Resources Fee (50%)</li> <li>• Tuition Fee (50%)</li> </ul>	<ul style="list-style-type: none"> <li>• Examination Fee</li> <li>• Learning Resources Fee (50%)</li> <li>• Tuition Fee (50%)</li> <li>• Security deposit</li> <li>• Alumni membership fee</li> </ul>
3.	Students joined D School of Business, attended classes for more than 10 calendar days but up to 30 calendar days and informed Pearl Academy <b>in writing</b> about withdrawal / not continuing the Program. <b>OR</b> Students not attended classes and informed D School of Business <b>in writing about withdrawal / not continuing the Program between 11 and 30 calendar days</b> from the start of the session.	<ul style="list-style-type: none"> <li>• Registration &amp; Admission Fee (100 %)</li> <li>• Learning Resources (75%)</li> <li>• Tuition Fee (75%)</li> </ul>	<ul style="list-style-type: none"> <li>• Examination Fee</li> <li>• Learning Resources (25%)</li> <li>• Tuition Fee (25%)</li> <li>• Security deposit</li> <li>• Alumni membership fee</li> </ul>
4.	Students joined the Program, attended classes for more than 30 calendar days and informed D School of Business <b>in writing</b> about withdrawal / not continuing the Program. <b>OR</b> Students not attended classes and informed D School of Business <b>in writing</b> about withdrawal / not continuing the Program after 30 calendar days.	<ul style="list-style-type: none"> <li>• Registration &amp; Admission Fee (100 %)</li> <li>• Learning Resources (100%)</li> <li>• Tuition Fee (100%)</li> </ul>	<ul style="list-style-type: none"> <li>• Examination Fee</li> <li>• Security deposit</li> <li>• Alumni membership</li> </ul>

#### Subject to submission of Undertaking

- \* Application for withdrawal/cancellation of admission shall be entertained via the online Admission portal (<https://bit.ly/DSOBStudentLogin>) only.
- \* Applicable GST will be deducted on the refund amount/deductions.
- \* The processing of refund requests will take a minimum of 3 weeks.
- \* In case of withdrawal under scholarship or discount or subsidy category, scholarship or discount or subsidy granted shall get withdrawn & refund shall be granted as per the normal fee structure.
- \* In case of sufficient number of students not opting of any specific specialization at your applied campus, D School of Business reserves the rights to discontinue the specialization at any of its campus. In this case where D School of Business has discontinued the course, student can either change the course/campus as per the availability of specialization/seat in the campus or can apply for full refund of the fee paid.

### Guidelines on Refund of fees to Students

#### For Existing Students (onwards Semester 2):

SL. No	Description	Deductions	Refund permissible
1.	Students admitted to a programme but inform PA in writing about withdrawal from the Programme before the commencement of the semester	<ul style="list-style-type: none"> <li>• Registration &amp; admission fee received in 1st semester (100%)</li> <li>• Alumni fee received in 1st semester (100%)</li> <li>• Validation Fee (100%) (as applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Tuition Fee (100%)</li> <li>• Examination Fee (100%)</li> <li>• Learning Resources Fee (100%)</li> <li>• Security Deposit (100%)</li> </ul>
2.	Students informing the Academy within 30 days of the commencement of the semester.	<ul style="list-style-type: none"> <li>• Registration &amp; Admission Fees (100%) [paid during admission]</li> <li>• Alumni fee received in 1st semester (100%)</li> <li>• Tuition Fees (50%)</li> <li>• Learning Resources Fee (50%)</li> <li>• Alumni Fee (100%)</li> <li>• Validation Fee (100%)</li> </ul>	<ul style="list-style-type: none"> <li>• Tuition Fee (50%)</li> <li>• Examination Fee (100%)</li> <li>• Learning Resources Fee (50%)</li> <li>• Security Deposit (100%)</li> </ul>
3.	Students informing the Academy after 30 days of commencement of the course but before the end of the semester which was not attended / partially attended	<ul style="list-style-type: none"> <li>• Registration &amp; Admission Fees (100%)</li> <li>• Tuition Fees (100%)</li> <li>• Learning Resources Fee (100%)</li> <li>• Examination Fee (100%)</li> <li>• Validation Fee (100%)</li> <li>• Alumni Fee (100%)</li> </ul>	<ul style="list-style-type: none"> <li>• Security Deposit (100%)</li> </ul>

- \* Subject to submission of Undertaking (Annexure-VI).
- \* Only written applications will be entertained.
- \* Applicable Service tax will be deducted on the refund amount / deductions.
- \* The processing of refund request will take minimum 3 weeks.

## 26. Student Participation and Feedback

We believe in open and frank interaction between students and faculty members. The Academy conducts various feedback surveys periodically to assess and understand the needs of our students and to improve our system and services. The information on such feedback surveys will be shared with you through the Department Lead from time to time. Participation in such surveys is mandatory. You can freely discuss your views and problems with your Department Lead, Faculty members and **S3**.

At the beginning of each academic year, we will ask for volunteers from each program to act as course student representatives. The role involves acting as a link between the students and the school. Student course representatives attend meetings with Department Lead, **S3** and Academic Governance to raise and discuss issues related to academic matters and the student experience. These are called Course Committee Meetings (CCMs), held twice in every semester.

At the end of 12th week of each semester, all students will be required to complete online feedback, to give their opinion regarding teaching quality (TQ)/ mentoring quality (MQ) of all tutors of courses taught during a semester. This feedback is useful for the faculty, as well as for students; therefore,

students are expected to be frank and honest in their views. At the same time, it is expected that such feedback is impersonal, and relates only to the relevant courses in terms of its content and delivery. It is mandatory for all students to participate in the formal feedback.

## 27. Note to Parents / Guardians

It is recommended that parents should also go through this handbook and understand various rules and regulations contained herein.

It is our continuous endeavor to update you about your ward's performance. We use various means of communications to update you with regard to same. We send e-mails / SMS / Tele calls (on contact no. & e-mail id given to us at the time of admission) to give you information about various study trips, invites for events like Portfolio, Academic performance, Attendance, or other relevant information.

You are requested to kindly inform the Academy in case of any changes in your address, contact no. & e-mail Id to receive uninterrupted communication.

You may also get in touch with the S3 / Department Lead to know the performance and attendance, etc. of your ward.

Please Note

- Generally, our classes are scheduled from 08:30 AM to 06:00 PM
- Administrative office works from 09:00 AM to 05:00 PM

**Meetings at the Academy will be by prior appointment only.**

## 28. Disclaimer

Contractual Liability: D-School Of Business undertakes to provide the teaching, examination & other services given in the program specification & the handbook. It does not, however, guarantee their provision & the standard force majeure clause hold in circumstances beyond the control of the Academy.

Any disputes arising out of the contents of this Student Handbook will be subject to Delhi Courts' jurisdiction only.

The Academy reserves the right to amend, change or cancel courses including date of commencement, no. of seats, location, the program, program content, nomenclature, fee structure, policies & procedures, or any other matter reported or contained in this Student Handbook with no liability attached to the Academy.

In this Handbook, generally, the masculine shall include the feminine and singular shall include the plural.

The matter herein applies to all the students enrolled in any courses of D-School Of Business from the AY 2021, irrespective of the batch/cohort of enrolment.

## 29. List of Annexures

### Annexure 1 – Indemnity Bond

#### D-SCHOOL OF BUSINESS INDEMNITY BOND

(To be executed on a Rs. 10/- stamp paper duly attested / notarised)

In consideration of ..... student of whom I am legal / natural guardian who has been admitted to D-School Of Business (all centres). I undertake and agree that neither I nor my executors or administrators or any other legal representatives will make any claim against the D-School Of Business or any employee of the D-School Of Business or against any person in the service of D-School Of Business in respect of any loss or injury to property or person including injury resulting in the death which the said student ..... may suffer while the said student is or in consequence of the said student being so or whilst he/she is within the premises of D-School Of Business campus (all centres) or for any excursion / field visit / study trip or outside in India or abroad for fulfilling the curriculum of the Academy under direction of the Academy's faculty and I understand and agree that no compensation will be paid by the D-School Of Business or any administrators or employees in service of D-School Of Business.

I further agree, so as to bind myself, my heirs, my executors & administrator to indemnify you and any employee or person of the D-School Of Business of them arising out of or any act or default on the part of the said student during or in connection with any academic activity within the premises of D-School Of Business (all centres) or any such journey undertaken towards excursion / field visit / study trip or outside in India or abroad.

It is further declared that stamp duty payable on this undertaking shall be borne by me.

Dated ..... Day of .....

Sign. of Witness ..... Sign. of Guardian .....

Name ..... Name .....

Occupation ..... Occupation.....

Designation..... Designation.....

## Annexure 2 –Undertaking

### Undertaking

(To be executed on a Rs. 100/- stamp paper duly attested / notarised)

We have also gone through the Students Handbook pertaining to Academy's policy on minimum attendance requirements, continuous absence without prior permission / de-registration, plagiarism & cheating, Progression Policy, misconduct / disciplinary actions / non-payment of fee etc

1. I hereby confirm that I will fulfil the minimum attendance requirement of 75% in each module in every semester.
2. We hereby accept and acknowledge the same and in case of any such eventuality, we undertake to accept the decision taken by the Academy as per the rules & policies written & read over by us.
3. We have also gone through the Guidelines on Refund of Fee as given in the Students Handbook/Website/Prospectus/Application kit pertaining to Academy's policy.
4. The signed undertaking is given by us without any threat, pressure, or coercion, by any other means. The undertaking is given after going through all the details regarding rules / policies of the Academy mentioned in the Prospectus, Admission form and Students Handbook as also available on the website of the Academy.

Signature of Applicant

Signature of Parent / Guardian

Contact:

Contact:

Date:

Date:

\*It is mandatory to submit this undertaking duly filled and signed along with the fee.

## Annexure 3 – Undertaking for Student Trip

TO BE PRINTED & NOTARIZED ON A Rs. 100/- NON-JUDICIAL STAMP PAPER]

### UNDERTAKING (for local travel)

I, \_\_\_\_\_, Son / Daughter of \_\_\_\_\_, bearing enrolment no. \_\_\_\_\_ is a student of \_\_\_\_\_ (course name), of cohort \_\_\_\_\_ at D-School Of Business \_\_\_\_\_ (campus). I am a resident of \_\_\_\_\_.

I hereby acknowledge that I have read and understood the DSOB's Student Trip Policy completely and I hereby accept, and undertake to comply with all the terms & conditions of DSOB's Student Trip Policy including complying with all instructions / guidelines / directions of authorized member(s) of the Academy, as maybe applicable, as under:

1. I hereby give my consent for my participation in the \_\_\_\_\_ (name of the trip & location) from \_\_\_\_\_ to \_\_\_\_\_ (dates) ("Travel").
2. I hereby undertake to conduct myself in accordance with the terms and conditions of the DSOB's Student Trip Policy and in accordance with the rules & regulations of visiting institution/ city/ organisation to which I am travelling.
3. I agree, understand, and acknowledge that participation in this activity is voluntary and discretionary, and my participation in this activity requiring local / domestic travel may involve risks relating to or arising from local / domestic Travel.
4. I hereby agree to unconditionally indemnify D-School Of Business, its officers, trustees, employees, agents, and representative from any and all liability, damage or claim of any nature arising out of or related to this Travel, the transportation, or in any independent activity undertaken by me as an adjunct thereto.
5. I hereby agree to unconditionally indemnify D-School Of Business and its directors, officers, employees, faculty members, staff member or agents or any other person from and against any and all losses, claims, damages, liabilities and fees, expenses and disbursements including the fees, expenses and disbursements of counsel incurred or proposed to be incurred by D-School Of Business, directly or indirectly, arising out of or which may arise out of, any act or default on my part during the Travel irrespective of whether such act has been performed by me in my individual capacity or as student of the D-School Of Business.
6. I hereby agree to bear all medical expenses deemed necessary in the event of any emergency, injury or mishap suffered by me or anyone else as a result of any act on my part. I hereby agree to bear all costs, fines and expenses incurred due to damage any injury or damage to any person or property of others which I may cause, or for any financial liability or obligation which I may personally incur, while participating in the said Travel.
7. I agree, understand, acknowledge, and undertake that the indemnity undertaken herein executed by me is unlimited, unconditional, and irrevocable.
8. I understand and acknowledge that the Academy reserves the right to make cancellations, changes, or substitutions in cases of emergency or changed conditions, or in the interest of any Activity with which I may be traveling or collaborating.

9. I understand and agree to abide by all rules/regulations/do's & don'ts of the place of stay / hostel / hotel arranged by the host institution/university including payment of security deposit (if any) and will maintain the cleanliness, observe silence hours, and respect the privacy of others.
10. I undertake and agree that the information provided by me in any and all documents or forms to be submitted by me for the purposes of Travel and for my participation in this activity is true, correct complete and accurate and I have not concealed any information, including any medical illness or allergy, which needs to be disclosed to the Academy or any government department, and the Academy shall not be liable in case any of the information provided by me are found to be incomplete, inaccurate, concealed or misleading.
11. Conduct: I agree to conduct myself in a safe and prudent manner while participating in any activity or travel conducted by or under the auspices of the D-School Of Business. I understand that all student participants are subject to D-School Of Business's regulations, travel guidelines, and relevant central, state, laws, and that in the event of violation of these or other behaviour which is deemed by the D-School Of Business to be detrimental to participant or others, the host institution may immediately dismiss me from the program and require me to return. I also agree not to deviate from the proposed trip itinerary without the expressed permission of the Academy faculty/S3. I understand that while participating in any such activity or travel, I am subject to the Academy's Student Conduct Code as per the current Student Handbook. I further agree to indemnify, defend, and hold harmless D-School Of Business from any breach of these representations.
12. I fully understand and agree that I must adhere to local/state laws while in the host institution / country. I understand that I have to maintain appropriate standards of conduct/respect local customs and practices at all times. Your behaviour and conduct will be monitored and if there is a violation of local/state laws or any Policy of D-School Of Business you shall be liable for strict disciplinary action, up to and including expulsion.

**Other Conditions of Participation**

13. Submission of Required Forms: I hereby undertake to submit all required forms duly filled in along with the required attachments by the deadline.
14. Travel and Accommodation: I acknowledge and agree to accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, or sickness, weather, strikes or other unforeseen causes.
15. I acknowledge and understand that the Academy assumes no liability whatsoever for any loss, damage, destruction, theft or the like to my luggage or personal belongings and I certify that I have retained adequate insurance or sufficient funds to replace such belongings.
16. I am solely responsible for securing any necessary immunizations prior to departure.
17. I understand and agree that the D-School Of Business in no way represents or acts as an agent for transportation carriers, hotels, and other suppliers of services.

I/We have carefully read this undertaking form before signing it.

Student's Signature

Date

Parent/Guardian's Signature

Date

## Undertaking for International Travel

(To be executed on a Rs. 10/- stamp paper duly attested / notarised)

I, \_\_\_\_\_, Son / Daughter of \_\_\_\_\_, resident of \_\_\_\_\_, hereby acknowledge that I have read and understood the DSOB's Student International Travel Policy completely and I hereby accept, and undertake to comply with all the terms & conditions of DSOB's Student International Travel Policy including complying with all instructions / guidelines / directions of authorized member(s) of the Academy, as maybe applicable, as under:

1. I hereby give my consent for my participation in the \_\_\_\_\_ (name of the trip & country) from \_\_\_\_\_ to \_\_\_\_\_ (dates).
2. I hereby undertake to conduct myself in accordance with the terms and conditions of the DSOB's Student International Travel Policy and in accordance with the laws of country to which I am travelling.
3. I agree, understand, and acknowledge that participation in this activity is voluntary and discretionary, and my participation in this activity requiring international travel may involve risks relating to or arising from International Travel.
4. I hereby agree to unconditionally indemnify the D-School Of Business, its officers, trustees, employees, agents, and representative from any and all liability, damage or claim of any nature arising out of or related to this International Travel, the transportation, or in any independent activity undertaken by me as an adjunct thereto.
5. I hereby agree to unconditionally indemnify the D-School Of Business and its directors, officers, employees, faculty members, staff member or agents or any other person from and against any and all losses, claims, damages, liabilities and fees, expenses and disbursements including the fees, expenses and disbursements of counsel incurred or proposed to be incurred by D-School Of Business, directly or indirectly, arising out of or which may arise out of, any act or default on my part during the international trip irrespective of whether such act has been performed by me in my individual capacity or as student of the D-School Of Business.
6. I hereby agree to bear all medical expenses deemed necessary in the event of any emergency, injury or mishap suffered by me or anyone else as a result of any act on my part. I hereby agree to bear all costs, fines and expenses incurred due to damage any injury or damage to any person or property of others which I may cause, or for any financial liability or obligation which I may personally incur, while participating in the said International Travel.
7. I agree, understand, and acknowledge that the indemnity undertaken herein executed by me is unlimited, unconditional, and irrevocable.
8. I understand and acknowledge that the Academy reserves the right to make cancellations, changes, or substitutions in cases of emergency or changed conditions, or in the interest of any Sponsored Activity with which I may be traveling or collaborating.
9. I understand and agree to be subject to the laws of the host institution / country to which I am travelling or required to visit or stay during this activity.
10. I understand and agree to abide by all rules/regulations/do's & don'ts of the place of stay / hostel / hotel arranged by the host institution/university including payment of security deposit (if any) and will maintain the cleanliness, observe silence hours, and respect the privacy of others,
11. I agree to be responsible for securing accidental (travel / transit) and medical insurance required for this activity.



12. I undertake and agree that the information provided by me in any and all documents or forms to be submitted by me for the purposes of International Travel and for my participation in this activity is true, correct complete and accurate and I have not concealed any information, including any medical illness or allergy, which needs to be disclosed to the Academy or any government department, and the Academy shall not be liable in case any of the information provided by me are found to be incomplete, inaccurate, concealed or misleading.

13. Conduct: I agree to conduct myself in a safe and prudent manner while participating in any activity or travel conducted by or under the auspices of the D-School Of Business. I understand that all student participants are subject to D-School Of Business's regulations, travel guidelines, and relevant central, state, and international laws and that in the event of violation of these or other behaviour which is deemed by the D-School Of Business to be detrimental to participant or others, the host institution may immediately dismiss me from the program and require me to return to India. I also agree not to deviate from the proposed trip itinerary without the expressed permission of the Academy faculty/S3. I understand that while participating in any such activity or travel, I am subject to the Academy's Student Conduct Code as per the current Student Handbook. I further agree to indemnify, defend, and hold harmless D-School Of Business from any breach of these representations.

14. I fully understand that I must adhere to local/state laws while in the host institution / country. I understand that I have to maintain appropriate standards of conduct/respect local customs and practices at all times.

15. Other Conditions of Participation

a. Submission of Required Forms: I hereby undertake to submit all required forms duly filled in along with the required attachments by the deadline.

b. Travel and Accommodation: I acknowledge and agree to accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, or sickness, weather, strikes or other unforeseen causes.

c. I acknowledge and understand that the Academy assumes no liability whatsoever for any loss, damage, destruction, theft or the like to my luggage or personal belongings and I certify that I have retained adequate insurance or sufficient funds to replace such belongings.

d. I am solely responsible for securing any necessary immunizations prior to departure.

e. I understand and acknowledge that all services and accommodations are subject to the laws of the country in which they are provided, and I hereby agree to abide by them.

f. I understand and agree that the D-School Of Business in no way represents or acts as an agent for transportation carriers, hotels, and other suppliers of services.

I/We have carefully read this undertaking form before signing it.

Student's Signature

Date

Parent/Guardian's Signature

Date

#### Annexure 4 - Undertaking for refund of Fee.

REFUND OF FEE WILL BE AS PER REFUND POLICY OF THE ACADEMY

(To be executed on a Rs. 10/- stamp paper duly attested / notarised)

I / We have gone through the Refund Policy again today though the same were also brought our notice at the time of Admission along with the admission form.

We have made the request for refund of fees due to our wards admission in some other course / Institute and the said request has been acceded by the Academy fairly and has agreed to refund the fee as per their policy which has been accepted voluntarily without any threat, pressure, or coercion after going through its content thoroughly.

Today we have been given the cheque no..... dated.....drawn on.....

..... against our total fee deposited of Rs.....

The deductions made by the Academy as per the refund policy is acceptable and after receiving a cheque of Rs. .... against our total deposit of admission fee, our entire claim has been settled and nothing remain to be paid to us by the Academy against the admission fee paid by us.

.....  
.....

Signature of Parents Signature of Ward

Date: .....

Place: .....

## Annexure 5 - Application for Appeal

NAME:

ROLL NO:

PROGRAMME OF STUDY YEAR:

1. Indicate by a tick on which grounds you wish your appeal to be considered.

Extraordinary circumstances* (use NEC form)	
Reconsideration of marks	
Academic Dishonesty	
Attendance debarment	

2. In the section below please summarize the key points of your appeal.

1	
2	
3	
4	
5	
6	

(Continue on an additional sheet if relevant)

3. Provide a supporting statement and evidence on separate sheets of A4 paper clearly numbered, preferably typed, or written in BLACK INK. You may also indicate briefly what outcome you are seeking if your appeal is upheld, remembering that it is not general D-School Of Business policy to adjust marks or classifications in such circumstances.
4. In the below section please indicate what supporting evidence you have submitted with your appeal application, including copies of documents submitted at an earlier stage in the appeals process. (Continue on an additional sheet if relevant)
5. Confidentiality: I agree to this information being made available in confidence to the Department and to those involved in D-School Of Business's appeal process.

SIGNATURE:

DATE:

## Annexure 6- Exceptional Circumstances Report Form

NOTIFICATION OF EXCEPTIONAL CIRCUMSTANCES REPORT FORM																								
Name:																								
Roll No:																								
Course: Cohort:																								
<p><b>1. Indicate on what basis you are reporting exceptional circumstances:</b></p> <p>a) Illness which prevented you from attending an assessment or affected your ability to perform in an assessment.</p> <p>b) Illness which prevented you from completing an assessment (coursework) on time</p> <p>c) Unforeseen major travel disruption which caused you to be late/miss an assessment.</p> <p>d) Legal matters</p> <p>e) Personal/domestic problems which occurred in the period leading up to an examination/assessment deadline.</p> <p>f) Bereavement</p>																								
<p><b>2. Indicate in the section below the Modules/assessments that you believe have been affected – continue another sheet if necessary.</b></p> <table border="1"> <thead> <tr> <th>Module Title</th> <th>Assessment Type</th> <th>Date of Assessment</th> <th>Was the assessment &amp; Title</th> <th>submitted or attempted</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>					Module Title	Assessment Type	Date of Assessment	Was the assessment & Title	submitted or attempted															
Module Title	Assessment Type	Date of Assessment	Was the assessment & Title	submitted or attempted																				
<p><b>3. Period(s) affected: From: _____ To: _____</b></p>																								
<p><b>4. Evidence submitted with application (please tick where relevant)</b></p> <p>Medical Certificate</p> <p>Hospital appointment Card</p> <p>Prescription</p> <p>Letter/documents from court/solicitor</p> <p>Death Certificate</p> <p>Other (please specify)</p>																								
<p><b>5. Statement of Circumstances to be considered by Examiners:</b></p> <p>This must include details of the assessment(s) you claim was affected, the module(s) to which this relates and the dates of all relevant events.</p>																								

You may also indicate briefly what outcome you are seeking in response to your submission, remembering that it is not general D-School Of Business policy to adjust marks where exceptional circumstances are acknowledged.

**6. Confidentiality:**

I agree to this information being made available to the Exceptional Circumstances Panel, the Chair of the Board of Examiners, the External Examiner and any such others as are necessary for the proper consideration of my circumstances.

Signature:

Date:

**Office use only**

Considered by EB on (Date)

\_\_\_\_/\_\_\_\_/20\_\_\_\_

Receipt for submission of application (to be provided to the student when handed in)

Date submitted.

Name of person received by

Signature of the person received by